

Senate Governance Committee (SGC)

The SGC Appeals Committee: Appeal Intake Panel and Appeal Tribunal

Terms of Reference

1. The SGC Appeals Committee is a committee of a minimum of twelve members appointed by the Senate Governance Committee. SGC seeks Expressions of Interest from the SGC members as well as the UFV Community. The membership will be comprised of 4 students, 6 faculty and 2 members at large for a two-year term. The chair of the Senate Governance Committee serves as chair of the SGC Appeals Committee. Members of SGC are all permitted to serve on the SGC Appeals Committee. Other participants are solicited via UFV Senate's usual call for Expressions of Interest (EOIs) process.
2. The SGC Appeals Committee elects a vice chair who serves as chair if the chair is unavailable to fulfill their duties.
3. The Student Rights and Responsibilities Office forwards all appeals to the chair of the Senate Governance Committee. The chair designates three members to an Appeal Intake Panel to do an initial review of the appeal, having regard to availability of members and any issues of potential conflict of interest. The Appeal Intake Panel, when possible, includes at least one student and one faculty member. The Appeal Intake Panel elects a chair.
4. The Appeal Intake Panel conducts an initial review of the appeal to determine whether the appeal fits all the following criteria:
 - i) whether the appeal is within the jurisdiction of the Senate;
 - ii) whether the appeal constitutes a prima facie case, such that if the allegations contained in the appeal were proven, an appeal could be successful, and provide a remedy;
 - iii) That the appeal meets at least one of the criteria for which appeals are permitted.
 - iv) that the appeal is not on its clear face without merit and vexatious, or an abuse of process.
5. If there is a determination that the matter does not go forward as an appeal, the chair of the Appeal Intake Panel provides the panel's written decision and rationale to the Senate Governance Committee. The chair of the Senate Governance Committee forwards the decision and rationale to the Student Rights and Responsibilities Office (SSRO). The SSRO, responsible for all communication with the Appellant and Respondent, forwards the written decision and rationale to the Appellant and Respondent.
6. If there is a determination that the matter is to be heard as an appeal, the chair of the SGC Appeals Committee designates a three-member Appeal Tribunal. None of the three members on the Appeal Intake Panel who conducted the initial review are members of the Appeal Tribunal.

7. The Appeal Intake Panel designates the respondent(s), if any, who are given notice by the SSRO, and an opportunity to take part in the tribunal hearing.
8. All reasonable efforts are made to ensure that an appeal hearing and decision take place within sixty (60) days of the filing of the Request for an Appeal Hearing document.