

TEMPLATE – APPEAL HEARING NOTICE

NOTE:

The Appeal Hearing Notice is the coversheet of the appeal hearing package.

The appeal hearing notice should be prepared on official letterhead of the office of the author of the notice. The items identified below are the essential items that should be included in an appeal hearing package.

CONFIDENTIAL

NOTICE OF HEARING

DATE: *Date sent*

TO: *Appellant
Appellant Address*

AND TO: *Respondent
Respondent Address*

TO: *Advocate/Spokesperson
Address*

AND TO:
Members of the Committee who will hear the appeal:

FROM: *Resource Person or Chair
Contact information*

List Committee Members, Faculty or Department

This is to advise you that the *Committee Name* will meet on:

DATE & TIME: *Date and Time*

PLACE: *Room and Building*

to consider the appeal of *Appellant Name* (the Appellant) against the decision of the *Respondent Name* (the Respondent).

You will find enclosed the following:

Appellant's Submission:

1. Appeal form and supporting material
2. Transcript if permitted. Refer to relevant policy and procedure

Respondent's Submission:

1. Letter of Response and supporting material

Encl.

September 2017