

## Faculty Complainant Checklist

Please consult our website, <http://judicialaffairs.rutgers.edu>, to obtain the important information listed below:

- 1) the Interim Academic Integrity Policy
- 2) the Rutgers University Code of Student Conduct
- 3) an Information Sheet for Campus Advisors and Complainants.

Before filing a complaint with Student Judicial Affairs, consult your Academic Integrity Facilitator (AIF). A list of facilitators is available at <http://judicialaffairs.rutgers.edu/docs/AIF.pdf>. Provide the AIF with a memo outlining the complaint, evidence to support the complaint, a copy of the course syllabus, and your contact information.

The AIF can help you determine whether the alleged violation is separable (Level 3 or 4) or nonseparable (Level 1 or 2). If the violation is nonseparable, you may adjudicate the case yourself, if you wish. Or, you may refer the case to the AIF for adjudication. If you choose to adjudicate a nonseparable offense, follow the procedure described in the Academic Integrity Policy.

If the case is separable, the AIF will conduct a Preliminary Review and refer the case to Student Judicial Affairs. If the student contests the charges, the case will go to a Disciplinary Conference or University Hearing, where you will act as the complainant.

Regardless of the method of adjudication, the student should not be penalized until the appropriate disciplinary process is complete. Therefore, do not give the student a grade for the assignment in question until the matter has been reviewed and all appeals have been exhausted. If the complaint is not resolved by the end of the semester and grades are due, give the student a course grade of "TZ" or "Incomplete."

If you will be acting as the complainant in a Disciplinary Conference or Hearing for a separable case:

- Prior to the hearing or conference, make an appointment to review the case file.
- Speak with a Campus Advisor to get help forming your case.
- Develop an opening statement. The opening statement is a brief summary of the evidence you plan to offer and the conclusion that the evidence supports.
- Develop a narrative that describes the complaint and your supporting evidence in detail.
- Prepare questions for the respondent based on the case file information.
- Prepare questions for your witnesses.

- Develop a closing statement in which you summarize what you have presented to support your case and offer your opinion that the respondent be found responsible.
- Be prepared to offer a recommendation for an appropriate sanction should the student be found responsible. If you will not be able to stay for the entire proceeding, provide Student Judicial Affairs with a written statement of your recommendations.

During the hearing or conference:

- Present all information to the hearing board or judicial officer hearing the case.
- Develop questions for the respondent and their witnesses based on their testimony.
- Add information to your closing statement based upon testimony from the hearing or conference.
- Provide your sanction recommendation, after the hearing board delivers its finding or the judicial officers asks for a recommendation for sanctioning.

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