Judicial Board Chairperson Description

The University regularly establishes regulations designed to promote the health and safety of individuals, to further the development of responsible and mature social interaction in a setting of higher education, and to facilitate the educational purposes of the institution. The purpose of the Judicial System is to maintain an environment that promotes the broad educational mission of the University through a duly formed disciplinary process.

Judicial proceedings in the University are administrative in nature and should be distinguished from public law enforcement both in terms of procedures and sanctions. If alleged acts are violations of both University regulations and public law, the University is not precluded from taking disciplinary action on its own regardless of action by public authorities.

Judicial Board members are representatives of the University community, and as such, are expected to act accordingly at all times. Judicial Board members are an integral part of the University community because it allows for peers and other campus community members to be an active part of the judicial process.

The Judicial Board member position is a commitment of talents, time, and effort. The member should expect to receive personal benefit from learning and improving interpersonal relation skills that will serve her/him well in present and future opportunities. The position should be viewed as an educational and growth opportunity in addition to a chance to serve the campus community. As role models, the Judicial Board members have the responsibility of maintaining individual integrity and good character. Their presence on campus as mature, open, self confident and goal-directed people is central to the success of the Board as well as the judicial system.

The responsibilities of the Judicial Board are specific in task while not dictating specific outcomes of each hearing. Expectations of personal characteristics and ethics are also outlined as an essential component of membership.

Responsibilities

These guidelines will help members maintain procedural integrity and help provide general goals for each hearing:

- Be familiar with all Schreiner University behavioral guidelines. These include, but are not limited to the Schreiner University Student Handbook, the Schreiner University catalog, and the Housing Agreement.
- Read and be familiar with all documentation pertaining to each respective hearing.
- Arrive at or before the designated time, dressed appropriately, and ready to take notes if necessary.
- Maintain confidentiality of all incident and hearing information and proceedings.
- Avoid discussion of any case outside of the formal hearing. This includes before and after the hearing.
- Maintain and convey an attitude of seriousness, respect toward individuals, and objectivity.
- Keep in mind the educational purpose and nature of the hearings and sanctions.
- Consider the best decisions for all constituents affected i.e. the student, the residence hall community, and the University community.
- Remember that the hearing is not a formal, legislative court trial.

In addition to normal responsibilities of members, the Chair of the Judicial Board is expected to complete the following tasks:

- Prepare all files before hearings.
- Arrive at least one-half hour before the first hearing to set up and prepare for hearings.
- Communicate hearing schedules to members of the Judicial Board.
- Call witnesses to hearings.
Facilitate hearings.
Complete appropriate post-hearing documentation accurately and in a timely manner.
Meet regularly with the Judicial Advisor.
Input incidents into the Jenzabar Violations module.
Assist with follow-up to ensure completion of sanctions.

Expectations

These expectations are set to assist members in meeting goals of maintaining personal integrity and ethics and understanding the judicial system.

The Judicial Board member should do everything possible to promote justice and fairness, and to serve the individual student, the residence community, and the University’s interests.

A Judicial Board member’s public and official behavior should be beyond reproach and free from objection. The member should serve as a role model for appropriate and responsible behavior.

Confidentiality must be maintained at all times. No pending case should be discussed with anyone outside the hearing by any board member. Any information gained during a hearing should be confined to the hearing and not shared with anyone outside of the hearing.

No Judicial Board member should hear or entertain the merits of any case except when sitting as a member of the board in a formal hearing.

When considering any specific situation a Judicial Board member should always bear in mind that she/he is deciding whether a particular University policy has been violated and she/he is not debating the validity of that policy.

Judicial Board members should maintain an objective attitude throughout the entire proceedings. Members unable to remain impartial while making a decision should disqualify themselves from the hearing.

Proceedings of the hearings should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing. Every effort should be made to maintain the dignity and worth of those involved.

Any decision the Judicial Board makes regarding the responsibility/non-responsibility of a student violating policy should be entirely based on evidence presented and not on irrelevant and impertinent information. The Judicial Board should, however, consider all relevant factors when deciding on sanctions.

A Judicial Board member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism. Any attempt at influence by an outside party should immediately be reported to the Judicial Board advisor.

All Judicial Board members must attend and participate in training sessions.

Meet as a member of the board on a weekly or as-needed basis.

Maintain status as a student in good standing—not on academic or disciplinary probation.

Commit to being a Judicial Board member for the full academic year.

Qualifications

Minimum qualifications for Judicial Board Student Members:
1. Minimum Grade Point Average (G.P.A.) of 2.7
2. At least one semester completed at Schreiner at the beginning of Fall 2014
3. Clean judicial record.
4. Previous Judicial Board experience preferred, but not required

Remuneration

The chair of the Judicial Board will receive a scholarship of $1,500 for the academic year ($750/semester).