

## SENATE ACADEMIC APPEALS COMMITTEE (SAAC)

### Organizational Details

Approved by Senate

September 19, 2002

Revised: January 2004; May 14, 2007; December 4, 2009; February 26, 2010

#### Quorum:

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions – except with respect to Appeal Tribunals, for which quorum can only be reached when all voting members of the Tribunal are present. Committee members whose positions are listed as \*\* shall not be included in the total when quorum is counted.

**Comment [O1]:** Secretary (non-voting) has, up till now, counted for quorum in business/organizational meetings of SAAC but NOT for appeal hearings. In light of preceding sentence, therefore, there is no need to include this statement.

#### Composition:

Eight (8) Four (4) faculty members, elected by Senate on the recommendation of the Senate Nominations Committee ~~(which should nominate one additional faculty member as an alternate member in case a regular member is forced to resign for reasons of conflict of interest).~~ The Senate Nominations Committee should not nominate more than one faculty member from any Faculty, Department or School.

**Comment [O2]:** Increase of 3 faculty members

Seven (7) full-time students (not being officers or full-time employees of the Lakehead University Student Union) ~~Two (2) undergraduate student members elected by Senate and two (2) undergraduate student alternate members~~ on the recommendation of LUSU for a term commencing July 1st and ending June 30th. LUSU shall consult with the Graduate Student Association Commissioner to ensure that consideration is given to the nomination of graduate students. The student nominees should be from different disciplines or different professional programs. Student nominees must have an academic standing of B (70 to 79 percent) or better. ~~Of the two regular members, both shall be active Committee members, except in the case of a graduate student appeal in which instance only one undergraduate student shall be active for the duration of the appeal to allow for increased graduate representation. Determination of which undergraduate member shall remain active in the event of a graduate appeal (barring conflict of interest considerations) shall be by common lot.~~

**Comment [O3]:** Alternatively: "... should strive to ensure that nominees are as widely representative of the University's Faculties as possible."

**Comment [O4]:** Decrease of 1 student member

~~Two (2) graduate student members and two (2) graduate student alternate members elected by Senate on the recommendation of LUSU in consultation with the Graduate Student Commissioner, or, if the GSC is inoperative, of the Lakehead University Student Union, for a term commencing July 1st and ending June 30th. Of the two regular members one shall be an active Committee member, except in the case of a graduate student appeal in which instance both regular members (or the alternate in place of one) shall be active for the duration of the appeal.~~

**Comment [O5]:** Added statement

Director of Risk Management and Access to Information (non-voting) ~~who shall serve as Secretary to the SAAC.~~

**Comment [O6]:** Redundant (repeated below)

~~The specific individuals constituting the Committee shall remain the same for the duration of any appeal.~~

Terms of Office:

Faculty members: ~~three~~ ~~four~~ ~~two~~-year terms (renewable)

Student members: ~~2 & 3~~ one-year terms (renewable)

Director of Risk Management: ex officio

**Comment [O7]:** These should be initially staggered so that the terms of all 8 faculty members do not end at the same time.

Organization:

1. Chair: To be elected annually by the Committee from among those members holding academic appointment
2. Secretary: Director of Risk Management and Access to Information
3. Administrative Office: Office of the Director of Risk Management and Access to Information

The Secretary shall forward each valid appeal application to the Chair. In consultation with the Secretary the Chair shall appoint an Appeal Tribunal consisting of two (2) faculty members and one (1) student for each appeal, with members selected on the basis of the following criteria in descending order of priority:

1. Avoidance of conflict of interest;
2. Expertise that could be useful to the informed and just assessment of an appeal.
3. Previous service on an Appeal Tribunal: whenever possible faculty members and students who have already served on an Appeal Tribunal in the current academic year shall not be selected.

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Once an Appeal Tribunal has been appointed the SAAC Chair shall designate one of the faculty members of the Tribunal as Chief of the Tribunal.

Additional Terms of Reference:

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See Procedural Guidelines for Senate Academic Appeal Hearings in the Senate Policy Regarding Academic Appeals ~~Senate Academic Appeal Procedure and Guidelines.~~  
(under Senate approved Policies)

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Seven (7) full-time students (not being officers or full-time employees of the Lakehead University Student Union) on the recommendation of LUSU for a term commencing July 1st and ending June 30th. LUSU shall consult with the Graduate Student Association to ensure that consideration is given to the nomination of graduate students. The student nominees should be from different disciplines or different professional programs. Student nominees must have an academic standing of B (70 to 79 percent) or better.

Director of Risk Management and Access to Information (non-voting).

#### Terms of Office:

Faculty members: three-year terms (renewable)

Student members: one-year terms (renewable)

Director of Risk Management: ex officio

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