

## 2008-2009 JUDICIAL BOARD SELECTION



The Judicial Board is a vital part of The College of Wooster's Judicial System. The selection process is as follows:

1. **Complete the application** that is located in the Dean of Students Office, at Lowry Information Desk, or online at [www.wooster.edu/campus\\_council/application08.pdf](http://www.wooster.edu/campus_council/application08.pdf).
2. Submit completed application plus two copies at the **Group Interviews in Luce Hall on Wednesday, April 9, 2008, from 6:30 — 9:00 p.m.** Attendance is mandatory.
3. Following the group interviews, selected candidates will be invited for individual interviews. Individual interviews will be held between **Monday, April 14 and Saturday, April 19.**
4. Acceptance letters will be mailed on **Friday, April 25.**

The selection of Judicial Board members will be based upon submission of written application, participation in the Group Interview process, as well as the Individual Interview process.

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### IMPORTANT UPCOMING DATES

A Judicial System Business Meeting / Banquet will be held on **Monday, April 28 from 5:00 — 7:00 p.m. in the Faculty Lounge, Lowry Center.** The Judicial Board Chair for the 2008-2009 academic year will be selected.

Judicial Board members will be notified via email at the beginning of the Fall Semester concerning the fall training schedule.

## Position Responsibilities Judicial Board Member

1. *Participate in Judicial Board Orientation.*
  2. *Attend meetings and hearings regularly.* If you have a conflict (of interest or time), you must speak with the Chair well in advance of the meeting. Advance notice will provide the Chair with ample opportunity to be certain that a quorum is available for a hearing.
    - (a) More than **three unexcused absences** could result in a vote of *no confidence* by the Board and request from the Chair for your resignation.
  3. *Remain unbiased during the hearings* and deliberations in order to reach a group consensus. If you believe you have a conflict of interest, discuss your concern with the Chair prior to the hearing.
  4. *Maintain confidentiality.* If you are found to be speaking about cases outside of a hearing, a vote of *no confidence* could be taken to remove you from the Board.
  5. *Inform the Chair* if you believe the accuser or accused has been given unfair treatment or if the hearing process has not been followed.
  6. *Participate in educational forums* to educate the campus community about the College Judicial System.
  7. *Be available* to discuss cases with the President in the event of an appeal.
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## Position Responsibilities Hearing Counselor

The Code of Social Responsibility, The Scot's Key, states that "The Chairperson shall also assign two student Hearing Counselors for the case, one for the accused and one for the accuser. The Hearing Counselors shall not vote during the hearing or participate in the final deliberations of the Judicial Board. Their purpose is to guide the accused and accuser through the Judicial process. They shall not act as a defense or prosecuting attorney and shall not speak out without first being recognized by the Chairperson." (p. 81 & 82)

Specific responsibilities of the hearing counselors are:

1. Follow The Scot's Key and the Hearing Counselor Checklist when dealing with accused or accuser.
2. Initial contact with the **accused/er** should be within one (1) business day of case notification. If the student does not call you within this time period, you should attempt to contact him/her. Suggest he/she read the Code of Social Responsibility before the first meeting — especially Section XV of the Code and the section(s) from which the charge(s) were drawn.
  - a. Make certain that the **accused** is aware that he/she has three (3) business days from notification of charges to choose a hearing format, and that once the hearing choice is made, the decision is irrevocable. **(If the Judicial Board is not yet available to hear a case, it is automatically referred to a Dean's Hearing Board.)**
3. You should then meet with the **accused/er** within two (2) business days of notification to:
  - a. Explain the Hearing Counselor's role. Also address the priority to maintain confidentiality on the part of all those involved with the case.
  - b. Review the charges as written in the letter to **accused/er**.
  - c. Explain the possible pleas:
    - Guilty - I did it.
    - Not Guilty - I did not do it.
    - No Contest - I do not think that this charge applies, but you (the Board) decide.
    - No Plea (silence) - You (the Board) decide.

- d. 1. Explain differences between Judicial Board and Dean's Hearing Board.
  2. Explain the atmosphere of the Judicial Board and Dean's Hearing Board — students on one/all faculty and staff on the other. All are given the opportunity to question accused/er and any witnesses.
  3. Show accused/er a list of Judicial Board (and Dean's Hearing Board members if they have been assigned to the case by the Dean of Students) members. Check to see if the accused/er has any conflict of interest with the Board members. Usually Judicial Board and Dean's Hearing Board members will recognize case conflicts and will eliminate themselves from hearing the case. If the accused/er indicates a conflict with a Board member, contact the Chair **immediately**.
  - e. Make yourself available by campus box, telephone number, and e-mail. Take a copy of The Scot's Key with you and give the **accused/er** the Web site address if necessary.
4. Once the hearing type has been chosen by the **accused**, the Hearing Counselor needs to meet with the **accused/er** again to:
    - a. Review the "How to Prepare for Your Hearing" form.
    - b. Discuss witnesses; which are limited to four (4); character witnesses are **not** permitted; witnesses must be a member of the College of Wooster community, (e.g., faculty students, staff), and must have direct knowledge of the incident or its impact. Two (2) business days prior to the hearing, the **accused/er** must give the Chair a list of his/her witnesses. Any written statements must be submitted to the Chair one (1) business day prior to the hearing.
    - c. Can suggest to the **accused/er** that he/she write down opening statements, evidence, etc. because he/she may be nervous.
    - d. Explain hearing procedures — refer to pages 81-85 in The Scot's Key. (If alternate adjudication, pay special attention to details on page 79.)
    - e. Remind the **accused/er** that he/she is responsible for witnesses' appearance at the hearing.
  5. Contact the **accused/er** a third time to confirm hearing time, place, date, evidence (if any), statements and witnesses.
  6. Check back and inform the Chair of progress. Also ask the Chair if there are any remaining details which need completed.
  7. Meet with the accused/er prior to the Hearing to review policies and procedures and to discuss questions he/she may have.
  8. Sit with the accused/er throughout the Hearing to assist him/her by answering questions on procedure, making certain that all comments are relative to the case, and ascertaining that the person is treated fairly and justly during the hearing.
  9. The Hearing Counselor does not act as "legal counsel" for either the accused or accuser and directs his/her comments to the accused/er only unless recognized by the Chair.
  10. Following the Hearing, the Hearing Counselor should meet with the accused/er to be certain that he/she has no questions, and believes that a fair hearing was conducted. Should the accused/er indicate that the Hearing was not fair, the concern(s) need to be directed to the Chair of the Board as soon as possible.

-From the 2007-2008 Judicial System Manual

**Please keep the Position Responsibilities for your information.**

**CAMPUS COUNCIL  
JUDICIAL BOARD / HEARING COUNSELOR APPLICATION**

**Application deadline is Wednesday, April 9, 2008. *Late applications may not be accepted.***

Name \_\_\_\_\_ Class \_\_\_\_\_

Residence \_\_\_\_\_ Major \_\_\_\_\_

Box Number \_\_\_\_\_ Ext. \_\_\_\_\_

Campus E-mail \_\_\_\_\_

Current Resident Assistant \_\_\_\_\_

I am applying for the position: \_\_\_\_\_ Hearing Counselor \_\_\_\_\_ Judicial Board \_\_\_\_\_ Either

Will you be on campus for the entire 2008-2009 academic year? \_\_\_\_\_ Fall Semester Only \_\_\_\_\_  
Spring Semester Only \_\_\_\_\_

Campus Activities in which you intend to be involved during the 2008-2009 academic year (organizations, sports, productions, etc. - Please note leadership positions)

Please include the names of three persons who could serve as a reference for you (student leader, faculty or staff persons only):

Name	Position
_____	_____
_____	_____
_____	_____

Please type or print your answers to the following questions. Creative and concise responses will be to your benefit.

1. Why do you want to be on the Judicial Board?
  
  
  
  
  
  
  
  
  
  
2. What past experience or personal qualifications do you have that would be an asset to the Board?
  
  
  
  
  
  
  
  
  
  
3. The proceedings of the Judicial Board are highly confidential and personal in nature. How would you, as a member of the Board, strive to insure this confidentiality?

