Please note: This document contains a brief summary of the timeline of cases brought before the Faculty Senate Judicial Committee (SJC). Additional details are found in the University of Minnesota Board of Regents Policy: Faculty Tenure and in the SJC Rules of Procedure. Current versions of both should be consulted and will prevail in the event of a conflict with the contents of this document. In particular, Rule 3(b) of the SJC Rules of Procedure provides that “In the absence of agreement by the parties, exceptions to the time limits established by these Rules may be granted only in extraordinary situations or to accommodate teaching duties.”

All references to days in this document refer to University of Minnesota working days.

1. Complaint – this document is filed by the faculty member with the SJC Secretary within 30 days of written notice of the action challenged or 7 days of receiving a complaint form requested within the 30 day period. (See SJC Rule 6).

2. Respondent – Complaint is sent to the Senior Vice President who has 3 days to name someone to respond to the Complaint. (See SJC Rule 7).

3. Response – The Respondent has 10 days from receipt of the Complaint to file a Response to the Complaint. (See SJC Rule 10).

4. Committee members – Both parties have 5 days to challenge any SJC member from service on the hearing panel. (See SJC Rule 11a).

5. Hearing Panel – Both parties have 3 days to dismiss one member of the hearing panel. (See SJC Rule 11c).

6. Discovery – Both parties have 30 days to request evidence from the opposing party which may be submitted for use at the hearing. A request is made directly to the opposing party. (See SJC Rule 12).

7. Prehearing Conference – Approximately 30 days after the hearing panel is appointed, a prehearing conference will be held. At this meeting, both parties will present their statement of points at issue, proposed witnesses and evidence, and any motions for summary judgment. (See SJC Rule 13).

8. Prehearing Conference Order – This document is sent by the hearing panel to the parties stating which issues will be considered at the hearing and which witnesses and other evidence may be presented. (See SJC Rule 13d).

9. Hearing(s) – Approximately 30 days after the prehearing conference, the hearing(s) will start. Multiple sessions might be scheduled to hear from all witnesses and present all evidence. (See SJC Rule 15).

10. Findings, Conclusions, and Recommendations – Hearing panel prepares draft findings which are first presented to the Committee approximately 30 days after receipt of transcript from final hearing date. After Committee review, both parties have 5 days to review and advise on any factual errors. Within 10 days of Party comments, the final findings are forwarded to the President, to decision, with copies to both parties. (See SJC Rule 17).

Revised: October 2012