RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
Student Affairs Committee
(Standing Committee of the Faculty Senate)

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1. Committee Name

Student Affairs Committee – SAC

2. Reporting Line

Student Affairs Committee reports to the Senate.

3. Purpose and Scope

The committee addresses issues including, but not limited to, bullying and harassment, verbal misconduct (insults, threats, inappropriate language), physical altercations or fights, behavioral concerns affecting campus safety or wellbeing, and violations of student conduct and community standards.

The committee does not review or adjudicate matters related to course grades, academic standing, academic misconduct, study achievements, internships, scholarships, or academic appeals. Such matters fall under the authority of relevant academic committees and institutional policies.

Within the scope granted by Senate policy, SAC may issue decisions on student conduct and behavioral cases, recommend corrective, educational, or disciplinary measures, and propose preventive or supportive interventions.

4. Responsibilities and Duties

The committee is responsible for reviewing student conduct and behavioral cases within its scope, ensuring decisions are based on objective and policy-aligned criteria, safeguarding procedural fairness and neutrality, requesting additional documentation when necessary, conducting hearings where appropriate, issuing written determinations, communicating outcomes to relevant parties, and monitoring patterns and trends in student affairs matters.

Deliverables include:
4.1 Case-specific written determinations
4.2 Recommendations for interventions or policy adjustments
4.3 Annual summary report
4.4 Procedural improvement proposals

5. Authority and Decision-Making

Student Affairs Committee (SAC) may make determinations on student behavioral and conduct cases as defined by Senate-approved policies. The committee may recommend sanctions, corrective actions, educational measures, referrals to support services, or further review when warranted. Any proposed policy revision must be submitted to the University Senate for approval.

Students retain the rights, where permitted by institutional policy, to request a review through. This review is done by the RIT-K Dean of Faculty.

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6. Membership and Composition

6.1 **The SAC shall comprise the following members:**

- 6.1.1 It is comprised of three full-time faculty members (Chair and committee).
- 6.1.2 Chair: One (1) full-time faculty member appointed by the Academic Senate.
- 6.1.3 Committee members: two (2) full-time and/or adjunct faculty members appointed by the Academic Senate.
- 6.1.4 The composition of the Committee shall include at least two full-time faculty members and at least one adjunct faculty member.
- 6.1.5 Faculty members shall serve three-year terms.
- 6.1.6 Chair will serve a three (3) year term, renewable.

7. Meeting Procedures

7.1 The Committee shall convene at least once per academic year and additionally on an as-needed basis.
7.2 A quorum shall consist of 51% of members.
7.3 Decisions shall be made by majority vote, with consensus encouraged wherever possible.

8. Reporting Requirements

The committee submits an annual report to the Senate summarizing the number and types of cases reviewed, general outcomes (without identifying information), observed trends, and recommendations for policy or procedural improvements.

9. Review and Amendment of Terms of Reference

9.1 The Terms of Reference shall be subject to review by the Academic Senate on a two-year cycle or on an as-needed basis.

9.2 Any amendments to the Terms of Reference prior to the scheduled review period shall require formal approval by the Academic Senate. Terms of Reference shall be reviewed every two years or earlier if required. Amendments may be proposed by the committee or the University Senate and require Senate approval.

10. Alignment with Institutional Policies

The Student Affairs Committee ensures that its procedures and determinations align with RIT Kosovo's mission, Student Conduct Code, institutional safety and wellbeing policies, shared governance principles, and applicable RIT Global policies.