FORMAL TITLE IX ADMINISTRATIVE HEARING PROCEDURE

**THE HEARING BEGINS**
- All individuals present introduce themselves & the hearing administrator explains the hearing procedures & expectations

**STEPS**

1. **THE HEARING BEGINS**
   - All individuals present introduce themselves & the hearing administrator explains the hearing procedures & expectations

2. **CHARGES**
   - The hearing administrator reads aloud the charges and the Respondent answers "responsible" or "not responsible" to each charge.
   - If the Respondent acknowledges responsibility - jump to Step 6

3. **NARRATIVES**
   - The Complainant 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 Complainant's Advisor can question the Respondent.

4. **FACT & EXPERT WITNESSES**
   - Each witness is invited at a time to individually share their narrative of events
   - The hearing admin & both parties' respective Advisors have an opportunity to ask questions of each of the witnesses

5. **CLOSING STATEMENTS & DECISION**
   - The Complainant & 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

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

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

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 Complainant & Respondent can offer recommendations for sanctioning.

9. **CONCLUSION OF THE HEARING**
   - The hearing administrator will ensure that any final procedural questions are answered.
   - The hearing concludes

10. **FOLLOWING THE HEARING**
    - The hearing admin will provide both parties with a written rationale (for the decision and sanctioning, if applicable) within 10 business days via email.
    - Both parties have the opportunity to submit a written appeal within 5 business days of receiving the decision letter.

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*These steps of the hearing occur only if the Respondent acknowledges responsibility or is found responsible by the hearing administrator for any charges.*