

CHECKLIST FOR A HEARING

First determine who will perform each of these tasks. Consider not just the identity of the individual, but their campus role, and whether or not it would be appropriate for that role to handle the identified task.



Tasks to assign:

<input type="checkbox"/>	Share the final investigation report with the parties and accept/incorporate response
<input type="checkbox"/>	Coordinate date for hearing
<input type="checkbox"/>	Identify the hearing officer
<input type="checkbox"/>	Review hearing process with each party (and advisor) to answer their questions
<input type="checkbox"/>	Assign cross-examination facilitator as needed and notify advisors of their role
<input type="checkbox"/>	Invite witnesses
<input type="checkbox"/>	Invite investigator
<input type="checkbox"/>	Coordinate hearing day participation
<input type="checkbox"/>	Staff the hearing room and any other rooms (witness waiting area, for example)
<input type="checkbox"/>	Reserve rooms for hearing
<input type="checkbox"/>	Prepare room for hearing (cover windows, set up screen if one is to be used, set up computers)
<input type="checkbox"/>	Assign individual who will be responsible for keeping order in hearing room
<input type="checkbox"/>	Determine and communicate method by which questions will be forwarded to hearing chair for advance review for relevancy
<input type="checkbox"/>	Assign individual responsible for ensuring necessary technology is working
<input type="checkbox"/>	Draft hearing script
<input type="checkbox"/>	Read hearing script
<input type="checkbox"/>	Storing of hearing transcript or audio
<input type="checkbox"/>	Identify person with authority to make the following decisions: <ul style="list-style-type: none"> ○ Whether or not to delay if a party is not available? ○ Accept/deny parties' requests for witnesses (including, potentially, new witnesses) ○ Accept/deny parties' requests for documents (including, potentially, new evidence) ○ Determine whether or not a conflict of interest exists (if raised by a party) ○ Approve or deny requests for accommodation ○ Approve or deny questions submitted in advance ○ Approve or deny questions asked/submitted at hearing ○ When breaks will be taken, when hearing will start and end ○ Handle procedural questions raised both before hearing and during
<input type="checkbox"/>	Identify person who will communicate with the parties all decisions regarding hearing date, evidence, witnesses, hearing process, approval or denial of requests for accommodations



To Do:

<input type="checkbox"/>	Share final investigation report with parties (give 10 days minimum for parties to respond, incorporate response)
<input type="checkbox"/>	Assign and communicate hearing date
<input type="checkbox"/>	Assign hearing officer
<input type="checkbox"/>	Reserve rooms (hearing, complainant, respondent, witnesses)
<input type="checkbox"/>	Coordinate communications regarding evidence and witnesses
<input type="checkbox"/>	Communicate evidence list and witness list to parties
<input type="checkbox"/>	Assign staff to proctor each room
<input type="checkbox"/>	Coordinate with IT for hearing needs (video conference, recording of hearing)
<input type="checkbox"/>	Explain hearing process to each party
<input type="checkbox"/>	Inform advisor of their role (train cross-examination advisor)
<input type="checkbox"/>	Invite witnesses
<input type="checkbox"/>	Invite investigator
<input type="checkbox"/>	Coordinate all arrangements (set-up, IT, screen)
<input type="checkbox"/>	Email hearing reminders/confirmation <ul style="list-style-type: none"> • Adjudicator or hearing panel members • Investigator • Complainant • Respondent • Witnesses • Advisors/cross examination facilitators
<input type="checkbox"/>	Print documents for Complainant and Respondent use at hearing <ul style="list-style-type: none"> • Policy • Investigation report • Exhibits
<input type="checkbox"/>	Print documents for Adjudicator/Hearing Panel <ul style="list-style-type: none"> • Policy • Investigation report • Hearing script • Exhibits

Bring to Hearing Room:



Printed documents (see above)



"Meeting in Progress" signs



Water Bottles



Phone or online capability if needed (for panel and coordinator, not for advisors or parties)



Recording device and batteries



Pens/Paper



Screen if requested/needed



Paper to cover any windows



Index cards



Tape



Tissues

