



Senate Appeals Committee

TERMS OF REFERENCE

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Approved by the Senate: January 2009, September 2010, May 2012, Oct 2013, May 2014, April 2019

Membership

Voting Members

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

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.

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 will be provided by the Executive Assistant to the University Registrar.

Chair

The University Registrar will 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;

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 Chair of the Senate Appeals Committee according to the processes outlined in University policy 2.3.2 *Adjudication Procedures for Appeals to the Senate Appeals Tribunal*.

Appeals Tribunal

To compose a Tribunal, the Chair will solicit volunteers from serving members of the Senate Appeals Committee; should there be more volunteers than required for any Tribunal, the Chair will determine the Tribunal composition based on the nature of the appeal under review.

Members of an Appeals Tribunal shall include:

- University Registrar / Secretary of Senate, who shall serve as Chair (ex officio, non-voting)
- VP, Academic + Provost / Vice Chair of Senate (ex officio)
- Two (2) students elected by and from the Senate Appeals Committee
- Two (2) faculty members elected by and from the Senate Appeals Committee
- Any other member of the University community whose expertise would be helpful for the Tribunal, at the invitation of the Chair.

Members must declare any conflict of interest issues prior to serving on a Tribunal.

In the event a Tribunal cannot be composed from the Senate Appeals Committee members 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 Emily Carr University policy 8.11 *Conflict of Interest* and 8.11.1 *Conflict of Interest Procedures* prior to any discussion 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, at minimum once per term. The Fall term meeting will be to orient new Committee members to the work of the Committee and the Tribunal process. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.