

## ACADEMIC GRIEVANCE COMMITTEE

### Terms of Reference

**Reports to:** Faculty Council

**Membership:** President (chair)  
Four faculty members

A quorum consists of the chair plus two members. The chair may request that the alternate participate when a regular member is unable to attend, or when there is a real or perceived conflict of interest in relation to the grievance before the committee. All decisions require a majority (2/3) vote.

**Appointment:** By Faculty Council

**Term:** Standing; appointments are for three years

**Purpose:** To respond to grievances of students according to the Academic Grievance Policy outlined in the Academic Calendar.

**Terms of Reference:**

Responsibility	Power
To ensure that all students are informed of their right of access to a grievance process and are provided with copies of the grievance procedure	To act
To determine if a grievance falls within the jurisdiction of the committee	To act
To conduct a formal hearing with the parties to the grievance in attendance, in order to evaluate and make a decision on the grievance	To act
To prepare a report on each grievance considered. The report shall consist of the following: <ul style="list-style-type: none"> <li>• A synthesis of the major facts and issues collected from the research and hearings undertaken</li> <li>• A brief explanation or comment on the reasoning of the Academic Grievance Committee</li> </ul>	To act



<ul style="list-style-type: none"><li>• A recommendation on action to be taken</li></ul>	
To send the report to all parties directly concerned as well as to the chair of the Academic Committee so that appropriate action may be taken to address recommendations	To act
To monitor the implementation of recommendations	To act

**Agenda and Minutes:** The chair is responsible for managing the grievance process and communication of decisions according to the terms of reference outlined above

**Frequency and Venue:** As called by the chair

**Approved by:** Cabinet

**Date:** Spring 2009