



Hearing Board and Faculty Advocate Training

Part III: Hearing Operations

Recorded June 2025

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Learning Objectives

- Understand and articulate the phases of the university hearing board process
- Identify the responsibilities of the panel members

Key parties to a hearing

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- Complainant
- Respondent
- Presiding Person
 - (Student Conduct Officer)
- Faculty Advocates
- Advisors
 - Of choice
 - Cross-examination
- Hearing Board Members
- Witnesses



Hearing Purpose

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Purpose of the hearing

- We want the truth
 - The fact that the hearing occurs does not mean that the student is responsible for committing a violation
- Accountability
- May provide a sense of closure
- Legal requirement*



Hearing Board Operations

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Hearing Operations

1. Pre-hearing
2. During the hearing
3. Post-hearing

Hearing Operations-Pre Hearing-Scheduling

- Email from the SCCS Administrative Assistant
 - Provide availability
 - Plan for minimum of four (4) hours
- Being selected
 - Being an alternate
- Confirmation email
- “Approval” by the complainant and respondent
- What to do if something changes

Hearing Operations-Pre Hearing-Case Review

- Information is shared via Google Drive
- Read everything
- Start to formulate questions
- Review the Code of Conduct regarding the minimum behavioral expectations

*Hearing preparation can occur individually or as a group

**It is important to remember NOT to prejudge the case

Hearing Operations-During the hearing

- Arrive early
 - Don't forget to get a good night sleep and have a good meal before the hearing
- Bring your case preparation materials
 - Don't forget a pen and paper to write notes or questions
- Confer with the other board members to solicit their interpretations about the case and identify which questions they may have
- Identify who will ask what questions that the board has*

*This does not preclude the board members from asking follow-up questions

Hearing Operations-During the hearing

- Pay close attention to the information and take notes
 - Be prepared to pivot
- Actively listen
- Ask questions to get the information that you need to make a decision and form the rationale for the decision
 - Keep your questions neutral

Hearing Operations-During the hearing

- Follow along in the script
- Maintain professionalism
- Decorum during the hearing
- Watch the chat

Hearing Operations-Post-hearing

- Take time to review your notes from the hearing*
- Actively participate in the deliberation session
 - What do the board members agree on?
 - What do the board members disagree on?
 - What questions do you still have?

*Destroy any notes after the deliberation (written and electronic)

Hearing Operations-Post-hearing

- You are making two (2) decisions
 - Finding
 - Sanction(s)**
- Your rationale for the decision is just as important as the decision itself
- Contribute to outcome letter

**Sanctions are only issued following a finding of “Responsible”

What happens next?

Specific information about questioning and sanctions will be covered in the next module