The University of Manitoba

INTER-DEPARTMENTAL CORRESPONDENCE

General Office – Faculty of Arts

November 24, 2010

TO: R. Sigurdson, Dean, Faculty of Arts

FROM: J. Sealey, Secretary, Faculty of Arts Local Discipline Committee

RE: Report of the Faculty of Arts Local Discipline Committee

The above noted Committee met on November 22, 2010, to consider revisions to the Faculty of Arts Local Discipline Committee Terms of Reference as a result of a request from the Dean’s Office to have the Terms of Reference conform to an established template.

Attached please find the revised Terms of Reference which I would ask you to include on the agenda for the next meeting of Arts Faculty Council Executive such that the amendments may be transmitted to Arts Faculty Council in time for the meeting on February 3, 2011.

cc: Professor M. Lawall, Chair, Local Discipline Committee

JS/It

Encl.
Local Discipline Committee
Faculty of Arts
Terms of Reference

AUTHORITY:
Established by the Dean of Arts as a standing committee of Faculty Council that will be advisory to the Dean. The Local Discipline Committee has the authority to consider and dispose of student appeals in keeping with the Student Discipline Bylaw and Procedures.

PURPOSE:
Within the framework of the University policy and procedures on student discipline, the Arts discipline committee, as the local discipline committee at the faculty level shall act as an advisory body to the Dean of Arts in matters of student discipline and shall hear student appeals of disciplinary decisions of the Dean of Arts (or designate).

TERMS OF REFERENCE:

1) The Committee shall conduct its activities according to the University of Manitoba Student Discipline By-Laws and University of Manitoba Student Discipline Procedures

2) Before making any recommendations to the University Discipline Committee, the Committee Shall first receive approval by Arts Faculty Council on any matter of policy or procedure relating to student discipline.

3) The Committee shall report annually or more frequently as required to the Dean of Arts

COMPOSITION:

1.) The Dean of Arts (or delegate), ex officio

2.) Four academic members of the Faculty of Arts, two of whom are elected each year by Faculty Council.

3.) Four undergraduate students from the Faculty of Arts, appointed by the Senior Stick of the Arts Student Body Council to serve a one year term

4.) The Executive Assistant (Academic) to the Dean, ex officio (non-voting)
(* shall serve as the secretary to the committee)

Established and approved by Faculty Council Oct, 1981
Revisions approved by Faculty Council May 1987, April 1993, November 1998, February 2011

1 All ex officio members of standing committee have voting rights unless otherwise stipulated
THE UNIVERSITY OF MANITOBA

THE FACULTY OF ARTS

LOCAL DISCIPLINE COMMITTEE

TERMS OF REFERENCE

1. The Arts discipline committee shall be the Local Discipline Committee at the Faculty level.

2. Within the framework of the University policy on student discipline, the Arts discipline committee, as the Local Discipline Committee at the Faculty level, shall act as advisory body to the Dean of the Faculty of Arts in matters of student discipline.

3. The Arts Discipline Committee shall be composed of four faculty members and four student members.

4. Each year the Nominating Committee shall nominate and the Arts Faculty Council shall elect two Faculty members. Faculty members shall serve for two-year terms.

Each year the Senior Stick of the Arts Student Body Council shall nominate four student members. Student members shall serve for a one year term.

5. The Executive Assistant to the Dean (Academic) shall serve as the secretary to the Committee (non-voting).

6. Before making any recommendations to the University Discipline Committee, the Committee shall first receive approval by Arts Faculty Council on any matter of policy or procedure relating to student discipline.

7. The Committee shall conduct its activities according to its By-Laws, a copy of which shall be provided to the Arts Rules and Procedures Committee.

First Approved by Arts Faculty Council, October 27, 1981

References:
Arts Faculty Council By-law, March, 1982
The University of Manitoba Senate Handbook, May 28, 1993
Revision approved by Arts Faculty Council, November 12, 1998

(Updated by K. Sullivan, November, 1998)