Rady Faculty of Health Sciences
Local Discipline Committee (LDC)
Terms of Reference

1. **Authority/Jurisdiction:**
   Established by Rady Faculty of Health Sciences Council as a standing committee of Council, this committee is the Local Discipline Committee (LDC) of the Rady Faculty of Health Sciences which shall review and determine student appeals of disciplinary action(s) in accordance to the Student Discipline By-law (and related governance documentation).

2. **Purpose:**
   2.1 **Appeal Hearings:** To hear and determine disciplinary matters appealed to it in accordance with the University of Manitoba Student Discipline By-law (and related governance documentation); i.e., by a student enrolled in one of the Colleges of the Rady Faculty of Health Sciences (or in the School of Dental Hygiene or Interdisciplinary Health Program), if the decision being appealed has been confirmed or imposed by the Dean of the RFHS (or designate), the Dean of one of the Colleges, or the Directors of the School of Dental Hygiene or the Interdisciplinary Health Program; and the student is not accepting of the result.

   2.2 **Education and Recommendations:** To educate its members on student disciplinary appeal matters, and to periodically review and make recommendations on governing documents relating to student discipline matters.

   2.3 **Annual Report:** To prepare and submit an Annual Report to the Rady Faculty of Health Sciences Executive Council for presentation at its Annual Faculty Council meeting and for forwarding to the University of Manitoba University Secretary for the Senate annual report on discipline matters.

3. **Membership:**

   3.1 **Composition and Terms of Office:**

   3.1.1. **Faculty:** One full-time faculty member (core) and one first and one second ‘alternate’ full-time faculty member from each College, the School of Dental Hygiene and from the Interdisciplinary Health Program to serve a three-year term. Faculty members can be reappointed for a subsequent term(s).

   The ‘alternate’ members are expected to attend Committee meetings organized for orientation and education purposes. In the order of first and second alternate, the ‘alternate’ faculty members would be responsible for attending appeal hearings when the core committee member is unavailable or has conflict with the appeal being heard. Names of two alternate members are required to ensure there are sufficient faculty members to draw on to establish a LDC when required.

   The faculty member and ‘alternate’ members from each College/School/Program shall be either 1) appointed by the College Dean, or 2) elected by the College faculty members; the decision as to which process to use will be determined by individual Colleges. Colleges are to forward the names of these membership appointments to
the Rady Faculty of Health Sciences Nominating/Governance Committee upon the request of that Committee.

3.1.2 **Students:** A Senior Stick (or designate) and/or equivalent student organization position (or designate) respective to the programs’ student leadership and two alternate student members from each College, from the School of Dental Hygiene and from the Interdisciplinary Health Program. Student members and alternates shall serve a one-year term. The ‘alternate’ student member is responsible for attending meetings when the core student member is unavailable or conflict with the appeal being heard. The ‘alternate’ is expected to attend Committee meetings organized for orientation and education purposes.

Student organizations within each of the Colleges/School/Program shall determine the process by which the designate (if required) and ‘alternate’ will be selected. Student organizations are to forward the names of these membership appointments to the Rady Faculty of Health Sciences Nominating/Governance Committee upon the request of that Committee.

3.2 **Chair:** The Chair shall be a Faculty member elected by and from among the Committee membership and shall only vote in the case of a tie. The Chair, once elected, shall remain in the Chair position for the remainder of his/her term.

A Vice-chair shall also be elected to serve in the place of the Chair in the circumstance where the Chair is unable to attend a meeting, or is in conflict with the appeal being heard.

3.3 **Diversity:** The Rady Faculty of Health Sciences strives to achieve diverse membership on its committees that is reflective of the Rady Faculty of Health Sciences’ Faculty and student membership in general, and this should therefore be considered when appointing Committee members.

3.4 **Conflicts of Interest:** Any Committee member who had direct involvement in the matter under appeal shall be excluded from the Committee membership for the particular case under appeal so as to avoid conflicts of interest, whether real or perceived.

3.5 **Resources:** The Committee may call upon various resources as required in order to meet its goals and objectives, including, without limitation, consultation with University legal counsel.

4. **MEETINGS:**

4.1 **Number of Meetings:** The Committee shall meet at least once per year and on an *ad hoc* basis to discuss governance and education matters and to hear appeals. Meetings shall be at the call of the Chair.

4.2 **Quorum:** A quorum shall be half the members (6), ensuring at least two (2) student and two (2) faculty members are present, in addition to the Chair.
5. **Process/Procedures for Appeal Hearings**

5.1 Students appealing to this Committee, shall do so in accordance with the procedures relating to appeals to Local Discipline Committees as detailed in the Student Discipline By-law (procedures document).

5.2 Students appealing to this Committee will have ten (10) working days, from the date of the last finding of the matter, to do so. Appeals should be directed to the Chair of the Local Discipline Committee, c/o the Dean’s Office, Rady Faculty of Health Sciences.

6. **DATES OF APPROVAL, REVIEW AND REVISION:**

6.1 Date Approved: Faculty of Health Sciences Executive Council - June 11, 2015

6.2 Review: Formal review of these terms will be conducted every ten (10) years. In the interim these terms may be revised or rescinded if: the Faculty Council deems necessary, or the relevant Bylaw, Regulation(s), or Policy is revised or rescinded.

6.3 Date Revised: RFHS Nominating/Governance Committee – September 29, 2016

6.4 Date Approved: RFHS Executive Council October 27, 2016
RFHS Faculty Council January 24, 2017

7. **Effect on Previous Statements:**

7.1 These terms shall supersede the following:

   (a) all previous Rady Faculty of Health Sciences/Faculty of Health Sciences terms and resolutions on the subject matter contained herein;

   (b) all previous Faculty/School/College terms and resolutions stemming from Faculty/School/College Council Bylaws on the matter contained herein for Faculties/Colleges/Schools which now are encompassed within the Rady Faculty of Health Sciences (as per Senate April 2013/revised August 2013; i.e. former Faculty of Medicine; Faculty of Dentistry; Faculty of Pharmacy; Faculty of Nursing; School of Medical Rehabilitation and School of Dental Hygiene).

8. **Cross Reference to:**
University of Manitoba Student Discipline By-law:
http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html