INSTANT INFORMATION
Under Investigation

Investigatory interviews are often scheduled for disciplinary reasons. Interviews of investigation are also conducted for matters unrelated to discipline (e.g. to investigate student conduct).

If you are under investigation or have been asked to participate in an investigatory interview, you should:

1. Immediately contact AAE Legal Services.
2. Do not speak to anyone until you have discussed the matter with an attorney or someone from AAE Legal Services.
3. Ask, in writing, that you be given a copy of any documents obtained regarding the investigation or allegations against you.
4. Find out if the investigation relates to something you allegedly did (e.g. something for which you can be disciplined);
5. If the investigation relates to something for which you could possibly be disciplined, do not go to any meeting without representation.
6. You may select anyone with which you feel comfortable to act as your representative during an investigatory meeting.
7. Your representative does not have to be a lawyer and cannot advocate for you at the meeting. Instead your representative is there to take accurate notes and to serve as support for you.
8. Make sure you maintain a copy of the notes and also draft a summary of what occurred during the investigatory interview.
9. Do not discuss the matter further with colleagues, students or anyone unless your administration expressly states you may have those communications.