**GRIEVANCE (SECTION 607) PANEL REPORT**

This is the official report of the Grievance Panel in the matter of the grievance of Dr. \_\_\_\_\_\_\_\_\_ of the College of \_\_\_\_\_\_\_\_\_\_\_.

**Part I – Background and Prehearing Matters**

1. The Grievance (Form 002) in this matter was filed with the Faculty Grievance/Review Committee Chair (“Chair”) on [date].

2. On or about [date], the Chair formed the Grievance Panel and appointed the following individuals to serve on the Grievance Panel:

a.

b.

c.

[Name of Chair] was appointed as Chair of the Grievance Panel (“Panel Chair”). The Chair notified the parties of the final composition of the Grievance Panel on [date].

3. [Name of Attorney], of the Office of General Counsel was assigned to provide legal assistance to the Grievance Panel.

4. The Grievance Panel held an initial meeting (without the parties) on [date]. Those in attendance included [list names of members here]. The Panel Chair confirmed there were no actual or perceived conflicts of interest regarding the Panel members assigned to hear the grievance. The Panel Chair reminded the Panel members about confidentiality and neutrality. The Panel Chair also reviewed the grievance process with the Panel members and their respective roles. Other matters of general discussion included:

\*The Grievance Panel reviewed the Grievance and determined there was jurisdiction to hear the Grievance; the Panel Chair developed the Grievance Panel’s written jurisdiction report that was transmitted to the parties on [date].

5. The Respondent(s) filed a response to the Grievance on [date].

6. The Panel Chair met with the parties in a pre-hearing meeting on [date] to discuss procedural matters and general expectations for the hearing. At the meeting, the parties were asked to identify their respective observers for the hearing. The grievant named [name of observer] as the grievant’s observer. The respondent named [name of observer] as the respondent’s observer. The following dates were set aside for the grievance hearing: [dates].

7. On [date]**,** the Panel Chair notified the parties of the date for the parties to exchange witness lists and proposed exhibits—the deadline for the exchange was set as [date].

8. On [date], the Panel Chair notified the parties of the time and place for the agreed upon dates for the hearing. The Panel Chair also informed the parties that the hearing would continue on the dates set aside for the hearing should such be necessary.

**Part II – Hearing Summary (Grievant’s Case)**

1. The grievance hearing was held on [insert dates]. The grievant presented the following witnesses in support of the grievant’s case:

a.

b.

c.

The respondent was given the opportunity to question each of these witnesses after the grievant questioned the witnesses. Members of the Panel were given the opportunity to question witnesses before each was excused.

2. The following exhibits were offered into evidence by the grievant and accepted into evidence by the Grievance Panel:

[List exhibits introduced and accepted into evidence here.]

3. The following exhibits were offered into evidence by the grievant, but were not accepted into evidence and not considered by the Grievance Panel:

[List exhibits introduced but excluded from evidence here and provide reason for exclusion of the document.]

4. At the conclusion of the grievant’s presentation, the Grievance Panel recessed the hearing and met in closed session to determine whether the grievant had met the burden of proving (by a preponderance of the evidence) the allegations in the grievance. The Grievance Panel determined the grievant had/had not met the burden.

[\*\*Note: if grievant did not meet burden, or if the Grievance Panel determines the grievance should be dismissed, the remainder of report is inapplicable—delete and move to final section of report.]

**Part III – Hearing Summary (Respondent’s Case)**

1. The respondent was then given an opportunity to present his/her case. The respondent presented the following witnesses in support of the respondent’s case:

a.

b.

c.

The grievant was given the opportunity to question each of these witnesses at the end of the respondent’s questioning of the witnesses. Members of the Panel were provided with the opportunity to question witnesses before they were excused.

2. The following exhibits were offered into evidence by the respondent and accepted into evidence by the Grievance Panel:

[List exhibits introduced and accepted into evidence here.]

3. The following exhibits were offered into evidence by the respondent, but were not accepted into evidence and not considered by the Grievance Panel:

[List exhibits introduced but excluded from evidence here and provide reason for exclusion of the document.]

4. At the end of the evidentiary portion of the hearing, each party presented closing statements, and the hearing was officially closed.

5. On [date], the Grievance Panel met in closed session to deliberate on the testimony and evidence, and to establish findings of fact and a recommended decision on the grievance. [Name of Attorney] advised/answered questions on both procedural matters and legal issues for the Grievance Panel.

**Part IV– Findings and Recommendations of the Grievance Panel**

1.

2.

3.

4.

**Part V—Conclusion**

In summary, after careful consideration of the competent testimony and evidence, and with appropriate weight placed on such testimony and evidence, this Grievance Panel finds unanimously/by a majority that [include conclusion] and recommends [include recommendation].

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Panel Chair

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 Panel Member

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Panel Member

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