

PRIVATE AND CONFIDENTIAL

Via Email and Courier

August XX, 20XX

Ms Jane Doe
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Jane.doe@utoronto.ca

NOTICE OF HEARING

I am writing concerning the enclosed letters from the Vice-Provost, Faculty & Academic Life, dated XXXX the Coordinator of Appeals, Discipline and Faculty Grievances (ADFG), dated XXXX. The letter from XXXX informs you that you have been charged with academic offences, outlines the charges against you and provides the particulars of those charges.

As per Section C.II.(a)4 of the *University of Toronto Code of Behaviour on Academic Matters, 1995*, I have scheduled a hearing before the Trial Division of the University of Toronto Tribunal. The hearing is scheduled to take place on:

Monday, November 7, 2011 at 5:30 p.m.

XXXX located at XXXX, University of Toronto.

You may choose to attend the hearing with or without representation, or not to attend at all. If you do not attend, the hearing may take place without you and you will not be entitled to further notice in the proceeding. If you do not attend you will be notified in writing of the outcome.

A panel of three people consisting of a legally qualified Chair, one student, and one faculty member adjudicates each hearing at the Trial Division of the University Tribunal. Discipline Counsel will present the case for the University and call witnesses. You or your representative may question those witnesses, present your case, and call your witnesses. The members of the panel will hear evidence and decide whether the University has proven you guilty of the charges. If the panel finds you guilty, it will then be asked to determine an appropriate penalty. Discipline Counsel, on behalf of the University, will make suggestions for a penalty. You or your representative will also be given a chance to tell the panel what you believe would be appropriate.

The following members of the University Tribunal will be on the panel hearing the charges against you:

Ms Jane Brown, Chair
Professor John Smith, Faculty Panel Member
Mr. John Hancock, Student Panel Member

For your information, I am enclosing a copy of the *Code of Behaviour on Academic Matters, 1995*. Section C.II.(b) of the *Code* lists the sanctions or penalties that may be given if you are found guilty of the charges. Past Tribunal decisions can be found at: <http://judicial.governingcouncil.utoronto.ca/Reports/Tribunal.aspx>.

Please contact me upon receipt of this letter to confirm your attendance at the hearing. I can be reached at (416) 946-XXXX or by e-mail at name@utoronto.ca.

Note: The *University of Toronto Act, 1971* as amended by 1978, c. 88, states that the powers and duties of the Governors of the University of Toronto and of the Senate of the University under *The University of Toronto Act, 1947*, as amended, are vested in the Governing Council. The *University of Toronto Act, 1947*, as amended, provides for the power to abrogate or change provisions as to discipline. In addition, Section 2(14)(o) of the *University of Toronto Act, 1971*, as amended by 1978, c. 88, gives to the Governing Council power to "do all such acts and things as are necessary or expedient for the conduct of its affairs and the affairs of the University and University College." The Governing Council, acting under this authority, established the University of Toronto Tribunal.

Sincerely,

Coordinator
Appeals, Discipline and Faculty Grievances

Encl. Letter from Vice-Provost, Faculty & Academic Life
Letter from the Coordinator, ADFG
Code of Behaviour on Academic Matters, 1995
Rules of Practice and Procedure

Cc: Discipline Counsel
The Office of the Vice-Provost, Faculty and Academic Life
The Division