



# ADMINISTRATIVE HEARING PROCEDURE

Step  
1

## THE HEARING BEGINS

- All individuals present introduce themselves & the hearing administrator explains the hearing procedures & expectations

Step  
2

## CHARGES

- The hearing admin reads aloud the charge(s) and the Respondent answers "responsible" or "not responsible" to each charge.
- If the Respondent acknowledges responsibility for ALL charges - jump to Step 6, otherwise the hearing proceeds to parties sharing their narratives

Step  
3

## NARRATIVES

- The Reporter shares their narrative of events - the hearing admin & the Respondent's Advisor can question the Reporter.
- The Respondent shares their narrative of events - the hearing admin & the Reporter's Advisor can question the Respondent.

Step  
4

## FACT & EXPERT WITNESSES

- Each witness is invited in individually to share their narrative of events
- The hearing admin & both parties' respective Advisors have an opportunity to ask questions of each of the witnesses

Step  
5

## CLOSING STATEMENTS & DECISION

- The Reporter & Respondent each provide a closing statement.
- The hearing comes to a pause to allow the hearing admin to make a decision
- Once a decision is made, the hearing resumes where both parties will learn of the outcome

Step  
6

## READING OF IMPACT STATEMENT ★

- The Reporter may provide a statement relative to how the incident has impacted them
- This may be done verbally during the hearing and/or submitted in writing

Step  
7

## CHARACTER STATEMENTS ★

- The Respondent may provide a statement relative to their character
- Character witnesses (those without any connection to the conduct in question) are invited to speak to the Respondent's character/reputation
- The hearing admin & both parties' Advisors can question the witnesses

Step  
8

## SANCTION RECOMMENDATIONS ★

- The hearing admin opens a sealed envelope containing the Respondent's disciplinary history & associated sanction range for the case. The designated sanction range for the violation(s) is read aloud.
- The Reporter & Respondent can offer recommendations for sanctioning

Step  
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## CONCLUSION OF THE HEARING

- The hearing admin will ensure that any final procedural questions are answered
- The hearing concludes

Step  
10

## FOLLOWING THE HEARING

- The hearing admin will provide both parties with a written rationale (for the decision and sanctioning, if applicable) via email
- Both parties have the opportunity to submit a written appeal within 5-business days of receiving the decision letter

★ These steps of the hearing occur **only** if the Respondent acknowledges responsibility for any charge(s) and/or is found responsible by the hearing administrator.