



**Cape
Breton
University**

**Terms of Reference for
Standing Committees of Senate**

Cape Breton University
TERMS OF REFERENCE FOR
STANDING COMMITTEES OF SENATE

I. General

1. *Standing Committees*: The following shall be the standing committees of Senate:
 - i. Executive Committee;
 - ii. Academic Committee;
 - iii. By-laws and Procedures Committee;
 - iv. Planning and Review Committee;
 - v. Quality Assurance Committee;
 - vi. Research Committee;
 - vii. Teaching, Learning, and Evaluation Committee.
2. *Appeals Committee*: The Appeals Committee shall be an independent adjudicative committee constituted and mandated by Senate to adjudicate final appeals of academic matters.
3. *Sub-committees of the Academic Committee*: The Degree, Diploma, and Certificate Committees shall be sub-committees of the Academic Committee.
4. *Sub-committees of the Research Committee*: The Research Assistance Committee, the Research Ethics Committee, and the Animal Care Committee shall be sub-committees of the Research Committee.
5. *Additional sub-committees*: Within the parameters of their Terms of Reference, Standing Committees shall have the authority to establish, direct, and dissolve any sub-committees not provided for in this Regulation and to name any members of the University community to serve on any such sub-committees
6. *Reports*: The Senate's Standing Committees shall report regularly to Senate, at intervals and with a frequency commensurate with their activities but in no case less frequently than once per year.
7. *Chairs*: Unless specified otherwise, a standing-committee chair shall be selected by his or her respective standing committee from among the senators serving on that standing committee.
8. *Non-senator members on committees*: It is intended that standing-committee members who are not ex-officio members and who are not senators and who are not students shall be full-time members of one of the teaching unions: the Cape Breton University Faculty Association (CBUFA) or the Nova Scotia Government Employees Union (NSGEU).
9. *Terms of office*: Unless specified otherwise or unless a seat becomes vacant, terms of office of non-ex officio standing-committee members who are senators and of all student members of standing committees shall be for one year. Unless otherwise specified or unless a seat becomes vacant, terms of office of non-ex officio standing-committee members who are not senators and who are not students shall be for two years. Terms of office of non-ex officio standing-committee members shall expire on 30 June of every year

or on 30 June of alternating years as the case may be. Unless specified otherwise, all incumbents shall be eligible for re-nomination.

10. *Vacancies prior to expiration of term:* A seat on a standing committee becomes vacant:
 - i. when a standing-committee member who is not an ex officio member resigns; or
 - ii. when a standing-committee member who is not an ex officio member no longer meets the membership criteria (e.g. a student member is deregistered as a student); or
 - iii. Senate by a resolution approved by at least two-thirds of senators present and voting expels a non-ex officio standing-committee member; or
 - iv. pursuant to section 11 below; or
 - v. a standing-committee member who was a senator at the time of selection ceases to be a senator. Where a seat on a standing committee held by a non-ex officio member becomes vacant before that member's term has expired, the vacancy shall be filled by an eligible person selected by Senate to serve until the expiration of the term of the person who has vacated the seat.
11. *Unexcused absences:* A member of a standing committee who is not an ex officio member and who misses three consecutive meetings of the standing committee shall be deemed to have forfeited his or her seat on the standing committee unless the standing committee, at the member's third consecutive missed meeting or at its meeting following the member's third consecutive missed meeting, votes to excuse the absences. Failing such a resolution, Senate shall name a replacement pursuant to the normal requirements and procedures.

A member of a committee who is an ex officio member and who has missed three consecutive meetings of a standing committee shall have his or her absences reported by the standing committee to Senate unless the standing committee, at the member's third consecutive missed meeting or at its meeting following the member's third consecutive missed meeting, votes to excuse the absences.

II. Executive Committee

12. *Duties:* The Executive Committee shall:
 - i. prepare agendas for Senate meetings, ensuring that all issues with substantial bearing on the academic governance, academic priorities, and academic policies of the University receive appropriate and timely Senate attention during the course of an academic year;
 - ii. co-ordinate the work of Senate standing committees pursuant to the Senate Standing Rules;
 - iii. ensure that reports of standing committees and other mandated reports are submitted to Senate in proper form; where appropriate, follow up decisions taken by Senate;

- iv. call special meetings of Senate on not less than twenty-four hours' notice and specify the purpose(s) of any special meeting in a Notice of Meeting;
 - v. in exceptional or urgent circumstances, and where convening Senate is not practicable, exercise the powers and duties of Senate;
 - vi. if it deems necessary, and pursuant to the Standing Rules of Senate, cancel a regular meeting of Senate;
 - vii. recommend the establishment of such ad hoc committees as it deems necessary to assist Senate in fulfilling its duties;
 - viii. appoint annually the Chair and Vice Chair of the Joint Appeals Committee;
 - ix. submit written or verbal reports to Senate describing its actions and recommendations.
 - x. recommend to Senate eligible persons to serve on standing committees of Senate and, in so doing, to have regard for the expectation that Senators shall normally serve on at least one standing committee and shall have regard to the balance of faculty representation by School.
 - xi. when requested by Senate, recommend to Senate eligible persons to represent Senate on outside committees.
 - xii. Senate may make appointments without a recommendation: Notwithstanding the foregoing.
 - xiii. *Committee to request President of Students' Union to recommend student nominees:* Except where provided otherwise, the President of the Students' Union shall be requested to recommend to the committee student nominees for the standing committees of Senate.
 - xiv. *Nominations to be presented normally in June:* Slates of nominations for the year beginning July 1 shall normally be presented to Senate at the June meeting immediately preceding.
13. *Members:* The Executive Committee shall consist of:
- i. Vice-President, Academic and Provost;
 - ii. Chair of Senate;
 - iii. Vice Chair of Senate;
 - iv. Secretary of Senate;
 - v. Chair of the Academic Committee;
 - vi. Chair of the By-laws and Procedures Committee;
 - vii. Chair of the Planning and Priorities Committee;
 - viii. Chair of the Research Committee;
 - ix. Chair of the Teaching, Learning, and Evaluation Committee;
 - x. Chair of the Quality Assurance Committee;
 - xi. one student who normally will be the President of the Students' Union or a member appointed by the Students' Union.

14. *Members with more than one executive position are entitled to one vote only:* In the event that a member holds more than one executive position, such a member shall be entitled to one vote only.
15. *Chair of the Executive Committee:* The Chair of Senate shall be the Chair of the Executive Committee, and the Vice Chair of Senate shall be the Vice Chair of the Executive Committee. The Chair, Vice Chair and Secretary of Senate will not be expected to sit on any committees of Senate.
16. *Quorum:* The quorum shall be six members.

III. Academic Committee

17. *Duties:* The Academic Committee shall make recommendations to Senate on:
 - i. the introduction, modification, or abolition of academic programs, curricula, or courses, taking into account the effect of the proposal on existing or anticipated programs;
 - ii. calendar regulations relating to student academic obligations;
 - iii. deadlines for voluntary withdrawal from classes;
 - iv. the conduct and scheduling of final examinations, either by Student Services or by academic units;
 - v. the conduct and scheduling of examinations and tests outside the regular examination periods, either by Student Services or by academic units;
 - vi. program admission standards and general admission standards and procedures;
 - vii. the transfer of academic credit from another institution and prior learning assessment protocols;
 - viii. regulations governing programs, including overarching University regulations and the policies governing access to and release of student information;
 - ix. regulations for defining, addressing, and sanctioning academic dishonesty, including the applicable appeal procedures;
 - x. academic ceremonies and the design of academic regalia;
 - xi. the coat of arms, logo, official colours, and other symbols of the University;
 - xii. the Calendar of Events, including the establishment of the first and last day of classes, and the dates of graduations and holidays;
 - xiii. affiliation and articulation agreements and arrangements with other educational institutions and professional bodies where such agreements and arrangements deviate

from the existing policies of the University or the Senate-approved framework for such agreements and arrangements;

xiv. any other matters that Senate may from time to time assign concerning the academic regulations, the academic standards, and the academic reputation of the University.

18. *Members:* There shall be not fewer than six and not more than ten members, including:
- i. Registrar;
 - ii. two students;
 - iii. one member from Library Services;
 - iv. Faculty member from the Shannon School of Business;
 - v. Faculty member from the School of Arts and Social Sciences;
 - vi. Faculty member from the School of Science and Technology;
 - vii. Faculty member from the School of Professional Studies

At least half of the members of the committee shall be faculty members (CBUFA or NSGEU). Not fewer than two members shall be senators, at least one of whom shall be a faculty members (CBUFA or NSGEU). There shall be at least one faculty member from each School.

19. *Quorum:* The Quorum shall be fifty percent of committee members or, in the event that the number of members is an odd number, the first whole number greater than fifty percent. At no time shall the quorum be fewer than three members.
20. A School may establish terms of reference for a single or multiple Degree, Diploma, and Certificate committees pertaining to the School, provided that faculty members CBUFA/NSGEU are in the majority on such committees;

A School may delegate to any of its committees the recommendations of students for graduation. Where students and non-university personnel are members of a committee that has as one of its duties the recommendation of graduates, such members shall absent themselves from the deliberations and voting in respect to the recommendation of graduates, and the committee's quorum shall be adjusted accordingly.

IV. By-laws and Procedures Committee

21. *Duties:* At the request of Senate or any committee thereof, or on its own initiative, the By-laws and Procedures Committee shall: consider and make recommendations to Senate on any matter concerning by-laws, procedures, and Standing Rules as they relate to Senate, any of its committees, any academic unit (teaching and/or research), and any academic-related committee (e.g. Degree, Diploma, and Certificate Committees);
22. *Members:* There shall be not fewer than six and not more than ten members. At least half of the members of the committee shall be faculty members (CBUFA or NSGEU). Not fewer than two members shall be senators, at least one of whom shall be a faculty members (CBUFA or NSGEU). Not fewer than one member shall be a student. There shall be at least one faculty member from each School.

23. *Quorum*: The Quorum shall be fifty percent of committee members or, in the event that the number of members is an odd number, the first whole number greater than fifty percent. At no time shall the quorum be fewer than three members.

VI. Planning and Review Committee

24. *Duties*: The Planning and Review Committee shall:

- i. review regularly the academic plan(s), academic programs under development and make recommendations to Senate accordingly;
- ii. make recommendations to Senate regarding any studies, proposals, or reports that may have been referred to the committee by Senate or its committees;
- iii. for the December Senate meeting of every year, draft a recommendations brief, which, if endorsed by Senate, would become the pre-budget submission of Senate to the President and Board of Governors;
- iv. consider, and report to Senate on, the implications to academic programs of the university budget;
- v. regularly examine available reports on enrolment data, program and course delivery costs, and other information pertinent to the development, modification, or continuation of established or proposed academic priorities;
- vi. Review affiliation and articulation agreements and arrangements with other educational institutions and professional bodies where such agreements and arrangements deviate from the existing policies of the University or the Senate-approved framework for such agreements and arrangements.
- vii. Monitor the status of current Senate policies and recommend review by the appropriate Senate Committee where needed.

25. *Members*: The committee shall have between eight and ten members, including:

- i. Vice President, Academic and Provost;
- ii. Vice President Finance and Operations;
- iii. Faculty member from the Shannon School of Business;
- iv. Faculty member from the School of Arts and Social Sciences;
- v. Faculty member from the School of Science and Technology;
- vi. Faculty member from the School of Professional Studies; two students, not fewer than one of whom must be a senator;

At least half of the members of the committee shall be faculty members (CBUFA or NSGEU), not fewer than three of whom shall be a senator. There shall be at least one faculty member from each School.

26. *Quorum*: The Quorum shall be fifty percent of committee members or, in the event that the number of members is an odd number, the first whole number greater than fifty percent. At no time shall the quorum be fewer than three members.

VII. Quality Assurance Committee

27. *Duties*: The Quality Assurance Committee shall:

- i. advise and make recommendations to Senate on policies and procedures relating to the academic review of:
 - a) academic units (e.g. Schools and their constituent Departments, academic centres and institutes. and libraries); and
 - b) academic programs and services;
- ii. ensure that academic units and academic programs and services are reviewed on a regular cycle;
- iii. report, at least annually, to Senate on the schedule of academic reviews and the progress of those reviews;
- iv. following the completion of an academic review, comment to Senate on:
 - a) the appropriateness and applicability of the academic unit's mission statement and its teaching, research, and community service related to the University's mission, to emerging knowledge areas in related disciplines, and to societal needs;
 - b) the progress of the academic unit since the previous review, if applicable;
 - c) the overall quality of the academic unit and its plans for academic programs;
- v. comment from time to time to the Vice-President (Academic and Provost) and Senate on the overall quality and state of the academic programs of the University.

28. *Voting members*: The committee shall have not fewer than six and not more than ten members, including:

- i. Vice President (Academic and Provost);
- ii. one staff member from Student Services who shall be appointed by the Registrar;
- iii. Faculty member from the Shannon School of Business;
- iv. Faculty member from the School of Arts and Social Sciences;
- v. Faculty member from the School of Science and Technology;
- vi. Faculty member from the School of Professional Studies;

At least half of the members of the committee shall be faculty members (CBUFA or NSGEU). Not fewer than two members shall be senators, at least one of whom shall be faculty members (CBUFA or NSGEU). Not fewer than one member shall be a student. There shall be at least one faculty member from each School.

29. *Coordinator, Quality Assurance/Teaching & Learning as non-voting member and "coordinator"*: The Coordinator, Quality Assurance/Teaching & Learning shall be a non-voting member and the "coordinator" as defined in the Quality Assurance Policy.

30. *Quorum*: The Quorum shall be fifty percent of committee members or, in the event that the number of members is an odd number, the first whole number greater than fifty percent. At no time shall the quorum be fewer than three members.

VIII. Research Committee

31. *Duties*: The Research Committee shall:

- i. provide advice and recommendations to Senate and the University Administration on all matters related to research at the University, including:
 - a) policies concerning research development and administration, reviewing such policies regularly and recommending revisions as appropriate;
 - b) opportunities for promoting the research mission of the University and recognizing research excellence;
 - c) strategies for enhancing research performance and competitiveness;
 - d) any other research-related matters that may arise from time to time or that may be referred to the committee by Senate or the University Administration.
- ii. consider proposals to establish research centres and research institutes and recommend its findings to Senate;
- iii. consider major reports of granting bodies affecting University research, reporting to Senate as appropriate;
- iv. act as a forum for the development, promotion, and administration of University research, providing recommendations to Senate and the University Administration as appropriate;
- v. recommend to Senate the appeal procedures for decisions of the Research Assistance Committee, Research Ethics Board, and Animal Care Committee;
- vi. serve as a liaison with other research-related bodies and committees;
- vii. appoint members to the Research Assistance Committee, Research Ethics Board, and Animal Care Committee.
- viii. In a timely manner, provide Senate with a list of the names of successful applicants for RP grants, their project titles and the amount awarded.

32. *Members*: The committee shall have not fewer than six and not more than ten members, including:

- i. Associate Vice President, Academic and Research;
- ii. Chair of the Research Assistance Committee;
- iii. Faculty member from the Shannon School of Business;
- iv. Faculty member from the School of Arts and Social Sciences;
- v. Faculty member from the School of Science and Technology;
- vi. Faculty member from the School of Professional Studies;

vii. One student

At least half of the members of the committee shall be faculty members (CBUFA or NSGEU). Not fewer than two members shall be Senators, at least one of whom shall be a faculty member (CBUFA or NSGEU). Not fewer than one member shall be a student. There shall be at least one faculty member from each School.

33. *Quorum*: The Quorum shall be fifty percent of committee members or, in the event that the number of members is an odd number, the first whole number greater than fifty percent. At no time shall the quorum be fewer than three members.

Research Assistance Committee (Sub-committee of the Research Committee)

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34. *Duties*: The Research Assistance Committee shall:

- a. evaluate research proposals and distribute research funds of the University;
- b. evaluate grant-in-lieu-of-salary applications, or any application for the research development funds not under the discretionary authority of the School Deans for the purpose of distributing research funds of the University;
- c. recommend to the Research Committee policies and guidelines to be used by the Research Assistance Committee in the evaluation of research proposals;

35. *Members*: The committee shall have twelve voting faculty members with equal representation across all Schools. All members shall be engaged actively in research. Members shall be appointed for a term of two years, renewable for up to two consecutive terms (for a maximum of six consecutive years). The Research Committee shall report the appointments to Senate.

36. *Associate Dean, Research and Graduate Studies, shall be a non-voting*: The Dean of Research shall be a non-voting member of the committee.

37. *Research Assistance Committee Coordinator, non-voting*: The Research Assistance Committee Coordinator (Research Office) shall be a non-voting member of the committee.

38. *Chair*: The Chair shall be elected by and from among the voting members of the committee.

39. *Quorum*: The quorum shall be seven voting members.

Research Ethics Board (sub-committee of the Research Committee)

40. *Duties*: The Research Ethics Board shall:

- i. approve, reject, require modifications to, or terminate any proposed or ongoing research involving human subjects pursuant to the Terms of Reference for Cape Breton University Research Ethics Board and Guidelines for Ethical Conduct for Research Involving Humans (January 2007) and any applicable Tri-Council policy statements and directives.

- ii. endeavour to ensure University-wide understanding of and compliance with all applicable ethical guidelines, including Tri-Council Ethical Conduct for Research Involving Humans (2005) or any subsequent editions;
 - iii. provide comments and recommendations to the Research Committee and the University Administration on the University's policies relating to human research and the consequences of these policies for anyone affected by current or proposed research by University personnel.
 - iv. receive and consider reports from other bodies pertinent to the ethical dimensions or the potential for adverse consequences of human research activities at the University and report thereon to the Research Committee with comments and/or direction as appropriate.
41. *Voting Members*: The committee shall have at least thirteen voting members, including faculty members from not fewer than three schools and including not fewer than one member with no affiliation with the University but recruited from the community served by the institution.
42. No senior administrator is permitted to sit on the Research Ethics Board, even as a non-voting members, according to TCPS2 policy adopted by Cape Breton University in 2016.
43. *Quorum*: The quorum shall be a majority of the voting members. This section does not apply for meetings convened pursuant to section 49 (i), in which case panels may act with the authority of the full Research Ethics Board.

Research Appeals Committee

44. *Duties*: The Research Appeals Committee shall:
- i. hear appeals from decisions of the Research Ethics Board and the Animal Care Committee pursuant to the Senate's Research Appeals Policy.
 - ii. render final decisions in respect to such appeals as are properly before it.
45. *Members*: The committee shall consist of five members appointed by the Research Committee normally to two-year terms or, in the event of a mid-term vacancy, to the remainder of a two-year term. Among the members shall be one person from the community served by the University and at least one ethicist or person with a special knowledge of academic ethics.
46. *Members*: The committee shall consist of five members appointed by the Research Committee normally to two-year terms or, in the event of a mid-term vacancy, to the remainder of a two-year term. Among the members shall be one person from the community served by the University and at least one ethicist or person with a special knowledge of academic ethics.
47. *Chair and Vice Chair*: The Chair and Vice Chair of the Research Appeals Committee shall normally be named annually from among the members of the

Research Appeals Committee. Both shall be named by the Research Committee.

48. *Alternate Members:* Five alternate members shall be appointed by the Research Committee, normally to the same two-year terms as the regular members. An alternate member shall be named by the Chair or Vice Chair of the Research Appeals Committee to participate in the adjudication of the appeal in place of a regular member who is not available or has a conflict of interest with respect to the case. Each appeal panel must include one member of the community served by the university and at least one ethicist or person with a special knowledge of academic ethics.
49. *Adjudication of a Case:* Any member who commences to hear a case but who must withdraw from part of the proceedings shall not be re-admitted to continue hearing the same case nor shall she/he be replaced by an alternate member in mid-proceeding. Cases shall normally be heard by a five-member panel. At no time shall there be fewer than three members hearing a case. The presence of the community member or alternate, and the presence of a member or alternate member, who is an ethicist or person with a special knowledge of academic ethics, shall be considered mandatory for the conduct of the proceedings.

Animal Care Committee (sub-committee of the Research Committee)

50. *Preamble:* Whereas the Canadian Council on Animal Care (CCAC) requires that institutions conducting animal-based research, teaching, or testing establish an animal care committee (ACC) and that it be functionally active.
51. *Duties:* In compliance with the foregoing and the CCAC's detailed description of responsibilities, Cape Breton University Animal Care Committee (ACC) is responsible for:
- i. ensuring that animal care and use procedures at CBU comply with CCAC guidelines;
 - ii. evaluation of animal use protocols to determine their ethical acceptability;
 - iii. ensuring that due consideration is given to the ethics of animal experimentation by all those involved; and has the authority to:
 - iv. stop any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal;
 - v. stop immediately any use of animals which deviates from the approved use, any no-approved procedure, or any procedure causing unforeseen pain or distress to animals;
 - vi. have an animal killed humanely if pain or distress to the animal cannot be alleviated.
52. *Members:* Members of the ACC are appointed for terms of two years and appointments are renewable. The complement of the committee must include at least:

- i. two members chosen from professors, instructors, and lab instructors experienced in animal care and use;
- ii. the University's consulting veterinarian;
- iii. an institutional member whose normal activities do not depend on or involve animal use for research or teaching;
- iv. at least one person representing community interests and concerns, and who has no affiliation with the University;
- v. one student;
- vi. other persons, if and as the need arises.

53. *Chair*: The Chair shall be chosen by and from among the members and should be an individual who is not directly involved in the management of the University's animal facilities or directly involved in the preparation of a significant number of the protocols to be reviewed by the committee.

54. *Quorum*: The quorum shall be a majority of the voting members. This section does not apply for meetings convened to evaluate and adjudicate on research proposals, in which case panels may act with the full authority of the Animal Care Committee.

IX. Teaching, Learning, and Evaluation Committee

55. *Duties*: In advising Senate on teaching, learning and evaluation issues, the Teaching, Learning, and Evaluation Committee (TLEC) shall:

- i. Make recommendations on policies and priorities for Teaching, Learning and Evaluation;
- ii. Report regularly to Senate on how the structure and services of the University facilitate or can better facilitate the coordination of activities, programs, and personnel devoted to the development of teaching, learning, and Evaluation;
- iii. Make recommendations to enhance teaching, learning, and evaluation effectiveness at the University, including but not limited to:
 - a) New techniques, methodologies, teaching and learning technologies, and equipment for teaching;
 - b) The evaluation of student performance and the assignment of grades;
 - c) Course evaluation processes and procedures;
 - d) The grading system;
 - e) Provision of feedback to students; and
 - f) Enhancement of student learning experience.
- iv. Consider briefs or other submissions on instruction and evaluation and recommend policy changes, actions, or responses;

- v. Serve as the selection committee for the University's Award for Teaching Leadership and for the University's candidates for awards of the Association of Atlantic Universities (AAU) and the Society for Teaching and Learning in Higher Education (STLHE).

56. *Members:* TLEC shall have not fewer than eight, and not more than ten members, including:

- i. Manager, Centre for Teaching and Learning;
- ii. Manager, Student Development;
- iii. One Dean;
- iv. Faculty member from the Shannon School of Business;
- v. Faculty member from the School of Arts and Social Sciences;
- vi. Faculty member from the School of Science and Technology;
- vii. Faculty member from the School of Professional Studies;
- viii. Librarian;
- ix. Lab Instructor (from any school);
- x. One student.

At least half of the members of the committee shall be members of CBUFA or NSGEU. Not fewer than two members shall be elected senators, at least one of whom shall be a member of CBUFA or NSGEU.

57. If a vacancy arises for a position filled by a librarian on the Teaching, Learning and Evaluation Committee, the Secretary of Senate shall notify the Dean of the Library. The Dean shall then consult with the librarians and recommend a nominee by forwarding a name to the Secretary of Senate.
58. If a vacancy arises for a position filled by a librarian on the Teaching, Learning and Evaluation Committee, the Secretary of Senate shall notify the Dean of the Library. The Dean shall then consult with the librarians and recommend a nominee by forwarding a name to the Secretary of Senate.
59. *Quorum:* The Quorum shall be fifty percent of committee members or, in the event that the number of members is an odd number, the first whole number greater than fifty percent. At no time shall the quorum be fewer than three members.

X. Appeals Committee

60. *Constituted and mandated by Senate:* The Appeals Committee shall be an independent adjudicative committee constituted and mandated by Senate to adjudicate final appeals of academic matters.
61. *Constituted and mandated by Senate:* The Appeals Committee shall be an independent adjudicative committee constituted and mandated by Senate to adjudicate final appeals of academic matters.
62. *Final appellate body:* The committee shall be the highest appellate body of the University with respect to all student academic matters. A ruling of the committee on any appeal shall be the final disposition of the University with respect to that appeal.

63. *Annual Report.* The committee shall submit to Senate an annual report stating the number of appeals heard and their disposition and general nature. The annual report shall call the attention of Senate to any other matters of general significance that have arisen out of the committee's work.
64. *Members:* The committee shall have four members and three alternates, as follows:
- i. one student and one alternate student, appointed by Senate;
 - ii. two faculty members and one alternate faculty member, appointed by Senate;
 - iii. One School Dean and one alternate School Dean, appointed by Senate.
65. *Conflicts of interest.* Where a decision by any committee member is being appealed or where a member has any other conflict of interest, that member shall not in any way participate in the committee's hearing and adjudication of the appeal to which the conflict applies. The member shall disclose his or her conflict to the Chair (or Vice Chair, if the Chair is in conflict) before the committee has commenced hearing the appeal, and the Chair or Vice Chair, as the case may be, shall designate one of the alternates to have the full standing of a member with respect to the appeal.
66. *Terms of office:* Members shall normally be appointed to two-year terms, except students who shall be appointed to one-year terms. Members shall be eligible for re-appointment. Notwithstanding the foregoing, no member shall serve for longer than six consecutive years. Any member who has served for six consecutive years shall not be eligible to serve on the committee until not less than two years have elapsed following the conclusion of the six consecutive years of service. No term limits shall apply to alternate members, and the computation of years of service for any alternate member who becomes a full member shall include only the number of consecutive years that he or she has served as a full member.
67. *Abstentions not permitted, except Chair:* In the adjudication of a case, abstentions shall not be permitted. Notwithstanding the foregoing, the Chair shall not vote except to break a tie.
68. *Chair and Vice Chair:* The Chair and Vice Chair shall be appointed annually by the Executive Committee of Senate from among the members of the Appeals Committee.
69. *Quorum:* Full committee membership shall be present to commence a hearing or adjudication. During a hearing or adjudication not more than one member may be excused without requiring the adjournment and re-commencement of the hearing or adjudication. In the event that the hearing or adjudication has continued in a member's absence, the member may not subsequently be re-admitted to the hearing or adjudication of the appeal. Where a member is excused following the commencement of a hearing or adjudication, an alternate member shall not serve in the excused member's stead.