



STEP 1 Case Notification

The Investigation, Support, and Resolution (ISR) team notifies Employee and Labor Relations (ELR) and Faculty and Academic Staff Affairs (FASA) within five business days when a possible violation of Relationship Violence and Sexual Misconduct and Title IX (RVSMTIX) policy or Anti-Discrimination Policy (ADP) involving faculty, academic, or support staff is reported.



STEP 2 Interim Actions Discussion

ELR/FASA meet with unit leadership, the Office of General Counsel (OGC), and the MSU Office for Civil Rights (OCR) to discuss short-term actions or supports. Together, they consider what is needed, what will be most effective, and how long the actions should last.



STEP 3 Status Updates

ISR provides updates every two weeks to ELR/FASA and unit leadership until the case is closed. ELR/FASA and unit leaders share any new information with ISR, such as employee status changes or other related matters.



STEP 4 Case Conclusion

When ISR completes its process, it shares the final outcome with the involved parties, ELR/FASA, and the employee's unit leadership. If no investigation occurs, ELR/FASA and the unit are notified.



STEP 5 Unit Follow-Up

After case closure, ELR/FASA meets with unit leadership, OGC, and OCR to decide if any job actions are needed. Every case receives follow-up, even if there is no finding. The university may take employment action when appropriate.



STEP 6 ELR Case Closure

Once all reviews and actions—such as discipline, coaching, or training—are complete, ELR/FASA notifies ISR that the case is closed. This serves as the university's official record of closure.



VIEW PROCESSES ONLINE

To view this process online—along with other ELR processes—visit the HR website at hr.msu.edu/ua/elr-ocr-case-process.html or scan the QR code.