



# VIRTUAL HEARING BEST PRACTICES TIPS FROM PRACTITIONERS

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# PRESENTERS



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*(she/her/hers)*

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# AGENDA



1 Campus Contexts

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2 Pre-Hearing Communication

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3 Choosing Technology

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4 Hearing Preparation

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5 Pre-Hearing Logistics Decisions

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6 Hearing Communication

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7 Lessons Learned



- 22,000 Students
- Public
- Bachelor's/Master's/Doctoral/  
Professional Degrees
- Title IX Staff:
  - Title IX Coordinator
  - Deputy Title IX Coordinator
  - 3 full-time Investigators
  - Executive Assistant
- 1 Sexual Misconduct Policy/2  
Procedures





- 2700 Students
- Private
- Four-year Residency Requirement
- Bachelor's/Master's Degrees
- Title IX Office of One
- 1 Sexual Misconduct Policy/2 Procedures

- 6500 Students
- Private
- Three campuses
- Bachelor's/Master's/Doctoral/  
Professional Degrees
- Two full-time staff
- 1 Sexual Misconduct Policy/2  
Procedures



# PRE-HEARING COMMUNICATION



- Explain the hearing process
- Set privacy expectations
- Assess for needs
  - Technology access
  - Disability accommodations
  - Language services
  - Private space
- Share hearing materials
  - Parties & Advisors
  - Witnesses
  - Decision-makers

# CHOOSING TECHNOLOGY



- Identify available platforms
  - Zoom
  - Microsoft Teams
  - WebEx
  - Others?
- Consider functionality needs
  - Separate rooms
  - Chat function
  - Captioning
  - Hide participant view
  - Ability to minimize interaction
  - Recording capability



# HEARING PREPARATION



- Develop a checklist
- Pre-hearing meetings
  - Test Technology
- Customize script
- Identify staffing
  - Decision-maker(s) and alternate(s)
  - Hearing facilitator
  - Title IX Coordinator
- Determine if all participants will be remote

# HEARING LOGISTICS DECISIONS



- Campus status (pandemic and post-pandemic)
- Technology
  - Recordings
  - Co-host
  - Exits and entrances
  - Back-up plan
  - Phone numbers
- Rules of decorum
- Information sharing and questions (Process A vs. Process B)
- Breaks
- Impact and mitigation statements
- Trauma-informed practices

# VIRTUAL ROOM COORDINATION



Hearing Room  
(Recorded)

Deliberation Room  
(Not Recorded)

Complainant &  
Advisor

Respondent &  
Advisor

Witness Waiting  
Room

Title IX Coordinator  
& or Counsel

Main Hearing Room

# HEARING COMMUNICATION



- Parties and Advisors
  - Private consultation
  - Cross-examination
- Questioning under Process B
- Multi-party hearings
- Decision-makers
  - Co-locate for hearing?
  - Deliberation
- Post-hearing debriefing

# LESSONS LEARNED



- Don't host the hearing in the "main room"
- Practice with technology
- Have a back-up plan
- Follow your policy
- Address panelist engagement (e.g., facial expressions, multiple screens, etc.)



QUESTIONS?

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# CONTACT INFORMATION

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