Salisbury University

Fair Practices Complaint Form

Confidential

To be completed by Mandatory Reporter (HRL Staff)

TO: Fair Practices Officer, Title IX Coordinator

Notice of Receipt of Fair Practices Complaint

On ____________ (Date), I received a complaint from ________________ (Complainant). Upon receipt of the complaint, I took the following actions (initial each space):

__________ (Reporter’s Initials) I advised Complainant of:

1. Where they can locate Salisbury University’s applicable policy and procedures
2. Resources available to them, both on and off-campus.
3. The University's commitment to confidentiality.
4. The University’s commitment to prevent retaliation.
5. The Office of Institutional Equity’s role and that the OIE will contact the Complainant directly regarding their rights, options and responsibilities under University Policy.

__________ I made written notes of the allegations (see attached copy).

__________ I explained the options for handling the complaint as described in the applicable University Policy and that the Complainant may request a formal investigation at any time.

The Complainant:

__________ agreed to fill out the “Complainant’s Acknowledgment of Advice and Choice of Resolution Option” and it is attached.

__________ declined to fill out the “Complainant’s Acknowledgment of Advice and Choice of Resolution Option”

__________________________________________  __________________________________________
Print Name of Person Receiving Complaint  Date Complaint Received
Complainant’s Acknowledgment of Advice and Choice of Resolution Option
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After being given the information above described, I chose to initially pursue resolution of my complaint through (initial the applicable choice):

__________ Formally Administrative Investigation and Resolution
__________ Informal Resolution

I do not wish for my complaint to be pursued; however, I have been advised that, because the University is legally required to investigate all allegations of illegal discrimination, the University reserves the right to investigate my complaint if it is deemed necessary to protect the interests of the University or the community. I will be advised if the University elects to conduct an investigation.

I understand that my complaint must be shared with the accused so that the accused may respond, and that I will be notified in advance when the accused is to be informed of my complaint.

________________________________________  ______________________________
Signature of Complainant             Date

________________________________________  ______________________________
Print Name of Complainant             Primary Role on Campus (faculty/staff/student)