

 University College of the North Policy & Procedures Manual	# Pages: 4	Policy Reference: LC-01-11
	Approved by: UCN Learning Council	
Section: Committee Terms of Reference	Effective Date: February 20, 2024	
Title: APPEALS COMMITTEE	Replaces: January 27, 2015	

These Terms of Reference define the scope of possible committee activities. Committee business will vary and will not necessarily include all nor be limited to the following activities at any one time or during any given year.

1. Purpose

- 1.1 In accordance with Policy AC-01-06 Academic and Disciplinary Appeals of the University College of the North, to establish appeal boards to hear and render final decisions on students' appeals.
- 1.2 To review bi-annually and, if deemed necessary, make recommendations for changes in Policy AC-01-06 Academic and Disciplinary Appeals of the University College of the North.
- 1.3 To review and render final decisions on course withdrawal requests.

2. Authority

- 2.1 The Appeals Committee is accountable to the Learning Council.
- 2.2 The Appeals Committee shall have the authority to appoint appeal boards to hear individual students' appeals, in accordance with the University College of the North's AC-01-06 Academic and Disciplinary Appeals Policy.
- 2.3 The Committee Chair shall report on the Committee's activities to the Learning Council and submit written recommendations as required for the Learning Council's consideration.

3. Composition

- 3.1 The Committee shall be composed of a maximum of fourteen (14) members and shall include: three (3) college faculty, three (3) university faculty, two (2) members at large, Dean of Students, Registrar, three (3) students, and a representative of the Council of Elders.
- 3.2 The Committee has the discretion to invite resource persons to sit on the Committee as non-voting members for a term to be determined by the Committee.
- 3.3 Appointment of Committee members shall be ratified by motion of the Learning Council.
- 3.4 The Committee shall elect its Chair from the Committee's membership for a one-year term, renewable twice, to be ratified by the Learning Council.

3.5 Appeal Boards:

- a) Members of appeal boards established to hear and render decisions on individual students' appeals shall be drawn from the membership of the Appeals Committee, except where a conflict of interest or other exceptional circumstance applies.
- b) In accordance with the provisions of AC-01-06 Academic and Disciplinary Appeals Policy of the University College of the North, such boards shall be composed of five (5) members, including:
 - i) the Chair of the Appeals Committee or their designate, who shall serve as the Chair of the board,
 - ii) one (1) faculty member, from college faculty if the appeal is by a student in a college program, or from university faculty if the appeal is by a student in a university program,
 - iii) one (1) non-instructional staff member,
 - iv) one (1) student,
 - v) one (1) member from any of the above constituencies.

4. Term of Office

- 4.1 Student members shall be appointed for a one (1) year term renewable for up to three (3) years.
- 4.2 Faculty members shall be appointed for a three (3) year term renewable once.
- 4.3 Members at Large shall be appointed for a two (2) year term renewable once.
- 4.4 The Council of Elders Member shall be appointed by the Council of Elders, for a three-year term, renewable once.
- 4.5 Upon completion of their second term, faculty members and members-at-large must wait one (1) year before being nominated to serve on the committee again.

5. Committee Operations

- 5.1 The Committee and all appeal boards shall operate in a manner consistent with the Learning Council's Rules of Governance.
- 5.2 The Committee shall ensure that a record of all decisions and discussions of the Committee, and of all boards appointed to hear individual appeals, is maintained in good order.
- 5.3 Committee minutes shall contain three sections on attendance: present, regrets, and absent.
- 5.4 All Committee minutes are considered to be records of the Learning Council and shall be maintained in a central file managed by the Tri-Council Executive Officer.
- 5.5 The Committee shall meet as often as necessary to conduct its business, but no less frequently than three (3) times per year.
- 5.6 An annual schedule of meetings shall be drawn up at the commencement of each academic year.
- 5.7 Notice of Meetings:
 - a) In addition to scheduled meetings, such other meetings as may be required to conduct

the business of the Committee may be called by the Committee Chair. Notice provisions of 48 hours shall apply.

- b) Notice of the time, date, and location of the subsequent meeting shall be given at the conclusion of each Committee meeting. In addition, notice of meetings shall be mailed, emailed, or otherwise delivered in such a manner that, under normal circumstances, the members shall receive notice at least 48 hours before the meeting.

5.8 Quorum of Meetings:

- a) A majority of the voting members of the Committee shall constitute quorum for the transaction of business. Majority is defined as fifty (50) percent plus one (1).
- b) For purposes of determining quorum, those Committee members on approved leave not exceeding one (1) year shall not be considered.

5.9 Meeting Venue:

- a) The meeting venue of the Committee shall be by means of in person, virtually, telephone, or other means of communication that permits all members in attendance to hear each other, and a member so participating shall be considered to be present at the meeting.
- b) In the case of meetings of appeal boards, every effort shall be made to meet in person in the location of the program in which the student is or has been registered. In the event that this is not possible, preference shall be given to virtual meetings rather than telephone communication, with the Chair of the board present in the location of the program in which the student is or has been registered.

5.10 Meeting Procedure:

- a) Robert's Rules of Order shall govern the conduct of all Committee meetings.
- b) All meetings of appeal boards shall be in accordance with provisions of Policy AC-01-06 Academic and Disciplinary Appeals of the University College of the North. Where that Policy is silent, meetings shall be in accordance with 5.9 b).

5.11 Where the Committee Chair, or the Chair of an appeal board, decides that it is desirable for a business item to be voted on before the next scheduled meeting, an e-mail, and/or telephone vote may be held.

5.12 Members shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follows procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.

5.13 Committee members are required to advise the Committee Chair, in advance, of their inability to attend a meeting.

5.14 Committee members are expected to attend all meetings, including any extraordinary meetings.

- a) If a member of the Appeals Committee fails to attend two (2) consecutive meetings, a vacancy may be declared at the discretion of the Committee Chair.
- b) If a member of an appeal board fails to attend an appeals board meeting, the Chair of the board shall immediately declare a vacancy on the appeals board and a new member shall

be appointed from the Appeals Committee.

- c) At the discretion of the Chair of the Appeals Committee, a member who has failed to attend an appeals board meeting, without communicating their regrets, may be asked to resign from the Appeals Committee and a vacancy may be declared.