

# Training 2/11/21:

- Hearing Process
- Investigation Process
  - ❖ Notes
  - ❖ Key steps
  - ❖ Relevant versus related
  - ❖ Tools and resources

# Hearing Process

- Decision-Maker (DM) gives procedural introduction and reviews decorum, rules on relevance after each question posed
- DM questions parties
- Respondent Advisor questions Complainant
- Complainant Advisor questions Respondent
- Advisors question witnesses
- Advisors question any party who submitted relevant evidence (investigator, police officer, counselor, etc.)
- DM can NOT rely upon any evidence if the person is unwilling to submit to cross-examination
- Investigation should narrow the scope of the hearing's inquiry into that which is in dispute

# Investigation Process

- All Respondents and Complainants will have gone through some form of an intake process
- New - procedural items covered in the intake for Respondents and Complainants, but not for witnesses
- Felicia notifies Adam and Jane of an investigation
- Assigns case to Adam in Maxient
- Meet to discuss strategy and the Notice of Investigation (will be in Maxient)
- TIXC and investigators are no longer decision-makers; the Investigative Report is key
- Burden of evidence gathering is on the University

# Investigation Process

- The WMU Investigation Procedures and supplemental resources, checklists and templates are in Teams Files