

Inquiry Checklist

Procedure

Document

<p>Receipt of allegation(s) collect information nature of allegation possible respondents necessary evidence is it a matter covered by misconduct regulations? would informal steps be possible or appropriate? determine if frivolous or clearly mistaken</p>	<p><i>receipt</i></p>
<p>Consult with department head (or next in administrative line) of respondent if not frivolous or clearly mistaken, inform dean</p>	<p><i>letter</i></p>
<p>Dean makes determination about whether inquiry is necessary or desirable select inquiry team members note: charge letter should have policy attached, written orientation information for team members, if any, and background on allegations, if available and appropriate</p>	<p><i>charge letter</i></p>
<p>Inform respondent of inquiry provide written notice of charge, rights under policy secure evidence (if necessary)</p>	<p><i>notice of inquiry receipt</i></p>
<p>Inform complainant of inquiry</p>	<p><i>notice of inquiry</i></p>
<p>Arrange meeting of inquiry team orientation of team members requirements of policy dynamics of process their role information on allegations, review of evidence available meet with complainant meet with respondent meet with others, as appropriate secure additional information, as needed & appropriate (meet with any of witnesses again, as necessary)</p>	
<p>Come to conclusions; draft report</p>	
<p>Submit report to required official date of team appointment, compliance with procedural requirements how many meetings, for how long with whom met evidence reviewed findings & conclusions recommendations re investigation</p>	<p><i>transmittal letter inquiry report*</i></p>
<p>Decision re initiation of investigation / termination of inquiry if no investigation recommended: notify respondent notify complainant notify witnesses notify others informed of inquiry collect documents, seal file if investigation recommended: notify respondent, solicit comments on report notify initiator notify witnesses notify others informed of inquiry notify agencies</p>	<p><i>letter, report* letter letter letter letters</i></p> <p><i>letter, report* letter letter letter letter</i></p>

*See Sample Inquiry Report in Sample Reports section