I. PURPOSE OF THE POSITION
Members of the Leadership Team are charged with two major responsibilities within the student conduct system: to assist the Office of Student Rights and Responsibilities in implementing the student conduct process and lead the Student Conduct Board. Student Advisors are tasked with helping students who are involved in the conduct process. Case Presenters assume the responsibility of organizing conduct hearings and ensuring all available and relevant information is presented. As leaders of the Board, the Leadership Team plays an important role in the training, organizing, and continued development of the Board.

II. POSITION DESCRIPTION/POSITION RESPONSIBILITIES

ADMINISTRATIVE
- Track all communications with students, staff, and faculty (e-mail, walk-in, and phone).
- Hold office hours for a minimum of 15 hours each week. Office hours may include Conduct Board meetings and advisor meetings.
- Ensure office hours are posted on door and provided to advisors.
- Reserve hearing and meeting rooms.
- Attend and participate in all trainings as outlined by your contract
- Adhere to all University policies including Mendenhall Student Center policies including room reservation and keys.
- Read and understand Student Conduct and Academic Integrity processes.
- Attend and participate in all advising meetings.

CASE MANAGEMENT
- Pick-up assigned cases within 24 hours of notification by the Office of Student Rights & Responsibilities (OSRR).
- Ensure that cases are resolved within 45 days of notification of assigned case.
CONDUCT BOARD RESPONSIBILITIES

- Plan and execute the annual training retreat
- Organize weekly meetings
- Coordinate Code Week and other outreach programs
- Maintaining the ethical standing of the Conduct Boards
- Coordinate new member intake process (Carousel).
- Arrange End of Year banquet and other social events throughout the semester.
- Coordinate Conduct Board awards and recognition for End of Year Banquet.

REVIEW COMMITTEE RESPONSIBILITIES

- Respond to all inquiries from Respondents in a timely manner.
- Answer questions regarding the student conduct process.
- Assist Respondents in writing appeal letters.

HEARING RESPONSIBILITIES

- Explain the hearing procedures and make sure they can be present during the hearing.
- Help the student understand what information may be relevant case.
- Collect the name of all witnesses for Respondent at least 48 hours before hearing and provide to Case Presenter.
- Follow-up with Respondent regarding witnesses notified by OSRR.
- Obtain the name and contact information for any non-participating support person who will be attending with the Respondent. Notify OSRR if that person is an attorney.
- Ensure the Case Presenter has all documents the Respondent intends to present in the case file.
- Assist student in writing introductory and concluding remarks.
- Talk with parties to see if they have any last minute questions.
- Confer with Case Presenter and Hearing Advisor to be sure you understand the information that will be presented including the sanctions each of you will suggest should the student be found responsible.
- If the Respondent has a non-participating hearing support person present, explain her/his role and that the chair may ask him/her to leave the room if s/he interferes with the hearing process in any way.
- Explain the role of character witnesses/statements.
- Review witnesses and the information they may provide.
- Answer any questions the Respondent may have.
- Stay available to the accused student and his non-participating hearing support person/family/witnesses during the deliberation period.
- Make sure student understands possible sanctions.
ADDITIONAL ACADEMIC INTEGRITY PROCESS RESPONSIBILITIES

- Contact and interview all proposed witnesses.
- Explain the hearing procedures to faculty member/complaining witness.
- Prepare introductory and concluding remarks.
- Prepare questions for witnesses.
- Make sure that the accused student’s side of the case is presented completely.
- Make sure that the student’s due process rights are fully protected.