



SENATE COMMITTEE ON APPEALS

Terms of Reference

1) Mandate and Role of the Committee

The Senate Committee on Appeals Policy (the “Policy”) and related Procedures (the “Procedures”) provide guidance to those individuals charged with determining appeals of academic, admission, and academic accommodation decisions:

- a) **Academic Decisions:** Decisions of Faculty/School Councils or their Appeal Bodies, of Professional Unsuitability Committees, of Faculty/School Award Selection Committees and of the Comité d’appels de l’Université de Saint-Boniface upon application by Appellants.
- b) **Admission Decisions:** Decisions of Faculty/School/College admission selection committees, and these only when the Appellant has sought reconsideration by the admission selection committee as set out in the Procedures:
 - i) Administrative decisions which affect the admission process
 - ii) Decisions of Faculties/Schools/Colleges or Admissions Office personnel regarding eligibility requirements
 - iii) Decisions of Faculties/Schools/Colleges regarding granting transfer of credit at the point of admission and possible granting of advanced standing
- c) **Academic Accommodation Decisions:** Decisions of the Director of Student Accessibility Services (SAS) regarding a request for reconsideration of a proposed accommodation.

2) Authority

- a) The Committee is created by and is accountable to the Senate, under the powers provided to the Senate by *The University of Manitoba Act*.
- b) The Committee’s actions are also governed by university governing documents, including:
 - i) Senate Committee on Appeals Policy and Procedure

3) Areas of Responsibility

- a) Establish panels to hear appeals as set out in the Procedures
- b) Make decisions on appealable matters that shall be final and binding

- c) Review the Policy and Procedures periodically and, if necessary, recommend changes

4) Composition of Committee

- a) ***Ex Officio* voting members**

- i) The President of the University of Manitoba Students' Union or designate
- ii) The President of the University of Manitoba Graduate Student Association or designate

- b) **Voting members appointed by the Senate**

- i) Five academic members of the Senate
- ii) Six academic members
- iii) Six students (four undergraduate students from different Faculties or Schools and two graduate students)
- iv) One academic member of Université de Saint Boniface
- v) One student of Université de Saint Boniface

- c) **Voting members appointed by the President**

- i) Three members from among Deans of Faculties or Colleges and Directors of Schools

- d) **Resource Persons**

- i) The University Secretary (and/or designate) shall serve as the administrative resource and recorder to the Committee.

5) Chair and Vice-Chair

- a) One (1) member holding academic appointment in the University appointed Chair for a three (3) year term by the Senate Executive Committee
- b) Two (2) members of the Committee, from those academic members appointed by Senate, to be appointed as Vice-Chairs by the Senate Executive Committee for a three (3) year term. The Vice-Chairs shall not be from the same Faculty or School as either the Chair or each other

6) Frequency of Meetings and Annual Work Plans

- a) Panels of the committee shall meet as required to hear appeals.
- b) Additional meetings may be called by the Chair as required.