

LETTERS OF DETERMINATION

Equity Written by Hearing Panel Chair Title IX Written by Hearing Officer

Date, time, location, participants in the hearing Identification of allegations

Description of procedural steps taken

Findings and conclusions based on the preponderance of the evidence by a majority vote of the panel

Statement of the evidence in support of the findings

Statement of any information excluded from consideration

Statement of sanctions and remedial actions, if applicable

- Statement of procedure and permissible bases to appeal



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CONSIDERATIONS

The decision needs to be written so that someone who is not familiar with the case can understand what happened.

Follow the template.

You have to set forth findings of fact and cite the support for those findings. A conclusion that a policy was violated is not a finding of fact.

Avoid using charged or inflammatory language in the decision.

Be as precise as possible.

Be consistent in how you are referring to individuals or places in the decision.

Avoid using pronouns as they can be confusing, but if you do use pronouns, make sure you are using the correct pronouns for the individual.



