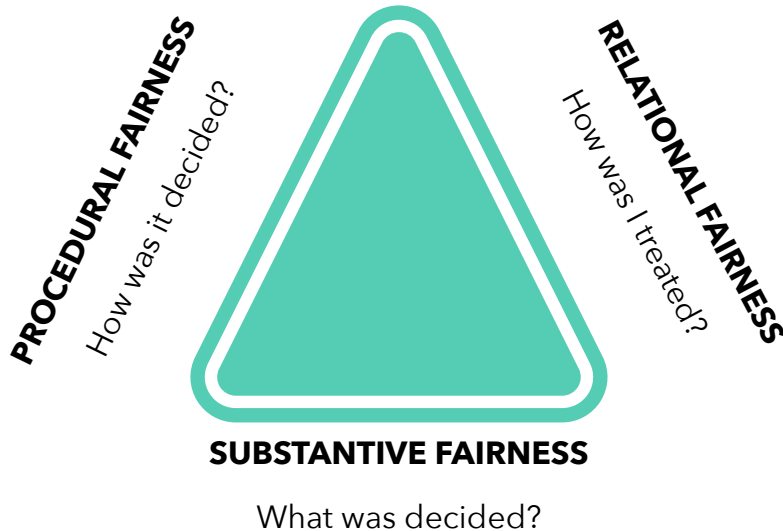


# Fairness Considerations for Instructors



## Three Aspects of Fairness

**Procedural Fairness** outlines how a decision was decided. It involves providing notice a decision is to be made, what is required and what is at stake in the decision. Procedural Fairness requires:

- an appropriate forum for the affected parties to be heard,
- decisions are made in a reasonable time,
- the decision maker is impartial and unbiased, and
- clear and appropriate reasons for decisions are provided.

**Relational Fairness** outlines how the party has been treated through the process. Information should be made clear and accessible problem-solving options been provided. Relational Fairness requires:

- being approachable, honest, and forthright,
- listening and being clear on what you can and cannot do, and
- respecting confidentiality.

**Substantive Fairness** outlines how a decision was decided. It involves ensuring decisions are based on relevant information. Substantive Fairness requires:



Fairness does not require that everyone is treated the same.



Fairness doesn't require a person receiving the outcome they want; it does require processes should be consistent.



Fairness requires transparency to understand expectations.

- decisions are not unjust, oppressive, or discriminatory,
- are not wrong in fact, and
- are reasonable.

## Concepts of Fairness

The following concepts of fairness can help guide best practices for instructors.

<p><b>Access to Information</b></p> <p>Is the information on policies, procedures, and deadlines accessible through different means?</p>	<p><b>Transparency of Process</b></p> <p>Does the student have an outline of the course policies, procedures, and expectations?</p>	<p><b>Disclosure</b></p> <p>Has the student been informed on what information is being considered for the decision?</p>
<p><b>Opportunity to Respond</b></p> <p>Has the student had an opportunity to respond and provide their side of the story?</p>	<p><b>Impartiality</b></p> <p>Are their steps for decision makers to maintain impartiality? Can students perceive the process as fair?</p>	<p><b>Timelines</b></p> <p>Are timely decisions provided? If delays occur or are expected, are students notified?</p>
<p><b>Reasons</b></p> <p>Have adequate reasons for the decision been communicated clearly to the student?</p>	<p><b>Consistency</b></p> <p>Are decisions consistent to established criteria? Have individual circumstances been considered?</p>	<p><b>Appeals</b></p> <p>Has information been provided to the student on how to appeal and where they can get support?</p>
<p><b>Support</b></p> <p>Has the student been made aware they can have a support person or advocate to consult with and attend meetings?</p>		

**Fairness Checklist for Instructors** is a tool that can be used as a checklist to ensuring the components of the fairness triangle (procedural, relational, and substantive) have been followed and in support of your academic course.