

Academic Appeals Committee Terms of Reference

Responsibilities

The Academic Appeals Committee is responsible for:

- Maintaining, in cooperation with the Vice-President Academic, a general overview of the overall state of process for academic appeals at the University.
- As required, considering, and providing advice and recommendations to the Senate and other University bodies on the:
 - systemic challenges and appropriate policy/procedure revisions;
 - forms of support needed to maintain high standards for academic integrity;
 - planning and operation of academic integrity initiatives.
- Developing and approving the processes and guidelines for student appeals related to academic matters;
- Periodically reviewing the policies and practices for student appeals related to academic matters to ensure consistency and compliance with:
 - best practices;
 - emerging policy issues;
 - the mission, goals, and strategic priorities of the University; and
 - the responsibilities of the Senate.
- Forming panels from amongst its members to hear and decide appeals commenced by University students on matters of academic misconduct and final grades, in accordance with the jurisdiction and procedures established by the Senate;
- Forming panels from amongst its members to hear and decide academic appeals commenced by University students in relation to Faculty-level decisions (or failures to decide) in accordance with the jurisdiction and procedures established by the Senate;
- Through its panels, conducting the hearings described above and issuing decisions to the student and internal stakeholders;
- Meeting a minimum of once annually to receive training concerning the jurisdiction and procedures established by Senate for this Committee, the proper conduct of a hearing, and other relevant legal principles (for new members, attendance is mandatory);
- Establishing such subcommittees as needed to fulfill the Committee's responsibilities, as well as reporting mechanisms for these subcommittees; and
- Other duties as assigned by the Senate.

Membership

The Academic Appeals Committee will be appointed by the Chair of the Senate, and will be composed of:

- Ten (10) voting members from the Senate, including:
 - Registrar (*ex officio*)
 - Four (4) Faculty members (2-year term)
 - Two (2) Department Chairs (2-year term)
 - Three (3) student representatives (1-year term)
- Non-voting members, including:
 - Senate Secretary (also the Secretary for the Committee)
 - Director, Academic Operations & Support Services (or designate)

Chair and Vice-Chair

The Registrar will serve as the Chair of the Academic Appeals Committee, and is responsible for:

- appointing panels to hear and decide appeals commenced by students;
- convening and chairing the meetings of the Committee;
- preparing the agenda for meetings of the Committee;
- reporting the recommendations of the Committee to the Senate.

The Committee will elect a Vice-Chair from its ranks at the first meeting, who will serve for a term of one (1) year.

The Vice-Chair must be a voting member of the Senate and is responsible for:

- Chairing the meetings of the Committee in the Chair's absence; and
- Assisting the Chair in the fulfillment of their duties to the Committee.

Appeal Panels

Each appeal will be heard by an Appeals Panel selected from the Committee by its Chair. The Appeals Panel will comprise:

- Four (4) voting members:
 - Two (2) faculty members
 - One (1) Department Chair
 - One (1) student representative
- One (1) non-voting member:
 - Registrar (or designate), *ex officio*

The Faculty Members, Department Chair, and student representative on the Appeals Panel must not be from the Department or program with which the appeal is concerned.

No person who has previously participated in any review or appeal concerning the Final Grade of the Student who is the subject of an appeal may be appointed to the Appeals Panel.

Appointments to the Appeals Panel will end once the Appeal in question has been decided.

The Registrar (or designate) will serve as Chair of the Appeals Panel, and is responsible for ensuring that:

- a record of the Appeal Panel's proceedings is made and retained; and
- reports and notifications are delivered in a timely manner.
- a decision of the Appeal Panel is written and provided to the Student and other internal stakeholders in accordance with Policy No. 5005, Final Grade Review & Appeals and Procedure No. 5005P and Policy No. 5006, Academic Integrity and Procedure No. 5006P

Quorum and Voting (Academic Appeals Committee)

A quorum of the Appeals Committee is six (6) voting members.

In the event of a tie, the Chair may vote to break the tie.

Quorum and Voting (Appeals Panel)

A quorum of the Appeals Panel comprises all of its voting members.

The Appeals Panel will endeavour to reach a unanimous decision, but where it is unable to do so shall reach a decision by majority vote of three quarters of its members present and voting.

In the event of a tie, the Chair may vote to break the tie.

Meetings

Meetings of the Academic Appeals Committee are normally closed. A Committee may determine that the whole or part of any Committee discussion or document presented to the Committee must be held in confidence.

Meetings are usually open to visitors whom the Chair recognizes to speak to specific issues.

Meeting Schedule

The committee meets on an as-needed basis, with a minimum of two meetings per year.

Reports to Senate

The Committee will provide an annual report on its activities and the decision of Appeal Panels convened during the year to the Senate in time for the November regular meeting and when requested by the Senate.

Approved and Revised by the Senate:

2023.06.01