**Administrative Closure**: When an investigation is not opened because the conduct alleged would not be a violation of the Policy, even if the facts are true. (See “Initial Review” below)

**Complainant**: A person who files a complaint with ODR alleging that they experienced sexual or gender-based harassment, or in special circumstances described in the applicable procedures, a School or Unit Title IX Coordinator or designee.

**Complaint (or “Formal Complaint”)**: A written and signed statement alleging a violation of the Policy. A complaint can be filed by the complainant or by a third party filing on behalf of a potential complainant (a “reporter”). Submitting a complaint to ODR starts the formal complaint process.

**Designee**: see “Investigative Team,” defined below.

**Disclosures**: Concerns regarding incidents of potential sexual or gender-based harassment that are brought to the attention of local Title IX Coordinators.

**Finding of Fact**: After gathering and reviewing evidence from both parties and witnesses, as well as other evidence identified by the Investigative Team, the Investigative Team weighs the evidence and reaches a determination about what, more likely than not, happened in a particular case.

**Informal Resolution**: Informal resolution is a voluntary process through which the party initiating the request identifies specific allegations and, with the assistance of their Title IX Coordinator, the Title IX Officer, or ODR, addresses those allegations through a written agreement that is mutually acceptable to both parties, the School or Unit Title IX Coordinator, and the Title IX Officer or the Director of ODR in consultation with the Title IX Officer. At any point prior to such resolution, the party who initiated the request may withdraw the request for informal resolution. If the informal resolution request is withdrawn before a formal complaint has been filed, either party may initiate a formal complaint under the applicable procedures. Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request. Once the parties have reached an express agreement through informal resolution, ODR will not investigate a complaint based on the same scope of allegations. Some allegations may not be appropriate for informal resolution, for example, in some instances where the allegations indicate a potential risk of a hostile environment for others in the community.
**Initial Review:** A review of the complaint by the Investigative Team to determine whether the allegations, if true, would be a violation of the Policy. If so, then an investigation is started. If the allegations would not be a violation of policy, the complaint is administratively closed. To make this decision, the Investigative Team will review the written complaint and have a conversation with the complainant to gather more information about the allegation. During the Initial Review period, the respondent is not notified of the complaint.

**Interim Measures:** Individualized supports to help those who have been affected by incidents of potential gender-based or sexual harassment, including sexual violence, participate in campus life at Harvard and continue with their studies or work. Some examples include extensions of time or other course-related adjustments, University-issued and University-enforced no contact orders, and alterations to course schedules or work schedules.

**Investigation:** The process followed by a trained ODR Investigative Team to gather information in a thorough, impartial, structured, and timely way so that a decision can be made regarding the facts of a case and there can be a determination of whether there has been a violation of the Policy.

**Investigative Team:** The Investigative Team, which consists of an ODR Investigator paired with a trained person designated by the respondent’s School or Unit, is responsible for conducting investigations. If the School or Unit does not designate a person to serve on the Investigative Team, then a single ODR Investigator will conduct the investigation.

**Liaison:** A person designated by the respondent’s School or Unit the respondent is from to provide information to ODR from the School or Unit, while also relying on ODR to provide the Liaison with information about the status and progress of the investigation.

**Parties:** The complainant and the respondent.

**Personal Advisor:** Under the conditions outlined in the applicable procedures, the parties in an ODR complaint each may be entitled to designate a “personal advisor” to support them during the ODR investigation process. Personal advisors are individuals who, at the request of their advisee, provide support to the advisee throughout the ODR investigation. A personal advisor should be someone who can assist the party without conflict and thus, may not have any other involvement in the ODR process. So, for example, an individual may not serve as both a personal advisor and a witness in an ODR investigation. The personal advisor may be present when their advisee is being interviewed and can give feedback to their advisee in private. They may not speak for their advisee during the interview.
**Policy:** Harvard University’s Sexual and Gender-Based Harassment Policy.

**Principals:** Individuals in a complaint alleging they have been the subject of misconduct prohibited by the Policy, or in special circumstances described in the applicable procedures, a School or Unit Title IX Coordinator or designee, and individuals who are alleged in a complaint to have engaged in conduct prohibited by the Policy.

**Reporter:** Someone who submits a complaint describing possible harassment, but who did not directly experience it. For example, a concerned coworker who witnessed harassment in the workplace.

**Respondent:** A person who is alleged in a complaint to have engaged in conduct prohibited by the Policy.

**Responsible Employee:** Staff (including paid student employees, only when acting as employees of the University) and faculty who must share information with a Title IX Coordinator about potential incidents of sexual or gender-based harassment. Our goal is to ensure that individuals receive accurate information about the resources and options available from a trained person in a position to assist them. For more information on responsible employees, visit the Responding to Disclosures Guide.

**Third Party:** A person who is not a Harvard student, faculty, staff, or appointee as provided in the Policy, but to whom the Policy either applies or who may bring a complaint under the applicable procedures.

**Title IX Coordinator:** Harvard has designated 50+ Title IX Coordinators distributed across every School and Unit of the University. The Coordinator assures that every student, faculty, and staff member has access to support at the local level. They serve in a neutral role and are specially trained to respond to disclosures of potential sexual or gender-based harassment, assist in developing interim measures, and serve as a bridge to other resources. Title IX Coordinators handle disclosures sensitively and discretely and information is shared on a strictly need-to-know basis.