Call to Order
When all members of the Review Panel are present, including the Presenter, the Recorder, the Complainant, the Candidate (C) and his or her Advisor, the Chairperson will call the meeting to order. No one will be permitted to enter the hearing room for the remainder of the hearing except as Witnesses are called to present their testimony.

Opening Statement
The Chairperson announces: “This is the School of Education & Public Service Disposition Review panel and is the duly constituted, formal hearing body designated to review C disposition issues which have been referred following accepted guidelines and procedures.”

“As a student, you are accountable to the authority of the hearing Panel as defined by university policy and procedures.”

Introduce the Panel
Identify each Panel member with name and position.

Introduce the Candidate and Advisor
“As you wish to challenge any member of the Panel on grounds of prejudice?”

If there is a challenge, the Hearing is halted temporarily while the Panel (excluding the challenged member) determines by majority vote whether the member should be replaced.

Role of the Advisor
If an advisor is present, the chairperson explains the role of the advisor: “As an advisor, you may, at the request of (C):

1. Make an opening and/or closing statement in conjunction with, but not substitution for, the opening and closing statement of the (C).
2. You may assist in questioning the witnesses.
3. You may address questions of procedure to the chairperson to the extent that these questions do not interfere with the proceedings of the hearing.
4. You or the (C) may request of the chairperson a five minute recess to confer in private and these recesses will be permitted to the extent that they do not unnecessarily prolong or interfere with the orderly proceedings of the hearing.

“As an advisor you may not:”

1. Assume responsibility for conducting a defense of the (SC). The chairperson, with the support of the Panel, will determine if and at what point the boundaries of the advisor’s role are exceeded.
2. Interfere, prohibit, or discourage the answering of questions by the S/C or by witnesses though you or S/C may challenge inappropriate questions.
Role of the Chairperson

“As Chairperson, I will deny the admissibility of the testimony of unknown or unidentified witnesses; deny the acceptance of misleading questions and rule on the admissibility of evidence not directly related to the matter at hand. I am also required to conduct the hearing in an orderly manner, and the hearing may be discontinued and reconvened at a later time if there is interference by any of the persons or parties attending the hearing.

Role of the Panel Members

The members of the Panel may address questions to any party or any witnesses called by the parties; they may request additional records and/or witnesses prior to making the decision.

Warning for Student, Advisor, Witnesses

“Do you understand that providing false or misleading information to the Hearing panel is a violation of University Rules and Regulations and will result in disciplinary action?

(For all witnesses)

“Do you affirm that the testimony you are about to give is truthful and accurate to the best of your knowledge?”

Chairperson asks Presenter to read the Referral and give a summary of the violation.

At the end of the statement given by the Presenter, the Complainant is asked for further information, background, or other relevant information. The S/C is asked if he/she would like to explain in his/her own words the incident(s) that led to the disposition referral. The Panel members, chairperson and presenter may ask questions at this point before any witnesses are brought in (if there are witnesses). If the S/C elects not to respond, the hearing continues with questions and/or witnesses’ testimony.

Testimony of Witnesses

Witnesses are brought in one at a time, introduced to all parties. The Witness is asked: “Do you understand that providing false or misleading information to this Panel is a violation of University Rules and Regulations and may result in disciplinary action?”

Witnesses are asked, “Do you affirm that the testimony you are about to give is truthful and accurate to the best of your knowledge?

The Witness is made aware of the charges and then asked to repeat, in his/her own words, what he/she knows of the incident. The Witness may be questioned regarding specifics by the Presenter, the Candidate, and/or members of the Panel.

[If the Witness represents the Presenter, the Presenter is permitted to ask questions first, then the Panel, then the Candidate. The Presenter’s Witness is called first for introductory testimony and the Candidate’s Witness last as a rebuttal. This format is subject to change if all parties agree.]
Once the Witness has responded to all questions the Witness is thanked and dismissed unless any of the parties feel there may be further questions in which case the Witness is asked to wait in the designated area.

**Closing the Hearing**
After all Witnesses have been heard and there are no more questions from the Panel, the Presenter, the Candidate and his/her Advisor are given an opportunity to present a brief final summary of the particulars of the referral. If the summations raise further questions or present inaccuracies, the inaccuracies may be challenged by the Chairperson on the Panel members at the discretion of the Panel and, if requested by the Presenter or the Candidate and the Advisor.

The Chairperson indicates that the Panel will deliberate and reach a decision based on the testimony and evidence. The Candidate will receive notification via the Dean’s Office.

**Deliberation and Conclusion**
The Panel is reconvened and called to order. The Chairperson informs the Panel that they must consider the testimony and evidence available and specifies (if applicable) any testimony to be deleted from consideration. If any rulings have been made, they are to be reviewed at this time.

The Panel is informed that a decision as to guilt or innocence concerning this referral must be made before considering the Candidate previous record and before a recommendation on sanction. If there is no consensus on guilt or innocence the vote shall be taken by ballot.

The Presenter or Complainant is then asked for further information or incidences of similar behavior(s) that should be considered before recommending a sanction.

By consensus, if possible, the Panel determines a sanction to recommend to the Office of Dean who will make the final decision. If consensus is not possible, vote shall be by ballot.

Notification of the Candidate takes place following the designated procedural guidelines.