

REVIEW AND APPEAL

Stage	Role	Actions	Timeline
REVIEW OF PROCEDURES			
Request Review	Respondent or Complainant	<ul style="list-style-type: none"> Request a review of the investigation or decision making process or where there is a lack of administrative fairness. 	10 Days
Review of Procedures	Review Officer	<ul style="list-style-type: none"> Determines whether investigation and decision-making process were correctly followed and identify steps to be taken to remediate the flaws up to a hearing. 	5 Days
APPEAL HEARING			
Request Appeal	Respondent	<ul style="list-style-type: none"> Submits written appeal where there is new evidence or a fundamental flaw in procedures. 	10 Days
Review	Appeal Officer	<ul style="list-style-type: none"> Reviews appeal and if grounds for appeal are met proceeds with hearing (normally in writing). 	5 Days
Response	Provost's Delegate	<ul style="list-style-type: none"> Provides response to appeal. 	10 Days
Final Response	Appellant	<ul style="list-style-type: none"> Provides final written response. 	10 Days
Decision	Appeal Officer	<ul style="list-style-type: none"> Issues written decision. 	10 Days