

Informal Resolution Agreement

Case No: _____

TEMPLATE: INFORMAL RESOLUTION AGREEMENT

[INSERT DATE]

[INSERT NAME]
[INSERT ADDRESS]

Re: Informal Resolution Agreement

Dear [INSERT NAME]:

This letter is to notify you of the resolution of the Formal Complaint that was filed by [INSERT NAME] under [COLLEGE/UNIVERSITY]'s [SEXUAL HARASSMENT POLICY]. The formal complaint alleged that [INSERT NAME] engaged in the following conduct:

- [INSERT DESCRIPTION OF ALLEGATIONS]

In lieu of a formal finding of a violation or no violation of policy, the parties have agreed to an informal resolution of the formal complaint. Based on this resolution, [INSERT NAME] agrees that:

[INSERT A DESCRIPTION OF WHAT HAS BEEN AGREED UPON AND WHAT WILL OCCUR GOING FORWARD, INCLUDING WITH RESPECT TO THE IMPACT OF THE INFORMAL RESOLUTION ON ANY FUTURE ALLEGATIONS OF MISCONDUCT AGAINST RESPONDENT, WHETHER BY COMPLAINANT OR ARISING OUT OF THE SAME FACTS AS THE UNDERLYING COMPLAINT, OR IN FUTURE DISCIPLINE OF RESPONDENT.]

[INSERT NAME OF COMPLAINANT] has acknowledged that [HE/SHE] is agreeable to these outcomes. [INSERT NAME OF RESPONDENT] has acknowledged that [HE/SHE] is agreeable to these outcomes. Both parties understand that that engaging in behavior inconsistent with this Informal Resolution Agreement may result in a finding of a violation of [COLLEGE/UNIVERSITY] policy and formal sanctions.

The [COLLEGE/UNIVERSITY] is committed to providing an environment free from discrimination and harassment. Upon signature of the parties below, the [COLLEGE/UNIVERSITY] deems this matter resolved; the allegations addressed by this Agreement will not be subject to further investigation, adjudication, remediation, or discipline by the [COLLEGE/UNIVERSITY], except as otherwise provided in this Agreement. Either party may raise concerns about the implementation of this Agreement by contacting the Title IX Coordinator at [INSERT CONTACT INFORMATION].

The parties are advised that the [COLLEGE/UNIVERSITY]'s [SEXUAL HARASSMENT POLICY] prohibits retaliation against any member of the [COLLEGE/UNIVERSITY] community who reports or assists in making a complaint of sexual harassment or who participates or refuses to participate in the investigation or adjudication of a complaint in any way.

Please contact me if you have any questions regarding the content of this letter.

[INSERT SALUTATION]

Acknowledgements:

By signing below, I acknowledge that I have received a copy of this letter and agree with its content.

[INSERT NAME], [EMPLOYEE/STUDENT/FACULTY], Respondent _____ Date

[INSERT NAME], [EMPLOYEE/STUDENT/FACULTY], Complainant _____ Date

[INSERT NAME], Title IX Coordinator _____ Date

Please sign and return a copy of this letter to Title IX Coordinator by [INSERT DATE].