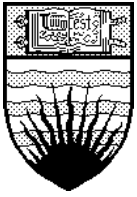


# THE UNIVERSITY OF BRITISH COLUMBIA



1 May 2008

**SENATE NOMINATING COMMITTEE**  
**c/o Enrolment Services**

2016 - 1874 East Mall

Vancouver, B.C. Canada V6T 1Z1

Tel: (604) 822-9952 Fax: (604) 822-5945

christopher.eaton@ubc.ca

To: Senate  
From: Senate Nominating Committee

**Re: Roles, Responsibilities, and Procedural Documentation  
for Standing Committees (information)**

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As senators will recall, several months ago the suggestion was made by the Agenda Committee that the Nominating Committee could work with standing committees of Senate to review their structures and produce documents that elaborated upon their terms of reference, roles, and procedures. This process has been completed by almost all Committees of Senate (Student Awards and Teaching & Learning have yet to be completed), and the Committee has reviewed the documents produced and now presents them to Senate for its information. The Committees hope is that these documents may be maintained and updated by the committees from time to time, and will assist senators and others in understanding the roles and operations of all committees of Senate.

Several of the committees have proposed amendments to their formal terms of reference therein. Please note that these are not for the consideration or approval of Senate at this time. The Nominating Committee will review them in due course, and make recommendations to Senate for their approval as appropriate and needed in the new academic year.



# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Academic Building Needs Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## ACADEMIC BUILDING NEEDS COMMITTEE ROLES, RESPONSIBILITIES, AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Academic Building Needs Committee is provided herein.

### 2. Terms of Reference (Current)

1. To monitor the implementation of the Campus Plan;
2. To review annually all building project priorities;
3. To recommend priorities on new academic buildings with consideration for the needs of academic and non-academic buildings, balance of types of teaching spaces, and relationship to physical plant and planning;
4. To review the impact of every development, whether building or landscape, on the total teaching and academic resource;
5. To report annually to Senate on the status of building projects, on their impact on the teaching and academic resource, and on the Committee's role in the capital project approval process.

### 3. Committee Composition

- 8 Senators, including 2 student senators and 1 convocation senator (voting)
- Chancellor (ex-officio, voting)
- President (ex-officio, voting)
- Registrar (ex-officio, non-voting)
- Vice-Provost & Associate Vice-President, Academic Resources (ex-officio, voting)

Quorum for the transaction of business: 6 members of the Committee who are members of Senate

### 4. Legislative and Regulatory References to the Committee

The following powers of the Senate from the *University Act*, are relevant to the activities of the Academic Building Needs Committee:

- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:
- (b)** to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine..



- (m) to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies;
  - (o) to make recommendations to the board considered advisable for promoting the interests of the university or for carrying out the objects and provisions of this Act;
- 27 (2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:
- (d) in consultation with the senate, to maintain and keep in proper order and condition the real property of the university, to erect and maintain the buildings and structures on it that in the opinion of the board are necessary and advisable, and to make rules respecting the management, government and control of the real property, buildings and structures;
  - (e) in consultation with the senate, to provide for conservation of the heritage sites of the university, including any heritage buildings, structures and land of the university;

## **5. Roles and Responsibilities**

The Committee's responsibilities are shared, in part, with the President's Advisory Committee on Property and Planning.

## **6. Regular reporting to the Senate**

To report annually to Senate on the status of building projects, on their impact on the teaching and academic resource, and on the Committee's role in the capital project approval process, as per the Committee's Term of Reference 5 approved by Senate on 16 May 2006.

## **7. Procedures**

The Committee normally meets on an ad hoc basis as the need for a meeting arises.

# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Academic Policy Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## ACADEMIC POLICY COMMITTEE ROLES, RESPONSIBILITIES, AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Academic Policy Committee is provided herein.

### 2. Terms of Reference (Current)

1. To advise the Senate on such matters of important academic policy as may be referred to it from time to time.
2. To advise the Senate on significant academic policy matters which, in the judgment of the Committee, might be brought to the attention of an appropriate standing committee of Senate for review. If the subject is not addressed in the mandate of another committee, the Academic Policy Committee may review the issue itself and report to Senate.
3. To advise the Agenda Committee, when requested, on matters brought before Senate.
4. To assess, when requested by Senate, the impact of decisions on academic policies or regulations approved by Senate and report on the results of such analyses.
5. To consider proposals for the organization or reorganization of academic units and to make recommendations thereon to Senate (Senate minutes May 16, 2006).
6. To report to the Senate at least annually on its deliberations.

### 2. Terms of Reference (Proposed)

1. To advise the Senate on such matters of important academic policy as may be referred to it from time to time.
2. To advise the Senate on significant academic policy matters which, in the judgment of the Committee, might be brought to the attention of an appropriate standing committee of Senate for review. If the subject is not addressed in the mandate of another committee, the Academic Policy Committee may review the issue itself and report to Senate.
3. To assess, when requested by Senate, the impact of decisions on academic policies or regulations approved by Senate and report on the results of such analyses.
4. To consider proposals for the organization or reorganization of academic units and to make recommendations thereon to Senate.

### 3. Committee Composition

- 13 Senators, including 2 student members (voting)
- Chancellor (ex-officio, voting)
- President (ex-officio, voting)



- Vice-Provost & Associate Vice-President Academic Affairs (ex-officio, voting)
- Registrar (ex-officio, non-voting)

Quorum for the transaction of business: 7 voting members

#### **4. Legislative References:**

The following powers of the Senate from the *University Act*, are relevant to the activities of the Academic Policy Committee:

- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:
- (b)** to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine..
  - (i)** to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair..
  - (k)** to determine the members of the teaching and administrative staffs who are to be members of each faculty..
  - (n)** to provide for the preparation and publication of a university calendar..
  - (u)** to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;
- 41** A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

#### **5. Roles and Responsibilities**

The Committee primarily serves as a “catch-all” for areas of academic policy where Senate has established no other committee with more specific remit. Most of its day-to-day business deals with organizational changes to the academic side of the University, and changes to academic regulations.

#### **6. Delegated responsibilities**

The Academic Policy Committee has no delegated authority from Senate, nor are its activities undertaken by other Committees. From time to time, the Committee does establish Sub-Committees to consider and develop matters under the jurisdiction of the Committee and to make recommendations therein to the full Committee.

#### **7. Regular reporting to the Senate**

The Committee currently has an annual reporting requirement to Senate; at present, it reports frequently (at a majority of meetings each year).

#### **8. Procedures**

The Committee generally meets monthly during the Winter Session and as circumstances require during the Summer.



Business before the Committee generally comes from four places:

- A) From the faculties, for proposals affecting their students, programs, or organization;
- B) From the Provosts office, for proposals – generally of a broad nature – of interest to the senior administration;
- C) From Enrolment Services units, for proposals relating to student services, student administration and academic regulations
- D) From either Committee members given specific remits as sub-committees, or the secretariat staff of Enrolment Services, to develop new proposals or review and revise previously submitted material.

The Committee generally invites guests to present materials and answer questions, but undertakes its deliberations in closed sittings where only Committee members and staff of the secretariat are present.

Although the Committee receives reports from a variety of persons and organizations, it is in the habit of adopting and amending proposals so that they become a report of the Committee; as such, reports to the Senate from the Committee generally take the form of a covering memorandum from the Committee providing a rationale and the motion to be considered, and a volume of work composed by the original proposer but as amended by the Committee.





# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Admissions Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## ADMISSIONS COMMITTEE ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Admissions Committee is provided herein.

### 2. Terms of Reference

#### CURRENT:

1. To examine and rule on applications for admission and transfer that are not clearly resolvable under the regulations governing admission; and to review and rule on appeals related to admission, re-admission, and transfer to the University.
2. To consider and review admissions and transfer policy. To review performance in relation to admissions and transfer policy, and to make recommendations to Senate.
3. To review advancement requirements.
4. To consider and review University and faculty enrolments of new and continuing students.
5. Assistant or Associate Deans are to excuse themselves from the hearing of student appeals if the faculty decision under appeal is one of their own faculty.
6. Only Committee members who are also members of Senate may vote on motions related to student appeals.

#### PROPOSED:

1. To examine and rule on applications for admission and transfer that are not clearly resolvable under the regulations governing admissions; and to review and rule on appeals related to admission, re-admission, and transfer to the University
  - a. Assistant or Associate Deans are to excuse themselves from the hearing of student appeals if the faculty decision under appeal is one of their own faculty.
  - b. Committee members who are not members of Senate are to excuse themselves from the hearing of student appeals. Only Committee members who are also members of Senate may vote on motions related to student appeals.
  - c. Decisions made on appeals brought before the committee are reported to Senate for information on an annual basis.
2. To consider and review admissions and transfer policy, and to make recommendations to Senate.
3. To review advancement requirements for academic programs throughout the University, including both new programs and changes to existing programs, and to make recommendations to Senate.



4. To consider and review University and faculty enrolments of new and continuing students.
5. To seek resolution of disputes between units\* within the University concerning admissions, transfer and advancement policy and to make recommendations to Senate as needed.
6. To review and approve the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation.\*\*

\* We interpret the term in a broad sense, including but not limited to administrative and academic units.

\*\* Under Section 38.2(4) of the *University Act*, the responsibility of considering affiliation agreements falls to the Council of Senates. The Senate Admissions Committee considers those agreements that the Council deems relevant to the Vancouver Campus.

### 3. Committee Composition

- 9 Senators, to include 2 student senators and 1 convocation senator (voting)
- Chancellor (ex-officio) (voting)
- President (ex-officio) (voting)
- Registrar (ex-officio) (voting, except in cases of Student Appeals)
- Chair, Senate Curriculum Committee (ex-officio) (voting)
- Associate Registrar and Director, Student Recruitment, Admissions and Awards (ex-officio) (voting, except in cases of Student Appeals)
- One Assistant or Associate Dean from each Faculty (ex-officio) (voting, except in cases of Student Appeals)

Quorum for the transaction of business: 5 members of the Committee who are members of Senate

### 4. Legislative and Regulatory References to the Committee

The following powers of the Senate, which are referenced in the *University Act*, are relevant to the activities of the Admissions Committee:

- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:
- (b)** to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;
  - (c)** to determine all questions relating to the academic and other qualifications required of applicants for admission as students to the university or to any faculty, and to determine in which faculty the students pursuing a course of study must register;
  - (n)** to provide for the preparation and publication of a university calendar;
  - (p)** to deal with all matters reported by the faculties, affecting their respective departments or divisions;
  - (u)** to set the terms of affiliation with other universities, colleges or other institutions of learning, and to modify or terminate the affiliation;\*

\* The Council of Senate refers those terms of affiliations to campus-specific Admissions Committees as they see fit.



- 27 (2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:
- (r) with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined;
- 41 A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.

The following items in the *Rules and Procedures of the Vancouver Senate* (March 2008) are relevant to the activities of the Admissions Committee:

- 27 The Senate may at any time by motion carried with a two-thirds (2/3) majority, delegate to one or more committees those of its powers as it may determine by virtue of listing those delegations and any accompanying restrictions below:
  - (a) Admissions Committee (to approve admissions matters in the summer months on the recommendation of the faculties and schools for implementation the following September, with the proviso that the matter must be ratified by Senate that September; and to hear final appeals on applications for admission and re-admission to programs).
- 31 Every Senate committee shall be free to co-opt additional members, whether or not they are members of the Senate, subject to two conditions:
  - (a) First, a majority of the entire committee must vote in favour of each individual proposed.
  - (b) Thereafter the Senate must vote in favour of each individual proposed.
- 32 Co-opted members of committees shall have full voting rights on these committees, upon approval of their co-option by Senate.
- 33 Attendance at meetings of Senate committees is normally limited to members of the committee. Others may attend only with the permission, or at the request of, the Committee.
- 34 Committee members may not appoint a voting proxy or another member to attend or act in their place.
- 35 Members of committees whose term of office on the Senate have ended are requested to continue attendance at committee meetings until their successors have been appointed.
- 41(a) The chairs of the Curriculum, Admissions, and Academic Policy Committees shall be recommended to the members of the Council of Senates who elect Committee chairs as those chairs to be elected. Additionally, the Nominating Committee shall recommend to the Senate a fourth standing Committee, the chair of which shall also be recommend to said members for election.



## 5. Functions Shared with Other Bodies

The Senate Admissions Committee has delegated some of its functions to administrative units on campus, including but not limited to units within Enrolment Services and the Provost's Office. The Committee oversees decisions made by these units which relate to its terms of reference.

From time to time as it sees fit, the committee may strike a sub-committee to consider a specific issue of interest and report its findings back to the whole committee.

The Admissions Committee works collaboratively with other Committees of Senate, the Chair of the Senate, the Strategic Enrolment Management Committee, the Provost and Vice-President Academic, other Senators as appropriate, and with the Secretariat in discharging its duties. The Admissions Committee works with the Admissions and Awards Committee of the Okanagan Senate on issues with system-wide implications, and maintains a dialogue with the chair of that committee in order to identify such issues.

## 6. Regular Reporting to the Senate

The Admissions Committee reports to Senate on a regular basis with items requiring Senate approval. Decisions made on appeals brought before the committee are reported to Senate for information on an annual basis.

## 7. Committee Procedures

The Committee normally meets once monthly prior to the meeting of the Agenda Committee. The Senate Secretariat normally staffs the meeting.

Every effort will be made to ensure that the quorum of the committee is met at regularly scheduled meetings. In the event that quorum cannot be met at a regularly scheduled meeting, committee decisions, including decisions on appeals, may be made by email discussion and vote of a quorum of committee members who are also members of Senate.

The agenda for these meetings generally includes the following items:

- At the first committee meeting of a newly constituted Senate, a chair of the committee is elected from amongst the committee members who are also members of Senate.
- To consider proposals from the faculties relating to admissions, advancement requirements, and transfer policy, and recommend to Senate those that meet with the committee's approval.
- To approve terms of affiliations between UBC Vancouver and other institutions and report to Senate for information.
- To rule on appeals of admission, re-admission and transfer decisions.
- To consider matters of policy relating to admissions, advancement requirements, and transfer policy, and recommend to Senate those that meet with the committee's approval.

## 8. Appeals Procedures

The following entry appears in the Admissions Chapter of the University Calendar:

### Appeals on Admission Decisions

Applications are screened carefully by Enrolment Services in accordance with Senate and faculty admission policies. Applicants who believe that they have been unjustly denied admission to a program due to an error in process or who believe that they deserve special consideration due to mitigating circumstances should discuss the matter with their Admissions Evaluator immediately



upon receipt of their final admission decision. If a satisfactory resolution cannot be achieved, the applicant may submit a written appeal to Enrolment Services for review by the applicant's faculty or school. **Appeals against admission decisions will be considered on applications for the current year only and must be submitted within four weeks of the date of issue on the admission decision letter, or by the 15th of the month prior to the start of classes, whichever is earlier.** The letter of appeal should include (a) the decision against which the applicant is appealing, (b) a statement of the grounds for the appeal, (c) a detailed account of the circumstances relating to the appeal, and (d) copies of any relevant documents. For more information, refer to the Admissions chapter of the University Calendar.

#### **Appeals to Senate Admissions Committee**

Applicants who are unsuccessful in their appeal at the faculty or school level may submit a written appeal to Enrolment Services for review by the Senate Admissions Committee. The Senate Admissions Committee reviews doubtful cases and cases of appeal against decisions made on the basis of Senate policy. **Appeals to the Senate Admissions Committee must be submitted to Enrolment Services no later than the 15th of the month prior to the start of classes.**

The Committee may allow an appeal where it decides that a faculty or school may have overlooked or misinterpreted information provided by the applicant, or arrived at a decision without reasonable consideration of mitigating circumstances, or acted contrary to the faculty's published procedures. Whenever possible, the student should provide documentary evidence to support the appeal.

Upon receipt of the appeal, Enrolment Services will send a copy of the statement of appeal to the dean of the relevant faculty or school, and ask the faculty or school to provide a written response. Enrolment Services will then forward copies of the student's appeal and the faculty or school's response to the Senate Admissions Committee for its consideration.

The decision of the Committee will be communicated in writing to the student and to the dean of the faculty or school within ten days of the hearing of the appeal. The Committee's decision is final.



# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Agenda Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## AGENDA COMMITTEE ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Agenda Committee is provided herein.

### 2. Terms of Reference

1. To prepare an agenda for Senate meetings.
2. To discuss matters referred to it by Senate or by the chair of Senate for report to Senate.
3. To consider and take action on behalf of the Senate on all matters that may be referred to the Senate by the Board (Senate minutes May 21, 1975, p. 6397).
4. To consider matters relating to the implementation of the University Act (Senate minutes October 15, 1980, p. 7409).
5. To annually collect and prepare for Senate discussion topics of broad academic interest (Senate minutes May 16, 2006).

### 3. Committee Composition

- 7 Senators, to include 2 student members (voting)
- Chancellor (ex-officio, voting)
- President (ex-officio, voting)
- Registrar (ex-officio, non-voting)

Quorum for the transaction of business: 4 voting members

### 4. Legislative and Regulatory References to the Committee

The following powers of the Senate, which are referenced in Section 37(1) of the *University Act*, are relevant to the activities of the Agenda Committee:

- (a) to regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business, and the election of a vice chair at least annually, who is to chair meetings in the absence of the president;
- (q) to establish a standing committee to consider and take action on behalf of the senate on all matters that may be referred to the senate by the board;



The following items in the *Rules and Procedures of the Vancouver Senate* (March 2008) are relevant to the activities of the Agenda Committee:

- 3 The Agenda Committee shall consider and make recommendation on any matters relating to the rules and procedures of the Senate that are not otherwise covered by these Rules and Procedures.
- 16(d) The Agenda Committee may cancel a regular meeting if there is neither urgent nor sufficient business.
- 20(a) The agenda for regular meetings is normally proposed by the Agenda Committee a minimum of twelve (12) days prior to the scheduled meeting date of the Senate.
- 20(c) Recommendations from the Agenda Committee may, upon a simple majority vote of Senate, be set aside.
- 20(e) Any member may request in writing to the Secretary of the Senate that the Agenda Committee include on the agenda of the next regular meeting any such matter that the member requests the Senate to consider. After receiving notification from the Secretary of Senate, the Agenda Committee shall include the matter on the proposed agenda of the next regular meeting of Senate.
- 22(g) If notice of motion to refer to the Council of Senates has been made under Section 22(f), the Agenda Committee shall be responsible for considering and making a recommendation to the Senate by its next meeting on the disposition of the motion, except in such cases where notice of motion is given by a committee of Senate.

## 5. Roles and Responsibilities

The Agenda Committee has adopted the following roles and responsibilities in addition to those indicated in its terms of reference:

- To work to ensure that the Senate meets its legislative mandate for the academic governance of the University.
- To consider and recommend to the Senate changes to its Rules and Procedures as may be considered necessary from time to time.
- To review the activities of the Okanagan Senate, the Board of Governors and the Council of Senates in order to consider when a matter may require the consideration of Senate for information or approval.
- To consider proposed Senate agenda items to determine whether such items ought to be (a) considered by Senate for information or approval, or (b) referred to one or more Committees of Senate prior to consideration by Senate, or (c) otherwise disposed of.
- To write, jointly with Secretariat, the annual report of Senate and to bring this for information to the September meeting of Senate each year.
- To make recommendations to the Senate and its Chair on procedural matters relating to the conduct of Senate meetings.

## 6. Responsibilities Shared with Other Bodies

This Committee has not delegated any of its responsibilities to other Committees or bodies. The Agenda Committee works collaboratively with all other Committees of Senate, the Chair of the





Senate, the Provost & Vice-President Academic, other Senators as appropriate, and with the Secretariat in discharging its duties.

## **7. Regular Reporting to the Senate**

To bring the Annual report of the Senate to the September meeting each year, for information.

## **8. Procedures**

The Committee normally meets on the Friday 13 days before each Senate meeting. The Associate Secretary and other members of the Secretariat normally staff the meeting.

The agenda for these meetings generally includes the following items:

- To consider and finalize the upcoming Senate meeting agenda and agenda materials, based on a draft prepared by the Secretariat.
- To consider the schedule of Committee reports for the remainder of the academic year and/or Senate term.
- To consider and approve draft reports of the Agenda Committee. Draft reports of the Agenda Committee are normally distributed to Agenda Committee members electronically in advance of Committee meetings.
- To consider general matters relating to the Senate and Senate Committees and their powers, the University Act, the Council of Senates, the Okanagan Senate, and the Board of Governors.



# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Committee on Appeals on Academic Standing  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## COMMITTEE ON APPEALS ON ACADEMIC STANDING ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Vancouver Senate Committee on Appeals on Academic Standing is provided herein.

### 2. Appeals Procedures

(As published in the University Calendar 2008-2009, Chapter V, with proposed additions in **bold** and deletions in ~~strike through~~)

#### DEFINITIONS

"Committee" means the University Senate's Committee on Appeals on Academic Standing.

"Dean," not only in this part, but in these regulations generally, shall be deemed to include, where necessary, any other appropriate officer of the University.

"Faculty," not only in this part, but in these regulations generally, shall be deemed to include, where necessary, any other appropriate administrative unit of the University.

**“Days,” when referring to a number of days means working days and will not be construed as including Saturdays and Sundays or any other days on which the University is closed, unless required otherwise by the context.**

#### APPEALS PROCEDURE

Students who wish to protest decisions relating to their academic studies may do so. The protest should be made initially as near the source of difficulty as possible, presumably an instructor, and progress to the head of the department concerned and then to the dean of the faculty. There is a standing committee of the University Senate, the Committee on Appeals on Academic Standing, that reviews all appeals made to the Senate, the senior academic authority in the University. Following are the policies and procedures of this Committee.

#### 1 COMPOSITION OF THE COMMITTEE

- 1.1** The Committee consists of eleven members, six of whom are members of Senate who are faculty members, three of whom are members of Senate who are students, and two of whom are members of Senate who are neither faculty members nor students. The Chancellor, the President, and the Registrar are members of the Committee ex-officio; the Chancellor and the President, but not the Registrar, shall be entitled to vote.

#### 2 TERMS OF REFERENCE



- 2.1 The Committee shall hear and dispose of appeals by students from decisions of Faculties on matters of academic standing, but the Committee has no jurisdiction where the sole question raised in an appeal turns on the exercise of academic judgment by a Faculty.
- 2.2 Subject to section 2.3 below, the decision of the Committee on an appeal is a final disposition of that appeal. Senate has conferred on the Committee the power of making final decisions pursuant to Section 37(1)(b) of the *University Act*.
- 2.3 If an issue on an appeal raises, in the opinion of the Committee, an unsettled question of policy or procedure of general importance to the University, the Committee may refer that question to the Senate for a ruling.
- 2.4 The Committee shall allow an appeal where it decides that the decision has been arrived at through improper or unfair procedures, and that as a result, a wrong decision on the merits has or may have been arrived at. Without limiting the generality of the phrase "improper or unfair procedures," it shall be construed to include the consideration of information that ought not to have been considered and the failure to consider information that ought properly to have been considered.
- 2.5 An appeal allowed by the Committee shall be by:
  - (a) reversal of the decision of the Faculty, and the granting of such academic standing to the appellant as the Committee thinks fit in the circumstances; or
  - (b) quashing of the decision of the Faculty, and the sending of the matter back to the Faculty to be dealt with in accordance with proper procedures.
- 2.6 In all cases, other than those falling within paragraph 2.4, the Committee shall dismiss the appeal. A dismissed appeal or a tie vote on the decision upholds the decision being appealed and the case is dismissed.
- 2.7 In order to ensure that an appeal is fairly conducted, the Committee may in any particular case waive any of the procedural rules provided for in these regulations, or may make such further ancillary rulings on procedure as it sees fit. The rules need not conform to an adversarial model and inquiry model rules may be applied.
- 2.8 Members of the Committee will not discuss the substance of an appeal with any of the parties other than at a hearing.
- 2.9 The Committee shall make annual reports to Senate. The report shall state the number of appeals heard, their disposition, and the general nature of the appeals, and shall draw Senate's attention to any other matters of general significance in the University which have arisen out of the Committee's work.
- 3 PROCEDURES PRIOR TO THE HEARING
  - 3.1 A student who wishes to appeal a decision of a Faculty shall lodge a written notice of appeal with the Registrar within 10 days of being informed in writing of the Faculty's final decision.
  - 3.2 Within 5 days of receiving a notice of appeal, the Registrar shall send to the appellant a copy of these regulations, and in addition shall inform the appellant that he or she is



entitled to appear before the Committee in person and may also be represented by counsel.

3.3 Within 15 days of receiving the regulations, the appellant shall file with the Registrar a statement of appeal. This should contain each of the following:

- 1) a statement of the decision from which the appeal is being taken
- 2) a statement of the relief which the appellant seeks
- 3) a brief chronological statement of the circumstances relating to the appeal
- 4) copies of any documents which the appellant intends to rely on at the hearing
- 5) the names of any witnesses the appellant proposes to call at the hearing (it is the appellant's responsibility to ensure that such witnesses are present at the hearing)

~~3.4 Within 5 days of its receipt the Registrar shall send the appellant's statement of appeal to the Dean of the faculty from which the appeal is being taken.~~

**3.4 If some of the documents on which the appellant intends to rely on at the hearing are of a medical nature, the Registrar may, at the Registrar's discretion, or at the request of the appellant or the Faculty, refer the statement of appeal to Access and Diversity, requesting an evaluation of medical documentation for the information of the Committee. The procedures for such a referral are as follows:**

- 1. Within 5 days of the Registrar's receipt of the appellant's statement of appeal, the Registrar shall submit the statement of appeal to Access and Diversity.**
- 2. Within 15 days of Access and Diversity's receipt of the appellant's statement of appeal, Access and Diversity shall file an assessment with the Registrar. The Registrar may, of his or her own volition, or at the request of Access and Diversity, extend this time limit.**

**3.5 If there is a referral to Access and Diversity, within 5 days of its receipt, the Registrar shall send the appellant's statement of appeal and the Access and Diversity assessment to the Dean of the faculty from which the appeal is being taken**

**3.6 If there is no referral to Access and Diversity, within 5 days of its receipt, the Registrar shall send the appellant's statement of appeal to the Dean of the faculty from which the appeal is being taken.**

~~3.5~~**3.7** Within 15 days of the receipt from the Registrar of the appellant's statement of appeal, the Dean shall file a response with the Registrar. This should contain each of the following:

- 1) a confirmation of the nature of the decision from which the student is appealing or, if the decision is not properly stated in the appellant's statement of appeal, a statement as to the nature of the decision
- 2) a statement whether, assuming the appeal were to be allowed, the relief sought by the student ought properly to be granted
- 3) the Faculty's response to the grounds of appeal
- 4) the Faculty's comments on the chronological statements of events
- 5) copies of any documents which the faculty intends to rely on at the hearings
- 6) the names of any witnesses the Faculty proposes to call at the hearing



- 3.63.8** Within 10 days of the receipt of the Faculty's response, the Registrar shall set a date for a hearing. The hearing should usually take place within two months of the receipt of the Faculty's response.
- 3.73.9** Prior to the hearing, the Registrar shall circulate copies of material submitted by the appellant, ~~and the Faculty~~ **and, if applicable, Access and Diversity** to the members of the Committee, the appellant, and the Faculty.
- 3.83.10** The time limits referred to in paragraphs 3.1–3.8 are intended as outside limits, and all parties are encouraged to make every effort to proceed more quickly if possible.
- 3.93.11** The Registrar may, ~~of his or her own volition~~ at the Registrar's discretion or at the request of the appellant or the Faculty, extend the time limits provided for in these regulations. If the Registrar refuses to extend the time limits following the request, then the refusal may be appealed to the Committee as a whole, and the Committee may, acting pursuant to its authority under the University Act, extend the time limits as it sees fit.
- 3.103.12** The Senate Committee may, at its discretion, dismiss an appeal for lack of timely prosecution.

#### 4 PROCEDURES AT THE HEARING

- 4.1 A quorum for any hearing before the Committee shall consist of at least 5 voting members, or any lesser number if that is agreed to by the appellant and the Faculty.
- 4.2 A member of the Committee shall not take part in an appeal where to do so would involve the member of the Committee in a conflict of interest (e.g., conflict of duty).
- 4.3 At the hearing, subject to the rulings of the Committee, the following order should be followed:
1. The appellant may make an opening statement;
  2. The appellant may call and examine such witnesses as the appellant sees fit;
  3. The Faculty may cross-examine any of the witnesses called by the appellant, including, where appropriate, the appellant;
  4. The Faculty may make such opening statement as it sees fit;
  5. The Faculty may call and examine such witnesses as it sees fit;
  6. The student may cross-examine any of the Faculty's witnesses;
  7. The appellant may make a closing statement;
  8. The Faculty may make a closing statement; and
  9. The appellant may respond to any matters arising out of the Faculty's statement to which the appellant has not yet spoken.
- 4.4 The Committee may request that it be provided with further information other than that supplied initially by the appellant or the Faculty. Without limiting this general power if, after a hearing, the Committee is of the opinion that it requires further information in order to reach a decision it may either ask that that information be supplied at a further hearing or, without a hearing, it may ask that the information be supplied to it in writing. In the latter case both the appellant and the Faculty must be given the opportunity of



commenting on the information so supplied, before the Committee reaches a final decision.

5 THE DECISION

- 5.1 The Committee may arrive at a decision on the basis of a majority vote of those voting members of the Committee present at the hearing.
- 5.2 In the event of a tie vote an appeal shall be dismissed.
- 5.3 The decision of the Committee shall be communicated in writing to the appellant and to the Dean of the Faculty within 10 days of the final hearing of the appeal.
- 5.4 The Committee shall give reasons for its decision **within 30 days of the final hearing of the appeal**; and in the case of a minority vote, the minority may if it wishes give reasons for its dissent.

## 2. Legislative and Regulatory References to the Committee

The following powers of the Senate, which are referenced in the *University Act*, are relevant to the activities of the Appeals on Academic Standing Committee:

- 37 (1) The academic governance of the university is vested in the senate and it has the following powers:
  - (b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;

The following items in the *Rules and Procedures of the Vancouver Senate* (16 November 2007) are relevant to the activities of the Appeals on Academic Standing Committee:

- 18(b) Quorum for committees of the Senate shall be as set in their terms of reference. In the event a quorum is not so set, quorum shall be 50% of the voting members of such a committee.
- 26 The Senate may at any time by motion carried with a two-thirds majority, delegate to one or more committees those of its powers as it may determine by virtue of listing those delegations and any accompanying restrictions below:
  - (c) Appeals on Academic Standing Committee (to hear final appeals on matters of academic standing).
- 36 Committee Reports
  - (a) Only those committees which have received delegated powers, as noted in Section 26, are required to present a report to Senate on their decisions. Otherwise, standing committees are not expected to report annually or periodically unless they have something to report.

## 3. Regular Reporting to the Senate

To report to Senate annually on decisions made on appeals brought before the committee.





# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Curriculum Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## CURRICULUM COMMITTEE ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Curriculum Committee is provided herein.

### 2. Terms of Reference

1. To consider proposals from Faculties for new, changed, and deleted courses, programs of study, degrees, and other credentials and to make recommendations thereon to Senate.
2. To keep under review the policies and programs of the University with respect to continuing education activities.
3. To monitor Senate's policy on expanding the availability of degrees and other credentials through part-time study, and to make recommendations thereon to Senate.
4. To recommend, where appropriate, an order of priority for the implementation of the recommendations of the Committee.
5. To consider proposals from Faculties for changes, additions, or deletions to material presented on degree and diploma parchments, and on students' transcripts of academic

### 3. Committee Composition

- Eighteen members of Senate - including five student members and at least three convocation members - appointed by the Senate upon recommendation of the Nominating Committee.
- Chancellor (ex-officio) (voting)
- President (ex-officio) (voting)
- Registrar (ex-officio) (non-voting)
- Librarian (ex-officio) (voting)
- Vice-Provost & Associate Vice-President, Academic Affairs (ex-officio) (voting)
- Associate Vice-President, Continuing Studies (ex-officio) (voting)
- Representative, Continuing Education Division in the Health Sciences (voting)
- One Curriculum Committee Chair from each Faculty (ex-officio) (voting)

Quorum for the transaction of business: 9 voting members

### 4. Legislative and Regulatory References to the Committee

The following powers of the Senate, which are referenced in the *University Act*, are relevant to the activities of the Curriculum Committee:



- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:
- (b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;
  - (d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations;
  - (f) to consider, approve and recommend to the board the revision of courses of study, instruction and education in all faculties and departments of the university;
  - (g) to provide for courses of study in any place in British Columbia and to encourage and develop extension and correspondence programs;
  - (h) to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;
  - (i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;
  - (n) to provide for the preparation and publication of a university calendar;
  - (p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;

- 40** A faculty has the following powers and duties:
- (d) to determine, subject to the approval of the senate, the courses of instruction in the faculty;

The following items in the *Rules and Procedures of the Vancouver Senate* (March 2008) are relevant to the activities of the Admissions Committee:

- 27 The Senate may at any time by motion carried with a two-thirds (2/3) majority, delegate to one or more committees those of its powers as it may determine by virtue of listing those delegations and any accompanying restrictions below:
- (b) Curriculum Committee (to approve curriculum matters in the summer months on the recommendation of the faculties and schools for implementation the following September, with the proviso that the matter must be ratified by Senate that September);
- 41(a) The chairs of the Curriculum, Admissions, and Academic Policy Committees shall be recommended to the members of the Council of Senates who elect Committee chairs as those chairs to be elected. Additionally, the Nominating Committee shall recommend to the Senate a fourth standing Committee, the chair of which shall also be recommend to said members for election.

## **5. Responsibilities Shared with Other Bodies**

The Committee presents joint reports with the Senate Admissions Committee for new programs.



The Committee has delegated some power to two sub-committees: an editorial sub-committee, and a graduate sub-committee. These sub-committees review and approve minor (aka, Category 2) curriculum proposals.

Staff of Enrolment Services enter material approved by the Committee into the University Calendar, degree navigator, Scheduling, and other services.

## **6. Regular Reporting to the Senate**

The Curriculum Committee reports to Senate frequently with items requiring Senate approval.

## **7. Procedures**

The Committee normally meets once monthly a week prior to the meeting of the Agenda Committee.

The Committee has a detailed set of guidelines for the submission and consideration of curriculum proposals.



# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Library Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## LIBRARY COMMITTEE ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Vancouver Senate Library Committee is provided herein.

### 2. Terms of Reference

#### CURRENT:

1. To advise and assist the Librarian in:
  - a. formulating a policy for the development of resources for instruction and research;
  - b. advising on the allocation of collection funds to the fields of instruction and research (Senate minutes September 14, 1994);
  - c. developing a general program of library service for all the interests of the University; and
  - d. keeping informed about the library needs of instructional and research staffs, and keeping the academic community informed about the library.
2. To report to Senate on matters of policy under discussion by the Committee.
3. To recommend to the Senate with respect to rules on the management and conduct of the Library.

### 3. Committee Composition

- 14 Senators, to include 4 student senators and 2 convocation senators (voting)
- Chancellor (ex-officio) (voting)
- President (ex-officio) (voting)
- Registrar (ex-officio) (non-voting)
- Librarian (ex-officio) (voting)
- Vice-President, Academic and Provost (ex-officio) (voting)
- Director, School of Library, Archival & Information Studies (ex-officio) (voting)

Quorum for the transaction of business: a simple majority of the elected members

### 4. Legislative References to the Committee

The following powers of the Senate, which are referenced in the *University Act*, are relevant to the activities of the Library Committee:

- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:



- (b) to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;
- (l) to make rules for the management and conduct of the library;
- (m) to establish policies regarding the conservation of heritage objects and collections that are owned by or in the possession of the university or any of its faculties, divisions, departments or other agencies;

## **5. Roles and Responsibilities**

The Library Committee has adopted the following roles and responsibilities in addition to those indicated in its terms of reference:

- To deliberate matters referred to it by Senate.

## **6. Responsibilities Shared with Other Bodies**

This Committee has not delegated any of its responsibilities to other Committees or bodies. From time to time as it sees fit, the committee may strike a sub-committee to consider a specific issue of interest and report its findings back to the whole committee. The Library Committee works collaboratively with all other Committees of Senate, the Chair of the Senate, the Vice-President, Academic & Provost, other Senators as appropriate, and with the Secretariat in discharging its duties.

## **7. Regular Reporting to the Senate**

The Library Committee does not have an obligation to report to Senate regularly. The Committee reports to Senate on all matters of policy under discussion by the Committee from time to time as matters arise.

## **8. Procedures**

The Committee normally meets on an ad hoc basis as the need for a meeting arises. The Senate Secretariat normally staffs the meeting. The agenda for these meetings normally consists of a collection of items brought to the committee's attention for deliberation and/or matters referred to the Committee by Senate.

# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Nominating Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## NOMINATING COMMITTEE ROLES, RESPONSIBILITIES, AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Vancouver Senate Nominating Committee is provided herein.

### 2. Terms of Reference (Current)

1. To nominate the elected membership of all Senate committees, unless Senate otherwise provides, and to recommend the size of each committee.
2. To review the composition of Senate during the third year of each Senate, and also to conduct such a review should any substantive changes be made to the University Act, or should the number of faculties or colleges at the campus change.
3. The terms of reference of Senate committees to be reviewed by the Nominating Committee during the third year of each Senate. [NB: Outdated]

### 2. Terms of Reference (Proposed)

1. To nominate the elected membership of all Senate committees, unless Senate otherwise provides, and to recommend the size and terms of reference for each committee;
2. To nominate the elected senate membership on other bodies where Senate is represented, unless Senate otherwise provides, and to make recommendations on the composition and form of such committees;
3. To nominate the Vice-Chair of Senate; and
4. To review the composition of Senate during the third year of each Senate, and also to conduct such a review should any substantive changes be made to the University Act, or should the number of faculties or colleges at the campus change.

### 3. Committee Composition

- 10 Senators, including 2 student members and 2 convocation members (voting)
- Chancellor (ex-officio, voting)
- President (ex-officio, voting)
- Registrar (ex-officio, voting)

Quorum for the transaction of business: 7 voting members



#### 4. Legislative References

The following powers of the Senate from the *University Act*, are relevant to the activities of the Nominating Committee:

- 37(1)** The academic governance of the university is vested in the senate and it has the following powers:
- (a)** to regulate the conduct of its meetings and proceedings, including the determination of the quorum necessary for the transaction of its business, and the election of a vice chair at least annually, who is to chair meetings in the absence of the president;
  - (b)** to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine.

#### 5. Roles and Responsibilities

The Committee's main functions are recommend (i.e. nominate) senators to serve on standing and ad-hoc committees of Senate and of other bodies, and to ensure the proper and efficient operation of the committees of senate. As the Committee is elected directly from the membership of Senate, it serves as democratic means of tasking senators with responsibilities for the work of Senate. The Committee also serves as a mechanism for the review of the composition of Senate, the committees of Senate and for committees struck under the authority of or under procedures set by the Senate.

Due to its internal organizational role, and its primacy in ensuring the operation of all other Senate committees, the Nominating Committee has specific instructions for some of its operations in the *Rules and Procedures of Senate* (March 2008). This is set out below for reference.

##### 24. The Nominating Committee

a. The Committee shall nominate the elected membership of all other Senate committees or other bodies or positions to which senators are appointed unless Senate otherwise provides - and recommend the size of each senate committee - to Senate. In making its recommendations, the Nominating Committee shall:

- i. Where possible, not ask members of Senate to serve on more than two (2) Committees;
- ii. Consider volunteers or suggestions for nominations to particular committees; and
- iii. Exclude deans, associate-vice presidents, and vice-presidents from recommendations to the Academic Building Needs Committee and the Council of Senate's Budget Committee.

b. Nominations in addition to those made by the Nominating Committee may be made from the floor of Senate, provided that the consent of the nominee(s) has been obtained. In such cases, an election shall be held to determine the membership of the committee or body in question.





- c. The Committee shall be composed of ten (10) members of Senate, two (2) of whom shall be student members and two (2) non-faculty, non-student members of Senate. The Registrar shall be a full voting member of the Nominating Committee.
- d. The Secretary of Senate shall call for nominations to this Committee before the first meeting of a newly constituted Senate and shall include the names of those nominated in the notice calling this meeting.
- e. The Committee shall be elected at or before the first meeting of a newly constituted Senate.
- f. When a vacancy occurs in the Nominating Committee, the vacancy shall be declared at the next regular meeting of Senate, at which time there shall be a call for nominations. The nominees shall indicate to the Secretary of Senate their willingness to stand, prior to the election. The Senate shall elect a member to fill the vacancy by written or electronic ballot at the immediately following regular meeting of Senate.
- g. The Nominating Committee shall review the terms of reference of Senate committees annually.

## **6. Delegated responsibilities**

The Nominating Committee has no delegated authority from Senate (although this is sometimes granted on case-by-case bases), nor are its activities undertaken by other committees, although some of its work is intertwined with that of the Agenda Committee in areas where committee operations interacts with Senate operations (such as in this document, for instance). From time to time, the Committee does establish Sub-Committees to consider and develop matters under the jurisdiction of the Committee and to make recommendations therein to the full Committee.

## **7. Regular reporting to the Senate**

The Committee currently has several annual reporting requirements to Senate; at present, it reports several times per year, generally with membership additions and adjustments for Senate committees being a majority of its business.

## **8. Procedures**

The Committee generally meets once or twice per term during the Winter Session and as circumstances require during the Summer. General business, such as agreeing to new committee assignments is conducted via email with unanimous consent if required.

Business before the Committee generally is as a result of senate policies, procedures, and other regulations, and nominations, requests, and preferences of Senators.

In making recommendations for appointments, the Committee considers the preferences of Senators, either individually or as a group (such as is the case with students on senate), but reserves the right to recommend appointments that, in the opinion of the committee, are in the best interest of the University and the Senate as a whole, personal preferences notwithstanding.



Some Committee procedures considered integral to the operation of Senate and its committees are set out in the *Rules and Procedures of Senate*.

# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Committee on Student Appeals on Academic Discipline  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## COMMITTEE ON STUDENT APPEALS ON ACADEMIC DISCIPLINE ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Vancouver Senate Committee on Student Appeals on Academic Discipline is provided herein.

### 2. Terms of Reference

1. To hear and determine final appeals by students in matters of academic discipline (Senate minutes May 21, 1975, p. 6397).

### 3. Committee Composition

- 11 Senators, to include 3 student senators and 2 convocation senators (voting)
- Chancellor (ex-officio) (voting)
- Registrar (ex-officio) (voting)

Quorum for the transaction of business: 5 voting members of the Committee

### 4. Legislative and Regulatory References to the Committee

The following powers of the Senate, which are referenced in the *University Act*, are relevant to the activities of the Committee on Student Appeals on Academic Discipline:

- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:
  - (b)** to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;
  - (v)** to establish a standing committee of final appeal for students in matters of academic discipline;
- 61 (1)** The president has power to suspend a student and to deal summarily with any matter of student discipline.
  - (2)** On the exercise of the power, the president must promptly report the action to the standing committee established under section 37(1)(v) with a statement of his or her reasons.
  - (3)** The action of the president is final and subject in all cases to an appeal to the senate.

The following items in the *Rules and Procedures of the Vancouver Senate* (March 2008) are relevant to the activities of the Committee on Student Appeals on Academic Discipline:



- 18(b) Quorum for committees of the Senate shall be as set in their terms of reference. In the event a quorum is not so set, quorum shall be 50% of the voting members of such a committee.
- 27 The Senate may at any time by motion carried with a two-thirds majority, delegate to one or more committees those of its powers as it may determine by virtue of listing those delegations and any accompanying restrictions below:  
(d) Student Appeals on Academic Discipline (to hear final appeals on matters of academic discipline).
- 28 The President and Chancellor are ex-officio members of all Senate standing committees, except that the President is not a member of a standing committee considering student appeals on academic discipline. The Registrar or designate is an ex-officio member of all Senate committees and shall serve as committee secretary, but have no right to vote as such unless granted such a right by Senate.
- 39 Committee Reports  
(a) Only those committees which have received delegated powers, as noted in Section 27, are required to present a report to Senate on their decisions. Otherwise, standing committees are not expected to report annually or periodically unless they have something to report.

## **5. Disciplinary appeal procedures**

(updated July 2007) (As published in the Policies and Regulations chapter of the University Calendar)

### **Senate Committee on Student Appeals on Academic Discipline**

#### **Procedures**

1. Students who have been subject to academic discipline by the President may appeal to the Senate Committee on Student Appeals on Academic Discipline (the Senate Committee). Please see the UBC Calendar, Part V, Academic Regulations, Discipline for Academic Misconduct, section 13 on Appeals. Section 13 contains important information about how to appeal, grounds of appeal, and the jurisdiction of the Senate Committee. The following provisions are procedures provided by the Chair of the Senate Committee to assist persons appearing before it with more detailed information about procedure. However, in order to ensure that an appeal is fairly conducted, procedures may be varied at the discretion of the Chair. Time limits may be varied at the discretion of the Registrar. All references to days are references to calendar days.

#### **Composition of the Committee**

2. The Senate Committee currently (2005) consists of thirteen members, six of whom are faculty members who are Senators, two of whom are Convocation Senators, and three of whom are Student Senators. In addition, the Chancellor and the Registrar are members of all Senate Committees ex-officio.



### **Procedures Prior to the Hearing**

**3.01** A student who wishes to appeal a disciplinary decision of the President shall so notify the Registrar in writing within 45 days of the date of the President's letter informing the student of the disciplinary decision.

**3.02** The statement of appeal should contain:

- a. A statement of the ground(s) for appeal;
- b. A statement of facts relevant to the ground(s) for appeal;
- c. A statement of the relief which the student seeks;
- d. Copies of documents on which the student intends to rely at the hearing;
- e. The names of any witnesses the student proposes to call at the hearing;
- f. If known at this stage, but in any event as soon as possible, a statement of whether the student intends to be assisted at the hearing by a legal or other representative.

**3.03** In addition, if the student wishes to attend the hearing by conference call instead of in person, the statement of appeal may contain a request to attend by conference call, along with the reason(s) for so doing. Such a request may also be made at any time before the hearing takes place. Permission to attend by conference call may be granted, at their discretion, by the Registrar or by the Chair of the Senate Committee.

**3.04** Within 10 days of receipt of the statement of appeal, the Registrar shall send copies of the statement of appeal to the Initiator (meaning the party which referred the allegation to the President's Advisory Committee), and to the Office of the University Counsel (University Counsel).

**3.05** The Initiator and University Counsel have 21 days from the date on the Registrar's notification to them of the student's statement of appeal to file a statement of response with the Registrar. Statements of response should contain, as appropriate:

- a. A statement of intention to attend the hearing, not to contest the appeal, or to rely on the statement of response in (b);
- b. A response to the grounds of appeal;
- c. Copies of documents previously submitted to the President's Advisory Committee on Student Discipline and any other documents on which the Initiator or University Counsel intends to rely at the hearing;
- d. The names of any witnesses who may be called at the hearing.

**3.06** Within 10 days of receipt of the responses, the Registrar shall set a date for the hearing. The hearing shall take place as soon as the Registrar can arrange for a quorum of the Senate Committee to attend. The Registrar shall then send copies of all materials submitted to the Senate Committee, the student, the Initiator and University Counsel.



**3.08** The Registrar may, without holding a hearing, at his or her discretion, terminate an appeal for a student's failure to comply with these Appeal Procedures.

### **Procedures at the Hearing**

**4.01** Appeals are considered by at least 5 members of the Senate Committee, unless the student and the Initiator, if present, consent to fewer members.

**4.02** A member of the Committee shall not take part in an appeal where to do so would involve that member in a conflict of interest.

**4.03** The student may be represented or assisted at the appeal by any person, including legal counsel. University Counsel may designate legal counsel (designated counsel) to assist the Initiator through the appeal process or to appear independently of the Initiator.

**4.04** The Senate Committee is an appellate tribunal and does not rehear matters. (Please see the Calendar, Part V, Academic Regulations, Discipline for Academic Misconduct, section 13 on Appeals.) At the hearing, subject to the rulings of the Chair, the following procedure shall be followed.

- a. All parties present (the student, the Initiator and designated counsel in that order) may make opening statements briefly stating their positions with respect to grounds of appeal under section 13.4 and the relief sought;
- b. All parties present (in the same order as above) may present evidence, and make submissions, to the Senate Committee;
- c. After each party has had an opportunity to present evidence and make submissions, that party and their witnesses, if any, may be asked questions by other parties present and members of the Senate Committee;
- d. All parties present (in the same order as above) may make closing statements;
- e. The student may respond to any new matters arising out of the closing statements of other parties.

**4.05** The Senate Committee may, at any time, request that it, and all parties attending the hearing, be provided with further information at an oral hearing or in writing.

### **The Decision**

**5.01** The Senate Committee may arrive at a decision on the basis of a majority vote of the members of the Committee present at the hearing.

**5.02** In the event of a tie vote an appeal shall be dismissed.

**5.03** The Senate Committee gives written reasons for its decision, normally within 14 days of the decision.



## **Improved Procedures**

6. These procedures are subject to change by the Chair of the Senate Committee. If you have suggestions for improvements, please send your suggestions in writing to the Registrar.

### **6. UBC Calendar – Policies and Regulations**

UBC Calendar 2008-2009 → Chapter V → Section 13

**13.1** A student has the right to appeal any disciplinary decision of the President to the Senate Committee as established under section 37(1)(v) of the *University Act*.

**13.2** A student who wishes to appeal a decision of the President under paragraph 13.1 must so notify the Registrar in writing and give a full explanation of the grounds for the appeal. The Registrar must receive this notification within 45 calendar days of the date of the President's letter to the student informing the student of the disciplinary decision. The Registrar may extend this time limit if, in the Registrar's opinion, circumstances warrant.

**13.3** Appeals are considered by at least 5 members of the Senate Committee, unless the student consents to fewer members. The student and the Initiator may make written submissions to the Senate Committee for consideration at the appeal. The student may be represented or assisted at the appeal by any person, including legal counsel. The University Counsel may designate legal counsel to assist the Initiator through the appeal process.

**13.4** The Senate Committee is an appellate tribunal and does not re-hear matters. A student may, under paragraph 13.1, appeal a decision on one or more of the following grounds.

1. The President incorrectly determined that the conduct of the student, either admitted or as found by the President, constitutes misconduct or the President incorrectly applied a University policy or procedure.
2. The student has material evidence that was not reasonably available at the time of the President's Committee hearing.
3. There was a breach or unfair application of the University's procedure prior to the President's Committee hearing that was raised before the President's Committee but not adequately remedied through the President's Committee.
4. The procedure of the President's Committee was unfair or operated unfairly, in that there was bias or a lack of independence in the President's Committee, or the President's Committee's procedures were unfairly applied or breached, or that the President gave insufficient reasons for his or her decision.
5. The President erred in the President's assessment of the evidence in the President's Committee's report, including any factual inferences made by the President, or the credibility of the student or other witnesses.
6. The discipline imposed by the President was excessive.

**13.5** The Senate Committee reviews the President's decision on one of the grounds enumerated in paragraph 13.4 using the appropriate standard as follows.



1. Where the appeal is under paragraph 13.4(1), the appropriate standard of review is correctness. The Senate Committee may reverse or vary the President's decision or substitute its own decision if it disagrees with the President's determination or application of a University policy or procedure.
2. Where the appeal is under paragraph 13.4(2) and the Senate Committee is satisfied that the material evidence was not reasonably available at the time of the President's Committee hearing and there is substantial likelihood that it would affect the outcome, the Senate Committee will send the matter back to the President's Committee for re-hearing.
3. Where the appeal is under paragraph 13.4(3) or paragraph 13.4(4), the appropriate standard of review is whether a reasonable person, knowledgeable about the facts, would perceive the process at or before the President's Committee to be unfair. If the Senate Committee finds this to be the case, it will refer the matter back to the President's Committee for a re-hearing, or with the consent of the student and the Initiator, reverse or vary the President's decision or substitute its own decision.
4. Where the appeal is under paragraph 13.4(5), the appropriate standard of review is reasonableness. The Senate Committee may reverse or vary the President's decision or substitute its own decision only if the President's assessment of the evidence in the President's Committee's report, including any factual inferences made by the President or the credibility of the student or other witnesses, is unreasonable.
5. Where the appeal is under paragraph 13.4(6), the appropriate standard of review is reasonableness. The Senate Committee may reverse or vary the President's decision or substitute its own decision only if the exercise of the President's discretion with respect to the academic discipline imposed is unreasonable.

**13.6** As soon as possible after the hearing is completed the Senate Committee will notify the student, the Initiator, the Registrar and the Office of the University Counsel (as the President's representative) of its decision in writing.

**13.7** The Chair of the Senate Committee may set down rules for Senate Committee appeals and these rules may be altered from time to time by the Chair. The Senate Committee rules are available online at the [Senate website](http://www.senate.ubc.ca) ([www.senate.ubc.ca](http://www.senate.ubc.ca)).

## **7. Regular Reporting to the Senate**

To report to Senate annually on decisions made on appeals brought before the committee.



# THE UNIVERSITY OF BRITISH COLUMBIA



Vancouver Senate Tributes Committee  
c/o  
Enrolment Services | Senate & Curriculum Services  
Brock Hall 2016 – 1874 East Mall  
Vancouver BC V6T 1Z1

## TRIBUTES COMMITTEE ROLES, RESPONSIBILITIES AND PROCEDURES

### 1. Introduction

At the November 2007 meeting of the Senate, it was indicated that the Senate would be well served by the development of a comprehensive statement for each of the Senate Committees regarding the roles, responsibilities, and procedures of the committee.

The corresponding statement for the Tributes Committee is provided herein.

### 2. Terms of Reference

#### CURRENT

1. To consider persons who are suggested to the Committee or whom it considers to be suitable recipients for honorary degrees, and to make recommendations to Senate.
2. To recommend to Senate emeritus status in appropriate cases.
3. To prepare a statement regarding deceased members of Senate to be recorded in the minutes.

#### PROPOSED ADDITIONS

4. To consider regalia colours for new degree programs, and to make recommendations to Senate.
5. To consider rules governing procedure for the transaction of business by the convocation, and to make recommendations to Senate.

### 3. Committee Composition

- 13 Senators, to include 2 student senators and 2 convocation senators (voting)
- Chancellor (ex-officio) (voting)
- President (ex-officio) (voting)
- Registrar (ex-officio) (voting)
- Director of Ceremonies (ex-officio) (voting)

Quorum for the transaction of business: 8 voting members of the Committee

### 4. Legislative and Regulatory References to the Committee

The following powers of the Senate, which are referenced in the *University Act*, are relevant to the activities of the Tributes Committee:

- 5 (1) The convocation of a university is composed of the following persons:
  - (f) all persons whose names are added to the roll of the convocation by the senate;
- 9 (1) The senate is to make rules governing procedure for the transaction of business by the convocation.
  - (2) The senate may add names to the roll of the convocation under section 5.



- 37 (1)** The academic governance of the university is vested in the senate and it has the following powers:
- (b)** to establish committees it considers necessary and, by 2/3 vote of its members present, to delegate to one or more committees those of its powers as it may determine;
  - (h)** to provide for and to grant degrees, including honorary degrees, diplomas and certificates of proficiency, except in theology;

The following items in the *Rules and Procedures of the Vancouver Senate* (March 2008) are relevant to the activities of the Tributes Committee:

- 18(b) Quorum for committees of the Senate shall be as set in their terms of reference. In the event a quorum is not so set, quorum shall be 50% of the voting members of such a committee.
- 19(e) The consideration of candidates for honorary degrees shall be *in camera*.
- 29 The President and Chancellor are ex-officio members of all Senate standing committees, except that the President is not a member of a standing committee considering student appeals on academic discipline. The Registrar or designate is an ex-officio member of all Senate committees and shall serve as committee secretary, but have no right to vote as such unless granted such a right by Senate.
- 39 Committee Reports
  - (e) Reports of the Tributes committee shall always be presented in camera, with the exception of memorial minutes.

## **5. Roles and Responsibilities**

The Tributes Committee has adopted the following roles and responsibilities in addition to those indicated in its terms of reference:

- To consider matters of policy pertaining to the Committee's terms of reference such as:
  - Eligibility criteria and procedures for the granting of emeritus/emera status

## **6. Responsibilities Shared with Other Bodies**

This Committee has not delegated any of its responsibilities to other Committees or bodies. From time to time as it sees fit, the committee may strike a sub-committee to consider a specific issue of interest and report its findings back to the whole committee. The Tributes Committee works collaboratively with all other Committees of Senate, the Chair of the Senate, other Senators as appropriate, and with the Senate Secretariat, Ceremonies Office and Faculty Relations in discharging its duties.

## **7. Regular Reporting to the Senate**

Reports from the Committee in consideration of Honorary Degrees are presented *in camera*. A list of Honorary Degree candidates is presented once annually, preferably at the November meeting Senate. From time to time as matters arise, the Tributes Committee may report to Senate on other matters as pertain to their terms of reference; i.e. Memorial Minutes, Emeriti Lists, and rules governing procedure for the transaction of business by the convocation.



## **8. Procedures**

The Committee normally meets on an ad hoc basis as the need for a meeting arises. The Senate Secretariat normally staffs the meeting.

The agenda for these meetings generally includes, but is not limited to the following items:

- To consider emeritus/emerita status for faculty members.
- To consider candidates for honorary degrees.
- To consider rules governing procedure for the transaction of business by the convocation.
- To consider regalia colours for new degrees.
- To prepare statements regarding deceased members of Senate to be recorded in the minutes.