



Title IX Sexual Harassment Formal Complaint Form

General Statement Regarding Sexual Harassment Complaints and Investigations:

New Brunswick Theological Seminary (NBTS) is committed to the prompt resolution of complaints in a manner consistent with the Seminary's Title IX Policy. The NBTS Title IX Coordinator's role is to assist those active members of the Seminary community who believe they have been sexually harassed or discriminated against by another active member of the NBTS community (e.g., a current student or employee, or potential student or employee). Additionally, when clearly reasonable, the Title IX Coordinator may file on behalf of an alleged victim.

All members of the NBTS community are entitled to report allegations to the police and do not need to wait until NBTS's process and investigation are complete before reaching out to local law enforcement (i.e., processes may work simultaneously). It is important to understand that the Seminary strongly supports confidentiality in accordance with Title IX and the Clery Act; however, there may be exceptions permissible by law. Further, the filing of a formal complaint does require disclosure and notice to the other party. NBTS will maintain as confidential any supportive and/or protective measures provided, to the extent that maintaining such confidentiality will not impair the ability of NBTS to provide supportive measures.

Given the sensitive nature of reports of sexual discrimination or harassment, NBTS shall ensure that all information is maintained in a secure manner. The following information must be completed by the Complainant or the Title IX Coordinator (or Designee).

Complainant Information (the person who is alleged to be the victim of sexual harassment or sexual discrimination)

Complainant (Check One): Student Faculty Staff Member Other

Complainant Name: _____

Complainant Program/Dept.: _____ Location: NJ Online Other _____

Complainant Email: _____ Complainant Phone: _____

Respondent Information (the person who is alleged to be the perpetrator of sexual harassment or sexual discrimination)

Respondent is (Check One): Student Faculty Staff Member Other

Respondent Name: _____

Respondent Program/Dept.: _____ Location: NJ Online Other _____

Respondent Email: _____ Respondent Phone: _____

Incident Information

Date(s) of Incident(s): _____

Location of Incident(s): _____

Type of Alleged Title IX violation (Check One): ☐ Sexual Harassment ☐ Sexual Discrimination

Please provide a detailed statement of the events, including dates, places, and names of witnesses. Please attach additional pages if necessary. Provide any additional documentation in support of your report.

Have you (complainant) contacted anyone else for help regarding this complaint? ☐ YES ☐ NO

If so, please provide their name, title, and date they were contacted:

Have you (complainant) notified law enforcement officials regarding this claim? ☐ YES ☐ NO

If so, which agency(s), who is your contact person there, and what is the action status with the agency(s)?

Acknowledgement

By signing below, I am requesting that NBTS investigate the allegations detailed herein and attest that the information provided in this document is truthful and is not knowingly false or misleading.

Complainant Signature: _____ Date: _____

Person Taking Report (if applicable): _____ Position: _____

Signature: _____ Date: _____

Acknowledgement Title IX Coordinator:

Signature _____ Date Received: _____

Information provided to parties: ☐ Complainant ☐ Respondent

- Information on the grievance process, including informal resolution
- Information on supportive and/or protective measures
- Policy asserting the respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility is made at the conclusion of the grievance process
- Both parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Both parties have the right to inspect and review evidence