# 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:

- Share the final investigation report with the parties and accept/incorporate response
- Coordinate date for hearing
- Identify the hearing officer
- Review hearing process with each party (and advisor) to answer their questions
- Assign cross-examination facilitator as needed and notify advisors of their role
- Invite witnesses
- Invite investigator
- Coordinate hearing day participation
- Staff the hearing room and any other rooms (witness waiting area, for example)
- Reserve rooms for hearing
- Prepare room for hearing (cover windows, set up screen if one is to be used, set up computers)
- Assign individual who will be responsible for keeping order in hearing room
- Determine and communicate method by which questions will be forwarded to hearing chair for advance review for relevancy
- Assign individual responsible for ensuring necessary technology is working
- Draft hearing script
- Read hearing script
- Storing of hearing transcript or audio
- Identify person with authority to make the following decisions:
  - 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
- 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:**

- Share final investigation report with parties (give 10 days minimum for parties to respond, incorporate response)
- Assign and communicate hearing date
- Assign hearing officer
- Reserve rooms (hearing, complainant, respondent, witnesses)
- Coordinate communications regarding evidence and witnesses
- Communicate evidence list and witness list to parties
- Assign staff to proctor each room
- Coordinate with IT for hearing needs (video conference, recording of hearing)
- Explain hearing process to each party
- Inform advisor of their role (train cross-examination advisor)
- Invite witnesses
- Invite investigator
- Coordinate all arrangements (set-up, IT, screen)

**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

*Updated May 13, 2020*