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## WRITING THE DECISION

UNIVERSITY OF MISSOURI



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## 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 include:

- 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 result as 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 education programs or activities are to be provided to the Complainant; and
- Procedures and bases for either party to appeal the decision.

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## 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.

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