



# Bradley University Respondent Resource Guide

## INTRODUCTION

Being notified that you have been named as a Respondent in a complaint of sex discrimination, sex-based or sexual harassment, sexual misconduct, sexual assault, dating or domestic violence, stalking, or retaliation can feel unexpected and overwhelming. We understand that this may be a stressful time, and our goal is to make sure you have clear information, know your rights, and understand the resources available to you.

Bradley University is committed to a **fair and neutral process** for all parties. You are presumed **not responsible** unless and until the evidence shows otherwise under the standards in our policy. This guide explains what to expect, the options available to you, and the support you may access throughout the process.

If you have questions or need clarification at any time, please reach out to the [Office of Title IX Compliance](#).

## WHAT TO EXPECT

Once a formal complaint is filed with the Title IX office, you will receive written notice of the allegations and information about your rights, the process, and available supportive measures. You also will have an opportunity to meet with the Title IX Coordinator to ask questions and discuss next steps before the investigation begins.

## TITLE IX CONTACTS

### For Students and Employees:

Jocelyn Watkins  
Title IX Coordinator  
[Office of Title IX Compliance](#)  
Bradley Hall 246  
(309) 677-2081  
[jmetzger@fsmail.bradley.edu](mailto:jmetzger@fsmail.bradley.edu) or  
[titleixcoordinator@bradley.edu](mailto:titleixcoordinator@bradley.edu)

Jessica Spelman  
Title IX Deputy Coordinator  
[Office of Title IX Compliance](#)  
Bradley Hall 244  
(309) 677-4170  
[jspelman@fsmail.bradley.edu](mailto:jspelman@fsmail.bradley.edu)

### For Students:

Anne Hollis  
Executive Director for Student Support Services  
| Title IX Deputy Coordinator  
[Office of Student Support Services](#)  
Sisson Hall 101  
(309) 677-3910  
[ahollis@fsmail.bradley.edu](mailto:ahollis@fsmail.bradley.edu)

### For Employees:

Crystal Elliott  
Director of Human Resources | AA-EEO Officer  
| Title IX Deputy Coordinator  
[Human Resources Department](#)  
Sisson Hall 215  
(309) 677-3222  
[celliot@fsmail.bradley.edu](mailto:celliot@fsmail.bradley.edu)

## OTHER KEY RESOURCES

- [Bradley University Police Department \(BUPD\)](#) at 309-677-2000 (24 hours/7 days a week)
- [Bradley University Health Services](#) at 309-677-2700 (Regular business hours, M-F), or at 309-677-3200 (After hours/7 days a week)
- [Bradley University Counseling Services](#) at 309-677-2700 (Regular business hours, M-F), or at 309-677-3200 (After hours/7 days a week)

## UNDERSTANDING THE TERMS

These are terms you will see throughout this guide and in our policy. Understanding them will help you navigate the process with clarity.

- **Complainant** – the person who reports experiencing conduct that may violate the [Bradley University Interim Title IX Policy](#).
- **Respondent** – the person alleged to have engaged in the conduct.
- **Advisor** – any person chosen by a Complainant or Respondent (including a friend, family member, or attorney) to provide support and attend meetings or hearings.
- **Formal Complaint** – a written request asking the University to investigate and resolve a report.
- **No-Contact Directive** – a University-issued order prohibiting contact between specific individuals.
- **Supportive Measures** – individualized services (like academic or workplace adjustments, safety planning, or no-contact directives) designed to help maintain safety and access to education or work, available with or without filing a formal complaint.

## YOUR RIGHTS AS A RESPONDENT

You have important rights under University policy. These include the right to:

- Be treated with dignity, respect, and neutrality.
- Be informed of the allegations in writing.
- Have an advisor of your choosing (including an attorney).
- Receive supportive measures tailored to your needs.
- Be presumed **not responsible** unless proven otherwise.
- Have an impartial investigation and hearing.

- Present relevant information and witnesses.
- Review and respond to evidence.
- Ask questions through your advisor at the hearing.
- Receive a written determination.
- Appeal the decision based on the grounds outlined in the policy.

These rights apply equally in **Process A** and **Process B**.

## **SUPPORTIVE MEASURES FOR RESPONDENTS**

Supportive measures are designed to help you maintain full access to your academic program or campus workplace during the process. They are:

- Non-disciplinary
- Non-punitive
- Individualized

Examples include:

- Adjustments to coursework, deadlines, or class schedules
- Changes in on-campus work schedules
- Temporary work or housing relocation (when appropriate)
- No-contact directives
- Campus escorts or safety planning
- Access to counseling or medical services

You may request supportive measures at any time.

## **PRIVACY AND CONFIDENTIALITY**

Information shared with the University is treated as private and disclosed only to those who need to know so the University can respond appropriately. Bradley complies with FERPA, Title IX, and other applicable privacy laws.

**Confidential employees** (such as Counseling Services and Health Services) do not report information to the Title IX Office without written consent, except when required by law.

## OVERVIEW OF THE RESOLUTION PROCESS

When a formal complaint is filed, the report may move forward through:

### Supportive Resolution

A non-disciplinary path that focuses on providing supportive measures only. No investigation or disciplinary action occurs in this option.

### Informal Resolution

A voluntary process where the Complainant and Respondent agree to resolve the matter without a full investigation and hearing. Informal resolution is **not available** when the Respondent is an employee and the Complainant is a student.

### Formal Resolution

A structured process that includes an investigation, a hearing, and a written determination. Both parties have equal rights to present information, review evidence, have an advisor, and appeal. Formal cases follow one of two frameworks, depending on the situation:

- **Process A** applies when a case meets **federal Title IX rules** - meaning the conduct happened in the United States, in a University program or activity, and involves someone currently connected to Bradley.
- **Process B** covers all other behavior that still violates the [Bradley University Interim Title IX Policy](#), such as incidents off campus, online, abroad, or outside University programs, and includes sex-based discrimination, harassment, or retaliation.

Both processes follow the same core principles: they're fair, respectful, and transparent, include a live hearing (a meeting where both parties can present information and ask questions), and aim to restore safety and equal access for everyone involved.

## THE INVESTIGATION

If the complaint proceeds through Formal Resolution:

1. You will receive written notice of the allegations.
2. You will have the opportunity to meet with the investigator(s).
3. You may provide documents, evidence, and witness names.
4. You may review and respond to a draft investigation report.
5. Investigators will compile all relevant information into a final report for the hearing.

The investigation is not adversarial; it is a neutral information-gathering process.

## THE HEARING

A hearing is required in both Process A and Process B. During the hearing:

- Trained, neutral decision-maker(s) will oversee the process.
- Both parties may have an advisor present.
- Advisors - not parties - ask questions of the other party and witnesses.
- The decision-maker evaluates all evidence and applies the “preponderance of the evidence” standard.
- You will receive a written determination after the hearing.

## APPEALS

Either party may appeal the final determination on specific grounds outlined in the policy, such as:

- Procedural irregularity
- New evidence not reasonably available earlier
- Conflict of interest or bias

The appeal decision is final.

## NON-RETALIATION

Retaliation against anyone for reporting, participating in, or supporting another in a Title IX or sexual misconduct process is strictly prohibited. This includes any form of intimidation, harassment, or adverse treatment. Concerns about retaliation should be reported to the Title IX Coordinator immediately.

## KEY DEFINITIONS

**Sexual Assault:** Any sexual act directed against another person without that person’s consent. Includes rape, fondling, incest, and statutory rape.

**Dating Violence:** Violence or threat of violence by a person in a romantic or intimate relationship with the victim.

**Domestic Violence:** Violent or threatening behavior committed by a current or former spouse, intimate partner, co-parent, or cohabitant.

**Stalking:** A pattern of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer emotional distress.

**Sexual Harassment:** Unwelcome conduct based on sex that is severe or pervasive enough to deny equal access to education or work. Includes quid pro quo and hostile-environment harassment.

**Sex-Based Harassment / Discrimination:** Treating someone less favorably because of sex, sexual orientation, gender identity, gender expression, or pregnancy-related conditions.

**Consent:** Clear, knowing, and voluntary permission by words or actions to engage in sexual activity. Consent cannot be obtained through force, coercion, intimidation, or from a person who is incapacitated.

**Retaliation:** Any adverse action taken against someone for reporting, participating in, or supporting another in a Title IX matter.

**Pregnancy and Related Conditions:** Discrimination based on pregnancy, childbirth, or related medical conditions is prohibited.

## FREQUENTLY ASKED QUESTIONS

### **Am I required to participate in the process?**

No. Participation is your choice. However, decisions are made based on the information available.

### **Can I have an attorney?**

Yes. You may have an attorney serve as your advisor at your own expense.

### **What if I need adjustments for my classes or work?**

Supportive measures are available to help you maintain normal academic or employment involvement.

### **What if I don't understand a part of the process?**

You can contact the Title IX Coordinator at any time. We will explain each step and answer questions.

### **Will my family find out?**

Your participation is private. The University shares information only with those who need to know to carry out their roles.

### **Can I talk to the Complainant?**

No. A no-contact directive may be issued. Even without one, any direct or indirect contact is discouraged and can complicate the process.

### **What happens if I feel retaliated against?**

Retaliation is prohibited. Report concerns immediately to the Title IX Coordinator.

## NON-DISCRIMINATION

Bradley University prohibits sex discrimination in all programs and activities. Concerns or questions may be reported to the Title IX Coordinator. The university's full Non-Discrimination Statement can be viewed [here](#).