



Administrative Board: Disciplinary Process for allegations involving a peer dispute

Written complaint received by the Secretary of the Administrative Board

The Secretary notifies the Respondent of the allegation. The Respondent prepares a written statement responding to the allegation

The Complainant and Respondent review each other's statements and respond in writing to the Secretary

If appropriate, a fact finder is appointed by the Dean the College. A Subcommittee of the Board meets with the Complainant and Respondent, and may pursue other sources of information

The Subcommittee issues a charge recommendation. The Complainant and Respondent submit written responses to the charge recommendation

The Dean of the College reviews the charge recommendation and decides whether to issue a charge in the case

In the event that a charge is issued

The Subcommittee conducts a full investigation of the case. The Subcommittee will pursue additional information and meet with the Complainant, Respondent, and, at its discretion, other individuals with information about the case

The Subcommittee writes a Subcommittee Report that is sent by the Secretary to the Complainant and Respondent

The Complainant and Respondent submit a written response to the Subcommittee Report to the Secretary

All materials are sent to the full Administrative Board, which meets and decides the outcome

Fact Finders

The fact finder is ordinarily an independent consultant with investigative and conflict resolution experience hired by the College.

If a fact finder is appointed by the Dean, he or she may be present at meetings, help identify additional information, and assist the Subcommittee in writing the Subcommittee Report.

Student will be notified by the Board Representative of the decision of the Board.

What is a charge?

A charge is a decision by the Dean to pursue a case. It triggers a full review by the Administrative Board. It does not assume misconduct has occurred, just that there is enough information for the Administrative Board to resolve the case.

A charge is issued if...

1. The behavior alleged is a violation of the rules of the Faculty of Arts and Sciences; and
2. There is additional information that can be obtained by the fact finder and subcommittee through investigation

When reviewing the charge recommendation, the Dean will take one of three actions:

1. Issue a charge and refer the matter back for further investigation;
2. Bracket, or postpone, the decision for additional specific information; or
3. Decline to issue a charge and not pursue a case against the respondent unless additional evidence comes to light