



TKE Judicial Response Process

FROM THE DESK OF THE ADCS - STANDARDS

Immediately:

- ✓ Report -
 - ▷ Fill out an incident report form to determine severity of issue

Within 24hrs of reported issue:

- ✓ Clarity - ½ Day
 - ▶ Communication with appropriate people (Chapter Rep, Chapter Advisor, Greek Advisor) to determine knowledge of issue
 - ▶ E-mail sent to follow-up with conversation copied to Pry/GAdv/ChAdv/BOA/DCS/RD/GPA/PA and if RM issue - CEO.
- ✓ Severity - ½ Day
 - ▶ If issue is identified as an escalated issue, then send a Temporary Suspension Letter
 - ▷ E-mail within same day with copies to appropriate people
 - ▷ US Mail within 1 day with copies to appropriate people

Within 72hrs of reported issue:

- ✓ Validation -
 - ▶ CFC style person physically visit to investigate to determine how much “truth” there is to the allegation
 - ▷ Volunteer will take ownership for seeing this issue through to completion; will recommend realistic/appropriate pending charges; will report back to TKE Staff
 - ▷ Reflect to the University staff and chapter membership/advisement that TKE is responding

Within 96hrs of reported issue:

- ✓ Congruence -
 - ▶ Communication to determine needed actions/response
 - ▷ Members/Officers/ChAdv/BOA/GAdv/GPA/PA and whoever else involved (conference call suggested)
 - ▷ E-mail sent to follow-up to appropriate people, including those absent from above communication

Within 120hrs of report issue:

- ✓ Judicial -
 - ▶ Preferring Charges E-mail sent to Chapter to respond with plea
 - ▷ Chapter can admit guilt (in writing) then administrative actions can be taken without court process
 - or-
 - ▷ Chapter does not admit guilt then hold Special or General Court

Prior to the 9th day after report of issue:

- ✓ Corrective Actions -
 - ▶ Corrective actions need to be recommended by chapter (officers/BOA/ChAdv) to determine their level of understanding to the severity of issue and so they have buy in on the corrections needed
 - ▶ Corrective actions need to be recommended by Greek Advisor to let them know we want them included in on the process
 - ▶ Create list from compiled recommendations
 - ▶ Submit compiled letter for VP of Fraternal Services review
 - ▶ Send e-mail and/or hard copy to appropriate people of the TKE Administrative Sanctions

The Office of the Assistant Director of Chapter Services – Standards has created this process as model pathway to respond to levels of risk. This process is both proactive and reactive in nature. Tau Kappa Epsilon maintains resources and tools for chapters and volunteers to assist with the education of risk management issues. Specifically, we outline suggested steps to be taken during the investigation of the actions of chapters, members and guests who may have violated guidelines and/or policies considered to be detrimental to the Fraternity.