

## COLLEGE OF REHABILITATION SCIENCES

### UNDERGRADUATE STUDENT ACADEMIC APPEALS COMMITTEE

#### Terms of Reference

#### 1. PURPOSE AND MANDATE

**Purpose/Mandate:** The Undergraduate Student Academic Appeals Committee (“**Committee**”) of the College of Rehabilitation Sciences (“**College**”) Council, Rady Faculty of Health Sciences (“**RFHS**”) is established to consider, hear and determine undergraduate academic appeals pursued by students of the College, beyond the appeals processes that exist within their programs

(its “**Mandate**”).

The Committee **does not** have jurisdiction to consider:

- (a) Undergraduate academic appeals unless the student has exhausted all procedures and appeals processes available to the student prior to appealing to the Committee;
- (b) appeals of non-academic related matters addressed by separate policies;
- (c) academic appeals by graduate students (for example, students in Masters or PhD programs);
- (d) appeals respecting admissions;
- (e) appeals respecting matters of accommodation and/or other human rights related issues;
- (f) appeals regarding disciplinary matters; and
- (g) appeals respecting awards.

#### 2. REPORTING AND ACCOUNTABILITY

2.1. **Accountability:** The Committee is a standing committee of the College Council.

2.2. **Reporting:** The Committee, through the Chair, shall report to the College Council respecting academic matters and decisions rendered by the Committee, at least once per calendar year.

#### 3. CHAIRPERSON AND COMMITTEE MEMBERSHIP

3.1. **Chair:** The Chair of the Committee shall be appointed by the Dean of the College. If the Chair is unavailable to attend a specific appeal hearing, another member of the Committee will be appointed by the Dean of the College, as acting Chair, for the purposes of the appeal. The Chair is responsible for the following at Committee meetings:

- (a) Calling the meeting to order;
- (b) Establishing an agenda and ensuring agenda items are addressed;
- (c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);
- (d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;

- (e) Adjourning meetings after business is concluded; and
- (f) Acting as the main representative of the Committee.

3.2. **Membership:** The Committee membership shall then consist of the following members, including the Chair:

- (a) The Dean of the College or designate;
- (b) Five (5) faculty members from the College, appointed by the Dean of the College, for a three (3) year term, which term is renewable;
- (c) One (1) student from each program of the College, appointed or elected by the student body of that program, for a one (1) year term, which term is renewable once.

3.3. **Equitable, Inclusive and Diverse Membership:** The College strives to achieve equitable, inclusive and diverse membership on its committees that is reflective of its commitment to equity, diversity and inclusion and this should be considered in the appointment of Committee members.

3.4. **Avoidance of Conflicts of Interest:** Committee members must inform the Chair prior to considering or hearing an appeal, if they have a conflict of interest or potential conflict of interest (e.g. a faculty member was involved in an earlier stage of decision-making respecting the matter under appeal). In such cases, the Chair may excuse the member from considering the appeal and replace them with another member. If a student member is from the same cohort and program as the appealing student, the student member shall not participate in that appeals process and appeals hearing.

3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the College take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.

#### 4. **TERM OF OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

- (a) the individual no longer holds the position noted in 3.2;
- (b) the term of the appointment ends;
- (c) the appointment is rescinded by the appointer;
- (d) the member resigns from the Committee.



## 5. FUNCTIONS AND ACTIVITIES OF COMMITTEE

5.1. As part of its Mandate, the Committee will engage in the following activities:

(a) **Undergraduate Academic Appeal Hearings:** To hear and determine undergraduate academic appeal hearings by a student enrolled in the College, once all previous appeal mechanisms have been exhausted, and the student is not accepting of the result.

(b) **Education and Recommendations:** To educate its members on undergraduate academic appeal matters, and to periodically review and make recommendations on governing documents relating to undergraduate academic appeal matters.

(c) **Annual Report:** To prepare and submit an annual report to the College Council on undergraduate academic appeal matters of the Committee.

## 6. MEETINGS

6.1. **Number of Meetings:** The Committee shall meet at least one (1) time during the academic year, for the purpose of education of its members on undergraduate academic appeal processes and procedures, and will meet additionally at the call of the Chair for an appeal hearing.

6.2. **Notice of Meetings:** Notice of a Committee meeting should be provided to Committee members, at least five (5) business days in advance of the meeting, unless waived by the Committee members at the meeting.

6.3. **Agenda:** Agenda items should be sent to the Committee administrative support at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

6.4. **Quorum:** Quorum shall be four (4) members including the Chair, ensuring at least two (2) faculty members and one (1) student member are present.

6.5. **Decision-Making:** Matters before the Committee shall be voted upon, if consensus cannot be reached. A majority of the votes cast by Committee members in attendance at the meeting is required to be in favour of the issue under consideration in order to definitively decide the issue. The Chair shall only vote in the case of a tie.

6.6. **Closed Sessions:** Hearings shall be conducted as closed sessions, unless one party requests an open hearing and the other party and the chair agree with the request.

6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings and are to be treated as confidential. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy legislation. Minutes taken during an appeal hearing shall form part of the official record of the appeal.

## **7. COMMITTEE ADMINISTRATIVE SUPPORT**

The Committee shall receive administrative support from the College. The administrative support shall be provided through an individual whose duties shall include:

- (a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;
- (b) Ensuring follow-up of Committee action items;
- (c) Information gathering;
- (d) Preparation and distribution of meeting material;
- (e) Minute-taking; and
- (f) Maintaining Committee records.

## **8. AMENDMENTS TO TERMS OF REFERENCE**

Amendments to these Terms of Reference may be proposed by the Committee to the College Council for approval.

## **9. DATES OF APPROVAL, REVIEW AND REVISION**

9.1. **Date approved:** College Council – October 15, 2019

9.2. **Review:** Formal review of these terms will be conducted every five (5) years. In the interim these terms may be revised or rescinded if the College Council/College Executive Council deems necessary.

9.3. **Supersedes:** College of Rehabilitation Sciences Undergraduate Student Academic Appeals Committee – Terms of Reference (April 17, 2017)

9.4. **Committee Administrative Support:** Program Assistant, Department of Respiratory Therapy

9.5. **Effect on Previous Statements:** These terms shall supersede all previous College terms on the subject matter herein.