

Policy Number	2.1.5
Approval Body	Senate
Policy Officer	President
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## 2.1.5 APPEALS COMMITTEE

### TERMS OF REFERENCE

#### Membership

- Registrar or designate
- One (1) Faculty member from each Faculty
- One (1) student from each Faculty
- One (1) Senate member
- One (1) Dean

#### *Resource Personnel (non-voting)*

- University Secretary / Policy Coordinator

#### *General*

Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.

#### *Voting*

Each member of the Appeals Committee shall have one vote.

#### *Support*

Support for the Committee shall be provided by the University Secretariat Office.

#### **Chair**

The Registrar shall be the Chair of the Committee.

#### **Authority and Mandate**

##### *General*

The Committee reports to Senate, and has the authority to make recommendations to the Senate.

The Committee shall arrange for the following to be completed and brought back to the Committee for review and recommendation to Senate, and from time to time review the policies and procedures to ascertain if they require updating and revising:

- 35.2(5)(k) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;

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The Committee shall develop, review and advise the Board, and develop, review and advise the Senate on the following. The Committee shall receive advice from the Board on the preparation, review and recommendations from the Board on the following:

- 35.2 (6)(j)            the adjudication procedures for appealable matters of student discipline

#### *Appeals*

To hear an appeal, an *Appeals Tribunal* shall be convened by the Registrar according to policies that are approved by Senate and the adjudication procedures approved by the Board.

#### **Appeals Tribunal**

Members of an Appeals Tribunal shall include:

- Registrar who shall be the Chair
- Vice President Academic
- Two (2) students elected by and from the Senate Appeals Committee
- Two (2) faculty members elected by and from the Senate Appeals Committee

Members must declare any conflict of interest issues prior to names being drawn for the Tribunal membership.

In the event a Tribunal cannot be made up from the Senate Appeals Committee for whatever reason, the Registrar shall notify the Chair of Senate, and alternate individuals will be requested from the current members of the Senate to serve on a temporary basis.

An Appeals Tribunal quorum shall consist of a minimum of four (4) members.

#### **Conflict of Interest**

Committee members must consider the Senate Conflict of Interest and Code of Conduct Bylaws prior to any discussion being considered that might constitute any real, potential or apparent conflict of interest.

#### **Ethical Principles for Appeals Tribunal Panel**

Members of the Appeals Tribunal shall be aware of, and abide by, Emily Carr University Policy 1.5.2 – *Ethical Principles for Appeal Panel*.

#### **Meetings**

Meetings will be at the Call of the Chair.