

Student Conduct Appeal Board Composition and Selection

Appeal Board

The Appeal Board reviews student appeals of administrative student conduct decisions involving alleged violations of the University's behavioral and academic integrity expectations. This entity provides Butler students with additional consideration of prior administrative conclusions through community member involvement in conduct decisions.

Appeal Board Membership

The Appeal Board is comprised of six (6) members consisting of trained faculty, staff, and students. Additionally, the Dean of Students shall serve as the non-voting chair. Furthermore, the breakdown is:

- 1) Two (2) shall be degree-seeking undergraduate students. The terms of the student members shall be two academic years.
- 2) Two (2) shall be full-time members of the teaching faculty each from a different college of the University who shall serve for terms of two years.
- 3) Two (2) shall be members of the University staff. The terms of the staff members shall be two academic years.
- 4) The Dean of Students serves as the advisor and non-voting chair to the Appeal Board and is responsible for the following:
 - a. Coordinates the annual selection and training of the Board.
 - b. Receives student appeals and schedules Appeal Board reviews.
 - c. Selects members of each panel based on a broad representation of perspectives, the avoidance of known conflicts of interest, and member availability.
 - d. Ensures that established processes are followed.
 - e. Advises students of the appeal process and their rights.
- 5) Any member of the Appeal Board may be removed should they be unable or unwilling to participate fully in board training, reviews, or other scheduled activities or if they are deemed responsible for a breach of confidentiality.
 - a. Student membership will be reviewed if they are alleged to have violated the University's *Student Conduct Code*. A student member may be removed if they are found responsible for a violation of the *Student Conduct Code*.
 - b. Any decision about removing a student member will be left to a vote of the full board (minus the student member in question). This process would be coordinated by the Dean of Students. A majority vote is required to remove a student member.
 - c. If there is a necessity to replace new members in the middle of an academic year, new members shall be selected in a process that models the selection processes as designated below.

Selection of Student Members

The process will be coordinated and advised by the Dean of Students according to these guidelines:

- 1) Any interested undergraduate student member may apply for an Appeal Board position.
- 2) The Dean of Students will form a selection committee made up of current and former board members and a representative of SGA to review applications and interview qualified candidates.
 - Student member candidates must be in good standing with the University both academically and socially.
 - The student must be able to commit to regular hours for meetings (A heavier commitment at the beginning of the academic year until the board has completed training.)
 - The selection committee shall seek to develop a pool of applicants and select members that represent a breadth of interests and perspectives of the Butler community.
- 3) The selection process for new student board members will generally be completed by September 30 of an academic year.
- 4) Once a student member has served a two-year term, they will be eligible to serve up to two additional years on an on-call basis should conflicts of interest or accessibility prohibit current term students from involvement.

Selection of Faculty Members

Faculty members shall be appointed by each college through the established committee appointment process utilized by the faculty member's respective college. A rotation schedule will be established so that each college will provide a representative every six years. Faculty members will serve a two-year term. Once a faculty member has served a two-year term, they will be eligible to serve another two years on an on-call basis should conflicts of interest or accessibility prohibit current term faculty from involvement.

Selection of Staff Members

When openings exist, the Dean of Students will seek candidates for the opening. Staff Assembly will be notified and nominations will be welcome. Staff member selection will be coordinated by the Dean of Students. Staff members who wish to serve in this role must have advance permission from their supervisor to be considered. Once a staff member has served a two-year term, they will be eligible to serve another two years on an on-call basis should conflicts of interest or accessibility prohibit current term staff members from involvement.

This new format for student conduct appeals was adopted fall 2019. In the first year of transition, AY 2019-20, board members from the prior year will be retained to serve a one year term. Board member selection processes as described above will be in effect for AY 2020-21.