LETTER – INITIAL DECISION MAKER NOTIFICATION OF OPPORTUNITY FOR PARTY OR WITNESS QUESTIONS

INSTRUCTIONS FOR INITIAL DECISION MAKER: USE THIS LETTER TO INFORM EACH PARTY (AND THEIR ADVISORS, IF ANY) OF THEIR OPPORTUNITY TO POSE QUESTIONS TO WITNESSES OR THE OTHER PARTY. AS REQUIRED BY **POLICY SECTION IV.F.2. SEND IDENTICAL LETTERS TO COMPLAINANT AND RESPONDENT, COPYING THEIR ADVISORS (IF ANY)**

Be sure to read this entire letter and make the appropriate text selections where indicated in [BRACKETS]

**[INSERT HERE DATE OF LETTER OR EMAIL]**

**[INSERT METHOD OF DELIVERY: FIRST CLASS MAIL OR EMAIL]**

COMPLAINANT/RESPONDENT NAME

ADDRESS  
EMAIL ADDRESS:

RE: Notice of Opportunity For Party Or Witness Questions

DEAR [COMPLAINANT/RESPONDENT]

I am writing to you in my capacity as the Initial Decision Maker assignment regarding a Formal Complaint of Sexual Harassment in which you are a [CHOOSE ONE: Complainant/Respondent/Party Advisor].

At this point in the Grievance Process you are entitled to submit to me proposed relevant questions to be asked of either the opposing party or a witness. Please note that pursuant to the Policy, “questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are **not** relevant, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the question and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.” Any question that I deem to be “irrelevant” will be excluded. I will provide you with a written explanation of any decision that your proposed question was “irrelevant.”

Please submit your questions directly to me no later than [**INSERT DEADLINE DATE which MUST PROVIDE THEM AT LEAST 10 DAYS FROM THE ANTICIPATED DATE OF RECEIPT OF YOUR LETTER BY THE RECIPIENT]**.

Thank you for ongoing cooperation in this matter.

Sincerely,

Title IX Initial Decision Maker

cc: Party Advisor (IF ANY)