

INFORMAL RESOLUTION

REFERENCE GUIDE

Informal Resolution (IR) is a voluntary, structured process that allows parties to seek resolution without a formal hearing or determination of responsibility. When appropriate, IR may provide a flexible and restorative approach to addressing reported conduct, with oversight from the Title IX Coordinator.

“*What’s unique and empowering about informal resolution is that it can allow the parties to regain control over the process.*”

Susanna Murphy, J.D.
Lead Investigator, Title IX Solutions



INITIAL SCREENING

The Title IX Coordinator reviews the complaint and available information to determine whether IR may be appropriate. Emotional and physical safety are primary considerations.



FACILITATOR AND ADVISOR SELECTION

A trained, neutral facilitator is selected to guide the process. Parties may be accompanied by advisors of their choosing, including friends, family members, faculty, or attorneys.



PRE-INFORMAL RESOLUTION MEETINGS

The facilitator meets separately with each party (and advisors, if applicable) to explain the process, goals, and ground rules, and to assess ongoing suitability for IR.



AGREEMENT TO PARTICIPATE

Both parties voluntarily agree to participate and provide written consent to proceed with Informal Resolution.



INFORMAL RESOLUTION MEETING(S)

The facilitator works with the parties to identify options and conditions for potential resolutions in a format designed for comfort and safety.



AGREEMENT DRAFTING AND IMPLEMENTATION

The facilitator drafts a written agreement reflecting party input. The Title IX Coordinator reviews the agreement to ensure it is appropriate and enforceable.



MONITORING AND ENFORCEMENT

The Title IX Coordinator oversees implementation of the agreement and addresses any compliance concerns consistent with institutional policy.

This guide is for educational purposes only. Actual procedures may vary by institution.