

## COMPOSITION AND PROCEDURES OF THE FACULTY OF SCIENCE PRACTICE REVIEW COMMITTEE (FPRC)

### *I Faculty of Science Practice Review Committee*

The Practicum Intervention Policy provides the means by which, because of public interest, public safety or public health considerations, a student can be denied placement in a Practicum; be withdrawn from participation in a Practicum; or have participation in a Practicum suspended or varied through the imposition of conditions which must be met prior to or as part of the Student taking up, continuing, or returning to a Practicum (GFC Policy Manual Section 87).

In the Faculty of Science, the Dean delegates authority to the Associate Dean, Undergraduate to perform a Practicum Intervention and to notify the student in writing of the decision to do so. Students have the right to appeal the Associate Dean's decision. The Faculty Practice Review Committee has jurisdiction to hear appeals resulting from the Associate Dean's decision on a Practicum Intervention.

### *II Composition of the Faculty of Science Practice Review Committee*

1) The Chair of the Faculty of Science Academic Appeals Committee shall normally serve as the Chair of the Practice Review Committee (FPRC), however, the Dean may appoint another academic staff member to chair an individual appeal, if the circumstances warrant. The members of the FPRC will be chosen from the academic staff and undergraduate student members of the Faculty of Science Academic Appeals Panel. Refer to the document Composition and Procedures for the Faculty of Science Academic Appeals Committee (available from the Faculty of Science Student Services Office or the Faculty of Science website) for a description of the policies governing the selection of academic staff and student members and their terms of service.

2) The functions of the Chair shall be to serve as Chair of each Practice Review Committee, to supervise the appeal procedures and to appoint in rotation, as available, the additional two members (one academic staff and one student) of each Practice Review Committee from among those on the Appeals Panel.

3) The Dean, Associate Deans, Assistant Deans, Student Service Officers and Department Chairs are not eligible for membership on the Appeals Panel and FPRC. Departmental Industrial Internship Coordinators may serve as members of the FPRC as long as they are academic staff, as defined by A1.1 of GFC Policy 5.1.4, and as long as they are not from the department offering the undergraduate program in which the Appellant is registered.

### *III Procedures to be Followed by the FPRC*

- 1) When an appeal is to be scheduled, the Chair shall appoint a Faculty of Science Practice Review Committee (FPRC). The FPRC shall consist of the Chair plus one (1) academic staff member and one (1) student member chosen by the Chair from the Faculty of Science Academic Appeals Panel. The Chair shall have the authority to make ad hoc appointments of a Science student and an academic staff member to the FPRC in the event that members of the Panel are absent from the campus. A quorum shall be three (3) members. A student's academic advisor or Industrial Internship Coordinator shall not be appointed to the Committee.
- 2) After hearing an appeal and reaching a decision, the Chair shall inform the Associate Dean, Undergraduate and the Appellant of the decision as soon as possible, and shall report in writing to the Associate Dean, Undergraduate and to the Appellant as described in Section IV.

### *IV Policies governing the initiation of an appeal and hearing procedures*

- 1) Appeals to the FPRC regarding a practicum intervention will be scheduled as quickly as possible after they arise. The Appellant and Respondent (the Associate Dean, Undergraduate) will be given at least seven (7) calendar days notification of the date and time of the hearing.
- 2) In determining whether and what actions are necessary to protect the public interest in specific cases, the FPRC may seek and rely upon expert advice and third party assessment. In addition, the FPRC may hear from expert witnesses and may have a resource person(s) attend any or all portions of a hearing. Depending on the case such resource persons may include, but are not limited to, the Appellant's Industrial Internship Coordinator, the Department Chair or Associate Chair, or a Departmental Honors or Specialization advisor.
- 3) The Hearing shall be held in camera with no minutes recorded, except for the decision of the Committee and the basis upon which the decision was made.
- 4) There is no obligation on the part of the Appellant or Respondent to appear at the hearing and the FPRC is empowered to proceed on the basis of the written record should the Appellant or Respondent not appear or choose not to appear.
- 5) Prior to hearing evidence, the FPRC shall take such steps as are necessary to familiarize itself with the relevant Faculty, Departmental and GFC regulations.
- 6) All materials introduced to the Hearing must be relevant to the issues before the FPRC. The Chair of the FPRC shall have sole discretion in deciding the relevance all materials introduced.
- 7) The FPRC shall conduct the hearing in a manner which, in its sole discretion, it considers proper.

8) The FPRC shall give all parties to the appeal an opportunity to be heard and to present evidence.

9) The FPRC has the authority to confirm, reverse or vary the decision under appeal, including establishing or varying previously imposed conditions for entry, continuation or re-entry to the practicum.

10) At the conclusion of the Hearing, the Appellant, the Appellant's advisor (if present) and the Respondent must leave the room. The FPRC shall then decide, by majority vote, either:

(i) to uphold the appeal and make such order as required, provided that no order shall be made which is contrary to published Faculty regulations or

(ii) to deny the appeal.

11) The written summary and decision of the FPRC shall be signed by the Chair and delivered to the Associate Dean, Undergraduate within three working days of the conclusion of the Hearing. At that time, the Chair shall also communicate the decision, in writing, to the Appellant by hand, by registered mail or by courier. In the event of an unsuccessful appeal, the Appellant will be informed of the right to appeal the FPRC's decision to the GFC Practice Review Board (PRB) within ten (10) working days of deemed receipt of written notification of the FPRC's decision.

12) The written summary and decision shall be retained in the Dean's Office for a period of one (1) year. If a further appeal is made to the GFC PRB, all documents will be held for a minimum of one (1) year following completion of the GFC appeal process. Following that all documents related to the appeal will be destroyed.

13) An Appellant shall be permitted only one (1) appeal to the FPRC on the same matter.

Approved by Faculty Council November 28, 2014