

## Faculty Complainant Checklist

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

- 1) Information Sheet for Campus Advisor and Complainant
- 2) Rutgers University Code of Student Conduct
- 3) Rutgers University Policy on Academic Integrity

Before sending the complaint it is important that you:

- ❖ Do not give the student a grade for the assignment in question.
  - If you give the student a zero or an F on the assignment prior to sending the complaint to the Office of Student Judicial Affairs (SJA), then you have already sanctioned the student. Under the existing policy on Academic Integrity this should not occur; i.e. the student should not receive a sanction until the appropriate review process has been concluded.
- ❖ Give the student a temporary grade or a "TF" if the complaint is not resolved by the end of the semester and grades are due.

To start the judicial process:

- ❖ Send a memo outlining the complaint, evidence to support the complaint, a copy of the course syllabus and your contact information to SJA.

How to prepare for a University Hearing or Disciplinary Conference:

- ❖ Prior to the hearing or conference acquire a complete copy of the case file.
- ❖ Speak with a campus advisor to get help forming your case.
- ❖ Develop an opening statement and narrative: the opening statement is what you want to prove and the narrative outlines the entire complaint plus supporting evidence.
- ❖ Prepare questions for the respondent based on the case file information.
- ❖ Prepare questions for your witnesses.
- ❖ Develop a closing statement summarizing what you have presented to support your case and offer your opinion that the respondent be found responsible.
- ❖ Provide a recommendation of sanctions that you feel are appropriate for the student if he/she should be found responsible. If you will not be able to stay for the entire proceeding, provide SJA 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.