

Steps in Individual Complaints of Discrimination

Action	Time Limits
1. The complainant contacts either the OEO Director, HR Director, Assistant HR Director or GI HR Manager.	As soon as possible after the date of the matter alleged to be discriminatory action.
2. The complainant is informed that they may choose to resolve the issue through the informal, mediation or the formal complaint procedure	When contacted by the complainant
3. If the complainant chooses the mediation or informal process, actions are immediately started to resolve the complaint informally. If the complaint is not resolved, the complainant is informed of the of right to file a formal complaint.	As soon as possible after matter brought to university's attention.
4. Complainant files formal complaint, an investigation is conducted and investigative report issued.	After receiving investigative report, either party has five working days to file appeal with the Chancellor.