



Policy Number	2.1.5
Approval Body	Senate
Policy Officer	President + Vice-Chancellor
Approval Date	Jan 2009, Sept 2010, May 2012, Oct 2013, May 2014

2.1.5 APPEALS COMMITTEE

TERMS OF REFERENCE

Membership

Voting members

- VP, Academic + Provost / Vice Chair of Senate
- VP, Enrolment + Student Services, Registrar (Ex-officio) / Secretary of Senate
- One (1) Faculty member from each Faculty
- One (1) student from each Faculty
- One (1) Senate member
- One (1) Dean

Resource Personnel

Non-voting

- Director, Records, Registration + Advising, Student Services
- Any other member of the University Community whose expertise would be of benefit to the Committee, as appointed by, or by invitation of, the Chair of the Committee

Support

Support for the Committee shall be provided by the VP, Academic Office.

Chair

The VP, Academic + Provost / Vice Chair of Senate shall be the Chair of the Committee.

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 voting member of the Appeals Committee shall have one vote.

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;

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:

- VP, Enrolment + Student Services, Registrar (Ex-officio) / Secretary of Senate
- VP, Academic + Provost / Vice Chair of Senate who shall be Chair
- 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.

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. A quorum of the Committee shall consist of 50 % plus one of the eligible voting members.