

University Hearing Board Process Summary

This document is intended to provide parties with a summary of what to expect during the hearing process. The University Hearing Board may make changes to this process on a case-by-case basis while still preserving fundamental fairness and integrity in the process.

Questions about this document should be directed to the Office of Student Rights and Responsibilities.

Before the Hearing:

- The Respondent will provide their case manager a list of any witnesses they plan to have attend the hearing and any documents they would like presented during the hearing. If the Respondent plans to have an Advisor attend, they should notify the Office of Students Rights and Responsibilities of the Advisor's name. The deadline for providing that information will be sent at least two days prior to the hearing.
- If a Complainant is participating, they should also provide similar information as the Respondent. So that the Respondent may have three days to review, the Complainant should provide these materials to the case manager five days before the hearing, which allows for any necessary review and redaction.
- At least three days before the hearing, the university and any complainant should provide the respondent with a list of witnesses and access to review all documents (including audio/video recordings) that the panel will review.

During the Hearing:

1. The Presiding Officer will greet all those present. All participants will introduce themselves and their roles, including how they prefer to be addressed.
2. The Presiding Officer will ask all participants to verbally affirm their intent to be truthful.
3. The Presiding Officer will confirm whether or not the Respondent (and Complainant, as relevant) has an Advisor present, and remind the Advisor of their limited role if so.
4. The Presiding Officer will confirm whether or not the Respondent (and the Complainant, as relevant) is calling Witnesses. Following this, Witnesses will be dismissed until it is their turn to present information.
5. The Presiding Officer will read out each charge and ask the Respondent to enter a statement of Not In Violation or In Violation to each. Ahead of the hearing, the case manager should have clarified any questions regarding the charges so that the Respondent is prepared for this statement. If a Complainant is present and there are charges that do not relate to the Complainant's incident, they should leave before the Presiding Officer speaks those charges or asks the Respondent to respond.
6. The Complainant, if any, may make a brief opening statement.
7. The Respondent may make a brief opening statement.
8. The Hearing Board will ask questions of the Complainant, at the discretion of the Presiding Officer, followed by the Respondent's opportunities to ask questions of the Complainant. All questions between the Complainant and the Respondent may be made indirectly at either party's request. Typically, those indirect questions would be relayed through the Presiding Officer.
9. The Hearing Board will ask questions of the Respondent, at the discretion of the Presiding Officer, followed by the Complainant's opportunities to ask questions of the Respondent.
10. The first University Witness will then be called, and the Presiding Officer will ask them to recount the events of the incident. (If no University Witnesses are presented, skip to Step 11)

11. The Hearing Board will ask questions of the Witness, at the discretion of the Presiding Officer, followed by the Complainant's, and then the Respondent's opportunities to ask questions of each witness.
12. This will repeat until reasonable questions have been exhausted, at the discretion of the Presiding Officer.
13. After each Witness has been questioned, the Presiding Officer will ask the Respondent if they wish for the Witness to be dismissed or to wait outside to be recalled later.
14. Steps 8-11 are repeated for each University Witness presented.
15. Any Complainant Witnesses will be called next, and steps 8-12 will be repeated for each. (This may be skipped if none are present.)
16. Any Respondent Witnesses will be called next, and steps 8-12 will be repeated for each. (This may be skipped if none are present.)
17. The Hearing Board will ask questions of the Complainant, at the discretion of the Presiding Officer, followed by the Respondent's opportunity to ask questions the Complainant.
18. This will repeat until reasonable questions have been exhausted, at the discretion of the Presiding Officer.
19. The Hearing Board will ask questions of the Respondent, at the discretion of the Presiding Officer, followed by the Complainant's (if any) opportunity to ask questions the Respondent.
20. This will repeat until reasonable questions have been exhausted, at the discretion of the Presiding Officer.
21. The Complainant, if any, will have the opportunity to make a brief closing statement.
22. The Respondent will have the opportunity to make a brief closing statement.
23. The Presiding Officer will then remind the Respondent of the next steps and conclude the hearing proceedings. The parties will be dismissed.
24. The Board will then deliberate to determine violation of charges and appropriate sanctions, if necessary. The Board's deliberations are closed to others and not recorded.

After the Hearing:

1. The Board will forward its findings to the Director of the Office of Student Rights and Responsibilities or designee.
2. The Respondent will be contacted by the Office of Student Rights and Responsibilities when the outcome is available, with a written copy of the decision and sanctions determined. An Office of Student Rights and Responsibilities staff member will provide an opportunity to meet and discuss the outcome and the appeals process, as is useful to the respondent. Similar information may be provided to the Complainant, consistent with law.
3. If the Respondent wishes to appeal, they may do so as outlined in the Code of Student Conduct.