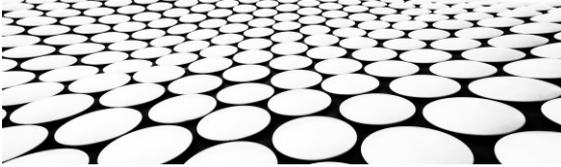


WRITING THE DECISION

UNIVERSITY OF MISSOURI



WHAT DO OUR RULES REQUIRE?

- For Determinations of Responsibility under the CRR 600.030 for Conduct on or after August 14, 2020:
 - A written determination should have
 - Identification of the allegations potentially constituting sexual harassment;
 - A description of the procedural steps taken;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of the University policy to the facts;
 - A statement of, and rationale for the results to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the Respondent and whether remedies designed to restore or preserve equal access to the University's educational programs or activities are to be provided to the Complainant; and
 - Procedures and bases for either party to appeal the decision.
- For Other Determinations of Responsibility under the CRRs for Conduct before August 14, 2020
 - A written panel report shall:
 - Detail the finding;
 - How each member voted;
 - The information cited by the Panel in support of its finding; and
 - Any information the Hearing Panel excluded from its consideration and why.
 - If the Respondent is found responsible, the report should conclude with sanctions.

SOME THINGS TO CONSIDER WHEN WRITING THE DECISION

- 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.
