Committee on Academic Appeals | Member until August 31

Coady, Peggy (Business) | 2020 *
Howse, Derek (Marine Institute) | 2020 *
Vacant | 2019
Riggs, Bert (Retired) | 2019 *
Hawboldt, John (Pharmacy) | 2019 *
Mulligan, Martin (Biochemistry) | 2019 (Senator)
Walsh, Donna (Humanities and Social Sciences) | 2019 (Senator)
Farrell, Gerard (Medicine) | 2018
Shehata, Mohamed (Engineering) | 2017
Furey, Darren (QEII Library) | 2017
Lewis, Ryan (QEII Library) | 2017
Vacant (Undergraduate Student, GCSU) | 2018 (April 30)
Solomon, Sophia (Undergraduate Student, MUNSU) | 2018 (September 30, 2017)
Howard, Bailey (Undergraduate Student, MUNSU) | 2018 (September 30, 2017)
Lang, Renata (Undergraduate Student, MUNSU) | 2018 (September 30, 2017)
Vacant (Undergraduate Student, MUNSU) | 2018 (April 30)
Vacant (Undergraduate Student, MUNSU) | 2018 (April 30)
Vacant (Undergraduate Student, MISU) | 2018 (April 30)
Alkasasbeh, Ahmad (Graduate Student, GSU) | 2018 (April 30)
Registrar or delegate

* New Member

1. Membership:
   (a) an appropriate number of academic staff members including at least three Senators. Insofar as possible, the Committee shall have balanced representation from the faculties/schools/campuses of the University;
   (b) an appropriate number of students, at least one appointed by the Memorial University Students’ Union, at least one by the Marine Institute Students’ Union, at least one by the Grenfell Campus Student Union and at least one graduate student, appointed by the Graduate Students’ Union;
   (c) the Secretary of Senate or delegate, who shall serve as secretary to the committee.

2. The Chair of the Committee shall be a Senator.

3. Terms of Reference:
   (a) to consider appeals and make decisions on behalf of the Senate;
   (b) an appeal shall be considered by an Appeals Panel that shall consist of five members of the Committee on Academic Appeals, including one student member, the Secretary of the Committee and three academic staff members. They shall be invited to be members of the panel by the Chair of the Committee on Academic Appeals, following consultation with the Secretary of Senate;
   (c) none of the members of a panel shall have been involved in any prior decision making with respect to the matter under appeal or have any conflict of interest, bias or reasonable apprehension of bias;
   (d) an Appeals Panel shall choose its own chair, who shall be responsible for arranging and chairing all sessions of the panel;
(e) the appellant may choose to make an appeal either through written submission and/or through an oral presentation; no inference will be drawn from the choice;
(f) a decision of the Appeals Panel shall be by majority;
(g) an Appeals Panel shall deliver written reasons for its decision;
(h) a copy of the report of the Appeals Panel will be retained in the Senate records.

Procedure to be followed by the Senate Committee on Academic Appeals Procedure for Hearing Appeals

1. The party appealing a decision at a lower level is responsible for presenting all relevant information and submissions for consideration in the determination of the appeal. All such material shall be provided to the Secretary of the Committee who shall distribute it to all members of the Appeals Panel.

2. All submissions must be in writing and shall contain the following:
   (a) Copies of all documents relevant to the appeal including the decision under appeal;
   (b) The grounds of appeal and the arguments supporting it;
   (c) The resolution being sought.
   A copy of the appeal must be delivered to the Secretary of Senate who shall advise the other party.

3. Oral hearings shall be the usual procedure for hearings. Any party to the appeal may waive the right to an oral hearing, in which case the Appeals Panel shall consider the written submission of that party but may hear oral presentations from other parties.

4. Once all material has been provided to members of the Appeals Panel, the Chair of the Appeals Panel, in consultation with the Secretary of the Committee, will set the date and time for the hearing of the appeal. The Secretary shall provide notice of the hearing to the party bringing the appeal and other interested parties. The hearing of the Appeal shall proceed as scheduled unless a postponement is granted by the Chair in advance of that date. A request to postpone the hearing shall be made as far in advance of the hearing date as possible. Requests for postponements made on the hearing date shall be granted only where it would be unfair to proceed.

5. If, without reasonable cause, the party bringing the appeal fails to respond to the notice of hearing within one week of notification by email, of the date on which the appeal shall be considered, the appeal shall be heard in absentia.

6. The Appeals Panel shall conduct the hearing in the following manner:
   (a) It shall examine all documents submitted with the appeal and all documents submitted by the committee(s) which have previously investigated the case or heard the case under appeal;
   (b) It may examine any other written evidence and interview other individuals as it deems necessary;
   (c) it shall hear from the other party to the appeal;
   (d) It shall provide all information considered by the Appeals Panel to the party bringing the appeal before hearing from that party;
   (e) It shall hear from the party bringing the appeal, either orally or by a written submission.
7. The decision of a majority of the members of the Appeals Panel present throughout the entire process shall constitute the decision of the Appeals Panel.

8. Written reasons for the decision of the Appeals Panel shall be prepared by its Chair and provided to the Secretary of Senate for delivery to both parties to the appeal.

9. There are no firm timelines for the hearing of appeals. However, in the interest of fairness, appeals should be heard and decisions provided as soon as is reasonably practical.

10. If either party fails to provide information requested by the Panel for the determination of the appeal by the date requested, the Appeals Panel shall proceed with the appeal.

11. If either party fails, without cause, to appear for the oral hearing the Appeals Panel shall proceed with the appeal on the basis of the material that has been filed.