

“SCRIPT” for the Grievance Committee Chair

The chairperson of the committee, after insuring that the hearing room is ready and that the full committee is present, shall open the hearing to the parties and witnesses.

- A. Chair: This will call to order the Grievance Committee for the hearing on the grievance of (complainant’s name). It is now the _____ day of _____ 20____, at _____ o’clock ____m., and we are meeting in room _____ of the _____ Building. The full committee is present.

I would like to remind everyone that this is a closed proceeding and that the matters discussed today shall be held strictly confidential. These proceedings are being recorded by the official recorder and no other recording devices are allowed.

Let me introduce the members of the committee to (compliant’s name) and (the Vice President for Academic Affairs, or designee). [If applicable - Let me introduce to the committee (name of committee’s legal counsel). The legal counsel’s role is to advise the client only and counsel will play no other role in the hearing.]

The order of the procedure is as follows:

1. The complainant has 30 minutes to present the case and may present witnesses at that time.
2. The committee members then have 10 minutes each for questions to the complainant and/or to any witness.
3. The administration representative will then have 30 minutes to present the case and may present witnesses at that time.
4. The committee members then will have 10 minutes each for questions to the administration representative and/or to any witnesses.
5. The complainant shall have 10 minutes oral rebuttal or closing argument.
6. The administration representative will then have 10 minutes oral rebuttal or closing argument.