

TERMS OF REFERENCE

FACULTY DISCIPLINARY COMMITTEE

Role:

To hear allegations of misconduct by Faculty students in respect to a possible breach of the University's Student Code of Conduct ([Part 3 – Bond University Discipline Regulations](#) – Schedule B), inclusive of University Policies that directly relate to the University's Student Code of Conduct (e.g. [Plagiarism Policy - TLR 3.06](#), [Social Media Policy – COR 4.03](#)). Generally, the allegation of misconduct will relate to the normal teaching, learning, research activities of the Faculty including such activities on all University campus sites and all non-University sites that are approved sites for student placement or other learning, teaching or research-based activities.

Appointment:

The Faculty Disciplinary Committee and Chair are appointed by the Faculty Executive Dean in accordance with [Part 3 – Bond University Discipline Regulations](#) Division 2 Clause 12 (2)(k).

Terms of Reference:

The Faculty Disciplinary Committee, within the framework of the University Discipline Regulations and associated policies, will:

- Investigate all allegations of student misconduct in the Faculty. Note: The Chair on authority of the Executive Dean has the power to dismiss any allegation prior to a formal Faculty Discipline Committee meeting.
- Hear all allegations of student misconduct in the Faculty.
- Report the outcome of the Faculty Disciplinary Committee meetings, inclusive of committee recommendations of sanctions to the Executive Dean as decision maker.
- Advise the Executive Dean with respect to any changes in University Regulations or Policy that relate to the University Discipline Regulations.

The Chair of the Faculty Disciplinary Committee will:

- Provide advice and support to Faculty staff and external stakeholders with respect to the University Discipline Regulations and related policies and procedures.
- Recommend to the Executive Dean the dismissal of allegations of misconduct found to be unsubstantiated and not appropriate to be forwarded to the Faculty Disciplinary Committee.
- Constitute the members of each sitting of the Faculty Disciplinary Committee in respect to the nature of the allegation – as detailed further under membership and constitution of the Faculty Disciplinary Committee.
- Liaise with the Executive Dean and/or Faculty Executive Committee with respect to recommendations from the Faculty Disciplinary Committee that relate to amendments to university regulations or policy.



- Liaise with the Executive Dean and/or Faculty Executive Committee with respect to recommendations from the Faculty Disciplinary Committee that relate to amendments to faculty policy or procedure/process.
- Liaise with the Faculty Learning and Teaching Committee with respect to any committee recommendations relating to learning and teaching that arise during the investigation and hearing of an allegation of misconduct.

Membership

Chair:	Associate Dean Student Affairs & Service Quality OR other Delegate of the Executive Dean
Faculty Academic Members:	Head of each program OR Delegate
University Members:	Other Faculty Associate Deans Student Affairs & Service Quality
Secretariat:	Manager Student Affairs & Service Quality

For a committee meeting to be quorate, there must be five (5) sitting members in attendance.

For disciplinary hearings involving allegations of misconduct in a community or health setting, there must be at least one (1) Faculty member from the healthcare program in which the student misconduct has been alleged to have occurred and at least one (1) Faculty member from another Faculty healthcare program.

The Committee can co-opt other members as appropriate.

The Committee will convene to hear each allegation of student misconduct referred to the Committee within the timelines established by the University Discipline Regulations.

The full membership of the Committee will meet once per year to generally consider performance and review:

- Committee Terms of Reference;
- Process of identifying, managing and referring allegations of student misconduct;
- University and Faculty regulations, policy, procedures and associated support documentation for staff and students and consider any recommended or implemented amendments;
- Any Faculty Program specific related processes or documentation for alignment with Faculty Disciplinary Committee process.