



Faculty of Arts and Science
University of Toronto

RULES OF PROCEDURE FOR THE ST. GEORGE ACADEMIC APPEALS BOARD

1. Following receipt of a written request for an appeal hearing from the appellant, the Secretary of the Board shall send a written notice by prepaid ordinary mail addressed to the appellant at the address given in his/her application. The letter will:
 - (a) acknowledge receipt of the appeal;
 - (b) inform the appellant of the date, time and place of the hearing of the appeal, or that the date time and place of the hearing will be sent at a later date;
 - (c) inform the appellant that, he/she may appear in person, with or without legal counsel, and call evidence and present arguments in person or by counsel, if he/she so desires, and shall so notify the Secretary of the Board. He/she will submit any additional documentation in support of the appeal at least ten working days prior to the day of the hearing;
 - (d) inform the appellant that, should he/she fail to attend the hearing on the date and at the time and place aforesaid, the Board may proceed in his/her absence and he/she will not be entitled to any further notice of the proceedings.
2. The Secretary shall distribute, on a confidential basis, to each member of the Board, to the Chair of the Committee on Standing, and to the appellant prior to the time of the hearing of the appeal, a copy of the petition, supporting material, and any other related material provided by the appellant, the Committee on Standing, or any other relevant office. Members of the Board shall read, but shall not discuss, the case prior to the date of the hearing.
3. When the Meeting is called to order, the parties present shall be the Board members and the Secretary of the Board, the appellant and his/her counsel (if desired), any witnesses or experts brought by the appellant or the Board, the representative of the Committee on Standing (usually the Chair of that Committee), any counsel or witnesses brought by the representative of the Committee on Standing, and any counsel or witnesses called by the Board.

The Board is composed of five faculty members (including the Chair) and two students, appointed by the Striking Committee for a term of service of (normally) two years. A *quorum* for any hearing shall be five members, of whom at least one shall be a student member. In the absence of the Chair, his/her designated Vice Chair shall conduct the meeting.

4. The Chair of the Committee on Standing (or his/her representative) may make an opening statement to provide information concerning the disposition of the case by the Committee. Then the appellant or his/her counsel may, in the next fifteen minutes, make an opening statement concerning the appeal and may call upon any witnesses to present evidence regarding the appeal. The Members of the Board will then have an opportunity to ask questions of the appellant, the witnesses (if any), and the Chair of the Committee on Standing, through the Chair of the Board, to clarify any issues that have arisen in the appeal. When there are no more questions, the appellant or his/her counsel will have the opportunity to make a brief final statement in summation of the appeal. Should special circumstances warrant, and at the discretion of the Chair, the time allowance in respect of any of the above can be extended.

(over)

5. All parties to the hearing except the Board and the Secretary will then leave the room, and the Board

will proceed *in camera* to deliberate and to determine its decision on the appeal. The decision of the Board will be on a show of hands and be determined by a majority of the Board present. Every effort shall be made to determine the outcome on the day of the hearing, but if it is not possible, the Board may take up the matter at its next session.

6. Procedural matters governing the hearings by the Board shall be determined by the Roberts' Rules of Order.
7. The decision of the Board shall be recorded in the minutes of the meeting of the Board and shall be communicated in writing to the appellant by the Chair of the Board by prepaid ordinary mail addressed to the appellant at the address provided in the appeal.
8. The Academic Appeals Board has the right to refuse to give formal hearing to an appeal (by unanimous consent of the members and without prior discussion) on the grounds that it is not within the jurisdiction of the Board.
9. The Academic Appeals Board has the right to refuse to give formal hearing to an appeal (by unanimous consent of the members and without prior discussion), after considering the written submissions, on the grounds that there is no real case for an appeal.