

## **Faculty of Education Appeal Procedure Internally Adjudicated Applications**

Appeals are a means of requesting that a committee of faculty members review a decision of an internally adjudicated procedure. The appeal process tries to ensure that the person appealing has recourse if he/she believes that an error in process has occurred rather than a difference in opinion as it relates to professional judgments. Appeals will be handled as follows.

### **Initiating a Review**

The person making the appeal will complete the attached notice of appeal and forward it to the Office of the Senior Associate Dean who will then convene the Appeals Committee composed of a representative from each department except the department from which the appeal originates. If the Committee determines that the appeal is a legitimate appeal of a process, then they will direct the Senior Associate Dean to fact-find.

### **Review through Appeals Committee**

The Senior Associate Dean will bring the information from the fact-finding to the committee for a determination of error or violation of process/procedure. The committee may ask for further information that could include interviewing relevant individuals. The committee will either decide that no error in process was definable and no further action will be taken or will suggest remediation, that is if their review supports the case, the committee will make a recommendation for redress with a focus on the errors in process, e.g. the recommendation could be sending the application back to the original committee with instructions and/or another appropriate plan of action.

### **Report**

A report of the proceedings will be made to the Dean.

### **Timelines**

In most cases appeals will be reviewed and acted upon within 2 to 3 months.

**FACULTY OF EDUCATION – NOTICE OF APPEAL**  
**INTERNALLY ADJUDICATED APPLICATIONS**

**NOTE: This form must be submitted to the appropriate Associate Dean or original committee chair within three weeks of the dated notice of decision being appealed.**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, wish to appeal to the Faculty Appeals Committee.  
The nature and grounds of my appeal, any decisions appealed against, and relevant facts and conditions are provided as follows.

1. Statement of the decision you are appealing:
2. Date of the decision:
3. Statement of the resolution you are seeking on appeal:
4. Statement of the reason(s) that you think the resolution would be appropriate including any arguments you wish to advance in support of the appeal
5. List and attach copies of any documentation you wish the Committee to consider.
6. If the decision has been previously appealed, attach all relevant documentation.