

INVESTIGATOR'S PREPARATION CHECKLIST

☐ Confer with your campus Title IX coordinator on overall strategy and process for the investigation.

- Determine the order in which you will interview:
 - Reporting party
 - Responding party
 - Relevant witnesses
- Determine how the investigators will contact parties and witnesses and schedule interviews
- Determine who will conduct interviews
- Determine where interviews will be conducted and how information from interviews will be documented

☐ Clearly identify ALL the applicable policies and procedures that apply to the investigation.

☐ Coordinate policies and procedures where more than one policy and procedure applies.

☐ Establish a preliminary timeline for the investigation using reasonable time frames.

- Possible timeline guideposts:
 - Interviews
 - Reporting party(ies)
 - Responding party(ies)
 - Witness(es)
 - Verify statements and information provided
 - Follow-up interviews
- Request and obtain other evidence
- Compile and analyze evidence
- Draft report
- Hearing (if applicable)

☐ Note clearly and document any delays in this timeline and the reasons thereof.

- Any delays should be explained in writing to the reporting party and the responding party.
- Communicate the timeline to appropriate parties.