

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Appendix to  
EMPLOYEE PROBLEM-SOLVING PROCEDURE  
*Guidelines for Third-Step Panel Review Meeting*  
Procedure No. 3-31 (B) (8) (Appx)  
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Effective April 15, 1999

- (1) The panel shall have **ten (10) working days** from the organizational meeting to schedule and conduct the review meeting. Within **five (5) working days** after the review meeting, the panel will submit a written recommendation to the appropriate college officer.
- (2) The main thrust of this process is to resolve problems. In that spirit, no formal recording of the review meeting will take place. The review meeting should be thorough, efficiently run, and encourage full exploration of the issues rather than attempt to reflect courtroom legalism and controversy. All questioning and evidence must be relevant, reasonable, and appropriate as determined by the panel.
  - (a) The panel and the respondent do not have subpoena power but may request attendance of witnesses, disclosure of documents, and/or submission of relevant information. The panel may draw inferences from a party's failure to produce requested information or offer reasonable explanation of such failure.
  - (b) Burden of Proof will be "preponderance of evidence."
  - (c) The panel may impose reasonable, equal limits on the time the parties may use to present their evidence at the hearing.
  - (d) The panel will only consider evidence presented or introduced at the hearing, so the parties must be certain they introduce any document or testimony they wish to have considered.
  - (e) Advocates may consult with their parties to ask questions at the hearing, but panel members may limit questions if they feel the questions become unreasonable in any way.
- (3) The panel review meeting will begin with the opening statement of the complainant, followed by the opening statement of the respondent. These statements should be brief and outline the position of the respective parties. Members of the panel may ask questions at any time during the entire panel review meeting.

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- (4) After the opening statements, evidence will be presented to support the position of the complainant. After each individual provides testimony, or after each portion of evidence is presented, the respondent will have the opportunity to ask questions. After the respondent has completed his/her questions, any member of the panel may ask questions.
- (5) Evidence will then be presented to support the position of the respondent. The complainant will have an opportunity to ask questions after each portion of the evidence is presented.
- (6) At this point, the complainant may present a brief oral closing statement or submit a post-hearing brief, if requested by the panel.
- (7) Next, the respondent will have an opportunity to present a brief oral closing statement or submit a post-hearing brief, if requested by the panel.
- (8) The panel shall render its decision in writing **within five (5) working days** after the close of the review meeting. The decision shall include the panel's rationale for the decision, together with the significant evidence considered by the panel which supports that rationale.
- (9) Minor variations from these guidelines which do not unreasonably prejudice the parties shall not be grounds to invalidate the proceedings.