

FORMAL TITLE IX ADMINISTRATIVE HEARING PROCEDURE

Step
1

THE HEARING BEGINS

- All individuals present introduce themselves & the hearing administrator explains the hearing procedures & expectations

Step
2

CHARGES

- The hearing administrator reads aloud the charges and the Respondent answers "responsible" or "not responsible" to each charge.
- If the Respondent acknowledges responsibility - jump to Step 6

Step
3

NARRATIVES

- The Complainant shares their narrative of events - the hearing admin & the Respondent's Advisor can question the Reporter.
- The Respondent shares their narrative of events - the hearing admin & the Complainant's Advisor can question the Respondent.

Step
4

FACT & EXPERT WITNESSES

- Each witness is invited one at a time to individually share their narrative of events
- The hearing admin & both parties' respective Advisors have an opportunity to ask questions of each of the witnesses

Step
5

CLOSING STATEMENTS & DECISION

- The Complainant & Respondent each provide a closing statement.
- The hearing comes to a pause to allow the hearing admin to make a decision
- Once a decision is made, the hearing resumes where both parties will learn of the outcome

Step
6

READING OF IMPACT STATEMENT ★

- The Reporter may provide a statement relative to how the incident has impacted them
- This may be done verbally during the hearing and/or submitted in writing

Step
7

CHARACTER STATEMENTS ★

- The Respondent may provide a statement relative to their character
- Character witnesses (those without any connection to the conduct in question) are invited to speak to the Respondent's character/reputation
- The hearing admin & both parties's Advisors can question the witnesses

Step
8

SANCTION RECOMMENDATIONS ★

- The hearing admin opens a sealed envelope containing the Respondent's disciplinary history & associated sanction range for the case. The designated sanction range for the violation(s) is read aloud.
- The Complainant & Respondent can offer recommendations for sanctioning

Step
9

CONCLUSION OF THE HEARING

- The hearing administrator will ensure that any final procedural questions are answered
- The hearing concludes

Step
10

FOLLOWING THE HEARING

- The hearing admin will provide both parties with a written rationale (for the decision and sanctioning, if app.) within 10 business days via email
- Both parties have the opportunity to submit a written appeal within 5-business days of receiving the decision letter