

The Reed College Honor Council Code

PREAMBLE

The Honor Council of Reed College is a group of appointed students, faculty, and staff that educates, advises, and mediates among members of the Reed Community regarding the Honor Principle. The Honor Principle is not a constitutional system but rather a guiding principle that seeks to ensure honesty and mutual trust in the academic and social spheres

3. The Community Rights Subcommittee shall consist of one (1) student chair, (1) faculty member, one (1) staff member and the two (2) additional voting student members.

Honor Council members or other officers of the College. The exceptions to the strict confidentiality of Honor Council consultation are situations when there is a risk of imminent harm.

5. SUBCOMMITTEE OPERATION AND PROCEDURE

A. Education Subcommittee

1. Overview:

The Education Subcommittee serves to educate the community about the Honor Principle and Honor Process. To educate the community, the Education Subcommittee organizes community discussions about issues relating to the Honor Principle and hosts events for new members of the Reed community. The subcommittee works with college offices and student groups including Residence Life and the Judicial Board to facilitate community education. The Education Subcommittee will make available to the Reed community information regarding other committee functions and practices by means of mediation

their options for resolving Honor concerns. The Honor Council may also hold similar sessions for interested students who live off campus.

b. The Education Subcommittee will plan at least one event per semester for the general education of the community about the Honor Principle and Honor Process.

c. In addition to educating students on a regular basis, the Subcommittee may hold events directed at the faculty and/or staff. These programs aim to foster an awareness of the Honor Principle and its practical application for faculty and staff,

c. The Chair of the Mediation Subcommittee will contact both parties regarding the mediation. In the notification sent to the respondent, a list of eligible mediators shall be provided and the respondent given opportunity to exclude any eligible mediator from being assigned to their mediation.

d. The Chair will then select an acceptable mediator and forward the mediation request to the mediator. The mediator will contact both parties separately to schedule a convenient time for the mediation. The Chair of the Mediation Subcommittee must contact both parties within five (5) working days from the submission of the mediation request form.

5. Pre-mediation Meetings:

Prior to formal mediation, the mediator may schedule a preliminary meeting with each party individually to discuss the issue. If these meetings occur, the mediator must meet with all parties to the mediation. If either party decides they are uncomfortable with a mediator as result of the pre-mediation meetings, that party may contact the Chair of the Mediation Subcommittee, who shall assign another mediator to the case. For future training purposes, the party requesting the change is encouraged but not required to give the motivation behind their request. If reasoning is given, that information is considered confidential between the requesting party and the Chair.

6. Formal Mediation Process:

attests to the nature of the dispute. The nature of the dispute may be summarized broadly (e.g. dorm life, posters on campus, vandalism). The community member who initially requested mediation should not be identifiable as such from the mediation summary statement.

7. Confidentiality and Recordkeeping:

a. Any mediation that takes place as part of the Honor Process will be held in confidence, unless all parties agree otherwise. The Honor Council defines confidentiality with respect to mediation as an agreement not to release the names, the nature of the conflict, or any details of the mediation. This policy applies to Honor Council members and selected mediators from the community.

b. The Chair may opt to involve the ex-officio student member in the logistics of coordinating the mediation.-

c. A summary of the nature of the conflict and specific details of the mediation (with names redacted) may be shared on a limited basis with members of the Honor Council solely for training purposes. If the details of a mediation are being used for training purposes, the mediation must not have occurred within the last 12 months.

d. By participating in formal mediation facilitated by Honor Council, all involved parties are expected to keep any information regarding the details of the mediation confidential; this includes the name of the other parties/party, the nature of the conflict, and any information discovered during mediation. Any information surrounding the incident known before the mediation took place (i.e. either party's personal, individual account of the conflict held prior to mediation) is not bound by confidentiality. Exceptions to the strict confidentiality of Honor Council consultation include situations when there is a risk of imminent harm.

e. All documentation of the mediation will be placed in a confidential file maintained by the Chair of the Mediation Subcommittee. Mediation documentation should include the mediation request form and the Mediation Summary Statement. The parties may mutually agree to maintain additional mediation documentation including but not limited to any written pre-agreed ground rules, any written agreements resulting from mediation, or other documents.

f. If either party files an Honor Case after formal mediation occurs, the chair of the hearing board may request a copy of the Mediation Summary Statement. The mediator may not serve as a witness for the hearing board and all new information gained by either party during formal mediation cannot be shared with the hearing board.

g. At the last full Honor Council meeting of every semester, the Chair of Mediation shall report the number of mediations occurred since the last report given and whether or not they were successful.

c. During the preliminary meeting, the CRS holds a simple majority vote to determine if the case should be accepted on the basis of meeting the following three conditions:

1. There is enough available information to proceed with the case.

If it is voted that there is not enough information, the committee may decide to solicit further information from the initial complainant or potential witnesses. In the course of soliciting further information about the issue, the list of potential witnesses may be expanded as needed. It is never appropriate to solicit information from a potential respondent.

2. The Honor Principle is relevant to the case.

The CRS does not vote on whether or not an Honor Principle or college policy violation occurred, but rather that the dispute is related to the Honor Principle and is an appropriate matter to seek resolution through the Honor Process.

3. The CRS is well-suited and an appropriate body to bring the case forward.

The CRS considers whether the issue affects a community at large or is unlikely to be brought forward by any one individual.

d. Once the CRS decides whether to raise an issue, the CRS Chair will notify the complainant whether the CRS has opted to pursue the case. If the CRS decides not to pursue the case, the party will also be informed of available options if they decide to continue with the Honor Process as an individual.

4. The CRS Procedure and the Honor Process:

a. Once the CRS has decided to pursue a case, the CRS begins the Honor Process. Formal mediation is the normal first step for a CRS case. However, by majority vote the CRS may opt to begin with either informal mediation or an Honor Case. If the CRS chooses to solicit a hearing by an adjudicating body (i.e. the Judicial Board or Sexual Misconduct Board), it should be confident that its choice to bypass mediation is well founded and defensible in its case proposal. Once the CRS has begun bringing the case forward through the Honor Process, the original individual who proposed the case to the CRS is no longer privy to any confidential information as detailed in the Honor Council and Judicial Board codes beyond being notified that the case has been accepted by the CRS.

b. In engaging the Honor Process, the CRS will appoint one or more of its members to act on behalf of the subcommittee. The appointee will proceed through the Honor Process as if the issue were raised by an individual, following the stipulations below:

i. If a resolution is reached through mediation, the outcome is presented to the entire the CRS for approval by majority vote. If the CRS members do not accept the mediated solution, the respondent should be notified that the

except as needed to complete the CRS business. The existence of a CRS case may be reported to the rest of Honor Council in summarizing the subcommittee's work.

b. Any current Community Rights Subcommittee members may access information regarding previous the CRS cases. Any records accessed are confidential.

c. The Chair of the CRS is responsible for maintaining documentation pertaining to the CRS's actions. The CRS's records shall be maintained for the duration of the respondent's enrollment at the college and seven years thereafter, and shall be destroyed at the end of that period.

d. If an Honor Case is brought forth by the CRS as a result of a prior unsuccessful mediation, any relevant information learned during mediation (i.e. any information not made evident prior to mediation or via the initial Mediation Request Form) may not be shared with a hearing board, unless agreed upon by the respondent and the representative of the CRS. This informationsh2 (o) -Ø -Ø (sp) 3 (2 (d) 87TQ q 1 00h) -d -113.6 (Ø