

FWP TERMINATION AND COMPLAINT PROCEDURES

As amended and approved by the UD Faculty Senate in the
Special Faculty Senate meeting on 12 January 2015

COMMITTEE ON FACULTY WELFARE AND PRIVILEGES TERMINATION AND COMPLAINT PROCEDURES

Jurisdiction

The Faculty Constitution charges the Faculty Senate with the right to delegate responsibility to and charge Faculty Committees. The Faculty Welfare and Privileges Committee (FWP) has jurisdiction over all faculty disputes pertaining to faculty termination, reappointment, evaluation, salary adjustment, sabbatical leave, fringe benefits, academic freedom, and other areas of personnel policy and conditions of faculty employment.

All Faculty members are within the jurisdiction of and are subject to the procedures of the FWP.

The procedures for termination of a faculty member's employment are different from the procedures for other disputes. Termination procedures are derived from and governed by the termination policy set forth in the Faculty Handbook, Section 4. They are set forth in "Termination Procedures," Section I below.

The procedures for handling all other disputes within the jurisdiction of the FWP are specified in "Mediation and Hearing Procedures," Section II below. The FWP may refuse to consider a complaint in two instances:

1. if the Committee determines that the issue is not in its purview;
2. if the matter under dispute is deemed insubstantial by a majority of the Committee after the Initiator(s) has(have) followed the steps outlined in Section II-B.

I. Termination Procedures

A. Definitions

For the purposes of Faculty Welfare and Privileges Committee procedures in termination cases as outlined below, the following words have these specific meanings:

1. A **termination case** arises when an appropriate administrator sends a faculty member a letter of intent to terminate for one of the three causes enumerated in the Faculty Handbook, 4.1.15 (incompetence, gross irresponsibility, or moral turpitude). Note that a

“termination case” is not the same as a “grievance case”. A grievance is an alleged violation of the AAUP bargaining agreement and is pursued through the AAUP Grievance Procedure.

2. **Hearing** refers to the specific steps in C below for the hearing and investigation of termination cases.
3. **Faculty** refers to all voting and non-voting Faculty members as defined by the Faculty Constitution, I, Section I.
4. **The Committee** refers to the Faculty Welfare and Privileges Committee.
5. **Initiator** refers to an administrator who sends a letter of intent to terminate.
6. **Respondent** refers to Faculty, including administrators, against whom an Initiator(s) files a letter of intent to terminate.
7. **Party** refers to either Initiator(s) of or Respondent(s) to a termination case.
8. **Hearing Panel** refers to the Committee members selected to hear a particular termination case.
9. **Working Day** refers to the days when the University conducts regular business, normally Monday through Friday and excluding all University holidays. Winter and Summer session days are included. To count Working Days, Parties exclude the day of the receipt of materials or notice requiring response.
10. **Response** refers to the Respondent's written reply to the Initiator's letter of intent to terminate.
11. **Complainant** refers to the student, staff or faculty member who brought a sexual misconduct or other formal complaint of wrongdoing against the Respondent prompting the FWP proceeding.
12. **Sexual Misconduct** is a term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without consent. Sexual Misconduct may include sexual harassment, sexual assault, domestic violence, dating violence and stalking. Speech appropriately related to curriculum, teaching, research, and scholarship is not sexual misconduct. For a termination case, any such Sexual Misconduct also must fall

within one of the three allowable causes enumerated in the Faculty Handbook, 4.1.15 (incompetence, gross irresponsibility, or moral turpitude). Nothing in this policy shall infringe upon First Amendment or academic freedom protections set forth in either the Faculty Handbook or in the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

B. General Provisions

1. A Faculty member receiving a letter of intent to terminate has the right to refuse a hearing. The decision for or against a hearing should be set forth in the Response to the letter of intent to terminate. All reference below to a Respondent's rights and obligations are subject to the Respondent's right to withdraw from the hearing procedures at any time.
2. The burden of proof in the proceedings rests with the party or parties bringing the charge and the relevant standard in Faculty Welfare and Privileges termination proceedings is clear and convincing evidence, unless the underlying complaint involved Sexual Misconduct. If the underlying complaint involved Sexual Misconduct, then the relevant standard is a preponderance of the evidence (more likely than not).
3. Each Party has the right to be represented by an advisor of their own choosing.
4. Each Party has the right to have an observer present of their own choosing.
5. All Faculty may avail themselves of these procedures.
6. All Parties to a Termination Case before the Committee must comply with the Committee's procedures. In particular, all Parties must attend and participate fully in any duly scheduled Committee Hearings on the Case to which they are Parties, unless they are excused from attending in accordance with C-4 below.
7. A Party's failure to attend or participate fully in a duly scheduled Committee Hearing constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate.
8. A Party's failure to comply with a provision of Committee procedures will result in that Party's loss of those rights provided by that part of the procedure (for example, documents not submitted within specified time limits will not be admitted as evidence at the Hearing). One Party's failure to comply with Committee procedures does not abrogate the other Party's responsibility to comply.

C. Hearing Procedures

1. Preliminary Steps

a. Written Letter of intent to terminate

The Initiator(s) sends the Respondent(s) and the Committee a letter of intent to terminate that sets forth a charge of gross irresponsibility, incompetence or moral turpitude; briefly specifies the nature of the evidence for the charge; and indicates the desired date and any conditions of termination.

b. Written Response

Within ten Working Days after the date that the Initiator(s) files a letter of intent to terminate, the Respondent(s) shall file with the Committee a Response that, at a minimum, indicates whether the Respondent(s) denies the charge and wishes a hearing.

c. Expanded Written Charge

Within 15 Working Days after the date the Respondent(s) file a Response, the Initiator(s) shall file with the Committee and the Respondent(s) an expanded written charge that lays out the Initiator(s)' case and sets out the process of investigation leading to the decision to terminate. The expanded written charge should include the essentials of the charge, which are: 1.) The identities of people alleged to be involved in the offense (*i.e.*, the alleged offender, conspirators, victims); 2.) The standards that are alleged to have been violated; and 3.) Particular actions alleged to have violated the standards. The Hearing should include only charges for which the essentials have been provided. The essentials of the process of the investigation are: 1.) The chronology of the investigative steps and major decisions; 2.) Identities of investigators and key decision-makers; 3.) Identities of investigative techniques; and 4.) A connection between the investigative findings and the decision to terminate.

d. Pre-Hearing Meeting

Within 15 Working Days after the Initiator(s) submit an expanded written

Complaint, the Chair of the Committee shall conduct a short Pre-Hearing Meeting with the Initiator(s) and Respondent(s). Each Party shall have the opportunity to be accompanied by their advisor, and the Complainant, if the Complainant is involved, along with the Complainant's advisor should the Complainant wish, shall have an opportunity to meet with the Chair, either at the same time as the Pre-Hearing Meeting or separately at the option of the Complainant. At or before this meeting, any Party may raise any questions about the charge, the hearing, advisors, or any other procedural matter; and the Complainant shall have the same right. At the meeting, the Chair shall:

- i. Fix an expeditious and mutually agreeable time for the Hearing no sooner than 20 days after the letter of intent to terminate;
- ii. Review Hearing procedures, including the Parties' obligations, the roles of advisors and observers, the rules for submitting documentary evidence, and possible limits on the number of witnesses;
- iii. Set deadlines for submission of documentary evidence and names of witnesses to be called;
- iv. Identify advisors and observers selected by the Parties and;
- v. Tentatively name the Hearing Panel, pursuant to any Party's claims of conflict of interest under Section 3-b or other cause for excusing a Hearing panel member.

e. Witness Lists

Parties shall submit the names of witnesses to the Committee within the time agreed upon in section d-iii above. The Committee shall make the names available to all other Parties immediately. If the Committee decides to call additional witnesses, it will immediately communicate their names to all Parties. Before the Hearing, the Hearing Chair may question and rule on the value of a witness to the proceedings and remove witnesses deemed redundant secondary witnesses or otherwise not relevant to the details of the expanded written charge.

f. Documents

- i. Parties shall submit documents to the Committee at least 10 Working Days before the Hearing or lose the right to submit documents. Within 5 Working Days after receipt, the Committee shall make all documents available in the Senate office to all Parties and the Provost, and to no one else; except that the Complainant, if there is one, also shall be given access to all documents in the same manner as access is granted to all Parties.
- ii. All documents shall be submitted in duplicate with one set being original documents if at all possible. All documents shall remain in the possession of the Committee. If original documents are in the possession of someone not a Party to the Hearing, then the Committee may request the submission of any such documents for the purpose of making a copy of such document which shall be regarded as if original. If original documents no longer exist, then copies may be accepted, subject to verification where possible.
- iii. All documents and correspondence received by the Committee that relate to a Hearing shall be made available by the Committee to the Parties to that Hearing, to the Provost, and to no one else. Parties may not remove original documents from the Senate Office, but may make and remove copies. Items made available shall be considered confidential and shall not be communicated to anyone not a Party, advisor or observer.

2. The Hearing

- a. Attendance is limited to the following:
 - i. The Initiator(s) and the Respondent(s);
 - ii. One advisor selected by each Initiator and one advisor selected by each Respondent;

- iii. One observer selected by each Initiator and one observer selected by each Respondent.
 - iv. The members of the Committee and supporting staff;
 - v. Each witness during their testimony.
 - vi. The Complainant may, but is not required to, attend the entire hearing accompanied by an advisor or advocate of the Complainant's choosing. If the Complainant does not wish to be present in the hearing room, the Complainant should be allowed to participate by videoconference.
- b. Conduct of the Hearing
- i. It is the responsibility of the Committee and its support staff to arrange hearing space and maintain records of the Hearing.
 - ii. The Committee Chair or their appointed representative shall serve as Chair of the Hearing. This Chair shall call the Hearing to order, determine all procedural questions and objections raised at the Hearing, and determine the admissibility of evidence.
 - iii. All Parties, Advisors, Observers, Complainants (as appropriate) and members of the Hearing Panel shall be identified for the record.
 - iv. The record shall include both the Initiator(s)' letter of intent to terminate and the Respondent(s)' response.
 - v. Each witness shall be present in the hearing room only during the time of their testimony and shall refrain from discussing the case with other witnesses; provided, however, that the Complainant shall be entitled to be present at the Hearing at all times as provided in Section I.C.2.a.vi above.

c. Statements and Questioning of Witnesses

- i. First the Initiator(s) and then the Respondent(s) may make an opening statement.
- ii. The order in which witnesses shall be heard is as follows: first the witnesses called by the Initiator(s), second those called by the Respondent(s), and third those called by the Committee.
- iii. The order in which each witness shall be questioned is as follows:
 - a. Witnesses called by the Initiator shall be questioned first by the Initiator, then by the Respondent and then by the Committee.
 - b. Witnesses called by the Respondent shall be questioned first by the Respondent, then by the Initiator and then by the Committee.
 - c. Witnesses called by the Committee shall be questioned first by the Committee, then by the Initiator and then by the Respondent.
 - d. If the Complainant is called as a witness, the person against whom the complaint was brought may not directly question the Complainant. Questioning should be conducted by that person's advisor.
- iv. After the Hearing Panel and the Parties have questioned a witness, members of the panel and Parties may pose additional questions at the discretion of the Chair.
- v. After all witnesses have been questioned, first the Initiator(s) and then the Respondent(s) may make closing statements. After the closing statements, the Hearing Panel may further question the Parties.

d. Transcript of Hearing

A tape and a transcript of the Hearing shall be made available by the Committee to the Parties to the Hearing, to the Provost, to the Complainant, and to no one else. The Parties and the Complainant shall not provide a copy of the tape or the

transcript or show them to anyone other than their advisors, observers or legal counsel.

3. The Hearing Panel

a. Membership

The Hearing Panel shall consist of five members of the Committee unless, because of conflicts of interest as defined below (b), only four Committee members are eligible.

b. Conflict of Interest

- i. Any member of the Committee who is a member of the department of the Initiator(s) or the Respondent(s) or who has a relationship of friendship, animosity, or some other nature that goes beyond mere personal acquaintance or professional association may not serve on the Hearing Panel unless otherwise agreed by all Parties.
- ii. Either Party may request that any member of the Hearing Panel be excused for cause. Such a request must be made in writing to the Committee no later than five Working Days after the Pre-Hearing Meeting. The Committee shall decide whether the alleged cause justifies excusing the member and shall notify all Parties of its decision and reasons therefore at least 5 Working Days prior to the Hearing.

4. Attendance

- a. All Parties to a Complaint before the Committee must attend and fully participate in any duly scheduled Hearings on that Complaint.
- b. The Committee may excuse a Party from attending under the following circumstances:
 - i. At least 15 Working Days prior to the Hearing, the Party notifies the Committee in writing of a significant, conflicting obligation that prevents the Party from attending; or

- ii. At any time prior to the Hearing, the Party notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the Party from attending.
- c. A Party's failure to adhere to section a above, unless excused pursuant to sections b-i or b-ii above, constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate. In addition, at its discretion, the Committee may proceed with a Hearing in a Party's absence.
- d. If a Party is excused pursuant to sections b-i or b-ii above, the Committee shall postpone the Hearing, reset the Hearing to the earliest possible mutually agreeable date, and officially notify all Parties and witnesses of the new hearing date within five Working Days.

5. Witnesses

- a. It is the responsibility of the Parties to name their witnesses by the deadline fixed in the Parties' preliminary agreement.
- b. In the event that either the Initiator(s) or the Respondent(s) discover new witnesses after the deadline agreed upon, their names shall be provided to the Committee immediately. If the Committee determines that this discovery is legitimate, then the other Parties shall be informed of the names of the new witnesses immediately. However, all new witnesses must be identified and their names communicated to all Parties at least eight Working Days prior to the Hearing.
- c. Each witness duly notified of a Hearing is obliged to attend and fully participate in hearing procedures.
- d. The Committee may excuse a witness from attending under the following circumstances:
 - i. Within seven Working Days of the date of the witness' notice to appear, the witness notifies the Committee that the witness is unable to appear;
or

- ii. At any time prior to the Hearing, the witness notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the witness from attending.
- e. If a witness fails to appear or is excused from attending under the provisions in d above, the Committee shall determine whether the Hearing shall continue as scheduled or whether, in the interests of fairness, the Hearing should be rescheduled to the earliest possible mutually agreeable date. If the Hearing proceeds as scheduled, but either Party considers the absent witness' testimony to be essential, then that Party may, at the conclusion of the Hearing, petition the Committee for a subsequent Hearing to be limited to eliciting the absent witness' testimony.
- f. The Hearing Panel shall attempt to avoid inconveniencing witnesses by realistically scheduling the time each witness is expected to testify and by conducting the Hearing as expeditiously as is consonant with fairness and due process.
- g. Unless excused according to d above, the failure of a witness who is a university employee to comply with section c above constitutes a violation of their responsibilities as a member of the University community and will result in whatever sanctions the administration deems appropriate.
- h. Claims of special privilege by witnesses shall be ruled upon by the Hearing Chair.

6. Advisors and Observers

- a. Each Party is free to determine the degree to which their advisor will conduct their case, including presenting opening and closing statements and questioning witnesses.
- b. Each observer selected by a Party may only observe and may not otherwise participate in the Hearing.
- c. If a person serves as an advisor for either the Respondent or Initiator, that person cannot also serve as a witness without violating the Hearing procedures, Section C.2.a.v., and Section C.2.b.v, above.

7. Committee Report

- a. Upon conclusion of a Hearing, the Committee shall write its recommendations to the Provost within 14 working days after the hearing. If the Provost has a conflict of interest the report will go to the President. The Report shall address two questions:
 - i. Does the evidence provide adequate proof of the Initiator's charges?
 - ii. If so, do the charges constitute a terminable offense, i.e., gross irresponsibility, incompetence, or moral turpitude?
 - iii. Both the opinion of the majority and a report of those in the minority (in the event the opinion is not unanimous) shall be provided to the Provost (or President). These opinions should be signed by the concurring parties at the discretion of the members of the panel. In the event the panel chooses not to sign the opinions, the number of members supporting each position shall be provided.

- b. Within 21 days after receipt of the Report, which includes the recommendation, the Provost (or President) shall, in writing, either affirm the Report or refer it back to FWP with detailed objections and/or suggestions. If the Report is referred back, FWP shall review the Provost's (or President's) response, taking into account any objections or suggestions therein. FWP may submit a revised report or decline to do so within 21 days to the Provost (or President), who may affirm, modify, or reject it within 21 days. If the Report is rejected or modified, then the Provost (or President) shall provide a written statement to the Committee and both parties describing the substantive reason(s) for rejection or modification. The Provost's (or President's) decision shall be final and conclusive, and the matter in question shall be deemed closed, unless either Party or the complainant requests an appeal to the Board of Trustees within 21 days after receipt of a written copy of the Provost's (or President's) decision. The Board of Trustees may hear appeals at their discretion, and the Board's decision shall be final. All communication shall be made available to all Parties and the complainant.

- c. The Committee shall provide a copy of its Report to the Provost and to each Party. A copy of the report should also be provided to the Complainant. The Committee shall not provide a copy of, or show, its report to anyone else. The Provost or the Parties may disclose the contents of the Report at their discretion.

II. Mediation and Hearing Procedures

A. Definitions

For the purposes of Faculty Welfare and Privileges Committee (FWP) procedures as outlined below, the following words have these specific meanings:

1. A **Complaint** is any question within the jurisdiction of the FWP brought by a Faculty member for mediation or hearing. Note that a "Complaint" is not the same as a "grievance." A grievance is an alleged violation of the AAUP bargaining agreement and is pursued through the AAUP Grievance Procedure.
2. **Mediation** refers to the specific steps in B-2 below for resolution of faculty Complaints.
3. **Hearing** refers to the specific steps in C below for the hearing and investigation of faculty Complaints after the failure of Mediation.
4. **Faculty** refers to all full-time and part-time Professors, Associate Professors, Assistant Professors and Instructors, who do not hold an administrative position at or above the level of department chair/program director.
5. **The Committee** refers to the Faculty Welfare and Privileges Committee.
6. **Initiator** refers to a Faculty member who brings a Complaint to the Committee.
7. **Respondent** refers to Faculty member(s), including administrators, against whom a Complaint is brought by Initiator(s).
8. **Party** refers to either Initiator(s) of or Respondent(s) to a Complaint.
9. **Hearing Panel** refers to the Committee members selected to hear a particular Complaint.
10. **Working Day** refers to the days when the University conducts regular business, normally Monday through Friday and excluding all University holidays. Winter and Summer session days are included. To count Working Days, Parties exclude the day of the receipt of materials or notice requiring response.
11. **Complainant** refers to the student, staff or faculty member who brought a sexual misconduct or other formal complaint of wrongdoing against the Respondent prompting the FWP proceeding.

12. **Sexual Misconduct** is a term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without consent. Sexual Misconduct may include sexual harassment, sexual assault, domestic violence, dating violence and stalking. Speech appropriately related to curriculum, teaching, research and scholarship is not sexual misconduct. Nothing in this policy shall infringe upon First Amendment or academic freedom protections set forth in either the Faculty Handbook or in the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

B. Procedures

1. General Provisions

- a. All Faculty may avail themselves of these procedures.
- b. All Parties to a Complaint before the Committee must comply with the Committee's procedures. In particular, all Parties must attend and participate fully in any duly scheduled Committee Hearings on the Complaint to which they are Parties, unless they are excused from attending in accordance with C-4-b below.
- c. The burden of proof in the proceedings rests with the party or parties bringing the charge, and the relevant standard in Faculty Welfare and Privileges complaint and proceedings under this Part II is a preponderance of the evidence (more likely than not).
- d. A Party's failure to attend or participate fully in a duly scheduled Committee Hearing constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate.
- e. A Party's failure to comply with a provision of Committee procedures will result in that Party's loss of those rights provided by that part of the procedure (for example, documents not submitted within specified time limits will not be admitted as evidence at the Hearing). One Party's failure to comply with Committee procedures does not abrogate the other Party's responsibility to comply.
- f. Parties engaged in a Hearing (Section C below) may enlist the help of any employee of the University of Delaware, except those serving on FWP and those employed in the Office of General Counsel, who shall act as an advisor or observer (Section C-2-a-ii below). If the complaint involves Sexual Misconduct, the Parties may engage any person to be an advisor.

2. Procedures for Mediation

- a. If the underlying complaint involves an allegation of sexual misconduct, these mediation procedures shall not be followed.
- b. Before bringing a dispute to the Committee by communicating a Complaint to the Committee Chair, a faculty member is expected to have exhausted all other reasonable means of resolving the dispute, including, where appropriate, discussion with the faculty member's Chair and/or Dean.
- c. An Initiator(s) begins the Mediation process by communicating a Complaint to the Chair of the Committee. If, after discussion with the Chair, the Initiator(s) decides to withdraw the Complaint, or if the Initiator(s) and the Chair mutually agree to drop the Complaint, then the matter is closed and no record of the Complaint is kept.
- d. If the Complaint is not terminated through the discussion process above, the Initiator(s) may present a preliminary Complaint in writing to the Chair of FWP and to the person(s) against whom the Complaint is directed.
- e. The Chair shall refer the Initiator(s) to a member of the Faculty whom the Chair, with the concurrence of the Committee, has appointed to act as Mediator. With the approval of the Committee, a member of the Committee may serve as mediator in a complaint, but may not serve on the Hearing Panel, nor serve as an advisor or observer in the Complaint Hearing and must recuse self from all committee deliberations concerning this complaint. The Mediator shall work with the Initiator(s) and Respondent(s) to investigate the Complaint and effect a resolution agreeable to all Parties.
- f. Mediation is concluded when:
 - i. The Complaint is withdrawn; or
 - ii. The Complaint is resolved to the satisfaction of all Parties, including the Complainant (as appropriate); or
 - iii. The Mediator determines that no informal resolution is possible; or
 - iv. After 30 Working Days (or after any extension agreed to by the Initiator(s), Mediator, and the Chair of FWP), the Complaint has not been resolved.
- g. Upon conclusion of Mediation, the Mediator shall report the results to the

Committee within fifteen Working Days.

- h. If a majority of the Committee determines that the Complaint falls within its purview, the Chair shall advise the Initiator(s) of their right to a Hearing under Section C. If a majority of the Committee determines that the Initiator's Complaint does not fall within its purview or that the Complaint is insubstantial, then no Hearing on the matter shall be held.

C. Procedures for the Hearing

1. Preliminary Steps

- a. **Written Complaint**

If the Committee agrees to hear the Complaint, the Initiator(s) files with the Committee and the Respondent(s) an expanded written Complaint which specifies the charge(s), reviews the evidence, and includes the remedies sought.

- b. **Written Response**

Within ten Working Days after the date that the Initiator(s) file(s) a Complaint, the Respondent(s) shall file with the Committee a Response that, at a minimum, indicates whether the Respondent(s) deny the Complaint.

- c. **Pre-Hearing Meeting**

Within 15 Working Days after the Initiator(s) submit the expanded written Complaint, the Chair shall conduct a short Pre-Hearing Meeting with Initiator(s) and Respondent(s). Each Party shall have the opportunity to be accompanied by their advisor, and the Complainant, if the Complainant is involved, along with the Complainant's advisor should the Complainant wish, shall have an opportunity to meet with the Chair, either at the same time as the Pre-Hearing Meeting or separately at the option of the Complainant. At or before this meeting, any Party may raise any questions about the charge, the hearing, advisors, or any other procedural matter; and the Complainant shall have the same right. At the meeting, the Chair shall:

- i. Fix an expeditious and mutually agreeable time for the Hearing; reasonable efforts being made to schedule the Hearing within 45 Working Days of the Pre-Hearing Meeting. Such Hearing should not be scheduled for a date

greater than 65 Working Days after the Pre-Hearing Meeting;

- ii. Review Hearing procedures, including the Parties' obligations, the roles of advisors and observers, the rules for submitting documentary evidence, and possible limits on the number of witnesses;
- iii. Set deadlines for submission of documentary evidence and names of witnesses to be called;
- iv. Identify advisors and observers selected by the Parties; and
- v. Tentatively name the Hearing Panel, pursuant to any Party's claims of conflict of interest under Section C-3-b or other cause for excusing a Hearing panel member.

d. Witness Lists

Parties shall submit the names of witnesses to the Committee within the time agreed upon in section c-3 above. The Committee shall make the names available to all other Parties immediately. If the Committee decides to call additional witnesses, it will immediately communicate their names to all Parties.

e. Documents

- i. Parties shall submit documents to the Committee at least 10 Working Days before the Hearing or lose the right to submit documents. Within 5 Working Days after receipt, the Committee shall make all documents available in the Senate office to all Parties, the Complainant and the Provost, and to no one else; except that the Complainant, if there is one, also shall be given access to all documents in the same manner as access is granted to all Parties.
- ii. All documents shall be submitted in duplicate with one set being original documents if at all possible. All documents shall remain in the possession of the Committee. If original documents are in the possession of someone not a Party to the Hearing, then the Committee may request the submission of any such documents for the purpose of making a copy of such document which shall be regarded as if original. If original documents no longer exist, then

copies may be accepted, subject to verification where possible.

- iii. All documents and correspondence received by the Committee that relate to a Hearing, or to an attempt at Mediation that precedes it, shall be made available by the Committee to the Parties to that Hearing, to the Provost, and to no one else. Parties may not remove original documents from the Senate Office, but may make and remove copies. Items made available shall be considered confidential and shall not be communicated to anyone not a Party, advisor or observer.
- f. The time periods, deadlines and Hearing dates set forth in these procedures are to be adhered to by all Parties and the Committee. However, for good cause presented in writing by any Party or considered necessary by the Committee or Hearing Panel, reasonable extensions may be granted by the Hearing Panel.

2. The Hearing

- a. Attendance is limited to the following:
 - i. The Initiator(s) and the Respondent(s).
 - ii. One advisor selected by each Initiator and one advisor selected by each Respondent. Advisors shall be employees of the University of Delaware as outlined in B-1-f above , except that, in any matter involving allegations of Sexual Misconduct, any Party and the Complainant shall be entitled to select as their advisor any person regardless of whether such person is employed by the University of Delaware.
 - iii. One observer selected by each Initiator and one observer selected by each Respondent. These observers must be identified prior to the hearing.
 - iv. The members of the Committee and supporting staff.
 - v. Each witness during their testimony.
 - vi. The Complainant may, but is not required to, attend the entire hearing accompanied by an advisor or advocate of the Complainant's choosing. If the Complainant does not wish to be present in the hearing room, the Complainant should be allowed to participate by

videoconference.

b. Conduct of the Hearing

- i. It is the responsibility of the Committee and its support staff to arrange hearing space and maintain records of the Hearing.
- ii. The Committee Chair or their appointed representative shall serve as Chair of the Hearing. This Chair shall call the Hearing to order, determine all procedural questions and objections raised at the Hearing, and determine the admissibility of evidence.
- iii. All Parties, Advisors, Observers, Complainants (as appropriate) and members of the Hearing Panel shall be identified for the record.
- iv. The record shall include both the Initiator(s)' Complaint and the Respondent(s)' response.
- v. Only members of the Hearing Panel and the Parties may question a witness unless otherwise provided for pursuant to section c, below.
- vi. Each witness shall be present in the hearing room only during the time of their testimony and shall refrain from discussing the case with other witnesses; provided, however, that the Complainant shall be entitled to be present at the Hearing at all times as provided in Section II.C.2.a.vi above.

c. Statements and Questioning of Witnesses

- i. First the Initiator(s) and then the Respondent(s) may make an opening statement.
- ii. The order in which witnesses shall be heard is as follows: first the witnesses called by the Initiator(s), second those called by the Respondent(s), and third those called by the Committee.
- iii. The order in which each witness shall be questioned is as follows:
 - a. Witnesses called by the Initiator shall be questioned first by the Initiator, then by the Respondent and then by the Committee.
 - b. Witnesses called by the Respondent shall be questioned first by the Respondent, then by the Initiator and then by the

Committee.

- c. Witnesses called by the Committee shall be questioned first by the Committee, then by the Initiator and then by the Respondent.
 - d. If the Complainant is a witness, the person against whom the complaint was brought may not directly question the Complainant. Questioning should be conducted by the faculty member's advisor.
- iv. After the Hearing Panel and the Parties have questioned a witness, members of the panel and Parties may pose additional questions at the discretion of the Chair.
 - v. After all witnesses have been questioned, first the Initiator(s) and then the Respondent(s) may make closing statements. After the closing statements, the Hearing Panel may further question the Parties.
- d. Transcript of Hearing

A transcript of the Hearing shall be made available by the Committee to the Parties to that Hearing, to the Provost, to the Complainant and to no one else. The Parties and the Complainant shall not provide a copy of the transcript or show it to anyone other than their advisors, observers or legal counsel.

3. The Hearing Panel

a. Membership

The Hearing Panel shall consist of five members of the Committee unless, because of conflicts of interest as defined below b, only four Committee members are eligible.

b. Conflict of Interest

- i. Any member of the Committee who is a member of the department or unit of the Initiator(s) or the Respondent(s) or who has a relationship of friendship, animosity, or some other nature that goes beyond mere personal acquaintance or professional association may not serve on the Hearing Panel unless otherwise agreed by all Parties.

- ii. Either Party may request that any member of the Hearing Panel be excused for cause. Such a request must be made in writing to the Committee no later than five Working Days after the Pre-Hearing Meeting. The Committee shall decide whether the alleged cause justifies excusing the member and shall notify all Parties of its decision and reasons therefore at least 5 Working Days prior to the Hearing.

4. Attendance

- a. All Parties to a Complaint before the Committee must attend and fully participate in any duly scheduled Hearings on that Complaint.
- b. The Committee may excuse a Party from attending under the following circumstances:
 - i. At least 15 Working Days prior to the Hearing, the Party notifies the Committee in writing of a significant, conflicting obligation that prevents the Party from attending; or
 - ii. At any time prior to the Hearing, the Party notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the Party from attending.
- c. A Party's failure to adhere to section a above, unless excused pursuant to sections b-i or b-ii above, constitutes a violation of the obligations of Faculty at the University of Delaware and will result in such sanctions as the administration deems appropriate. In addition, at its discretion, the Committee may proceed with a Hearing in a Party's absence.
- d. If a Party is excused pursuant to sections b-i or b-ii above, the Committee shall postpone the Hearing, reset the Hearing to the earliest possible mutually agreeable date, and officially notify all Parties and witnesses of the new hearing date within five Working Days.

5. Witnesses

- a. It is the responsibility of the Parties to name their witnesses by the deadline fixed in the Parties' preliminary agreement.
- b. In the event that either the Initiator(s) or the Respondent(s) discover new witnesses after the deadline agreed upon, their names shall be provided to the Committee immediately. If the Committee determines that this discovery is legitimate, then the other Parties shall be informed of the names of the

new witnesses immediately. However, all new witnesses must be identified and their names communicated to all Parties at least eight Working Days prior to the Hearing.

- c. Each witness duly notified of a Hearing is obliged to attend and fully participate in hearing procedures.
- d. The Committee may excuse a witness from attending under the following circumstances:
 - i. Within seven Working Days of the date of the witness' notice to appear, the witness notifies the Committee that the witness is unable to appear; or
 - ii. At any time prior to the Hearing, the witness notifies the Committee in writing of a serious and unexpected emergency or illness that prevents the witness from attending.
- e. If a witness fails to appear or is excused from attending under the provisions in d above, the Committee shall determine whether the Hearing shall continue as scheduled or whether, in the interests of fairness, the Hearing should be rescheduled to the earliest possible mutually agreeable date. If the Hearing proceeds as scheduled, but either Party considers the absent witness' testimony to be essential, then that Party may, at the conclusion of the Hearing, petition the Committee for a subsequent Hearing to be limited to eliciting the absent witness' testimony.
- f. The Hearing Panel shall attempt to avoid inconveniencing witnesses by realistically scheduling the time each witness is expected to testify and by conducting the Hearing as expeditiously as is consonant with fairness and due process.
- g. Unless excused according to d above, the failure of a witness who is a university employee to comply with section c above constitutes a violation of the employee's responsibilities as a member of the University community and will result in whatever sanctions the administration deems appropriate.

6. Advisors and Observers

- a. Except in the circumstances outlined in section B.1.f above, advisors shall be employees of the University of Delaware.
- b. Each advisor shall act only as an advisor unless the Hearing Panel agrees to a Party's request that the Party's advisor undertake functions otherwise

assigned to the Party under Section C-2-b and c above such as the presentation of opening and closing statements and the questioning of witnesses. Any such substitution by an advisor must also be agreed to by the other Party unless the Hearing Panel finds compelling reasons to agree to the substitution without the other Party's agreement. Without such agreement from the Hearing Panel, the advisor is not to take any action or make any statement either before or during the Hearing which would appear on the transcript of the Hearing.

- c. Each observer selected by a Party may only observe and may not otherwise participate in the Hearing.

7. Advisory Opinion and Final Decision

- a. Upon conclusion of a hearing and receipt of the hearing record, including the hearing transcript and all exhibits admitted at the hearing, the committee shall write an advisory opinion to the Provost, within 14 Working Days, that includes the transcript and all exhibits admitted at the hearing, the committee's conclusions about the case and any remedies the committee may recommend. These remedies are not limited to those specified by the initiator(s) in the complaint.
- b. The committee shall provide a copy of its opinion to the Provost and to each party, including the Complainant. The Provost will issue a decision within 45 Working Days of receipt of the opinion. The committee shall not provide a copy of, or show, its opinion to anyone else. The Provost or the parties may disclose the contents of the opinion at their discretion.