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- The dean of the relevant Faculty, if the concerned party is a faculty member, **or**
- The director of the relevant unit, and
- The Equity/Title IX Office of AUB.

For any party who is a student, a copy of the "Notice of Outcome" letter of each of the parties should be sent to:

- The Title IX Coordinator, **and**
- The dean of the Faculty where the student is enrolled, **and**
- The Office of Student Affairs Administrator/Representative and
- The Equity/Title IX Office of AUB.

The information provided to the aforementioned individuals should be kept confidential.

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## **Duration of the Formal Investigation**

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The Investigative Panel is responsible for completing a comprehensive and thorough investigation within a prompt and reasonable time frame.

The investigation process is normally completed within ninety (90) working days after the Investigative Panel's first meeting until the finalization of the draft report. However, the duration of the investigative process may vary and sometimes may need to be extended depending on extenuating circumstances including the complexity of the allegations, unavailability of parties or witnesses, and material new information (that is timely provided by a party).

In all cases, if the Investigative Panel needs, for a good cause, more time to conclude their work, the Title IX Coordinator may approve the extension in writing, including an explanation for the extension, with a copy provided to the Reporting and Responding Parties.

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## **Composition of the Investigative Panel**

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The Investigative Panels are composed of a total of four members: three voting members and one non-voting member. The Title IX Coordinator will ordinarily serve as the non-voting chair of the Investigative Panel. However, the Vice Chancellor in consultation with the President and the Title IX Coordinator may designate, when needed (including in the event of actual conflict of interest), another trained faculty member to serve as non-voting member on the Panel.

If applicable, the three voting members are selected from a standing pool of trained members (faculty and/or staff from AUB and/or AUB Mediterraneo) who have been trained to conduct investigations of complaints covered by the AUB Mediterraneo Policies.

A full Panel's composition will be as follows:

- If the Responding Party is a faculty member, all three voting members will be faculty members of equal or higher rank. It is recommended whenever possible and available that the selected members be from a Faculty that is different from the Responding Party's Faculty. However, in all cases, the selected faculty members should be from a different department.



- If the Responding Party is a staff member, one or two voting members should be a staff of equal or higher grade; the other member(s) may be a faculty. The selected staff members should be from a Faculty/Unit/Department/Office different from the one of the Responding Party.
- If the Responding Party is a student, the composition of the Panel will depend on the status of the Reporting Party, as per the above description of the panel's composition for Responding Parties who are faculty or staff members. If the Reporting Party is also a student, the panel may be formed of three faculty members or two faculty members and one staff. None of the panel members should be from the Faculty in which the student is or was enrolled.

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## Witnesses

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Both the Reporting Party and Responding Party will be given the chance to provide names of potential witnesses to the Investigative Panel. The Investigative Panel will interview witnesses whom it believes will be helpful to its investigation, and/or request from them either an oral or written statement. Witnesses may also be asked to submit supporting evidence and documentation.

Witnesses may include individuals from within or outside the AUB Mediterraneo community.

If either the Reporting Party or Responding Party notified the Investigative Panel of a witness to the events under investigation, and the Panel chooses not to or could not interview the witness, the Investigation Report must include an explanation of the reason the interview(s) did not occur.

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## Non-Testimonial Evidence

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Non-testimonial evidence may be provided to the Investigative Panel by the parties and witnesses. Such evidence includes any facts or information presented in support of an assertion they have made during the investigation, including documentary, demonstrative, and digital evidence, and may include both inculpatory and exculpatory evidence.

The Investigative Panel may also consider prior misconduct by the parties, as well as any relationship history between the parties. However, character evidence (information that does not directly relate to the facts at issue, but instead reflects upon the reputation, personality, qualities, or habits of an individual) is not usually considered when determining whether a violation of an applicable policy occurred.

During the investigation, the Investigative Panel may share at its discretion with the parties and/or witnesses any documentation that it has received from a party and/or witness.

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## The Investigation Report

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The Final Investigation Report should include:

- Names and role of the Reporting Party and Responding Party.
- Names and titles of the investigative panel members.
- A detailed description of the incident(s)/alleged misconduct(s) including the place of the incident(s), date(s).



- The potential policy and/or code violations under consideration based the information collected during the investigation.
- Background information about any potential resolution attempted prior to the formal investigation.
- Relevant facts learned during the investigation, and conclusions drawn therefrom.
- Summary of information considered in the determination of findings, including extracts of interviews considered in the investigation.
- A clear declaration that a preponderance of the evidence standard is being applied.
- Credibility assessments of witnesses, including the Reporting Party and Responding Party, and findings of fact to resolve inconsistencies among the statements given by various witnesses (if applicable).
- Recommended findings as to whether policy violations occurred and recommendations as to sanctions and remedial measures, if appropriate, including a discussion of aggravating and mitigating circumstances. The Panel's numerical vote results must be included.
- A declaration about the opportunity for both parties to review and respond to information used in the finding.
- A summary of the panel consideration of responses to the Draft Investigation Report.
- A list of other identified misconduct (non-discriminatory in nature) for referral to the proper University officials.

The Final Investigation Report should be accompanied by appendices of all documents and materials collected during the investigation and on which the Panel relied, including:

- Formal Notices of Discriminatory Harassment
- Summary of Interview Notes
- Supporting Documentation provided by the parties
- Additional Information provided by witnesses
- Additional relevant information
- Responses of the parties to the Draft Investigation Report (if any)
- Responses of the parties to the Final Investigation Report (if any)

The Final Investigation Report, and all other documents related to the investigation are retained by the Vice Chancellor's Office.

If non-discriminatory misconduct is identified and noted in the Investigation Report, the Title IX Coordinator has the obligation to refer such misconduct to the appropriate University officials by providing a redacted version of the Investigative Report that includes information about only the non-discriminatory misconduct.



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## Sanctions and Remedies

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Remedies and sanctions are imposed with the primary purpose of maintaining a safe and respectful environment conducive to learning, working and living.

### I. Sanctions

Sanctions for violating AUB Mediterraneo's policies concerning Discrimination and Discriminatory Harassment, including Sexual Harassment are stringent and may reach up to the termination of employment and/or tenure and expulsion from educational programs, depending on the misconduct severity.

Sanctions are determined based on the number and severity of the alleged violation(s), whether the violations involved violence, the overall circumstances of the violations, the impact on the Reporting Party and/or the University Community, whether the Responding Party has accepted responsibility for the misconduct, and whether the Responding Party has a history of misconduct.

The determination of the sanctions also depends on whether the circumstances reveal a pattern of perpetration and/or suggest an increased risk of future acts of harm, violence, or threat to the safety of the University Community.

Sanctions may be issued individually, or a combination of sanctions may be imposed.

In addition to sanctions, the University President may also impose remedial and restorative measures on the Responding Party, such as referrals to counseling and/or community service, if such remedial and/or restorative measures do not threaten the safety of the AUB Mediterraneo Community, and are likely to allow (taking into account the safety of the AUB Mediterraneo community as a whole) the Responding Party to develop insight about responsibility for their behavior, learn about the impact of the behavior on the Reporting Party and the University Community, and identify how to prevent or change the behavior.

### II. University-wide Remedies

In addition to any imposed sanctions, the University may, upon completion of each investigation, identify additional measures that may be reasonably taken to prevent future instances of discrimination or discriminatory harassment, such as increased monitoring or supervision of locations or activities where alleged incidents occurred, targeted training of faculty, staff, or students, or revision of existing policies.

Various departments will share responsibility over implementation of such measures, as applicable, including the Office of Institutional Compliance and Ethics, and the Human Resources Department, among others.

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## Disclosure of Information

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The investigative file compiled during the investigation process described above is maintained by the Title IX Coordinator at the President's Office. This file generally contains a description of the alleged violation, supporting report with exhibits, and official case-related correspondence.



Requests to disclose the investigative file or any part thereof will be addressed by the Title IX

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## **Appendices**

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Appendix I (at the end of this document): “Notice of Discrimination/Discriminatory Harassment form”

Appendix II (at the end of this document): “Notice of Sexual Harassment form”





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## Appendix I

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### NOTICE OF DISCRIMINATION/DISCRIMINATORY HARASSMENT

#### AMERICAN UNIVERSITY OF BEIRUT

#### OFFICE OF INSTITUTIONAL COMPLIANCE AND ETHICS

To promote timely and effective review, AUB Mediterraneo encourages Reporting Parties to file this form as soon as possible, after the alleged harassing behavior or prohibited conduct. A delay in reporting may affect AUB Mediterraneo's ability to gather relevant and reliable information, contact witnesses, investigate thoroughly, and respond meaningfully. It may also affect AUB Mediterraneo's ability to take disciplinary action against a student, faculty member, staff, or other member of the AUB Mediterraneo community who engaged in prohibited conduct.

When this form is completed and signed, it should be submitted in person, via e-mail, internal mail, or mail by the reporting party to the Title IX Coordinator in the Office of Institutional Compliance and Ethics, or to a Title IX Deputy. Information describing the alleged harassment, as well as any informal efforts to resolve the problem, and copies of documentary evidence that may support the case may be provided with the form or during the intake process after the form has been submitted.

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#### Reporting Party Information

Reporting Party's name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

(Please provide your home number or AUB Mediterraneo extension or mobile number)

University status: ( ) Faculty ( ) Staff ( ) Student ( ) Other: \_\_\_\_\_

Job title (if applicable): \_\_\_\_\_

Faculty and/or department: \_\_\_\_\_

Head of department's name: \_\_\_\_\_

#### Responding Party Information

Responding Party's name: \_\_\_\_\_



University status: ( ) Faculty ( ) Staff ( ) Student ( ) Other: \_\_\_\_\_

Job title: \_\_\_\_\_

(If applicable)

Faculty and/or department: \_\_\_\_\_

Head of department's name: \_\_\_\_\_

**Alleged incident(s)**

Alleged incident type:

Discrimination

Discriminatory Harassment

Retaliation

Discrimination/ Discriminatory Harassment related to:

\_\_\_\_\_

Alleged incident date:

\_\_\_\_\_

Alleged incident place:

\_\_\_\_\_

Description of alleged incidents:

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Signature of Reporting Party

Date submitted



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## Appendix II

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### NOTICE OF SEXUAL HARASSMENT

### AMERICAN UNIVERSITY OF BEIRUT

### OFFICE OF INSTITUTIONAL COMPLIANCE AND ETHICS

To promote timely and effective review, AUB Mediterraneo encourages Reporting Parties to file this form as soon as possible, after the alleged harassing behavior or prohibited conduct. A delay in reporting may affect AUB Mediterraneo's ability to gather relevant and reliable information, contact witnesses, investigate thoroughly, and respond meaningfully. It may also affect AUB Mediterraneo's ability to take disciplinary action against a student, faculty member, staff, or other member of the AUB Mediterraneo community who engaged in prohibited conduct.

When this form is completed and signed, it should be submitted in person, via e-mail, internal mail, or mail by the reporting party to the Title IX Coordinator in the Office of Institutional Compliance and Ethics, or to a Title IX Deputy. Information describing the alleged harassment, as well as any informal efforts to resolve the problem, and copies of documentary evidence that may support the case may be provided with the form or during the intake process after the form has been submitted.

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### Reporting Party Information

Reporting Party's name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

(Please provide your home number or AUB Mediterraneo extension or mobile number)

University status: ( ) Faculty ( ) Staff ( ) Student ( ) Other: \_\_\_\_\_

Job title (if applicable): \_\_\_\_\_

Faculty and/or department: \_\_\_\_\_

Head of department's name: \_\_\_\_\_

### Responding Party Information



Responding Party's name: \_\_\_\_\_

University status: ( ) Faculty ( ) Staff ( ) Student ( ) Other: \_\_\_\_\_

Job title: \_\_\_\_\_

(If applicable)

Faculty and/or department: \_\_\_\_\_

Head of department's name: \_\_\_\_\_

**Alleged incident(s)**

Alleged incident type:

Sexual Harassment

Retaliation

Type of Sexual Harassment:

\_\_\_\_\_

Alleged incident date:

\_\_\_\_\_

Alleged incident place:

\_\_\_\_\_

Description of alleged incident(s):

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\_\_\_\_\_  
Signature of Reporting Party

\_\_\_\_\_  
Date submitted