



Sexual Misconduct Hearing Administrator Training

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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