CAMPUS HEARING BOARD PROTOCOL

1. The Hearing Board Chair begins the hearing by making a general opening statement.

2. The Hearing Board Chair asks the Complainant to introduce themselves and identify any witnesses they intend to call, any advisor (if present), and any other persons relevant to the hearing.

3. The Hearing Board Chair asks the Respondent to introduce themselves, any witnesses they intend to call, any advisor (if present), and any other person or persons relevant to the hearing.

4. The Hearing Board Chair asks if there are other guests present.

5. The Hearing Board Chair explains the composition of the Campus Hearing Board and introduces the board members and alternates present.

6. The Hearing Board Chair asks if any board members wish to recuse themselves, or if the Respondent or Complainant wishes to exclude any of the board members and on what grounds.

7. The Hearing Board Chair explains the role of advisors or legal counsel, if present.

8. The Hearing Board Chair reads the statement of charges and asks the Respondent if they understand each charge and how they plead: responsible or not responsible.

9. The Complainant may present an opening statement.

10. The Respondent may present an opening statement.

11. The Complainant presents any physical evidence and calls any witnesses in support of their opening statement.

12. The Respondent presents any physical evidence and calls any witnesses in support of their opening statement.

13. The board members [and alternates, if any] question all parties, including witnesses, who will be brought into the hearing by the Respondent or Complainant. The Respondent and Complainant may question witnesses at this time.

14. The Respondent and Complainant are invited to direct questions to the other party through the Hearing Board Chair.

15. If desired, a brief break will be permitted to allow the Respondent and Complainant to think about and consult with their advisor, if present, on their final statement.

16. The Respondent makes a brief final statement.

17. The Complainant makes a brief final statement.

18. The Hearing Board Chair asks if any hearing board members have final questions based on final statements.

19. The Hearing Board Chair asks if either the Complainant or Respondent have any additional questions based on final statements.

20. The Complainant and Respondent are dismissed and the board members begin their deliberations.

Complainant: the individual presenting the allegations of Code of Conduct violations

Respondent: the individual responding to allegations of Code of Conduct violations

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