

Administrative Fairness

“Due process” means that every person involved will be treated fairly and with respect.

An investigation done by the university is different from a criminal investigation. A criminal investigation is done by the police, and not UFV. A criminal investigation finds out whether a law in the Criminal Code of Canada has been broken.

At UFV, the term “investigation” refers to a conversation that is meant to answer these questions:

- Has a rule in a UFV policy been broken?
- What harm was caused?
- Who caused the harm?
- What needs to be done to repair the harm?

The terms we use in an investigation include:

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| Allegation: | The claim that someone has broken a rule in a UFV policy |
| Respondent: | The person who the complaint/report is about |
| Complainant: | The person who submitted the complaint/report |
| Witness: | A person who can share their knowledge or experience of the content of a complaint/report |
| Investigator: | A person who will have a conversation with all respondents, complainants, and witnesses to answer the above questions. |
| Support Person: | A friend or family member who can sit in on the investigation and provide personal support, but not able to respond on behalf of the interviewee |
| Student Support Coordinator: | All students going through an investigation are assigned a Support Coordinator to assist and answer questions through the entire process |

Both the complainant, *and* the respondent, will:

- Be informed about the policy, the investigation process, and what the next steps will be
- Be able to share what happened from your point of view with an unbiased investigator and decision-maker
- Have the right to hear and respond to all information that becomes available in the investigation
- Have the right to have a support person with you
- Be informed about the results of the investigation as quickly as possible.

The goal is to go through this process as quickly possible so that all those involved in case can continue to focus on their academics

For the respondent (the person who the report is about), this also means:

- You have the right to know what the report is about
- You have the right to know who made the report
- You will be informed about the results of the investigation
- Any outcome will be considered more or less equal to the harm caused

If you disagree with the results of the investigation, you may be able to appeal the decision. An appeal is when you ask the decision maker to re-consider their decision because one of three options

1. Procedural unfairness or bias in the investigation
2. New information is available that could change the decision
3. The decision is excessive, unreasonable, or unfair in each case, the student has to be able to demonstrate the cause for appeal