**Policy 6.4 - Resolution of Reports Against Students and Employees**

***Pre-Hearing – Conflict of Interest Form***

**Name[[1]](#footnote-1) of Party Completing Form:**

**Date Submitted**:

*Upon receipt of written notice of the Hearing Chair and Hearing Panel members, if a party believes that they have a potential conflict of interest with either a Hearing Panel member or Hearing Chair, the party should notify the Title IX Coordinator, who will forward the notification to the Hearing Chair. The notification must be in writing, made within two (2) business days of the notice, and include facts substantiating the claim of conflict. The Hearing Chair has discretion whether to remove a member of the Hearing Panel or to recuse themselves.*

*Parties who seek to notify the Hearing Chair of a potential conflict of interest with either a Hearing Panel member or the Hearing Chair must use this form and submit it electronically to the Office of Institutional Equity and Title IX at* *titleix@cornell.edu**.*

[Insert text of your potential conflict of interest with a Hearing Panel member or Hearing Chair]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Signature[[2]](#footnote-2)

1. You may use your initials or indicate “Complainant” or “Respondent.” [↑](#footnote-ref-1)
2. Signature may be electronic. [↑](#footnote-ref-2)