



University Board of Appeals: Member Description

The University Board of Appeals (UBA)...

1. May hear all appeals of alleged policy violations from the beginning of student orientation through the last day of spring classes, with special sessions called when necessary.
2. Is convened when a student/organization appeals the decision of the Student Justice Board, or hearing officers as appropriate and determined by Student Conduct practices.
3. May recommend appropriate sanctions consistent with the *Code of Conduct* and university policy and the offense under consideration. Findings are final except in cases of suspension or dismissal, which are forwarded to the University President for final review and disposition.
4. Consists of 15 members represented by faculty, staff, and students appointed by Faculty Senate, the VPSA/AP (who is not eligible for membership), and SGA respectively. Faculty and staff members serve two-year terms, while student appointments are for one academic year without term limits.
5. Is advised by the Chief Conduct Officer, or designee, who sits in on all proceedings to ensure the proper procedures are administered and assure compliance with guidelines set forth in the Code of Conduct.
6. Shall make suggestions for modifications to both policy and sanctions to the appropriate jurisdiction.

Code of Ethics

All appointments to a disciplinary board are subject to the conditions specified in the undermentioned Code of Ethics. All board members and hearing officers must follow a Code of Ethics, which states they must:

1. Be fair and impartial.
2. Cultivate a sensibility, which will result in an impartial outcome of the proceedings.
3. Commit to ensuring that the intent and meaning of the Code of Conduct will be carried out on all occasions.
4. Maintain confidentiality and privacy of all parties.
5. Recuse themselves before the commencement of a hearing if they are partial according to the definition in the Code of Conduct. The right to this privilege is absolute and may not be questioned.
6. Not be substituted once a hearing has started. Also, if a member is absent, they may not participate further in the deliberations of the board.
7. Serve on only one of the student conduct boards at a time, thereby ensuring there is no conflict of interest.

Terms of Appointment

1. Students appointed to the University disciplinary boards may not be found responsible in a conduct proceeding in the semester prior to appointment and must be in good standing with the University at the time of application and throughout the terms held.
2. Students must maintain a 2.75 GPA at the time of application and throughout the terms held.
3. All members must have sufficient time to responsibly perform as a representative.
4. All members are to be mature and fair-minded.
5. All members are not to be prejudiced either for or against persons or University policy.
6. All members must be familiar with the University and its procedures.
7. All members must participate in and comply with annual trainings.
8. All members may make suggestions for modifications to both policy and sanctions to the appropriate jurisdiction.
9. All members must vote yes or no on all motions.



Desired Qualifications

1. Effective written and verbal communication skills
2. Aptitude in applying critical thinking skills when information is incomplete and/or ambiguous
3. Commitment to Loyola's mission of providing a liberal arts education grounded in the Jesuit tradition
4. Ability to work and interact as a member of diverse, multi-cultural work groups and communities

Essential Duties

1. Model positive behavior and respect for University policy and all applicable local, state and federal laws during complete duration of employment.
2. Report all policy infractions to the appropriate departments.
3. Be familiar with all applicable University and Residential Life Polices as outlined in the Student Code of Conduct.
4. Demonstrate knowledge of campus resources and make referrals as appropriate.
5. Be available for appellate reviews as determined throughout the academic year and the mandatory annual training (yet to be scheduled).