

FACILITATED MEETING GUIDE

OPENING THE MEETING

- State the date, time, charged party's name, charging party's name, and the nature of the alleged violation.
- Explain the purpose of the meeting:
 - Agreement that no violation occurred.
 - Agreement that a violation occurred and determination of appropriate sanction(s).
 - No agreement reached - the case will be forwarded to a Committee Hearing.

REVIEW OF ALLEGATION

- Summarize the allegation and charging party's recommended sanction(s).
- Confirm that both parties have discussed the allegations prior to the Facilitated Meeting.

CHARGING PARTY STATEMENT

- Invite the charging party to present their account of the incident including:
 - Description of the alleged violation.
 - Explanation of any supporting documentation or evidence.
 - Rationale for the recommended sanction.

CHARGED PARTY STATEMENT

- Invite the charged party to respond to the allegation:
 - Share their perspective of the incident.
 - Address any questions posed by the faculty member
- Facilitator Role - Ensure a respectful and balanced dialogue. Clarify misunderstandings and maintain focus on the facts.

DETERMINING AGREEMENT

- Ask both parties:
 - Do you agree that a violation occurred?
 - If yes, do you agree on the proposed sanction?
- If agreement is not reached on the violation or proposed sanction, inform both parties that the case will be forwarded to a Committee Hearing.

AGREEMENT FORM

- If a violation is acknowledged:
 - Record the agreed-upon sanction.
 - Allow both parties to review the form before signing.
 - Ensure all parties sign the form, including Facilitator.
- Inform both parties that an official outcome letter will be emailed to them following the meeting.
- Return signed agreement form to Tammy Mayo in Provost Office.

SANCTION GUIDELINES

- Assignment sanction - student cannot withdraw but can GAP.
- F in course sanction - student cannot withdraw or GAP.
- Transcript notation can only be assigned with F in course.
- Transcript notation minimum is 2 semesters OR until graduation.
- Each party has 5 business days after receipt of outcome letter to appeal the decision.