

Introduction for Academic Appeals Committees

The script below should be modified to meet the requirements of individual Faculty/School/College bylaws.

Invite the parties into the meeting.

The appeal has been lodged by Mr./Ms. {insert student name} against a decision by {insert decision making body}. We have a quorum. The Committee has agreed that:

- it has jurisdiction to hear the appeal,
- the Appellant has standing, and
- that there are grounds to proceed.

The Committee has decided on an Open Hearing, however I must caution everyone that the Committee can, at its discretion, move into a Closed Hearing.

or

The Committee has decided on a Closed Hearing, therefore I must caution everyone regarding the confidentiality of the proceedings

Regardless of open or closed status no electronic, or other recording, devices are permitted.

1. Introduction

1.1 Presentation of procedures

- Faculty Council has delegated responsibility to this committee to ensure fairness not only to the appellant but also to other students within the Faculty;
- It is important however that the process retains reputation of the Faculty and the integrity of the program;
- I will caution both parties of possible questions that may be asked, and issues raised, which may be somewhat uncomfortable yet unavoidable;
- everyone will have ample opportunity to speak and be heard, however, given the potentially emotive nature of the proceedings, everything must go through the Chair;
- everyone should behave in a respectful manner to all who are present;
- present today are Mr./Ms. {insert student name} the appellant and Mr./Ms. {insert individual's name and position (e.g. advocate)};
- responding to the Appeal are Dean/Drs. {insert name(s)} representing the {insert decision making body};
- the committee members are:
 - Dr. {insert name} appointed/elected by {insert appointing/electing body}
 - Dr. {insert name} appointed/elected by {insert appointing/electing body}
 - Dr. {insert name} appointed/elected by {insert appointing/electing body}
 - Dr. {insert name} appointed/elected by {insert appointing/electing body}
 - Mr./Ms. {insert name} appointed/elected by {insert appointing/electing body}

- Mr./Ms. {insert_name} appointed/elected by {insert_appointing/electing body}
- also present is Mr./Ms. {insert name}, {insert position} who serves as a resource for the Committee;
- process that we will follow is:
 - Mr./Ms. {insert student name} will make a brief statement summarizing the basis of the appeal and specifying the suggested remedy;
 - This will be followed by a round of questions on the statement from members of the Committee; {at this point the Chair should address the potential provision of cross-examination depending on individual Faculty/College By-Laws};
 - Dean/Drs. {insert name(s)} will make a brief statement summarizing the response to the appeal;
 - This will be followed by a round of questions on the statement from members of the Committee; {at this point the Chair should again address the potential provision of cross-examination depending on individual Faculty/College By-Laws};
 - The Committee will then have the opportunity to ask any additional questions of both parties;
 - Mr./Ms. {insert student name} will make a closing statement at which point no new information may be presented;
 - Dean/Drs. {insert name(s)} will make a closing statement at which point no new information may be presented;
 - The Committee will go into closed session, although we would ask that both parties remain in the vicinity in case that there are additional issue that the Committee would like addressed. A decision will be forwarded in writing to both sides.

Ensure everyone understands process.

2. Hearing

Invite Mr./Ms. {insert student name} to make a statement briefly summarizing the basis of the appeal and specifying the suggested remedy. Remind him/her that the committee members have the written submission therefore the statement should only address salient points.

Thank Mr./Ms. {insert student name} and invite questions by members of Appeals Committee. Remind everyone of the Faculty/College By-Law regarding cross-examination.

Invite Dean/Drs. {insert name(s)} to make a statement briefly summarizing the response to the appeal. Remind him/her that the committee members have the written submission therefore the statement should only address salient points.

Thank Dean/Drs. {insert name(s)} and invite questions by members of Appeals Committee. Remind everyone of the Faculty/College By-Law regarding cross-examination.

Invite questions of either Mr./Ms. {insert student name} or Dean/Drs. {insert name(s)} by members of Appeals Committee.

Invite Mr./Ms. {insert student name} to make a closing statement and remind him/her that no new information may be presented at this point.

Invite Dean/Drs. {insert name(s)} to make a closing statement and remind him/her that no new information may be presented at this point.

Indicate to both parties how and when the decision of the committee will be communicated to them.

Ask both parties to leave the room and remind them to stay nearby.

3. **Deliberations** (closed session).

Determine whether additional questions need to be asked of either party. If they do, invite both parties back into room and ask the questions. If not, have both parties dismissed

Deliberate on the case.

Ask for a **MOTION** to deny or grant the appeal.