



# University of Toronto

OFFICE OF THE VICE-PRESIDENT AND PROVOST

Appendix “P” of Report  
136 of the Academic  
Board (June 2, 2005)

TO: Committee on Academic Policy and Programs

SPONSOR: Edith Hillan  
CONTACT INFO: edith.hillan@utoronto.ca

DATE: April 22, 2005 for May 11, 2005

AGENDA ITEM: 4

## ITEM IDENTIFICATION:

School of Graduate Studies: Graduate Academic Appeals Board amendment to Terms of Reference.

## JURISDICTIONAL INFORMATION:

The Committee has the authority to approve appeal procedures.

## PREVIOUS ACTION TAKEN:

## HIGHLIGHTS:

There has been a sharp increase in the number of appeals this year from an average of two to three in past years to approximately a dozen this year. It is quite likely that the number of appeals will continue to increase with increasing enrolment and a more proactive approach on the part of Departments in handling students who are not meeting the requirements of graduate programs. Many of the cases this year are appeals of program terminations.

The relatively large number of appeals this year has placed an unexpected burden on Board members. It has been difficult for SGS to constitute an appropriate panel in a timely fashion due to the lack of availability of members. This has resulted in delays in appeal hearings. The increase in number has also presented a heavy workload for many Board members this year. This year, SGS had to secure an “ad hoc” Chair or Member in a number of cases when an appropriate regular member was not available in a reasonable timeframe. The availability of an additional faculty member in each Division and an additional student member should help in scheduling hearings in future. The ability to secure an *ad hoc* chair or alternate chair from outside the teaching staff of the University will also allow for more flexibility when required.

The proposed changes remove the distinction between Member and Alternate Member and provide for an increase in the number of faculty members from two to three and provides for an increase in the number of student members from two to three. The distinction between the Chair and Alternate Chair remains. In addition, the requirement that a Chair or Alternate Chair who is appointed “*ad hoc*” by the SGS Dean be a member or retired member of the teaching staff of the University is replaced with a requirement that the person be “appropriately qualified”.

The proposed changes were discussed among the Deans of SGS, and strongly recommended by the Chair of the Graduate Academic Appeals Board in addition to staff working with the Board. The change was approved by the Council of the School of Graduate Studies (April 26, 2005).

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

There are no new/additional financial resources required to implement the change. Members are not compensated for their work on the Board. The Chair is the only member of GAAB who receives an annual stipend.

**RECOMMENDATION:**

It is recommended that the Committee on Academic Policy and Programs recommend to Academic Board

THAT the revisions of the Terms of Reference for the Graduate Academic Appeals Board, articles 4.(c), 4.(d), 6.(a), 6.(b), 7.(b), 7.(c), 10.(b)(ii), 10.(b)(iii), and 11, be approved, effective July 1, 2005.