VIRTUAL HEARING BEST PRACTICES TIPS FROM PRACTITIONERS

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PRESENTERS

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AGENDA

1 Campus Contexts

2 Pre-Hearing Communication

3 Choosing Technology

4 Hearing Preparation

5 Pre-Hearing Logistics Decisions

6 Hearing Communication

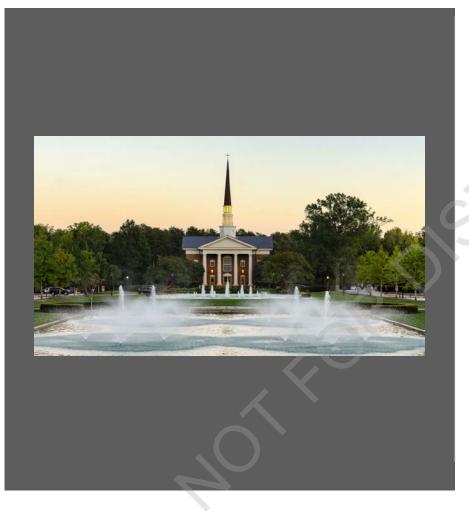**7** Lessons Learned

UNIVERSITY OF VIRGINIA

- 22,000 Students
- Public
- Bachelor's/Master's/Doctoral/ Professional Degrees
- Title IX Staff:
  - Title IX Coordinator
  - Deputy Title IX Coordinator
  - 3 full-time Investigators
  - Executive Assistant
- 1 Sexual Misconduct Policy/2 Procedures

FURMAN UNIVERSITY

- 2700 Students
- Private
- Four-year Residency Requirement
- Bachelor's/Master's Degrees
- Title IX Office of One
- 1 Sexual Misconduct Policy/2 Procedures

UNIVERSITY OF THE PACIFIC

- 6500 Students
- Private
- Three campuses
- Bachelor's/Master's/Doctoral/ Professional Degrees
- Two full-time staff
- 1 Sexual Misconduct Policy/2 Procedures

PRE-HEARING COMMUNICATION

- Explain the hearing process

- Set privacy expectations

- Assess for needs
  - Technology access
  - Disability accommodations
  - Language services
  - Private space

- Share hearing materials
  - Parties & Advisors
  - Witnesses
  - Decision-makers

CHOOSING TECHNOLOGY

- Identify available platforms
  - Zoom
  - Microsoft Teams
  - WebEx
  - Others?

- Consider functionality needs
  - Separate rooms
  - Chat function
  - Captioning
  - Hide participant view
  - Ability to minimize interaction
  - Recording capability

HEARING PREPARATION

- Develop a checklist

- Pre-hearing meetings
  - Test Technology

- Customize script

- Identify staffing
  - Decision-maker(s) and alternate(s)
  - Hearing facilitator
  - Title IX Coordinator

- Determine if all participants will be remote

- Campus status (pandemic and post-pandemic)

- Technology
  - Recordings
  - Co-host
  - Exits and entrances
  - Back-up plan
  - Phone numbers

- Rules of decorum

- Information sharing and questions (Process A vs. Process B)

- Breaks

- Impact and mitigation statements

- Trauma-informed practices

VIRTUAL ROOM COORDINATION

Hearing Room (Recorded)	Deliberation Room (Not Recorded)	Complainant & Advisor
Respondent & Advisor	Witness Waiting Room	Title IX Coordinator & or Counsel

Main Hearing Room

HEARING COMMUNICATION

- Parties and Advisors
  - Private consultation
  - Cross-examination

- Questioning under Process B

- Multi-party hearings

- Decision-makers
  - Co-locate for hearing?
  - Deliberation

- Post-hearing debriefing

LESSONS LEARNED

- Don't host the hearing in the "main room"

- Practice with technology

- Have a back-up plan

- Follow your policy

- Address panelist engagement (e.g., facial expressions, multiple screens, etc.)

QUESTIONS?

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