

Senate Review Board Academic (SRBA)

Effective Date: February 14, 2025
Supersedes: November 8, 2024; July 2008
Date of Next Review: Spring 2027

TERMS OF REFERENCE

The Senate Review Board Academic (SRBA) is the final body to which students may appeal rulings of Deans in such matters as Senate shall determine from time to time. The decisions of SRBA in substantive matters are final.

Specifically, SRBA can:

1. Hear student appeals against those prior rulings by Deans that Senate has determined to be within SRBA's jurisdiction.
2. At its discretion, make recommendations to appellants and/or Deans on matters related to the appeal.
3. On behalf of Senate, offer such relief as is appropriate including:
 - waiver of a Senate regulation or requirement;
 - directing the adjustment of grades in the case of an appeal against general marking or grading practices; and
 - setting aside a Dean's ruling that a scholastic offence occurred or reducing the severity of a sanction imposed for a scholastic offence.

SRBA shall report annually to Senate through the Operations/Agenda Committee.

COMPOSITION

Elected membership:

A Chair and 37 voting members, elected by Senate:

Twenty members of faculty. No more than two faculty members may be from the same Faculty, School, or Affiliated University College (excluding the School of Graduate and Postdoctoral Studies).

Seventeen students: 10 undergraduates and seven graduates. No more than two undergraduate students and no more than one graduate student may be from the same Faculty, School, or Affiliated University College (excluding the School of Graduate and Postdoctoral Studies).

Ex Officio (non-voting):

Vice-Provost (Academic Programs)
University Secretary

The Chair shall be appointed by Senate annually.

At least two Vice-Chairs shall be appointed annually by the Chair of SRBA from among the elected members. In instances where the Chair is unable to act, a Vice-Chair shall exercise the same functions.

PROCEDURES

No more than four SRBA members shall participate in a hearing.

Quorum for appeal panels shall consist of three voting members (including at least one student and at least one member of faculty), plus the Chair.

The presiding Chair shall have voting rights only in the event of a deadlock.

When a duly constituted quorum of the SRBA commences to hear an appeal, the membership terms of those members present at the commencement of the hearing are automatically extended under the authority of Senate until the SRBA renders a final decision in the case in question. Such extension of membership terms shall not preclude the appointment by Senate of new members to SRBA at the normal time.

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. b), the quorum* shall be one-half of all voting members during September to May, and one-third of all voting members during, June, July and August.

Quorum September to May: 19 members

Quorum June to August: 13 members

* Does not include quorum for appeal panels (outlined in the "Procedures" section above).