



SSMP

Hearing

Charge

1

Dean of Students receives preliminary investigative report from EOP. The Dean shall forward no complaint for a hearing unless there is reasonable cause to believe the Policy has been violated. This determination is generally made within 10 business days but can be extended for good cause. The Dean may decide to only charge on some alleged violations (SSMP 11.1)

Notice and Prehearing

2

Notice of charge decision is sent to parties and prehearing meetings are scheduled. At that meeting, the DOS shall review the hearing procedures, review the Parties' respective lists of proposed witnesses to assist them in eliminating duplicative or non-relevant statements or other information (SSMP 12.1)

File Creation

3

Dean of Students shall open two files: a hearing file and a sanctioning file. The parties have the right to review the hearing file (subject to any necessary redactions) and the parties shall be notified when the hearing file is updated. Sanctioning file, however, is closed and reviewed only by the administrator/board in the event of a finding "in violation." (HG pg. 3)

File Content

4

Hearing file: redacted report, any approved supplemental documents from parties submitted after report was distributed, charge letters, and witness lists.

Sanctioning file: Impact statement, response to impact statement, character witness statements, statement of mitigating circumstances, any prior conduct record of respondent. (HG pg. 3)

Sanctioning File

5

At the pre-hearing meeting or at another reasonable time, the Dean of Students shall contact the parties and obtain material for the sanctioning file within a reasonable amount of time prior to the hearing.

Exchange of Information

6

Parties must submit witness lists, documents, and other information at least 5 days before the hearing absent good cause. Witness lists may be submitted earlier and can be edited up to 5 days prior to the hearing. (SSMP 12.2, HG 4)

Hearing

7

The Hearing Administrator or Board, as applicable, will conduct a fair, impartial hearing in a timely manner designed to provide all parties with resolution. (SSMP 13.4)

Decision

8

Administrator or panel will strive to issue a decision, including sanction if applicable, within 30 business days from the date of the end of the hearing. This may be extended for good cause. If Respondent is found in violation, hearing chair shall communicate this decision in writing to the Dean of Students to obtain the Sanctioning file. (SSMP 13.4, HG 3)

Letters

9

Within 2 business days of a decision by the Decisional Authority on a Complaint, the Office of the Dean of Students will issue two documents to both parties: a determination letter and a memorandum of opinion letter. (HG 7) *note SSMP puts this timeline now at 5 days

Appeal

10

Either party may appeal a decision within 5 business days of transmittal of the decision. Appeals may be sent via email or certified mail. EVP of Student Affairs will strive to issue decision on an appeal within 10 business days of receipt of all applicable documents. (SSMP 17.2)