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The purpose of the Senate Ad Hoc Professional Unsuitability Appeals Committee (the Committee) is to hear appeals by students or residents from Faculty decisions to suspend or dismiss students or residents for reasons of professional unsuitability.

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The Committee shall comprise three members who are appointed by the Senate Planning and Governance Committee, at least two of whom shall be faculty members, who meet the following criteria:

- a) one person from the relevant profession (but who is from another specialty);
- b) one person from another Faculty which has suitability for the practice of the profession as a requirement for academic advancement or graduation;
- c) one person who has participated in the complaints or discipline process of a profession.

3. Remedies: The Committee may:
  - a. Dismiss the appeal;
  - b. Dismiss the appeal, despite possible insubstantial procedure errors;
  - c. Allow the appeal;
  - d. Direct a re-hearing on the merits by a newly constituted panel of the Faculty appeals committee, no members of which were on the hearing panel whose decision is under appeal.

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1. An appeal shall be initiated by submitting a written Notice of Appeal to the Chair of Senate, or designate, containing:
  - a. the name, Banner identification number and mailing address of the Appellant,
  - b. a copy of the decision giving rise to the appeal,
  - c. a description of the matter under appeal,
  - d. the grounds for the appeal, and
  - e. the remedy sought by the Appellant.
2. Appeals sha

- advance by the Committee. The Appellant may waive the right to an oral hearing and choose to proceed solely by written submissions.
6. Each party is responsible for presenting to the Committee all relevant evidence and submissions for the Committee to consider in the determination of the appeal. Written submissions are required from each party and shall contain:
    - a. copies of all documents relevant to the appeal,
    - b. supporting arguments,
    - c. a list of all witnesses for that party and a brief description of their anticipated evidence, and
    - d. the decision and any remedy being sought.
  7. Written submissions shall be made:
    - a. by the Appellant, within 15 calendar days of the Chair of Senate, or designate, requesting the submission, and
    - b. **b y t h e R e s p o n d e n t , w i t h i n 1 5 c a l e n d a r** submission.

but these timelines may be extended or abridged by the Chair of Senate, or designate, in appropriate circumstances.
  8. The hearing of the appeal shall be *in camera*. The Committee Chair shall determine procedures for the hearing in a manner that is consistent with the principles of natural justice and these Appeal Procedures.
  9. The decision of the Committee shall be by majority. The Committee shall deliver written reasons for its decision to the Chair of Senate or designate. The Chair of Senate or designate shall forward the decision and reasons to the parties. The decision of the Committee shall be final and binding on the parties, with no further appeal.
  10. An audio recording of each oral hearing shall be made. The recording and all correspondence and documentary evidence relating to appeal proceedings shall be kept for a period of three calendar years from the date of the decision of the Committee