

## UNIVERSITY OF BATH

### **ROLE SPECIFICATION**

<b>Title:</b>	Disciplinary Committee Member
<b>Term of Office:</b>	Ex Officio Member Elected Member: Three Years Student Member: One Year
<b>Time Commitment:</b>	This is estimated to be approximately one full time equivalent day every month during academic term-time.

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The Disciplinary Committee is responsible for assessing serious Student Disciplinary cases. Members participate in Disciplinary Committee Hearings, where they will be asked to hear cases and decide on whether student(s) have breached the University's Disciplinary Regulations for Students, and if so what sanctions should be applied.

This Committee plays a key role in upholding appropriate student behaviour across the University.

### **Key Responsibilities**

1. To attend meetings of the Disciplinary Committee (normally at least one per academic term) and contribute to the decision making on student disciplinary cases by:
  - a. Reviewing investigative reports and materials in advance of the Hearings,
  - b. Asking questions of attendees at Committee Hearings, and participating in the Committee process,
  - c. In discussion with other Committee members, making decisions on the outcome of disciplinary cases and (if relevant) what sanctions should be applied.
2. To attend training in relation to performance of the role of Disciplinary Committee Member (as required)

### **Person Specification**

1. Demonstrable ability to engage with complex and potentially difficult cases, and to treat all matters discussed with sensitivity and confidentiality.
2. Demonstrable ability to assess complex situations with objectivity, and with consideration of the wellbeing of the students involved in the process.
3. Demonstrable commitment to equality, diversity, dignity and respect of all students and staff.

You will be expected to have obtained permission from your Line Manager and/or Head of Department before submitting your Expression of Interest.