

GUIDELINES  
AND  
TERMS OF REFERENCE  
FOR  
SENATE  
AND  
FACULTY COUNCIL  
STANDING COMMITTEES

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Chair, Committee on Committees

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## A. GUIDELINES

- (a) Committees should give advice on academic matters, review recommendations for Senate action, and make decisions where appropriate.
- (b) If the above can be more effectively achieved without the need for a committee, serious consideration should be given to disbanding the committee.
- (c) The terms of reference should clearly outline the purpose and mandate of the committee, and how this can be achieved.
- (d) The membership should reflect the function of the committee. This refers to the number of members, the balance between ex-officio and elected members, the number and distribution of faculty members and librarians, and the participation of students.
- (e) In general, the balance of members on committees should reflect the composition of the Senate (and Faculty Council where appropriate). That is, normally, there should be more elected members than ex-officio members. Also, students should be on all committees unless there is a compelling argument to exclude them.
- (f) Workload should not become excessive. This particularly applies to the participation of the Vice-President (Academic and Research) and the Academic Deans.
- (g) Committees should be as small as possible, commensurate with their function.
- (h) Wherever feasible, similar rules of procedure should apply to all committees.

B. GENERAL REGULATIONS

- (a) The normal term for an elected faculty or librarian member is three years, starting on July 1<sup>st</sup>.
- (b) The normal term for an elected student member is one year, May to April or until replaced. The month of May is an overlap month when new members will take over from old as they are elected. Some committees meet during the summer months when some student committee members may not be available. For the months May through August the President of the Students Administrative Council and/or a SAC-appointed designate as appropriate may serve in place of student committee members who are not available.
- (c) A member going on leave will be replaced, and the replacement will be given a three year term.
- (d) Ex-officio members may delegate a replacement for any meeting of the committee.
- (e) Student members should be proposed by the S.A.C. and ratified by the Senate (or Faculty Council where appropriate).
- (f) If at all possible, the Chair of the Committee on Committees will ensure that Senate or Faculty Council (as appropriate) receive nominations for all vacancies on Senate and Faculty Council committees by May for the subsequent year.
- (g) The Chair of all committees should be determined before the start of the new academic year. Where the Chair is an ex-officio member, the Vice-President (Academic and Research) will name the chair. In other cases the chair will be determined either by the Committee on Committees, or by the committee in question, as dictated by the terms of reference. The Chair will be appointed or elected for a one year, renewable, term.
- (h) All members of all Senate or Faculty Council Committees shall be voting members.
- (i) The voting privileges of the Chair will be the same as for all other voting members of the committee.
- (j) A quorum will be established for all committees. Normally this will be more than half the elected members, plus more than half the ex-officio members.

- (k) Each committee will submit a written report to Senate at least once a year, at a time determined by the Chair of the committee and the Secretary of Senate (or Secretary of Faculty Council). This report will be circulated with the agenda, and the Chair of the committee will be present at the Senate meeting (or Faculty Council meeting) to discuss this report.
- (l) All committees will keep formal minutes. These minutes, together with other relevant documents, are to be transmitted to the Secretary of Senate at the end of each academic year.
- (m) If the revised composition of committees is approved, the reduction in elected members will be achieved through attrition.
- (n) Normally, newly appointed faculty members and librarians would not be expected to serve on University committees in their first year. During the next three years committee service should be limited to one or two University committees.
- (o) All full and part time faculty and librarians on continuing appointments are eligible to be elected to serve on Senate Committees.

C. SENATE COMMITTEES

**1. The Academic Appeals Committee**

- (i) Terms of Reference:  
This committee will be the final appeal body for all matters arising from decisions of the Academic Judicial Committee.
- (ii) Membership (5 members, including 2 elected faculty or librarians):  
1 ex-officio member  
    The Chair of Senate [Chair]  
2 faculty or librarians who are not on the Academic Judicial Committee, elected by the Senate  
2 students who are not on the Academic Judicial Committee, elected by the Senate
- (iii) Quorum:  
At least four members

**2. The Academic Computing Committee**

- (i) Terms of Reference:
- (a) The purpose of this Committee is to oversee all aspects of academic computing on campus, including those pertaining to teaching, research and creative activity.
- (b) The committee will:
- (1) review and make recommendations to Senate on Standards and Policies for the academic use of computer equipment on campus and will ensure that these policies are made available to all users.
  - (2) prepare an academic computing budget proposal annually.
  - (3) review and make recommendations on the efficient use of human, physical and financial resources by the Computing Services Department to support the academic mission of the institution.
  - (4) review and make recommendations on the standard hardware and software configurations made available to academic users.
  - (5) consider any other issue related to academic computer use on campus referred to it by either the Senate or the Computer Services Department.
  - (6) meet monthly during academic terms and once in the summer, or more frequently if the need arises.
- (ii) Membership (9 members, including 5 elected faculty or librarians)  
3 ex-officio members  
    Vice President (Academic & Research) [Chair]  
    Director of Computing Services  
    Educational Technology Consultant  
5 faculty or librarians elected by the Senate, with representation from each of the three faculties  
1 student elected by the Senate

- (iii) Quorum  
At least 2 ex-officio members plus at least 3 elected members

### **3. The Academic Judicial Committee**

- (i) Terms of Reference:
  - (a) This Committee will hear cases which involve major infractions of university academic policy and assign appropriate sanctions.
  - (b) It will receive hearing requests from students, instructors or other members of the University community and may grant a hearing regarding allegations of academic dishonesty (see section 6.13 of the University Calendar). Its decisions may be appealed to the Academic Appeals Committee.
- (ii) Membership (5 members, including 2 elected faculty or librarians):
  - 1 ex-officio member  
The Registrar [Chair]
  - 2 faculty or librarians, elected by the Senate
  - 1 alternate faculty or librarian, elected by the Senate
  - 2 students elected by the Senate
  - 1 alternate student, elected by the Senate
- (iii) Quorum:  
At least four members

### **4. The Academic Matters Committee**

- (i) Terms of Reference:
  - (a) The purpose of this Committee is to preserve the integrity of the academic programs and regulations.
  - (b) The Committee will review and make recommendations to Senate on the following:
    - (1) proposed changes in courses, including changes in prerequisites, and new courses;
    - (2) proposed program changes with respect to minor, major and honours requirements;
    - (3) proposed changes in degree regulations;
    - (4) any other academic regulations .
  - (c) Factors to be taken into account when reviewing proposals include the academic rationale and need for the proposal, the impact on existing programs, and the viability of the proposal in terms of current resources.
  - (d) The Committee will refer proposals to the University Planning Committee if they affect long range planning or involve significant additional costs.
  - (e) The Committee will refer matters to Faculty Council when appropriate.
  - (f) If the Committee rejects a proposal, it may be modified and re-submitted to the Committee, or it may be taken directly to the Senate.
- (ii) Membership (7 members, including 4 elected faculty or librarians):  
2 ex-officio members

An Academic Dean [Chair]

The Registrar [Secretary]

4 faculty or librarians elected by the Senate, with representation from each of the three faculties

One student elected by the Senate

The University Librarian is to be invited on a consultative basis to all meetings at which new courses and programs are discussed.

- (iii) Quorum:  
2 ex-officio members  
At least 3 elected members

## **5. The Admissions and Re-admissions Committee**

- (i) Terms of Reference:
- (a) The Committee will review and make recommendations to Senate on standards and policies for the admission and re-admission of students.
  - (b) The Committee will review and assess special cases of applications for re-admission.

Note: If the application is rejected the Committee must advise the student in writing of the possible grounds for appeal (see terms of reference for the Readmissions Appeals Committee) and the available process to be followed. Students appealing a decision must make their appeal within three weeks of the date of the letter from the Committee. The appeal is to be made to the Chair of the Readmissions Appeals committee.

- (ii) Membership (6 members, including 3 elected faculty or librarians):  
2 ex-officio members  
An Academic Dean [Chair]  
The Registrar  
3 faculty or librarians elected by the Senate  
One student elected by the Senate

The Manager of Admissions is to be invited on a consultative basis to all meetings at which standards and policies for the admission and re-admission of students are considered.

The Dean of Students is to be invited on a consultative basis to all meetings at which applications for re-admission are considered.

- (iii) Quorum:  
At least 2 ex-officio members  
At least 2 elected members

## 6. The Committee on Committees

- (i) Terms of Reference:
- (a) The Committee is the nominating committee for all Senate and Faculty Council committees.
  - (b) The Committee will act as the nominating committee for Presidential committees when requested.
  - (c) When nominating members to committees the Committee will consider:
    - (1) the fair distribution of committee work among elected members;
    - (2) the nominee's experience, knowledge and interest in the specific mandate of the committee.
  - (d) The Committee will keep under general review the committee structure of the University. It will review the terms of reference and composition of all standing committees of the Senate, the Faculty Council and the President, and make recommendations for changes where appropriate. In particular, it should consider which committees have served their purpose and should be disbanded.
  - (e) The Secretary of Senate will call for nominations to fill vacancies on this Committee, and Senate will elect the members. Nominations will not be made by members of the Committee.
  - (f) The members of the Committee may not nominate themselves for any Senate or Faculty Council committees.
- (ii) Membership (5 elected faculty members or librarians):  
5 faculty or librarians, of whom at least 3 will be Senators, elected by the Senate  
The Chair will be a Senator, elected from among the Committee members, determined by a vote by the Committee itself.
- (iii) Quorum:  
At least 3 members

## 7. The Committee on Emeriti Appointments

- (i) Purpose  
The purpose of this policy is
- 1) to establish criteria and procedures for awarding certain honorific academic titles to faculty members and librarians after their retirement in order to recognize sustained scholarly work and service to the University, and
  - 2) to delegate to the Senate the power to award certain such titles as provided in this Policy.
- (ii) Titles  
The titles that will be awarded pursuant to this Policy are 'Professor Emeritus/Emerita', 'Librarian Emeritus/Emerita', 'Associate Professor Emeritus/Emerita' and 'Associate Librarian Emeritus/Emerita'.
- (iii) Eligibility  
Faculty members and librarians who retired at the rank of 'Professor/Librarian' will be

eligible for the title 'Professor Emeritus/Emerita' or 'Librarian Emeritus/Emerita', as the case may be.

Faculty members and librarians who retired at the rank of "Associate Professor/Associate Librarian" will be eligible for the title of 'Associate Professor Emeritus/Emerita' or 'Associate Librarian Emeritus/Emerita', as the case may be.

(iv) Criteria

These titles will be awarded in accordance with this Policy to eligible faculty members and librarians who on retirement had at least 10 years of continuous service at Mount Allison as a faculty member or librarian. Emeritus status is not awarded posthumously and only one form of emeritus status will be granted by Mount Allison University to any one individual.

These titles may be awarded in accordance with this Policy to faculty members and librarians who do not satisfy the length of service criteria in the previous paragraph but whose service was exceptional.

'Retirement' is defined as meaning leaving the university's employ through 'early retirement' at age 55 or beyond or 'normal retirement', as per the definition contained in the University's pension plan. This definition does not preclude consideration under the previous paragraph of those faculty members or librarians who do not satisfy the criteria under this section but whose service has been exceptional.

(v) Committee on Emeriti Appointments

There shall be a Committee on Emeriti Appointments made up of

- a) two persons with Emeriti appointments nominated by the Committee on Committees and approved by Senate,
- b) three faculty or librarian members of Senate nominated by the Committee on Committees and approved by Senate,
- c) two Regents or Senators appointed by the Board of Regents,
- d) one student member of Senate nominated by the Committee on Committees and approved by Senate, and
- e) the Secretary of Senate, who shall chair the Committee.

(vi) Procedure

The Committee on Emeriti Appointments shall meet before March each year to draw up a list of those who satisfy the criteria in the first paragraph of section 4 above, and to consider possible recommendations to Senate on others who do not satisfy those criteria but who might satisfy the criteria under the second paragraph of section 4, without in either case being limited in any way by the date on which a faculty member or librarian retired.

Once the Committee approves the list of those who satisfy the criteria in the first paragraph of section 4 above, the Secretary of Senate shall write to those on the list to advise them of the honour they will receive, and shall advise the Senate, the President, and the Executive Committee of the names of those who will be so honoured.

If the Committee recommends that emeriti appointments be made to persons who do not satisfy the criteria in the first paragraph of section 4, those recommendations shall be made to Senate before its March meeting. The Senate shall vote on each recommendation by secret ballot. The decision of Senate shall be final. The Secretary of the Senate shall write to each of those the Senate has decided to honour in this way, and shall advise the

President and the Executive Committee of the Board of Regents of the names of those who will be so honoured.

The names of those to receive this honour will be announced at the regular Spring Convocation and their honorific titles will be effective when they are so announced.

(vii) Privileges

The honour is the most important aspect of these titles and the title does not imply that any allocation of University resources will be made.

The privileges of the title include being

- a) recognized by the University on certain special occasions,
- b) listed in the University Calendar,
- c) granted full faculty library borrowing privileges,
- d) entitled to use the University as a mailing address for scholarly purposes,
- e) eligible for administrative support in applying for external research grants, and
- f) eligible for internal research grants where appropriate.

Access to additional support services (office space, laboratory space, secretarial assistance) are not automatic privileges although they may be granted on a low priority basis. If granted, such privileges shall be reviewed at least annually.

(viii) Quorum

At least 5 members including at least one from each of categories (a), (b) and (c) in section 5.0.

## 8. The Committee on Students with Disabilities

(i) Terms of Reference:

- b) The mandate of the Committee is to review the Senate Policy on Students with Disabilities and make suggestions to the Senate for changes as appropriate.
- c) The Committee will review the services available to students with disabilities and make recommendations to the appropriate bodies concerning improvement in these services.
- d) From time to time the Committee will consult with other resource people, within and outside the University community, for advice on improving the environment for students with disabilities.
- e) At least one member of the Committee should have professional expertise in the area of disabilities.

(ii) Membership (8 members, including 2 elected faculty or librarians):

4 ex-officio members

An Academic Dean

The Director of the Meighen Centre

The Dean of Students

The Associate Registrar, Enrollment Services

2 faculty or librarians, elected by the Senate

1 student with a learning disability (selected by the Director of the Meighen Centre)

1 student with a disability other than a learning disability (selected by the Dean of Students)

Before the start of the next academic year, the Committee will elect one of its members to be chair of the Committee, and the Committee on Committees will be informed.

- (iii) Quorum:  
At least 3 ex-officio members  
2 elected faculty or librarians  
2 students

## **9. The Continuous Learning Committee**

- (i) Terms of Reference:
  - (a) The purpose of this Committee is to oversee all aspects of course offerings outside of the regular, on campus, programs.
  - (b) In particular the committee will:
    - (1) review the general policies in continuous learning and make recommendations to Senate when appropriate;
    - (2) monitor and make recommendations with respect to degree programs, non-degree programs, summer programs and community outreach;
    - (3) monitor and make recommendations with regard to the delivery methods used for continuous learning.
- (ii) Membership (6 members, including 3 elected faculty or librarians)  
2 ex-officio members  
The Vice-President (Academic and Research) [Chair]  
The Director of Continuous Learning  
3 faculty or librarians elected by the Senate  
1 student who is taking, or has taken, continuous learning courses, elected by the Senate
- (iii) Quorum  
At least 1 ex-officio member plus at least 3 elected members

## **10. The Graduate Studies Committee**

- (i) Terms of Reference:
  - (a) The Committee will:
    - (1) make recommendations to the Senate on programs, course offerings and general standards in the area of graduate work undertaken at the University;
    - (2) receive applications for graduate studies and accept candidates for admission into graduate studies, after discussion with the appropriate department;
    - (3) approve the program of studies for graduate work;
    - (4) oversee the supervision of students.
  - (b) On receipt of satisfactory evidence of the completion of studies, the Committee will make a recommendation to the Senate through the Faculty Council concerning the awarding of the degree.

- (ii) Membership (6 members, including 5 elected faculty):  
 One ex-officio member  
     Dean of Science  
 5 faculty elected by the Senate, with representation from each of the three faculties, including three from the Science Faculty with at least one member from the Chemistry department and at least one member from the Biology department.  
 Before the start of the next academic year, the Committee will elect one of its members to be chair of the committee. The chair may be reappointed, but when a new chair is appointed, this position must alternate between a member of the Biology department and a member of the Chemistry department and the Committee on Committees will be informed.
- (iii) Quorum:  
 One ex-officio member  
 At least 3 elected members

## 11. Graduation Review Committee

- (i) Terms of Reference

The Committee will:

- (a) review and assess the cases of graduating students who are likely to be prevented from receiving their degrees or certificates by reason of low averages, failure in a course, or some special circumstance, and consider students whose G.P.A. falls slightly below the required minimum for Honours or Distinction.
  - (b) work in close cooperation with instructors and department heads when making its decisions;
  - (c) make decisions on all cases prior to the preparation of the list of candidates that is presented at the meetings of Faculty Council and Senate in May and October;
  - (d) add candidates or move candidates to other categories on the list before the list goes to the Senate;
  - (e) post the final list for review at least 24 hours prior to its being voted on at Senate. Any changes made within this final 24 hour period will be circulated to all Department Heads and Program Directors.
- (ii) Membership (7 members, including 4 elected faculty or librarians)  
 2 ex-officio members  
     An Academic Dean (Chair)  
     Registrar  
 4 faculty or librarians, elected by the Senate (at least one faculty member from each of the Faculties)  
 1 student, elected by the Senate
- (iii) Quorum  
 2 ex-officio members  
 3 other members of the committee

## 12. The International Programs Committee

### (i) Terms of Reference:

The Committee will:

- (a) oversee international programs and develop new programs and exchanges;
- (b) develop guidelines for faculty, student and staff international exchanges, and for other programs that involve studying abroad;
- (c) coordinate the operation of international programs
- (d) review proposals for academic credit for independent international experiential learning (INEX 3/4000/1).

### (ii) Membership (7 members):

Academic Dean or Director responsible for International Programs [Chair]

A staff representative of the International Centre designated by the Vice-President  
International and Student Affairs

One student elected by the Senate

Four co-ordinators of international exchanges or study abroad programmes nominated annually by the co-ordinators of programmes listed in the University Calendar and recommended to Senate by the Committee on Committees.

The Committee Chair is responsible for convening a meeting of co-ordinators of exchanges and study abroad programmes listed in the University Calendar at least once per year for the purposes of nominating representatives to the Committee.

### (iii) Quorum:

At least four members

## 13. The Late Granting of Degrees Committee

### (i) Terms of Reference:

- (a) The Committee has the authority to grant degrees on the receipt of an academic course grade or further relevant information forthcoming after the formal meeting of Senate when degrees are granted.
- (b) The Committee will inform Senate at its next meeting of any degrees that are, in fact, granted.

### (ii) Membership (3 ex-officio members):

3 ex-officio members

The Vice-President (Academic & Research) [Chair]

The Registrar

The Secretary of Senate

### (iii) Quorum:

The full membership

#### 14. The Re-admissions Appeals Committee

- (i) Terms of Reference:
- (a) Students appealing a decision of the Admission and Readmission Committee must make their appeal within three weeks of the date of the letter from that committee.
  - (b) The Committee shall decide whether to uphold or reject an appeal of a decision of the Admissions and Re-admissions Committee. Appeals will be considered on the following grounds only:
    - (1) the Admissions and Re-admissions Committee was biased;
    - (2) the Admissions and Re-admissions Committee made an error in interpreting a regulation;
    - (3) new information has been provided subsequent to the decision of the Admissions and Re-admissions Committee;
    - (4) the decision of the Admissions and Re-admissions Committee imposes undue or unreasonable hardship.
  - (c) If the Committee upholds the appeal it shall consider the application for re-admission and its decision shall be final.
- (ii) Membership (3 members, including 1 elected faculty or librarian):  
 2 ex-officio members  
     The Secretary of Senate [Chair]  
     An Academic Dean who does not chair the Admissions and Readmissions Committee  
 1 faculty member or librarian elected by the Senate who is not a member of the Admissions and Re-admissions Committee
- (iii) Quorum:  
 All members

#### 15. The Research and Creative Activity Committee

- (i) Terms of Reference:
- The Committee will:
- (a) encourage research and creative activity at the University;
  - (b) advise the Vice-President (Academic and Research) on matters relating to the strategic direction of research and creative activity at the University and, where appropriate, at a national and/or provincial level;
  - (c) make recommendations to the appropriate bodies with regard to policies and procedures concerning research or creative activity;
  - (d) be responsible for establishing and reviewing guidelines with regard to the funding of research and creative activity, and make recommendations to Senate on matters within its purview;
  - (e) make recommendations to the appropriate bodies with regard to the general allocation of research and creative activity funds available to the University;
  - (f) make decisions with respect to the allocation of funds at its disposal for student stipends for research and creative activity;
  - (g) make decisions with respect to the allocation of funds at its disposal for the support

- of faculty research and creative activity;
- (h) provide an assessment of the applications to the Marjorie Young Bell Faculty Fund Committee for support of research and creative activity.
- (ii) Membership (12 members, including 6 elected faculty or librarians):
- 4 ex-officio members
    - Vice-President (Academic and Research) [Chair]
    - The three Academic Deans
  - 6 faculty or librarians elected by the Senate, with representation from each of the three faculties
  - 2 students, one from the Science faculty and one from the Arts/Social Science faculties, elected by the Senate.
- The Manager, Office of Research Services, attends meetings as a resource person to the committee.
- (iii) Quorum:
- At least 3 ex-officio members
  - At least 4 elected members

## 16. The Research Ethics Board

- (i) Terms of Reference:
- The Board will approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human subjects which is conducted within, or by members of, Mount Allison University, using the considerations set forth in the Tri-Council (NSERC, SSHRC, CIHR) Policy Statement as the minimum standard.
- (ii) Membership (7 members, including 6 elected faculty or librarians):
- 6 faculty elected by the Senate
  - One member elected by the Senate, who has no affiliation with the institution but is recruited from the community served by the institution.
    - At least two members must have broad expertise in the methods or in the areas of research that are covered by the ethics board.
    - At least one member must be knowledgeable in ethics.
    - For biomedical research, at least one member must be knowledgeable in the relevant law.
    - Both men and women must be represented.
    - The Committee will provide a list of nominees to the Senate, after consulting with the Research and Creative Activity Committee.
    - Before the start of the next academic year, the Committee will elect one of the faculty or librarians to be chair of the Committee, and the Committee on Committees will be informed.
- (iii) Quorum:
- At least 4 elected faculty or librarians.
  - The member not affiliated with the institution.

## 17. The Scholarships and Bursaries Committee

- (i) Terms of Reference:  
The Committee will:
  - (a) be responsible for recommending to Senate policies, guidelines and general criteria for the awarding of scholarships and bursaries;
  - (b) make recommendations with regard to the general allocation of funds, taking into consideration the university's policies and procedures, and any special conditions associated with the funds;
  - (c) give advice on individual awards, especially with respect to "in course" scholarships, when appropriate.
- (ii) Membership (7 members, including 4 elected faculty or librarians):  
2 ex-officio members
  - Vice-President (Academic & Research) [Chair]
  - Financial Aid and Awards Counselor
 4 faculty or librarians elected by the Senate  
One student elected by the Senate
- (iii) Quorum:  
At least 2 ex-officio members  
At least 2 elected members

## 18. The Teaching and Learning Committee

- (i) Terms of Reference:  
The Committee will:
  - (a) promote excellence and innovation in teaching and learning;
  - (b) act as a guidance committee to the Purdy Crawford Teaching Center, with particular reference to its policies, budget, and operational initiatives;
  - (c) work through the Purdy Crawford Teaching Center to administer grant programs for the support of projects in teaching and instructional development within the University;
  - (d) review periodically teaching and learning evaluation methods and processes.
  - (e) annually receive nominations for the Tucker Teaching Award and decide the recipient.
- (ii) Membership (8 members, including 4 elected faculty and librarians)  
2 ex-officio members
  - The Director of the Purdy Crawford Teaching Center
  - The Computing Services Educational Technology Consultant
 3 faculty, elected by the Senate, one from each of the three faculties  
1 librarian, elected by the Senate

2 students, elected by the Senate

Before the start of the next academic year, the Committee will choose one of its elected members to be Chair of the Committee, and the Committee on Committees will be informed.

- (iii) Quorum:  
At least one ex-officio member  
At least 4 elected members

## **19. The Timetable Committee**

- (i) Terms of Reference:
- (a) The purpose of this Committee is to advise and to make recommendations to Senate on matters relating to the timetable.
  - (b) It aims to ensure that the timetable serve the academic needs of programs, students and faculty.
- (ii) Membership (6 members, including 3 elected faculty):
- 1 ex-officio member
    - The Registrar [Chair]
  - 3 faculty elected by the Senate, one from each of the three faculties
  - 2 students elected by the Senate
- (iii) Quorum:  
4 members

## **20. The University Planning Committee**

- (i) Terms of Reference:
- (a) The Committee will:
    - (1) advise and make recommendations to Senate on university planning through a regular review of the goals and priorities of the University, in particular its academic departments and programs;
    - (2) assess and make recommendations to Senate – or (if appropriate) one of its committees -- on proposals for major changes in academic programs and in the size and distribution of student enrolments;
    - (3) as part of the budget development process, assess and make recommendations to the appropriate body on the efficient use of the University's human, physical and financial resources, having due regard for academic, financial and other implications;
    - (4) establish procedures for academic unit reviews and oversee the academic unit review process;
    - (5) undertake studies into any matters which have implications for the

University's educational objectives and long range plans, and recommend to Senate on appropriate strategies to respond to such issues. Such studies may arise from a review of any unit within the University, or from developments in the field of higher education at the provincial and national levels;

(6) consider any other issue referred to it by the President, the Senate or one of its committees, the Faculty Council through Senate, or any other University committee or senior administrator;

(7) report at each meeting of the Senate, and at least once each term this report shall be in writing, with a copy to be sent to the Secretary of the Faculty Council.

(b) As appropriate, resource personnel will be invited to attend meetings of the committee.

(ii) Membership (13 members, including 6 elected faculty or librarians):

5 ex-officio members

Vice-President (Academic & Research) [Chair]

The three Academic Deans

The University Librarian

6 faculty or librarians elected by the Senate, with representation from each of the three faculties

2 students elected by the Senate

(iii) Quorum:

At least 3 ex-officio members

At least 4 elected faculty or librarians

At least 1 student

**D. SENATE-BOARD COMMITTEE****21. The Honorary Degrees Committee**

- (i) Terms of Reference:  
The Committee will make recommendations to the Senate on the awarding of honorary degrees.
  
- (ii) Membership (11 members, including 4 elected faculty or librarians):
  - 4 ex-officio members
    - President [Chair]
    - Chancellor
    - Chair of the Board
    - Vice President (Academic and Research)
  - 2 members appointed by the Board
  - 4 faculty or librarians elected by the Senate
  - One student elected by the Senate
  
- (iii) Quorum:
  - At least 3 ex-officio members
  - At least 1 Board member
  - At least 3 elected members

**E. FACULTY COUNCIL COMMITTEES**

**22. Faculty Council Executive**

- (i) Terms of Reference:  
The Faculty Council Executive Committee shall prepare the work of Faculty Council, receive reports, make recommendations, and have general supervision of the affairs of Faculty Council between meetings.
- (ii) Membership (5 members, including 3 elected members of Faculty Council):  
2 ex-officio members  
    President (also chairs Faculty Council)  
    Vice-President (Academic and Research)  
2 elected members, at least one of whom should hold a full time teaching position in the University; and a secretary. The two elected members of the Faculty Council Executive Committee shall hold ex-officio seats on the Senate and shall not sit on Senate in any other capacity during their term of tenure on the Faculty Council Executive Committee
- (iii) Quorum:  
1 ex-officio member  
2 elected members

**F. OTHER JUDICIAL COMMITTEES WITH SENATE REPRESENTATION**

- see Student Governance document.

**23. The Summer Judicial Committee (3 members)**

- 2 *ex-officio* members  
    The Chair jointly appointed by the President of the University and the President of SAC -  
    The President of SAC  
1 faculty or librarian, elected by the Senate

**24. The University Appeals Committee (5 members)**

- 1 *ex-officio* member  
    The President of the University or delegate (Chair)  
2 faculty or librarians, elected by the Senate  
2 students, elected by the Senate

**25. The University Judicial Committee (5 members)**

1 *ex-officio* member

The Chair jointly appointed by the President of the University and the President of the SAC

1 Board member

1 faculty or librarian, plus 1 alternate, elected by the Senate

2 students, elected by the Senate

4 student alternates, elected by the Senate

**26. The University Student Governance Committee (7 members)**

1 *ex-officio* member

The Dean of Students (Chair)

1 Board member

2 faculty or librarians, elected by the Senate

3 students, elected by the Senate

**Ad Hoc Committee with Senate Representation****27. Student Governance Review Committee**

1 faculty member, elected by the Senate

**28. Ad Hoc Committee on Student Evaluation of Teaching**

(i) Mandate

To draft a Policy on Student Evaluation of Teaching to be approved by the Senate. Unless renewed by vote of Senate, the committee will cease to exist on 30 June 2009.

(ii) Membership

3 *ex officio* members

Provost and Vice-President, Academic and Research (Chair)

Chair, Senate Committee on Teaching and Learning

Vice-President (Academic) of the Student's Administrative Council

3 faculty members, elected by Senate

1 student, appointed by the SAC.