

## **Student Conduct Work Group (SCWG): Terms of Reference**

### **1. Mandate and Role**

The Student Conduct Work Group (SCWG) has been established by two General Faculties Council Standing Committees, Academic Policy Committee (APC) and the Student Affairs Committee (SAC) to review and recommend revisions to the Alberta University of the Arts Student Conduct Procedure, which outlines the process for student non-academic misconduct and student academic conduct.

Specifically, the SCWG will review misconduct principles, policies and procedures captured in the current procedure and those that intersect with other current policies at AUArts, including but not limited to Sexual Violence Policy, Respectful Workplace Policy and Procedure, AUArts Code of Conduct Policy, Health and Safety, Research Ethics, and others. The committee will also become familiar with existing program handbooks for related information. It will also examine other Canadian university student conduct procedures to ensure alignment and consistency in a university environment.

### **2. Deliverable and Approval Timelines**

The SCWG will:

- Present this Draft Terms of Reference for Approval to the GFC Steering Committee;
- Develop a work plan, with tangible tasks and deadlines for completion;
- Undertake appropriate comparative research and expert consultation; and
- Develop a first draft of a new Student Conduct procedure(s) for campus consultation;
- Lead a campus-wide consultation process, approved by SAC and APC;
- Integrate feedback and finalize the draft and recommendations;
- Submit the draft recommendation(s) to the Policy Committee for consideration and recommendation to GFC; and
- Submit the draft recommendation(s) to GFC for consideration and approval by January 31, 2024 for implementation in the 2024-2025 academic year.

### **3. Guiding Principles**

The SCWG will consider and apply the following guiding principles for the development and review of policies and procedures governing student behaviour.

- AUArts Mission, Vision, Values
- Clarity and Transparency
- Accountability
- Procedural Fairness
- Reporting and Confidentiality
- Timeliness
- Policy Alignment and Integration
- Community Education and Capacity Building

#### 4. Composition

The membership will include four administrative/staff members, four faculty members and four students, appointed by the GFC.

The Work group will be co-chaired by the Chairs of the APC and SAC, and may split into smaller groups to examine specific policy/procedure streams (i.e. Academic conduct vs Non-Academic conduct).

##### **Voting Members:**

##### ***Administrative and staff members***

- (Co-Chair) Chair, GFC Academic Policy Committee (APC)
- (Co-Chair) Chair, GFC Student Affairs Committee (SAC)
- Assistant Registrar, Curriculum, Registration and Student Information
- Director, Student Services & Wellness
- Associate Dean, Undergraduate Programs

##### ***Students***

- Four students appointed by the AUArts Student Association

##### ***Faculty Members***

- Four permanent or LTA faculty members, one appointed by each School

##### **Non-Voting Members:**

- Student Counsellor
- University Secretary (Resource)

The SCWG will seek advice from any other internal or external consultants and/or experts as required.

#### 5. Operation

The SCWG will at the call of the Co-Chairs. Work may be delegated to individuals and subgroups outside of the SCWG as is deemed appropriate.

**Approved by GFC Steering Committee: May 12, 2021**

**Implementation Date: May 12, 2021**

**Revised by GFC Steering Committee: May 3, 2023**