



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Funding Appeals Policy

**Category:** Member Benefits

**Date last Revised:** August 24, 2021

### I. Overview

The appeals policy shall apply to all funds disbursed to members and/or their dependents in accordance with MRFA Member Benefits Policies 1.1-2.2

### II. Applicable Committee

The Appeals Committee shall be struck as required when a funding appeal is submitted to the Senior Administrative and Faculty Relations Officer.

The Appeals Committee shall be comprised of the following members of the Board:

- The Member Engagement Officer (who shall be Chair),
- The Academic Liaison Officer,
- The Communications Officer,
- The Treasurer (non-voting), and
- The Senior Administrative and Faculty Relations Officer (non-voting).

### III. Authority

The Appeals Committee shall submit a recommendation to the Executive Board within 15 days of receipt of a funding appeal. The Executive Board shall inform the member of its decision.

### IV. Eligibility

All eligible applicants to Association funds are eligible to submit a funding appeal within 15 days of notification of a funding decision. Funding appeals submitted after the 15-day time period shall not be considered.

### V. Process

- i. Members will be notified of funding decisions by the Senior Administrative and Faculty Relations Officer.
- ii. Where applicable, funds will not be disbursed for a 15 day period to ensure that members have the opportunity to submit an appeal.
- iii. Funding appeals may be made only in cases where new information can be provided or in the event of a potential procedural error.
- iv. With respect to negotiated sources of funding which are allocated on a proportional basis, the Appeals Committee shall consider appeals in light of all applications, the funds available and with reference to the relevant articles of the Collective Agreement and MRFA Policies.