

GFC Campus Law Review Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31), including authority concerning "student discipline." GFC has thus established a Campus Law Review Committee (GFC CLRC) and a University Appeal Board (GFC UAB), as set out below.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction needs to be determined.

2. Composition of the Committee

The GFC Executive Committee will appoint a faculty member to chair the CLRC, and the faculty member will be appointed for more than two years in order to provide continuity. The Chair may be appointed from among the elected faculty members of the CLRC or may be appointed at-large from categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7*. If the Chair is appointed from among the faculty members on the CLRC, upon appointment by the GFC Executive Committee that seat shall be declared vacant, to be replenished by GFC. (EXEC 30 JUN 2000) (EXEC 04 DEC 2006)

The GFC Executive Committee also appoints the Vice-Chair of the CLRC. The Vice-Chair must be appointed from among the elected faculty members of the CLRC. (EXEC 08 APR 2002) (EXEC 04 DEC 2006)

One non-student member of the Committee must have legal training. (EXEC 04 DEC 2006)

Ex Officio

Discipline Officer (EXEC 09 SEP 2002)
Vice-Provost and Dean of Students
Director of Campus Security Services
Director of Residence Services

One representative from each of the following:

- Students' Union Executive or their designee, appointed by the Students' Union Executive
- Graduate Students' Association, appointed by the GSA Executive
- Residences, elected by the University of Alberta Residence Hall Association
- Student Ombudservice, to be appointed by the members of the Student Ombudservice (EXEC 09 DEC 2002)

Elected by GFC

Two students-at-large (graduate or undergraduate)

One staff member elected from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7* (EXEC 03 MAY 2010)

One staff member elected from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7* who is a current Associate Dean (EXEC 03 MAY 2010)

One staff member elected from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7* who is a former Associate Dean or a former Discipline Officer or a former University Appeals Board (UAB) Chair

(EXEC 03 MAY 2010)

Two staff members selected from Categories A1.0, A2.0 and/or S1.0* and S2.0* (EXEC 04 DEC 2006)

Non-voting Resource Members

Appeals Coordinator, University Appeal Board

Director, General Faculties Council Services and Secretary to GFC

Dean (or designate) cross-representative from the GFC Academic Standards Committee (ASC), appointed by the Chair of GFC ASC

* See UAPPOL Recruitment Policy (Appendixes A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definition and Categories of Support Staff for definitions of these categories of staff.

3. Mandate of the Committee

A. Code of Student Behavior

1. To review, from time to time, the Code of Student Behavior and student discipline procedures.
2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6. (EXEC 02 MAY 2005)
3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See *Amendment of the Code*, Section 30.7 of the GFC Policy Manual (Code of Student Behaviour.))

B. Code of Applicant Behavior

1. To review, from time to time, the Code of Applicant Behaviour.
2. On delegated authority from GFC, to approve all editorial amendments to the Code of Applicant Behaviour except editorial amendments to Section 11.8.8. (EXEC 02 MAY 2005)
3. Amendments to the Code of Applicant Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See *Amendment of the Code of Applicant Behaviour*, Section 11.8.9 of the GFC Policy Manual.)

C. Practicum Intervention Policy

1. To review, from time to time, the Practicum Intervention Policy (EXEC 02 MAY 2005) (GFC 31 MAR 2008) (EXEC 02 MAR 2009)
2. On delegated authority from GFC, to approve all editorial amendments to the Practicum Intervention Policy as noted in Section 87.14. (EXEC 02 MAY 2005) (EXEC 02 MAR 2009)

D. Residence Codes and Community Standards

1. To review, from time to time, the community standards of the University student residence associations, with a full review of Residence Community Standards to be considered every three years (beginning in 2005).
2. New student residence codes shall be submitted to the GFC Campus Law Review Committee which will make a recommendation to the GFC Executive Committee. The GFC Executive has the delegated authority from General Faculties Council to approve new residence codes.
3. Any changes to existing student residence codes shall be submitted to the GFC Campus Law Review Committee. The CLRC has the delegated authority from General Faculties Council to approve changes which in its view are editorial or minor; all such approvals will be filed with the GFC Executive Committee. Any major changes to existing student residence codes shall be forwarded with the recommendation of the CLRC to the GFC Executive for final approval.

E. Other GFC Regulations

1. From time to time the Chair of GFC CLRC will bring forward to GFC CLRC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the committee. These matters may include, but are not limited to, rules and regulations, other than discipline codes. (EXEC 02 MAY 2005)

4. Committee Procedures

Quorum

The quorum for the Campus Law Review Committee shall conform to the quorum requirements set out in the *General Terms of Reference - Standing and Other Committees of General Faculties Council (GFC) General Terms of Reference*, with at least two voting members from each of the following three groups of members:

- ex officio members who hold administrative positions;
- ex officio and elected students;
- elected staff. (GFC 22 JUN 1987)(EXEC 23 JUL 1990)

5. Reporting Requirements

Residence Discipline Reports: To receive annually reports from the student residence associations on the number and disposition of discipline cases in the residences, and forward the reports to the GFC Executive Committee. (EXEC 14 JUL 1997)

Any student residence with a code or similar set of regulations is required to report annually on the operation of that code to General Faculties Council through its Campus Law Review Committee and its Executive Committee. (GFC 22 SEP 1997)

Discipline Cases: University Governance has been asked by the GFC Executive to attempt to have all appeal Boards (UAB, GFC AAC and GFC PRB) report to GFC at the same meeting, through the GFC Campus Law Review Committee (CLRC). (EXEC 02 MAR 2009)

The Appeals Coordinator on behalf of the Campus Law Review Committee will submit annually to GFC in the fall, statistical information on discipline cases dealt with by Faculties, the Discipline Officer, the Registrar, Unit Directors, the University Appeal Board and the GFC Practice Review Board. The discipline reports will include the year of the student, the offence with which they were charged and the outcome, but not any personally identifying information. When reporting statistics for applicants, the offence with which the applicant is charged and the outcome, but not any personally identifying information, will be provided. As far as is practical, comparative information from the most recent reporting period will be included. (EXEC 10 DEC 1990) (EXEC 15 MAY 1995) (EXEC 14 JAN 2001)(EXEC 08 APR 2002) (EXEC 02 MAR 2009)

The Appeals Coordinator shall place an ad in the Gateway in the fall and spring. The ad can target a particular area of concern or provide educational information regarding student discipline. These materials may also appear in other University publications. (EXEC 02 MAR 2009)