**NON-REAPPOINTMENT REVIEW (SECTION 604) PANEL REPORT**

This is the official report of the Review Panel in the matter of the non-reappointment review of Dr. \_\_\_\_\_\_\_\_\_ of the College of \_\_\_\_\_\_\_\_\_\_\_.

**Part I – Background and Prehearing Matters**

1. The Faculty Non-Reappointment Review Petition (Form 001) was filed with the Faculty Grievance/Review Committee Chair (“Chair”) on [date].

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

a.

b.

c.

[Name of Chair] was appointed as Chair of the Review Panel (“Panel Chair”).

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

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

\*The Review Panel determined there was jurisdiction to hear the Section 604 Review; the Chair developed the Panel’s report to jurisdiction that was transmitted to the parties on [date].

5. The Respondent(s) filed a response to the Non-Reappointment Review Petition 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. The petitioner named [name of observer] as the petitioner’s observer. The respondent named [name of observer] as the respondent’s observer. The following dates were set aside for the review 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 (Petitioner’s Case)**

1. The review hearing was held on the following dates [insert dates]. The petitioner presented testimony from the following witnesses in support of the petitioner’s case:

a.

b.

c.

The respondent was given the opportunity to question each of these witnesses at the end of the petitioner’s questioning of the witnesses. Members of the Review Panel also had the opportunity to question witnesses before they were excused.

2. The following exhibits were offered into evidence by the petitioner and accepted into evidence by the Review Panel:

[List exhibits introduced and accepted into evidence here.]

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

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

4. At the conclusion of the petitioner’s presentation, the Review Panel recessed the hearing and met in closed session to determine whether the petitioner had met the burden of proving (by a preponderance of the evidence) the allegations in the Non-Reappointment Review Petition. The Review Panel determined the petitioner had/had not met the burden.

[Note: if petitioner did not meet burden, 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 petitioner was given the opportunity to question each of these witnesses at the end of the respondent’s questioning of the witnesses. Members of the Review Panel also had 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 Review 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 Review 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 Review Panel met in closed session to deliberate on the testimony and evidence, and to establish findings of fact and a recommended decision on the request for review. [Name of Attorney] advised/answered questions on both procedural matters and legal issues for the Review Panel.

**Part IV– Findings and Recommendations of the Review 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 Review Panel finds unanimously/by a majority that [include conclusion] and recommends [include recommendation].

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Chair

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 Panel Member

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Panel Member

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