

Roles and Responsibilities Hearing Board Committee

Roles	Responsibilities
1) Committee will have a thorough understanding of Hearing materials and procedures	a) Read through materials and resolve any questions or concerns that relate to pre-Hearing information before the Hearing date. b) Attend training provided by the Committee Chair.
2) Members will demonstrate the highest degree of objectivity during the Hearing and Deliberation sessions	a) Committee will keep biases in check and focus solely on the facts of the Hearing. b) Committee will only consider information offered for current case and will not reflect on potential past offenses unless otherwise instructed.
3) Committee will act as gatekeepers to information pertaining to assigned hearing	a) Committee members will respect the sensitivity of the case materials and keep information confidential. b) Committee will only disclose information regarding the specific case to other Committee members assigned to the specific hearing and those persons outside of the Committee who are also relevant to the case. c) Monitor Witness(s) attendance so that a Witness is only present during his/her testimony.
4) Committee Chair will ensure that the correct number of members attend a Hearing	a) This will include one staff members (chair), two SLCCSA students, two students @ large, and the Administrative Support person.
5) A member of the Committee will be designated as a time keeper	a) Work with the Chair to keep Hearing within allotted time of 1 hour and the Deliberation within allotted time of 30 to 60 minutes. b) Keep Committee, Respondent and Witnesses focused on materials pertinent to the Hearing.
6) Committee has the responsibility to ensure that all persons and information crucial to the Hearing is presented	a) Committee may postpone the Hearing in cases where a critical Witness(s) and/or additional information needs to be part of the Hearing. b) Committee may call upon the Dean of Students for assistance and/or guidance, if needed.
7) Committee will review protocol and regulate the proceedings for the Hearing and Deliberation sessions	a) Committee will be the only persons responsible for asking questions, clarifications, and requesting additional information, if needed. b) Respondent and Witness(s) will not be allowed to give voice except in response to questioning directed towards them by Committee members. c) During the Deliberation, the Committee will discuss the case and a ballot system will be used to decide a course of action based upon majority rule. d) In Deliberation, the Committee shall either dismiss the case or decide to affirm, adjust, or introduce misconduct reparations. The result will be shared with the Dean of Students and filed in both the Student Life & Leadership and Dean of Students offices.
8) Committee is responsible to ensure that all Hearings are tape recorded	a) Tape recordings will be maintained with the Chair in the Student Life & Leadership office. Transcripts will be made available at the written request of the Respondent. The Respondent is responsible for cost for the transcript.