



GENERAL COUNSEL'S OFFICE

5 Chenell Drive, Suite 301  
Concord, NH 03301  
Phone: (603) 862-0960  
Fax: (603) 862-0908  
[www.usnh.edu](http://www.usnh.edu)

**Protocol for Reporting, Management, and Tracking of  
Allegations of Sexual Misconduct Committed by USNH Employees**

(H T J 0 Tc 0 Tw 35.57 0 Td ( )Tj -0.004 Tc 0.004 Tw 0.49 Q Td ddt contractor, or other);

- Brief description of the allegations, including the type (e.g., harassment, other) and mode (e.g., verbal, physical, or other) of alleged misconduct;
- Date of alleged occurrence, if known;
- Date on which allegations were received by the Title IX Coordinator;
- Plan for follow-up or investigation; and

<sup>3</sup>/<sub>4</sub>Initial notice to the CEO will include the above and further information as may be required by the CEO.

<sup>3</sup>/<sub>4</sub>Follow-up reports will include the status of the matter and substantial developments since the last report.

<sup>3</sup>/<sub>4</sub>Final reports will include (1) findings of fact, (2) a description of any policy violations, (3) the resolution, and (4) what, if anything, will be done to lessen the likelihood of recurrence.

**Format:** All notices and reports (initial, follow-up, and final) will be in writing, copied to the General Counsel, and prominently marked “Privileged and Confidential.”

**Tracking:** The General Counsel will maintain a record of all notices and reports (initial, follow-up, and final) as well as a running record of the current status of each case.

*-- End of Protocol --*