



# Sexual Misconduct Hearing Administrator Training

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**Following System Procedure 1B.3.1**

**Equal Opportunity and Compliance**  
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# Welcome

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# Formal Hearing Preparation

## » Considerations

- Hearing participants and attendees
- Decorum
- Comfort with language
- Overseeing advisors
- Effective hearing tips

## » Evaluating evidence

- Standard of proof

# Formal Hearing Preparation, continued

- » Hearing outline
- » Advisor Guide

# Formal Hearing Script

- » Step-by-step guide to the formal Hearing
  - Provides sample language and prompts
- » In-person vs. Zoom
- » Areas that require preparation

# Advisors

- » Advisor role is limited
  - Advise their party and question opposing
- » Set expectations
- » Provide reminders if needed, audible documentation in hearing
  - Be consistent, enforce expectations across all advisors
  - Take breaks to re-set expectations, if needed
  - Postpone if necessary

# Questioning Guidance

- » Open-ended questions
  - General tips
  - Being comfortable with silence
- » Informed interviewing

# Policy Analysis

- » Force
- » Coercion
- » Incapacitation
- » Relationship status
- » Reasonable person standard



# Determining Responsibility

- » Other key factors
  - Sexual social norms
  - Bias and stereotypes
  - Jumping to conclusions
  - Reasonably should have known
- » Determining responsibility for sexual assault
- » Disciplinary actions

# Post Hearing

- » Decision letters
- » Confidentiality

# Post Hearing, continued

- » Review of decision letter templates

# Technology

- In-person hearing considerations
- Virtual hearing considerations

# Thank you.



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