

University Hearing Board Agenda

I. INTRODUCTIONS

Procedural Advisor:

Good Morning/Afternoon, my name is (*NAME OF PROCEDURAL ADVISOR*) and I will serve as the Procedural Advisor for the hearing today, (*SPECIFY DAY OF WEEK, DATE, MONTH, YEAR*) regarding conduct case # (*SPECIFY IR#*).

Per the Code of Student Conduct, Section 5.2.3.b, “The hearing will be open only to the Reporting Party(ies), Respondent(s), Case Administrator(s), Hearing Board members, Witnesses, Procedural Advisor(s), and Advisor(s). Others will be permitted at the discretion of the Procedural Advisor(s) in consultation with all parties involved and hearing board members.” Both parties are allowed to have an advisor of their choosing present for the hearing process. Advisors (including attorneys) may only act in an advisory capacity and may not represent any party or otherwise participate in the hearing. A recording of the hearing will be made by the University Hearing Board. All other recordings are prohibited.

Now, I am going to ask all parties to introduce themselves for the record. Please speak slowly and clearly.

Would the Hearing Board Members introduce themselves?

Would the Case Administrator introduce themselves?

Would the Reporting Party and accompanying parties introduce themselves?

Would the Respondent and accompanying parties introduce themselves?

II. REVIEW OF PROCEDURES

Procedural Advisor:

All involved parties have been notified of the procedures to be followed in the hearing.

Does the Respondent understand the procedures? YES NO

Does the Reporting Party understand the procedures? YES NO

NOTE: If any of the involved parties answers “NO”, the Procedural Advisor may request a break to address any questions/concerns about the procedures to any of the involved parties including the Board.

(Read only if witnesses are present): Will all witnesses please leave the room? I will inform you when you need to come before the Board.

I will now turn it over to the hearing board chair.

III. REVIEW OF CASE INFORMATION

Hearing Board Chair:

This is the information review portion of the hearing. Board Members have reviewed the following information prior to the hearing:

[Chair will read the list of information included in the hearing board report form]

NOTE: In the event of any questions/concerns regarding the submitted information, the Procedural Advisor and/or Chair may request a break to address the questions/concerns.

Hearing Board Chair:

(RESPONDENT'S NAME), at this time I am going to ask you to respond to each of the policies under review. I request you respond to each policy with one of the following: "responsible", "not responsible" or "no response".

[Chair will read the list of policies under review outlined in the hearing board report form and record responses in the hearing board report form]

Hearing Board Chair:

Earlier, I reviewed the list of information and/or documents board members have reviewed. We will now proceed with questions

1. Would the Reporting Party like to speak to the hearing board about the incident(s)?
If Yes: (REPORTING PARTY NAME), you may address the board
If No, move to Question 2
2. Would the Respondent like to speak to the hearing board about the incident(s)?
If Yes: (RESPONDENT NAME), you may address the board
If No, move to Question 3
3. Do the Board Members have any questions for the Reporting Party?
4. Do the Board Members have any questions for the Respondent?
5. Do the Board Members have any questions for the Case Administrator?
6. Does the Board have questions for any of the witnesses?

NOTE: If the board has questions for any witness, the procedural advisor will escort each witness in and out of the room. If there are no witnesses, move to next section.

Hearing Board Chair:

Before we take a break and prepare for the final portion of the hearing, I want to provide an opportunity for each of you to submit, in writing, any questions you feel need to be considered by the board. Please respond with “Yes” or “No” to the following question:

Would the Case Administrator like to submit any additional questions for the board’s consideration?

YES NO

Would the Reporting Party like to submit any additional questions for the board’s consideration?

YES NO

Would the Respondent like to submit any additional questions for the board’s consideration?

YES NO

NOTE: If a party answers YES, the Procedural Advisor will provide that party with paper to write any questions for the board’s consideration during the upcoming break.

IV. BREAK

Hearing Board Chair:

We will now take a break to allow all parties to prepare final statements and submit any additional questions for the board’s consideration.

V. QUESTIONS

Hearing Board Chair:

We will now resume the hearing. The Board has (A FEW/ NO) questions it would like to ask.

NOTE: If the Board has no questions, move to Final Statements.

VI. FINAL STATEMENTS

Hearing Board Chair:

We will now move to final statements. The Case Administrator, the Reporting Party, and the Respondent have the opportunity to present an up to ten minute statement pertaining to the case.

Would the Case Administrator like to present a statement? YES NO

If Yes: (CASE ADMINISTRATOR), you may make a statement

If No, move to next question

Would the Reporting Party like to present a statement? YES NO
If Yes: (REPORTING PARTY), you may make a statement
If No, move to next question

Would the Respondent like to present a statement? YES NO
If Yes: (RESPONDENT), you may make a statement
If No, move to next section

VII. CLOSING OF THE HEARING

Hearing Board Chair:

Before I turn it to the procedural advisor to close the hearing, do board members need a break to formulate any additional questions?

If Yes: We will now take a break.

If No: I will now turn to the Procedural Advisor to close the hearing.

Procedural Advisor:

We have now reached the closing of the hearing. If applicable, the information regarding appeals will be included in the decision letter. This hearing is adjourned.