**OFFICIAL RECORD CHECKLIST**

This checklist is to be used by the Chair of the Review or Grievance Panel (“Panel Chair”) when compiling the official record of the proceedings for submission to the Chancellor. The Panel Chair should consult with legal counsel for the Review or Grievance Panel if there is any question about what should be included in the record.

STEP 1: The Panel Chair should collect the following items that constitute the record:

\_\_\_\_\_ Copy of the Faculty Non-Reappointment Review Petition (Form 001) or Grievance (Form 002)

\_\_\_\_\_ All correspondence between the Panel Chair and the parties (including e-mail messages)

\_\_\_\_\_ All correspondence between the Panel Chair and the Review or Grievance Panel members (including e-mail messages)

\_\_\_\_\_ Notes from the Review or Grievance Panel’s initial meeting and any other subsequent meetings [date held, attendance, start and end times, general summary of discussion]

 \_\_\_\_\_ Panel Chair’s written report determining jurisdiction

*[Note: If Review or Grievance Panel determines there is no jurisdiction over the petition or grievance, the report includes a recommendation to the Chancellor that the petition or grievance be dismissed and the official record is complete at this point.]*

\_\_\_\_\_ Respondent(s)’ response to petition or grievance

\_\_\_\_\_ Transcript of the evidentiary hearing (provided by court reporter)

\_\_\_\_\_ All exhibits (documentary evidence) submitted to the Review or Grievance Panel by either party. (Evidence that the Review or Grievance Panel declines to accept into evidence should be separately identified and the Panel must include its reasons for excluding the evidence in its report.)

\_\_\_\_\_ Review or Grievance Panel’s written report (drafted by Panel Chair; dissenting members can file separate minority report)

STEP 2: The Panel Chair should work with the legal counsel for the Panel to assemble the official record in a manner that is organized and easy for the Chancellor to review. A suggested format might be to include the material separated or designated as follows:

Section 1= Petition or Grievance; Initial Meeting Notes; Jurisdiction Report; Response to Petition or Grievance (if applicable); E-mail or other correspondence.

Section 2= Pre-Hearing materials including any notes or additional E-mail or other correspondence.

Section 3= Hearing materials including the transcript; any exhibits; any additional E-mail or other correspondence.

Section 4= Panel’s written report; any additional E-mail or other correspondence. \*\*Correspondence including e-mail should be maintained in chronological order.

\_\_\_\_\_ Table of Contents identifying the contents of the record

\_\_\_\_\_ Record separated into easily identifiable sections; items in chronological order within each section

STEP 3: The Panel Chair should ensure the official record and Panel’s written report are provided to the Chancellor within the appropriate time period (no later than 14 calendar days from receipt of the court reporter’s transcript).