

Requirements for Disciplinary Committee members

Criteria: Training	Essential	Desirable
Completion of the Disciplinary Committee training	✓	
Completion of unconscious bias and equality & diversity training		✓
Completion of further training focusing on key related knowledge and skills such as Bringing in the Bystander, Sexual Misconduct and Racial Harassment & Hate Crime		✓

Criteria: Knowledge and Experience	Essential	Desirable
Knowledge of how to ensure that the care and wellbeing of all the parties involved in an disciplinary hearing is supported	✓	
Knowledge of the principles of equality law which underpin how disciplinary hearings should be undertaken	✓	
Knowledge of the University Community and context	✓	
Knowledge of the University's Disciplinary Regulations and Procedures	✓	

Criteria: Critical Skills and Aptitudes	Essential	Desirable
Impartiality and objectivity – able to understand and manage own biases and to review all evidence on an impartial and dispassionate basis	✓	
Critical thinking – able to consider a range of relevant evidence and weigh it logically and consistently to reach a fair decision within the balance of probabilities	✓	
Empathy and self-awareness – able to have empathy for how all those involved in a disciplinary hearing may feel, to take account of this properly and to be self-aware of own impact on those individuals	✓	
Inter-personal skills – able to interact effectively with a wide and diverse range of individuals, put them at ease and build their trust	✓	
Questioning skills – able to identify the key questions and ask these to respondents, reporting parties and witnesses in a respectful and insightful way, without leading them – so that they can give their evidence fairly and truthfully	✓	

Listening skills – able to listen very carefully to what individuals are saying and clarify wherever this is needed to properly understand what has happened	✓	
Communication skills: verbal – able to communicate in a clear and concise manner.	✓	