



## Senate By-Laws and Rules of Order

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## **THE PRESIDENT'S GAVEL**

On November 13, 1978, Professor J.B. Wheaton, Professor of Religious Studies, presented Dr. E. Margaret Fulton, President of Mount Saint Vincent University and Chair of Senate, with a gavel which he had crafted for the President's use at Senate meetings.

The following is an excerpt from Professor Wheaton's presentation.

"In order to continue the development of meaningful traditions at the University, and because the Senate is its major academic decision-making body, it was thought appropriate that this body should have a sign of authority. Consequently, this evening, we offer you a gavel.

The gavel is made of walnut, a wood that is at the same time beautiful in its composition and patterns, and delicate, decisive and precise in its capacity to take a shape - qualities which reflect characteristics of the Senate of the University.

The head of the gavel is faced, as is the base of the University mace, by three books, representing the arts, the sciences, and the professions, whose future at the University we hold, as if by a handle, in our hands. On the bottom of the head are engraved the entwined Greek letters, alpha and omega, recalling to us that truth and reality should be the basis of our decisions. The head of the gavel is surmounted by two symbols from our coat of arms: the maple leaf, standing for our country; and the crescent, representing Elizabeth Seton's family."

## The Senate

There shall be a Senate of the University. Subject to Section 8 of the Charter, the size and membership of the Senate and the terms of office of its members shall be determined by the by-laws of the Senate. The majority of the members of the Senate shall be elected by the Faculty Complement from the Eligible Faculty Complement.

### By-Laws

#### 1 Membership

1.1 The Senate consists of the following as voting members:

Ex officio members:

- the President, who shall be chair
- the Vice-President Academic and Provost of the University
- the Vice-President (Administration) of the University
- the Dean, Arts and Science
- the Dean, Professional Studies
- the Dean, Education
- the University Librarian
- the Registrar
- the Director of Teaching and Learning
- the Associate Vice-President (Research)
- the Associate Vice-President Student Experience

Elected members:

- nineteen members of the Eligible Faculty Complement elected by the Faculty Complement of Mount Saint Vincent University, two of whom must be from the humanities, one from the sciences, two from the social sciences, three from the professional areas, three from education and eight members at large.
- six students, comprising the President, the Vice-President Advocacy, a graduate studies student, and three members of the Student Representative Council representing each of the Faculties (Arts & Science, Professional Studies and Education) according to the Mount Saint Vincent University Students' Union constitution

Definitions:

**Faculty Complement:** All tenured, probationary, permanent and term members of faculty and librarians and full-time laboratory instructors excluding those holding administrative appointments with ex officio membership on Senate or any of its standing committees.

**Eligible Faculty Complement:** All tenured, probationary, and permanent members of faculty, librarians, and full-time laboratory instructors excluding those holding administrative appointments with ex officio membership on Senate or any of its standing committees.

1.2 The following shall be a non-voting member of Senate: The Secretary of Senate.

- 1.2.1 Non-voting members may attend Open and Closed Meetings, present reports, and may fully participate in the deliberations of Senate. Non-voting members of Senate may not move, second, or vote on any Motion.

## 2 Terms of Membership

- 2.1 Senators elected by the Faculty Complement
- 2.2 Senators elected by the Faculty Complement shall hold office for three years and are eligible for re-election. (See Section 10: Nominations and Elections by the Faculty Complement, for procedures.)
  - 2.2.1 When a Senator is granted a sabbatical leave before the completion of the three-year term, the seat shall become vacant on the June 30 or December 31 immediately preceding the scheduled date of the sabbatical leave, and a new Senator shall be elected to replace her/him.
  - 2.2.2 When a Senator resigns, or commences a leave for a time span that includes three or more regularly scheduled meetings, a vacancy will exist and a new Senator shall be elected as a replacement.
  - 2.2.3 Senators elected for terms commencing during an academic year shall hold office expiring on June 30 in the third academic year following their election and are eligible for re-election.
- 2.3 After thirty days of notice to any member, other than an ex-officio member, who has been absent for three consecutive meetings, the Senate by a resolution passed by at least two-thirds of its membership (present and voting), may declare vacant the seat of such member.
- 2.4 Elected Senators cease to be members of the Senate upon ceasing to be members of the Faculty Complement or students of the University.

## 3 Secretary of Senate

- 3.1 The Secretary of Senate shall be a non-voting member of the Eligible Faculty Complement elected by Senate for a three-year term from a slate prepared by the Nominations Committee.
- 3.2 The Secretary shall have the following functions:
  - a) circulate to all Senators and Chairs of Senate Committees notice of meeting calling for the submission of agenda items and supporting materials;
  - b) circulate the agenda approved by the Senate Executive and the accompanying material one week before the Senate meeting;
  - c) be responsible for recording of minutes of Senate meetings and their circulation;
  - d) convey decisions of Senate to appropriate person(s) for information, advice and/or action;
  - e) prepare a summary of decisions of Senate for publication in a general newsletter for distribution to the university community;
  - f) maintain files of Senate and a subject index thereof;
  - g) serve ex officio on the Senate Nominations Committee;
  - h) serve ex officio on the Nominations Committee of the Maritime Provinces Higher Education Commission.

## 4 Quorum

- 4.1 The Quorum for Senate meetings shall be a simple majority of its voting members.

- 5 Rules of Procedure
  - 5.1 Except as otherwise specified in the by-laws, Senate shall operate according to Robert's Rules of Order, most recent edition.
  - 5.2 Motions approved at Senate during one academic year shall come into effect at the start of the following fall semester, unless an alternate date is approved by Senate.
  
- 6 Meetings
  - 6.1 Regular Meetings
    - 6.1.1 Regular meetings of the Senate shall be held ordinarily on the fourth Friday of each month from September through April, and also on the Wednesday following the Victoria Day Holiday in May.
    - 6.1.2 In the event of a postponement, or if business on the agenda is not completed, a meeting shall be held one week following the regular date. In the event of a meeting for unfinished business, only the remaining items shall be allowed on the agenda.
  
  - 6.2 Special Meetings
    - 6.2.1 Special meetings of Senate shall be held upon the decision of a majority of the Senate Executive, or at the written request of any 12 voting members of Senate. Upon the receipt of such request, the Senate Executive shall promptly schedule a special meeting at the nearest convenient time.
    - 6.2.2 Written notice to all Senators of such special meetings shall be given at least three working days before the meeting in question when it occurs during the regular academic term. For special meetings called between May and September, the written notice period shall be seven working days.
    - 6.2.3 The agenda of such special meetings shall be limited to those items which are the reasons for its occurrence.
  
  - 6.3 Open Meetings
    - 6.3.1 Meetings of Senate shall ordinarily be open to members of Mount Saint Vincent University, subject to limitations of space, good conduct, and special considerations of confidentiality.
    - 6.3.2 Any person employed by the University or registered as a student in the University, or any member of an official body of the University shall be considered to be a member of the University.
  
  - 6.4 Members of the University who are not Senators and who wish to have items placed on the agenda of a regular meeting of Senate must give written notice to the Secretary of Senate at least ten days before the Senate Executive meeting. The Executive Committee of Senate will decide whether the matter will be heard immediately, referred to a committee, or denied.
  
  - 6.5 Speaking privileges may be extended to observers.
  
  - 6.6 Closed Meetings

The Senate may decide, upon motion and by a simple majority vote of the members present at any time and at any meeting, to move into a closed session. Such a motion shall not be debatable. Items of business dealt with in Senate in closed session shall appear as appendices to the minutes and such appendices shall be clearly marked "confidential" and shall be made available only to Senate members unless otherwise ordered by Senate.

- 7 Parliamentarian
- 7.1 There shall be a Parliamentarian for the Senate, nominated by Senate Executive and subject to ratification by the Senate.
- 7.2 The Parliamentarian shall advise Senate on the interpretation of Robert's Rules, the by-laws, and rules of order of Senate.
- 7.3 The term of the Parliamentarian shall normally be for three years, or until the end of the appointee's term as Senator. The appointment is renewable.
- 8 Documents and Minutes
- 8.1 The dates of regular Senate meetings shall be published at the beginning of the academic year.
- 8.2 The agenda, related documents, (excluding confidential business), and the minutes of Senate meetings (excluding confidential business) shall be publicly posted in the University and copies thereof given to the Chairperson of the Board of Governors, to Department Chairpersons, acting Chairpersons, the President of the Students' Union, and the President of the Alumnae Association.
- 8.3 The agenda and related documents shall be received at least seven days before Senate meetings and the minutes no more than ten days after they have been approved by Senate.
- 8.4 In drawing up the agenda, the Executive Committee may declare certain documents confidential and withhold them from circulation.
- 9 Procedures for Senate Committees (standing or ad hoc)
- 9.1 Any Senate Committee may hold open hearings at which members of the University may present their views and discuss them with the Committee. A Senate Committee may, by its own decision, have closed or open meetings. In the case of open meetings, the same general provisions as are utilized by the Senate for the conduct of meetings shall be followed with limitations on the number of observers being set at a level appropriate to the Committee concerned.
- 9.2 Anyone wishing to make a presentation before any Senate Committee which is meeting in closed session may do so with prior notice.
- 9.3 Normally, only members of the Eligible Faculty Complement are eligible to serve on Senate committees.
- 9.4 The members of Senate committees or subcommittees other than ex-officio members shall normally hold office for three years and are eligible for re-election.
- 9.4.1 When a member resigns or is granted a sabbatical or leave before the completion of the three-year term, the seat shall become vacant as detailed below, and a new member shall be elected to replace her/him. Members elected for terms commencing during an academic year shall hold office expiring on June 30 in the third academic year following their election and are eligible for re-election.
- 9.4.1.1 Members of the committees noted below who are granted sabbatical or leave shall hold office until June 30 immediately preceding the scheduled date of

their sabbatical or leave. Replacements for these members shall be elected for a three-year term in accordance with the terms of reference of the committee.

9.4.1.1.1 Committee on Appointment, Promotion and Tenure or Permanence for Academic Administrators

9.4.1.2 Members of committees other than those noted in By-Law 9.6.1 who are granted sabbatical or leave shall hold office until the June 30 or December 31 immediately preceding the scheduled date of their sabbatical or leave.

9.4.1.3 Members of the Faculty Complement granted a sabbatical or leave shall be eligible for election to terms on committees starting immediately upon their return from leave.

9.4.1.4 Members of the Faculty Complement granted a six-month sabbatical or leave starting in January shall not be eligible for election to positions commencing in the July to December period prior to the leave on committees on which they do not already serve.

9.4.2 Members of committees who take leaves that do not fall under Bylaw 9.6.1.1 through 9.6.1.4 may, in some cases, return to the committees following the leave. In cases where the procedure to replace a member on leave can reasonably be expected to take as long as the anticipated leave itself, and the member is willing to return to the committee, the Nominations Committee need not seek a replacement. This provision would normally apply to leaves lasting less than two months, unless the committee requests a replacement as a matter of urgency.

9.5 Committee chairs shall be elected by and from the members of the committee (except where otherwise designated in these by-laws).

9.6 The quorum for all Senate committee meetings shall be a simple majority of its membership.

9.7 Annual reports of standing committees shall be sent to the Secretary of Senate no later than July 15.

## 10 Nominations and Elections by the Faculty Complement

10.1 Members of the Eligible Faculty Complement may be nominated or elected to be members of the Senate, of the Nominations Committee, and of the Committee on Academic Policy and Planning. Procedures for nominations and elections of these members are given below.

### 10.2 Nominations

10.2.1 On or before the first Friday in January, the Vice-President (Academic) shall provide to the Chair of the Nominations Committee a list of all members of the Faculty Complement scheduled to take sabbaticals or other leaves during the next academic year, and the respective dates of their leaves. This list shall be used in the preparation for the written notice described below.

10.2.2 On or before the third Friday in January, written notice shall be sent to all members of the Faculty Complement inviting them to nominate eligible members to run in elections for the Senate, the Nominations Committee, and the Committee on Academic Policy and Planning.

10.2.3 This notice shall indicate vacancies to be filled, their effective dates, and their lengths of term. This notice shall also identify Faculty Complement members continuing to hold positions on these committees and the expiry dates of their terms. Any restrictions on eligibility for any office shall also be included. This notice shall



also specify a deadline date and time by which nominations must be received. This date shall be at least five (5) working days following the distribution date of the notice.

- 10.2.4 A nominee must receive at least two (2) nominations to be eligible for election.
- 10.2.5 After the deadline specified in the first written notice has passed, a second written notice shall be sent to all members of the Faculty Complement indicating who has received sufficient nominations to be eligible for the election and whether those nominations have been accepted or declined.
- 10.2.6 At that time, further nominations shall be invited by the Nominations Committee. Such nominations shall require one nominator and one seconder. The nominator shall have obtained the written consent of the nominee and shall present this consent to the Nominations Committee along with the nomination. The second written notice shall also specify a deadline date, at least five (5) working days following its distribution date, by which nominations must be received.
- 10.2.7 If the number of candidates nominated after the deadline specified in the second written notice has passed is insufficient to hold an election, a third written notice shall be sent to all members of the Faculty Complement indicating who has been nominated and has accepted. Further nominations shall be invited at that time, following the provisions of Section 10.2.6. This process may be repeated.
- 10.2.8 Candidates shall be acclaimed to their respective positions if their names have been circulated to the Faculty Complement in a written notice as provided in Sections 10.2.6 and 10.2.7 and if the number of candidates following this notice is still insufficient to necessitate an election.

### 10.3 Elections

- 10.3.1 All members of the Faculty Complement shall be eligible to vote.
- 10.3.2 The newly elected members of the Senate and of the Senate committees elected under the provisions of By-Law 10 will take office on the effective date for the position specified in the notice, except as specified in 10.3.3.2 below.
- 10.3.3 When a vacancy occurs in any of the above offices, the following procedures shall apply:
  - 10.3.3.1 If the vacancy occurs between July 1 and the first Friday in January, candidates who have received a simple majority in accordance with the provisions of section 10.4, below, during the previous 12 months, shall be invited to fill the position, provided they are not on leave or otherwise ineligible to serve and also provided that the membership requirements of the respective body or committee are satisfied. If no candidate is available or willing to serve, the Nominations Committee shall issue a Call for Nominations and follow the procedures in this article to conduct an election. Terms of office for members shall end on June 30 in the third year following their election.
  - 10.3.3.2 If the vacancy occurs after the first Friday in January, members who are elected for terms starting July 1 of the following academic year shall be invited to start their terms earlier, provided they are not on leave or otherwise ineligible to serve and also provided that the membership requirements of the respective body or committee are satisfied. If no member is available or willing to serve, and if the vacancy has not been filled effective July 1 of the following academic year, the Nominations Committee shall issue a Call for Nominations and follow the procedures in this article to conduct an election.

10.3.3.3 Candidates for vacant positions shall be contacted by the Nominations Committee for their willingness to serve in sequence, according to the date of the election in which they received the simple majority and the number of votes they received.

10.4 Voting Procedures

10.4.1 On or before the first Friday in March elections shall be conducted by mail ballot through the university mail.

10.4.2 On each ballot, members may vote for as many candidates as there are vacancies to be filled. All votes shall be given equal weight. No voter may give more than one vote to any one candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots will still be counted.

10.4.3 If in the FIRST ROUND of voting and subsequent rounds, any candidate receives a simple majority, she shall be declared elected. A simple majority is more than half the number of non-blank ballots cast for vacant positions on a body.

10.4.4 If, in any round of voting, the number of candidates receiving a simple majority is less than, or equal to, the number of vacant positions, all candidates receiving a simple majority shall be declared elected. If, in any round of voting, the number of candidates receiving a simple majority is greater than the number of vacant positions, the candidates with the most votes shall be declared elected, filling all the vacant positions. In case of a tie involving two or more candidates for the last vacant position(s), a run-off election among those tied shall be held.

10.4.5 On the SECOND ROUND, all candidates already elected will be dropped from the ballot. In addition, the number of candidates on the ballot for each position shall be 1.5 times the number of remaining vacancies (except in the case of a tie for those vacancies, where those so tied shall be included). Where the fraction of one-half occurs in the number, the next higher whole number shall be taken.

10.4.6 Voters may vote for as many candidates as there are vacancies for that position.

10.4.7 In the event of a tie, a run-off election shall be held between (among) those so tied. In the event of a further tie, the election shall be determined by a random process.

11 Nominations and Ratifications/Elections by Senators

11.1 The Nominations Committee presents to Senate for its ratification names of members to serve on the various standing committees of the Senate. Procedures are given below.

11.2 Procedures for Preparation of Slate

11.2.1 By February 1 every year, committees whose by-laws specify a minimum number of faculty members shall indicate in writing to the Nominations Committee chair how many positions the committee desires in the next academic year. If such notification is not received, the Nominations Committee shall seek to fill only the minimum number of places. It remains the responsibility of the Nominations Committee to prepare the slate of nominations.

11.2.2 On or before the 15th of March, written notice shall be sent to all members of Senate inviting them to suggest names for the Senate standing committees. The list of sabbaticals and leaves described in By-Law 10.2.1 shall be used in the preparation of this notice.

11.2.3 This notice shall indicate the vacancies to be filled, their effective dates, and their lengths of term. This notice shall also identify Faculty Complement members continuing to hold positions on these committees, and the expiry dates of their terms. Any restrictions on eligibility for any office shall also be included.

11.2.4 At least five working days prior to the last meeting of Senate written notice shall be sent to all members of Senate indicating the names for ratification. The slate will consist of names of candidates who have agreed to serve. (Notation shall be made that nominations from the floor are acceptable; Cf. 11.3. below.)

11.2.5 A slate of later nominations may be presented and accepted at Senate's discretion.

### 11.3 Procedures for Ratification of the Slate

11.3.1 At the last meeting of Senate, the Nominations Committee will present a slate for ratification by Senate. Nominations from the floor may be made at this meeting. Such nominations require one seconder. The nominator shall have obtained the written consent of the nominee and shall present said document to the designated Nominations Committee representative on Senate prior to the meeting.

11.3.2 If there are no nominations from the floor, the Senate shall proceed with the ratification of the slate.

11.3.3 If there are nominations from the floor, the voting shall be according to the university procedures.

11.3.4 The newly elected members of the Senate committees elected under the provisions of By-Law 11 will take office on the effective date for the position specified in the notice.

11.3.5 In the event of vacancies in any of the above offices, the Nominations Committee shall, as soon as possible after notification of the vacancy, propose to Senate for ratification a slate of candidates to serve. Normally, the slate shall be presented five working days prior to the next meeting of the Senate.

## 12 Voting Procedures for Honorands

### 12.1 Nomination

12.1.1 Nominations for honorary degrees will be received from the university community at any time. A call for nominations will be made by the Secretary of Senate in September of each year. Nominations must be signed, though the names of the nominators must be removed prior to the distribution of the dossiers. Nominators are requested to provide, along with biographical and career information on the candidate, a statement indicating how the contributions of the candidate are consistent with the university's mission statement.

12.1.1.1 Elected Canadian political figures will not be nominated for honorary degrees until the completion of their current political office

12.1.2 The Secretary of Senate will acknowledge the submission of all nominations at the time of receipt. Subsequent discussion of nominations proceeds under the conditions described in By-law 6.6.

12.1.3 The Secretary of Senate will then present a list of these nominations to the Tributes Committee with the information provided by the nominator.

12.1.4 The Tributes Committee, consisting of the Senate Executive and two members appointed by and from the Board of Governors, shall present to Senate a slate of candidates.

12.1.5 A vote shall normally be held at either the October or the November Senate meeting with additional votes as required. The Secretary of Senate shall ensure that dossiers are available for Senators' perusal at least one week prior to the meeting at which the vote is held, and also at the meeting itself. Guidelines for selection of honorary degree candidates, and a list of past honorary degree recipients shall also be available.

12.1.6 Any discussion of nominations will occur in camera.

- 12.2 Voting Procedures
  - 12.2.1 Voting on the selection of the honorands shall be conducted by secret ballot.
  - 12.2.2 Senators will vote yea or nay for each candidate.
  - 12.2.3 Candidates must obtain a simple majority of those voting to be eligible to receive an honorary degree.
  - 12.2.4 The result of this ballot shall be reported to Senate in camera.
- 12.3 Further Procedures
  - 12.3.1 All approved candidates shall be eligible to receive an honorary degree at any subsequent convocation providing confirmation to accept has been given within three calendar years of the vote.
  - 12.3.2 Only in exceptional circumstances may honorary degrees be awarded in absentia or posthumously.
  - 12.3.3 Senate Executive shall present motions to Senate recommending the number of candidates to be honoured at each convocation.

13 Amendments

- 13.1 The by-laws can be amended at any regular meeting of Senate, by a two-thirds majority of those present and voting, provided the amendment was submitted in writing at the previous regular meeting of Senate.
- 13.2 The Rules of Order may be amended at any regular meeting of Senate by a 2/3 majority of those present and eligible to vote.

14 Standing Committees of the Senate

It is understood that the phrase "or her designate" applies to ex officio positions on the Standing Committees of Senate.

14.1 Executive Committee

- Authority This is a Standing Committee of Senate.
- Purpose To coordinate the activities of Senate.
- Membership The membership of the committee shall consist of the following:
  - ex officio members
    - the President, as Chair
    - the Vice-President (Academic)
    - the Secretary of Senate (non-voting)
  - elected members
    - four faculty Senators elected by Senate
    - a student Senator, normally the Students' Union President, named annually by student Senators
- Functions
  - To prepare the agenda for each Senate meeting;
  - To act between regular Senate meetings on matters of an administrative nature which would normally come to Senate but which

require immediate decision. Such decisions must not change existing policy or establish new policy in any way, and must be ratified at the Senate meeting immediately following.

- To collect and distribute the policies and procedures of Senate committees.
- To ensure that Senate committees are completely and consistently described within the By-laws of Senate.
- To approve the graduation lists for all convocations.

#### 14.1.1 Tributes Committee

<u>Authority</u>	This is a sub-committee of the Executive Committee.
<u>Purpose</u>	To consider candidates for the awarding of honorary degrees at university convocations.
<u>Membership</u>	The membership of the committee shall consist of the following: <ul style="list-style-type: none"><li>- members of the Executive Committee</li><li>- two members appointed by and from the Board of Governors</li></ul>
<u>Functions</u>	<ul style="list-style-type: none"><li>-To present to Senate a slate of candidates for Senate election of honorary degree candidates at university convocations.</li><li>-To present for Senate's approval any nominations for the honour of President Emerita.</li></ul>

#### 14.2 Academic Appeals Committee

<u>Authority</u>	This is a Standing Committee of Senate.
<u>Purpose</u>	To receive, consider and decide in accordance with Senate policies student appeals of decisions on such matters as plagiarism and cheating, the alleged misapplication of university regulations, and other decisions that affect a student's academic standing and status at the university.
<u>Membership</u>	<p>Elected members:</p> <ul style="list-style-type: none"><li>- Six members, two from each Faculty, elected according to Senate policies and procedures from the Eligible Faculty Complement.</li><li>- Four student representatives named by the Students' Union from the membership at large, two of whom shall be alternates. Students' Union Executive members are not eligible for appointment.</li></ul> <p>Ex-Officio member</p> <ul style="list-style-type: none"><li>- The Registrar (non-voting) as a resource person.</li><li>- Three of the faculty complement members shall be nominated specifically as regular members and three as alternate members.</li><li>- The Chair of the Committee shall be elected by and from the regular faculty complement members of the Committee.</li><li>- If a regular faculty complement member cannot attend a meeting or has a conflict of interest, the chair will ask an alternate member to attend the meeting.</li></ul>

- If a regular student member cannot attend a meeting, the chair will ask an alternate member to attend the meeting.

- Functions
- To hear appeals from students who believe they have been subject to a mistaken application of university regulations or that the imposition of academic regulations would create undue hardship;
  - To hear appeals from students arising from the application of university policies on plagiarism and cheating;
  - To hear appeals from students that may arise as a result of decisions taken on other Senate academic policies that may be amended or enacted from time to time;
  - To decide upon such appeals and report the results of the committee's decisions to the student, professor and registrar;
  - To act as an appeal committee for Prior Learning Assessment and Recognition

Quorum Five voting members, of which three must be faculty complement members and two must be students, must be present to hear an appeal.

#### 14.3 Committee on Academic Policy and Planning

Authority This is a Standing Committee of Senate.

Purpose The committee is to serve as consultant and advisor to Senate on matters dealing with academic policy and planning.

Membership The membership of the committee shall consist of the following:

- the Vice-President Academic and Provost, as chair
- the Deans of Professional Studies, Arts and Science and Education
- the Director of Teaching and Learning
- the Registrar (non-voting)
- six members, elected by the Faculty Complement from the Eligible Faculty Complement: at least one, and at most two, representatives from each of the three Faculties (Arts & Science, Professional Studies, and Education), and at most one professional librarian; at least one of the Faculty Complement members shall be a member of Senate
- one senior level student representative named annually by the Students' Union
- a second student representative (non-voting) named annually by the Students' Union, who may vote in the absence of the first student representative

Functions

- To make recommendations to Senate on matters of academic policy and planning;
- To discuss, review, and study philosophies and concepts of education affecting academic programs and the university;
- To recommend to the Senate the academic terms on which any Faculty, school, institute, centre, department, chair, or course of instruction may be established or discontinued in the university;

- To consider proposals from the Undergraduate Curriculum, Graduate Studies Program and Policy Committee, and other Standing Committees of Senate, as appropriate;
- To recommend to Senate, academic priorities of all undergraduate and graduate courses and programs;
- To form ad hoc committees of academic policy and planning to further the development of policy and planning of programs which may require concentrated attention and specific membership expertise;
- To exercise such other functions, powers, and duties as may from time to time be conferred on it by the Senate.

#### 14.3.1 Graduate Studies Program and Policy Committee

<u>Authority</u>	This is a sub-committee of the Committee on Academic Policy and Planning.
<u>Purpose</u>	This committee is to serve as a consultant and advisor to the Committee on Academic Policy and Planning and to Senate on matters dealing with the graduate curriculum and the policies for the regulation of graduate programs
<u>Membership</u>	<ul style="list-style-type: none"> <li>- Dean of Graduate Studies, Chair</li> <li>- Dean of Education or Designate</li> <li>- One member from Education, elected by Senate from the Eligible Faculty Complement</li> <li>- Three members from other Graduate Programs, elected by Senate from the Eligible Faculty Complement</li> <li>- One member from the Faculty of Arts &amp; Science or a professional Librarian, elected by Senate from the Eligible Faculty Complement</li> <li>- Graduate student member (elected or approved annually by the Students' Union)</li> <li>- Registrar or Designate</li> <li>- Members shall be elected for a three year term with the exception of the graduate student member, whose one-year term may be renewed.</li> </ul>
<u>Functions</u>	<ul style="list-style-type: none"> <li>- To review and make recommendations on all matters relating to graduate degrees;</li> <li>- To review and recommend degree requirements for proposed graduate programs;</li> <li>- To formulate with departments proposals to MPHEC for proposed new and modified graduate programs;</li> <li>- To review and make recommendations for approval of proposed changes in graduate programs and graduate courses;</li> <li>- To serve as an advisory board to the various departments in areas involving graduate degrees and courses;</li> <li>- To recommend policies and procedures for graduate programs;</li> </ul>

- To recommend requirements for admission for graduate programs and graduate Students;
- To prepare revisions to the Graduate Calendar and Graduate web-site as necessary;
- To monitor adherence to graduate studies policies;
- To propose measures to promote graduate student research;
- To communicate policies for and information on graduate studies to students and faculty;
- To approve Research Master of Arts programs of study;
- To adjudicate appeals in accordance with Senate-approved graduate studies policies

#### 14.3.2 Undergraduate Curriculum Committee

<u>Authority</u>	This is a sub-committee of the Committee on Academic Policy and Planning and reports to Senate through that Standing Committee.
<u>Purpose</u>	This committee is to serve as consultant and advisor to the Senate on matters dealing with undergraduate curriculum.
<u>Membership</u>	The membership of the committee shall consist of the following: <ul style="list-style-type: none"> <li>- the Dean of Professional Studies, the Dean of Arts and Science and the Dean of Education or designate</li> <li>- the Registrar</li> <li>- two Eligible Faculty Complement members from each of the Faculties of Professional Studies and of Arts &amp; Science and one Eligible Faculty Complement member from the Faculty of Education</li> <li>- one senior-level student representative named annually by the Students' Union</li> </ul>
<u>Chair</u>	This committee will be chaired by a Dean.
<u>Functions</u>	To review and recommend to Senate in all matters of undergraduate credentials.

#### 14.4 Committee on Appointment, Promotion and Tenure or Permanence for Academic Administrators

<u>Authority</u>	This is a Standing Committee of Senate.
<u>Purpose</u>	This committee shall be responsible for the academic assessment of administrators who are not members of the bargaining unit represented by the Mount Saint Vincent Faculty Association.
<u>Membership</u>	Ex officio member: <ul style="list-style-type: none"> <li>- the Vice-President (Academic), or her replacement as specified below, will act as Chair</li> </ul>



Elected members:

- Three elected members of the Eligible Faculty Complement currently serving as members of the University Review Committee or their replacements as specified below.
- When the candidate is or has applied for appointment as a librarian, an additional elected member of the Eligible Faculty Complement selected from those currently serving on the University Review Committee for Librarians, or her replacement as specified below.

Special membership provisions:

- In a case where the Vice-President (Academic) has a conflict of interest, or when she is otherwise unable to serve, she shall be replaced by the Dean of a Faculty in which the candidate under consideration for appointment, promotion, tenure or permanence, or Emeritus status does not and will not hold an academic appointment. In a case where all such deans also have conflicts of interest or are otherwise unable to serve, the Senate shall elect to replace the Vice President (Academic) by either a senior academic administrator who holds an academic appointment at the University, or a senior member of the Faculty Complement with experience in the academic assessment process.
- In a case where an elected member has a conflict of interest, or when she is otherwise unable to serve, she shall be replaced by a member of the Eligible Faculty Complement with previous experience on CAPTPAA.
- Members of this committee may not participate in formulating recommendations at the department or Faculty level to CAPTPAA.
- An elected member of the committee whose term on the University Review Committee or on the University Review Committee for Librarians expires shall be entitled to serve until the final recommendation is rendered for any application whose assessment began during the member's elected term of office, provided the member is able and available to participate, and continues to be eligible to serve as an elected member of the University Review Committee or the University Review Committee for Librarians.

Functions

The specific functions of the committee shall be as follows:

- To assess the academic file and make recommendations to the President concerning the applications for appointment, tenure, permanence and/or promotion by academic administrators or candidates for academic administrative positions who do not currently hold academic appointments at this university.
- To assess the academic file and make recommendations to the President concerning the applications for tenure, permanence and/or promotion by academic administrators holding academic appointments at this university.
- To perform all assessments according to the criteria and procedures approved by Senate.

- To communicate the recommendation reached in each case to the President, to the candidate and to other parties as specified in the procedures approved by Senate.
- To consider individuals recommended for Emeritus status, and to make recommendations to Senate concerning the granting of Emeritus status in accordance with the criteria and procedures approved by Senate.

14.5 Committee on Information Technology and Services

<u>Authority</u>	This is a Standing Committee of Senate.
<u>Purpose</u>	To advise and recommend to Senate appropriate academic policies, guidelines, needs and priorities relating to the delivery of electronic information and network services at Mount Saint Vincent University, to include on occasion broader issues that affect the University community as a whole.
<u>Membership</u>	<p>Ex officio members</p> <ul style="list-style-type: none"> <li>- Director of Information Technology and Services</li> <li>- Director of Teaching and Learning or designate</li> </ul> <p>Elected members</p> <ul style="list-style-type: none"> <li>- six members from the Eligible Faculty Complement, two each representing the faculties of Arts &amp; Science, Professional Studies and Education; at least one of these members shall be a member of Senate.</li> <li>- one professional librarian</li> <li>- one student member to be named annually by the Students' Union</li> <li>- Chair to be chosen from among the membership at the first meeting of the academic year.</li> </ul>
<u>Functions</u>	<ul style="list-style-type: none"> <li>- To recommend to Senate policies and priorities regarding the acquisition and development of information technology and services to meet the academic needs, both instructional and research, of the University</li> <li>- To serve as an advisory committee to the Director of Information Technology and Services on the academic needs of the University</li> <li>- To consult with academic departments regarding their priorities and needs for information technology.</li> </ul>
<u>Term of Office</u>	Memberships are for a three-year term. Terms shall be staggered, whenever possible, to ensure continuity.
<u>Frequency</u>	The Committee will meet no less than three times a year.

#### 14.6 Library Committee

- Authority This is a Standing Committee of Senate.
- Purpose To advise the University Librarian and Senate on priorities and policies regarding library resources and services at the university.
- Membership The Committee shall consist of the following:  
ex officio member  
- the University Librarian  
elected members  
- a professional librarian elected by the professional librarians for a three year term  
- six members from the Eligible Faculty Complement, two from each Faculty, at least one of whom shall be a member of the Senate, elected on a rotating basis for a three year term  
- two students plus an alternate to be named annually by the Students' Union.
- Functions
- To review and recommend to the University Librarian and to Senate on matters relating to policy and priorities for the development of library resources and services
  - To advise the University librarian on matters pertaining to departmental library allocations
  - To consider other matters that have a bearing on the teaching and research support provided by the Library.
- Frequency The committee will meet at least four times per year.

#### 14.7 Nominations Committee

- Authority This is a Standing Committee of Senate.
- Purpose The committee is responsible for conducting nominations and elections by Senate and the Faculty Complement.
- Membership The membership of the committee shall consist of the following:  
Elected members  
- five members, elected by the Faculty Complement from the Eligible Faculty Complement, including at least one from each of the three Faculties, elected on a rotating basis. At least one of these members shall be a member of the Senate. One of the elected members shall serve as Chair.  
Ex-officio member  
- Secretary of Senate.
- Functions
- To secure nominations and conduct elections for Senate, the Nominations Committee, and for the Committee on Academic Policy and Planning, as specified in by-law 10

- To prepare and present to Senate, for ratification at the last meeting of the year, a slate of candidates for all Standing Committees
- To prepare and present to Senate, for ratification at any meeting, a slate of candidates for vacant positions that may exist on Standing Committees
- To prepare and present to Senate a slate of candidates for ratification and/or to secure nominations and conduct elections for Faculty Complement and/or Senate representatives, in accordance with Senate-approved policy, for standing and ad hoc committees including but not limited to Search and Review Committees for Academic Administrators, Search Committees for Canada Research Chairs, and the Nancy's Chair Committee
- To conduct other elections for Faculty Complement or Senate representatives, as required
- To make recommendations to Senate regarding matters related to the nominations and elections process.

#### 14.8 Committee on Research and Publications

Authority This is a Standing Committee of Senate.

Purpose This committee shall encourage research and publications within the university, act as the peer review committee for the allocation of internal research funds, and advise Senate on research policy and priorities.

Membership ex officio member

- Associate Vice-President (Research) – Chair

elected members

- At least five members\* from the Eligible Faculty Complement, at least one and at most two representing the areas of humanities, social sciences, education, sciences, and professional programs and, at most, one professional librarian.

Functions

- To review and recommend on the university's research policies and to recommend annually on the internal funding of research;
- To establish criteria to be followed in the disbursement of monies received from granting councils and internal sources;
- To adjudicate as peer reviewers applications for funding for research projects and to make recommendations regarding the allocation of research funds;
- To encourage publication and other forms of knowledge communication;
- To serve as the selection committee for the Award for Research Excellence;
- To provide the University Research Ethics Board with feedback for policies/guidelines as required;
- To advise the Associate Vice-President (Academic & Research) on matters relating to research integrity and scholarship as required;
- To provide a Mount representative for the joint St. Mary's University and MSVU Animal Care Committee. As the Mount's representative,

the member will attend ACC meetings, and will take the lead in organizing and hosting, with the support of the Mount's Research Office, the annual ACC meeting to be held on the MSVU campus. As a consequence of fulfilling this particular appointment responsibility, this member of the CRP will be asked to review a reduced number of research applications.

\*One CRP member with relevant background and knowledge with animal care policies and procedures shall also assume the responsibility of representing the Mount on the joint St Mary's University-MSVU Animal Care Committee.

#### 14.9 Student Experience Committee

<u>Authority</u>	This is a Standing Committee of the Senate.
<u>Purpose</u>	To advise Senate and the Associate Vice-President Student Experience on matters relating to enrolment, retention and the quality of student life.
<u>Membership</u>	<p>The membership of the committee shall be:</p> <p>Ex officio members</p> <ul style="list-style-type: none"><li>- the Associate Vice-President Student Experience</li><li>- the Students' Union President, the Students' Union General Manager,</li><li>- and one member of the Executive of the Students' Union</li><li>- the Director of Athletics and Recreation</li><li>- the Manager of the International Student Centre</li></ul> <p>Three members from the Eligible Faculty Complement for three year terms from at least two of the Faculties on a rotating basis.</p>
<u>Frequency</u>	At least twice each term
<u>Functions</u>	<ul style="list-style-type: none"><li>- To apprise Senate on the non-academic matters and activities of students</li><li>- To consider the variety of needs associated with our diverse student community and make recommendations on how to meet these</li><li>- To disseminate information to faculty on issues pertaining to student life and recruitment, enrolment and retention, and to facilitate a dialogue between faculty and students related to these issues</li><li>- To liaise with the Students' Union on matters of mutual concern</li><li>- To forward to CAPP for Senate consideration recommendations concerning academic policy related to enrolment and retention</li><li>- To bring to Senate recommendations regarding the quality of student life.</li></ul>

#### 14.10 Committee on Teaching and Learning

<u>Authority</u>	This is a Standing Committee of Senate.
<u>Purpose</u>	The overall role of the Committee on Teaching and Learning is to contribute to maintaining, fostering and appreciating excellence in teaching and learning at Mount Saint Vincent University.
<u>Membership</u>	<ul style="list-style-type: none"><li>- Vice-President Academic and Provost ex officio</li><li>- Representative, Teaching and Learning Centre ex officio</li><li>- Director of Teaching and Learning ex officio</li><li>- Four members elected by Senate from the Eligible Faculty Complement with at least one member from each Faculty.<ul style="list-style-type: none"><li>o Note: The normal term of elected members will be three years. One member will be elected annually by the Committee to serve as Chair.</li></ul></li><li>- The Director of Teaching and Learning or Designate will serve as the University's representative to the Association of Atlantic Universities Regional Coordinating Committee on Faculty Development and act as a liaison between SCOTL and the other Atlantic universities.</li><li>- One SCOTL member will be selected annually to serve as SCOTL's representative on the Writing Initiatives Committee</li><li>- Winners of any Mount teaching award will be invited to serve for a one-year term July 1 to June 30</li><li>- One student named annually by the Students' Union.</li></ul>
<u>Functions</u>	<ul style="list-style-type: none"><li>- To foster and recognize teaching excellence</li><li>- To monitor new developments in teaching approaches and pedagogies and to inform the Committee on Academic Policy and Planning and Senate of such developments</li><li>- To advocate for the advancement of teaching and learning through participation in University-wide planning processes</li><li>- To approve non-credit programs of study</li><li>- To consider and bring recommendations to Senate on policy matters affecting teaching and learning, including instruments for student ratings of instruction</li><li>- To provide a forum for the discussion of curriculum, pedagogy, teaching and learning consistent with the University's mission</li><li>- To serve as the selection committee for the Teaching Excellence Awards under SCOTL's purview</li><li>- To advise and consult with the Director of Teaching and Learning on matters related to teaching and learning</li><li>- To adjudicate applications for the President's Visiting Lecture Series on Teaching and Learning</li></ul>

#### 14.10.1 Writing Initiatives Committee

<u>Authority</u>	This is a Standing Sub-Committee of the Senate Committee on Teaching and Learning. WIC reports to the Senate Committee on Teaching and Learning and to Senate.
<u>Purpose</u>	The purpose of the sub-committee is to foster and promote writing initiatives that benefit all members of the Mount community with particular emphasis on student learning. “Writing initiatives” include university structures and activities related to the teaching, learning, study, and practice of writing.
<u>Membership</u>	ex officio members: <ul style="list-style-type: none"><li>- the English department writing coordinator</li><li>- the coordinator, Teaching and Learning</li><li>- a representative from the Senate Committee on Teaching and Learning</li><li>- a representative from the Writing Centre</li><li>- a representative from the International Education Centre</li></ul> elected members: <ul style="list-style-type: none"><li>- four members elected by Senate from the Eligible Faculty Complement, with at least one member from each Faculty</li><li>- a student representative, named annually by the Students’ Union</li></ul>
<u>Functions</u>	<ul style="list-style-type: none"><li>- To promote awareness of issues related to writing within the university community</li><li>- To recommend the inclusion of writing initiatives in overall academic planning and policy</li><li>- To encourage attention to writing in the disciplines and writing to learn in academic programs and departments</li><li>- To facilitate communication among those involved with writing initiatives on campus, including, but not limited to, the English department’s writing program, the Writing Resource Centre under the Office of Student Experience, and any writing-in-the-disciplines or writing-across-the-curriculum programs.</li><li>- To provide professional development in the field of writing and the teaching of writing</li><li>- To collaborate with the Teaching and Learning Centre regarding the teaching of writing.</li></ul>

#### 14.11 Undergraduate Admissions, Scholarships and Awards Committee

<u>Authority</u>	This is a Standing Committee of Senate.
<u>Purpose</u>	The Committee on Undergraduate Admissions, Scholarships and Awards is to serve as consultant and advisor to the Senate on undergraduate admission and scholarship policy matters.

<u>Membership</u>	<p>ex officio members</p> <ul style="list-style-type: none"> <li>- the Registrar, Chair</li> <li>- the Associate Registrar of Admissions and Registration</li> <li>- the Coordinator of Financial Aid</li> <li>- the Student Academic Advisor</li> <li>- the Associate Vice-President Student Experience</li> <li>- the Manager of Student Recruitment</li> </ul> <p>elected members</p> <ul style="list-style-type: none"> <li>- six members from the Eligible Faculty Complement with at least one from each Faculty elected by the Senate for a period of three years.</li> </ul>
<u>Resource</u>	<ul style="list-style-type: none"> <li>- the Institutional Analyst</li> <li>- Undergraduate Student Representative</li> </ul>
<u>Functions</u>	<ul style="list-style-type: none"> <li>- To recommend to the Committee on Academic Policy and Planning (in consultation with appropriate department chairs) standards for both general and program-specific admission to undergraduate programs.</li> <li>- To recommend to the V. P. Academic and V. P. Administration undergraduate scholarship standards.</li> <li>- To advise University Advancement on specific criteria and standards for individual endowed scholarships and bursaries.</li> <li>- To review annually the standing of students for scholarships and to allocate entrance, in-course awards and renewable scholarships in accordance with established scholarship policies and regulations.</li> <li>- To review annually the standing of students for all bursary programs and to allocate the bursary portion of the scholarship budget.</li> <li>- To review departmental based awards.</li> <li>- To recommend leadership based awards.</li> </ul>

14.12 Graduate Scholarships, Assistantships and Awards Committee

<u>Authority</u>	This is a standing Committee of Senate.
<u>Function</u>	This committee is to serve as consultant and advisor to Senate on matters relating to scholarships and assistantships for graduate students and to make recommendations on the allocation of funding according to the regulations of the University or relevant external funding agency.
<u>Membership</u>	<ul style="list-style-type: none"> <li>- Dean of Graduate Studies, Chair, or her designate (non-voting)</li> <li>- Four members from the Eligible Faculty Complement involved in graduate programs</li> <li>- One member from the Eligible Faculty Complement representing the Faculty of Arts &amp; Science</li> <li>- Registrar or her designate (non-voting)</li> <li>- Members shall be elected by Senate for three year terms.</li> </ul>
<u>Functions</u>	<ul style="list-style-type: none"> <li>- To solicit applications, oversee the application process and make recommendations for university graduate student entrance scholarships</li> <li>- To ratify and approve recommendations for graduate scholarships awarded by individual graduate programs</li> </ul>



- To solicit and adjudicate applications for graduate in-course merit scholarships
- To solicit and adjudicate applications for graduate student assistantships
- awarded by the Graduate Studies Committee
- To adjudicate nominations and recommend the Graduate Governor General's medal recipient
- To adjudicate nominations and recommend the Graduate Thesis Award Recipient
- To disseminate information to the University Community regarding the availability of all graduate scholarships, assistantships and awards for which Mount graduate students may be eligible to apply
- To adjudicate the applications for all graduate scholarships, assistantships and awards according to the regulations and criteria of the granting agency
- To work with University Advancement to identify sources of funding for graduate students.

#### 14.13 University Research Ethics Board (UREB)

##### Authority

The Government of Canada's Panel on Research Ethics (PRE) created the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)* and requires that research proposals developed by members of the Mount community (student, faculty, adjunct professors, administrators, employees and other persons holding appointments by the Board of Governors) involving human participants and falling under the TCPS 2 be brought before the University Research Ethics Board (UREB) for review and approval. As indicated in the *TCPS2*, the UREB is an arms-length entity whose primary responsibility is to protect the interests of society and human participants involved in research conducted under the auspices of MSVU. The mandate of the UREB is to review the ethical acceptability of research including approving, rejecting, proposing modifications to, or terminating any proposed or ongoing research involving human participants which is conducted within, or by members of, the institution using considerations set forth in the *TCPS2* as a minimum standard. The UREB is a standing committee of Senate and reports to the Senate annually.

##### Membership

All UREB members shall be competent to judge the ethical acceptability of proposals and shall be knowledgeable about the UREB Policy and Procedures as well as the *TCPS2*. The UREB will normally consist of 14 members, including 10 faculty members elected by Senate from the Eligible Faculty Complement. Members will typically be named for three year terms which are renewable. Terms shall also be staggered to preserve experience and continuity in the function of the Committee.

The membership of the committee shall, at a minimum, consist of the following:

- Elected members:
  - ten members from the Eligible Faculty Complement:
    - Two members from each of the three faculties (Arts & Science, Education, Professional Studies)
      - These members must have the relevant knowledge and expertise to understand the content area and methodology of the proposed or ongoing research, and to assess the risks and potential benefits that may be associated with the research (TCPS2 Article 6.4[a]).
    - One member representing a department that offers a graduate program.
    - Three members-at-large
      - These members must have the appropriate knowledge, expertise and training to contribute to the research ethics review process. (TCPS2 Article 6.4).
- Community Member(s), person(s) external to the university, who is a voting member, chosen by the UREB.
  - As the size of the UREB increases beyond the minimum number of Eligible Faculty Complement faculty members, the number of community representatives should also increase. The UREB shall formulate this by ensuring for every 5 faculty members, one community member shall be named by the UREB membership
- Research Ethics Coordinator (ex officio) - non-voting
- One member who is knowledgeable in the law
  - This member shall be recruited following the same procedures as that for Community Members and may come from the Eligible Faculty Complement or from the community at large.
  - The role of the member knowledgeable in the law (TCPS 2014 Article 6.4[c]) is to alert REBs to legal issues and their implications (e.g., privacy issues), not to provide formal legal opinions or to serve as legal counsel for the REB.

NOTE: Each member shall be named to formally fulfill the requirements of only one of the above categories.

In the event that the UREB is reviewing an application that requires particular community or research subject representation, or a study that requires specific expertise not available from its regular members, the UREB Chair may appoint an appropriate *ad hoc* member, either internal or external to the university, who has the required expertise. Their appointment is only for the duration of that particular review and they are not voting members of the UREB.

Chair and  
Vice-Chair

The Chair will be chosen from among the Senate-elected members of the UREB. The Chair is elected by the UREB and normally serves a two year term that is renewable.

The Vice-Chair will be chosen from among the Senate-elected members of the UREB. The Vice-Chair is elected by the UREB and normally serves a two year term that is renewable. The Vice-Chair will assist the Chair in reviews, document development as well as have signing authority when the Chair is unavailable or in a conflict of interest.

Neither the Chair nor the Vice-Chair shall be a member of a departmental research ethics board.

Quorum

UREB quorum shall be at least six members which must include two members with expertise in relevant research disciplines covered by the UREB, at least one member knowledgeable in ethics and one community member.

Functions

- To develop institutional research ethics policies, procedures and guidelines with regards to research with human participants that, as a minimum, meets the requirements set out in the TCPS2.
- To ensure that Researchers, Administrators and Research Ethics Boards (UREB and DREBs) are aware of all applicable policies, regulations and guidelines applicable to research ethics.
- To apply the Institutional policy or guidelines to all research involving human participants that is conducted under the auspices or jurisdiction of the Mount.
- To review all research ethics clearance applications involving human participants and to approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human participants which is conducted within, or by members of, the institution.
- To keep current on ethical issues related to research involving human participants and to promote to the Mount Community, with the support of the Research Office, educational activities and training activities in the area of research ethics and human participants.
- To monitor ongoing projects and to determine guidelines for the review of ongoing research projects and guidelines for reviewing requests for changes in previously approved research as required by the TCPS2.
- To review periodically the current terms of the TCPS2 and, if warranted, to recommend appropriate changes to Senate policies and procedures.
- To review and recommend on the university's ethics review policy and alert Senate to any ethics issues that may affect the Mount community at large.

- To serve as a resource to the research community, communicating and advising researchers on guidelines, procedures and other matters relating to the conduct of research with humans.
- To ensure that undergraduate and course level research proposals are reviewed in accordance with TCPS2 and in a timely manner, the UREB will establish DREBs to review some student research projects involving human participants. The DREBs report to the UREB and the UREB will review annually the policies, procedures, and decisions of the DREBs.
- To inform the Associate Vice-President (Academic & Research) and Financial Services of a delay in a grant recipient(s) receiving ethics clearance for the research project if REB approval is not obtained within six months of the award date as per the requirement of Schedule 2.1.g of the MOU signed with the Tri-Council that states: “inform the Agency of a delay, and explain the reason for the delay, if REB approval is not obtained within six months of the award date, in which case the Agency may consider that the condition of award has not been fulfilled and reallocate the funds”.
- To report allegations of individual non-compliance to the Associate Vice-President (Academic & Research) in accordance with the Mount’s Policy for Integrity in Research and Scholarship.

Meetings

The UREB will meet once a month during the academic year and when required otherwise. These meetings are required to discharge the committee’s responsibilities and to keep and maintain minutes of such meetings with the documentation being accessible to researchers, as it pertains to their application. Members are expected to attend a minimum of 70% of the meetings per year.

Reporting to Senate

- For Information
  - Annual Report to Senate in June of each year.
  - Creation of, or modifications to, guidelines, procedures, and forms that involve the application of the TCPS2 or to maintain compliance with any other required entity (e.g. federal or provincial edicts, etc.) are considered part of the review process of the UREB and as such will be submitted for information to Senate.
- For Approval
  - Changes to the Terms of Reference
  - Creation of, or modifications to, the Mount’s policies on research ethics

14.14 Student Judicial Committee

Authority

This is a Standing Committee of Senate.

Purpose

To hear and adjudicate cases brought under the Non-Academic Discipline Policy.

Membership

The membership of the committee shall consist of the following:

Regular Members

- Two members from the Eligible Faculty Complement elected by the Senate for three-year terms
- Two students named by the Students' Union for one-year terms

Alternate Members

- Two members from the Eligible Faculty Complement elected by Senate for three-year terms
- Two students named by the Students' Union for one-year terms.
- The same individuals may serve as alternates on both the Student Judicial Committee and the Discipline Appeals Committee, provided that no conflict of interest exists.

The following are not eligible to serve on the Student Judicial Committee:

- Any member of Senate Executive
- Any member of the Student Experience Committee
- Any member of the Executive of the Students' Union

Chair

One of the regular members from the Eligible Faculty Complement shall be ratified as chair by Senate at the time of election.

Functions

- To hear and adjudicate a case brought under the Non- Academic Discipline Policy according to the procedures spelled out in that policy
- To review and recommend changes to the policy or to its procedures as necessary
- To keep minutes of meetings and confidential records of cases heard. In accordance with Senate By-Law 15.6, minutes shall be filed annually in the Senate Office. Records of cases dealt with under the Non-Academic Discipline Policy shall be maintained only in the office of the Associate Vice President of Student Experience for seven years from the date of final decision. The exception would apply to expulsion. Access to these records shall be at the discretion of the Associate Vice President of Student Experience.

Meetings

The committee shall meet at the call of the chair for the following purposes:

- to hear a case, in which case only the regular members, or a designated alternate in the case of a conflict of interest, shall attend
- to discuss general committee business, such as procedures, in which case both regular and alternate members may attend and participate

The quorum for a committee meeting is three members, including the chair.

14.15 Student Discipline Appeals Committee

Authority  
Purpose

This is a Standing Committee of Senate.

To hear and adjudicate any appeals brought under the Non-Academic Discipline Policy.

### Membership

The membership of the committee shall consist of the following:

#### Regular Members

- Two members of the Eligible Faculty Complement elected by the Senate for three-year terms
- Two students named by the Students' Union for one-year terms

#### Alternate Members

- Two members from the Eligible Faculty Complement elected by Senate for three-year terms
- Two students named by the Students' Union for one-year terms.
- The same individuals may serve as alternates on both the Student Judicial Committee and the Discipline Appeals Committee, provided that no conflict of interest exists.

The following are not eligible to serve on the Discipline Appeals Committee:

- Any member of Senate Executive
- Any member of the Student Experience Committee
- Any member of the Executive of the Students' Union

### Chair

One of the regular members from the Eligible Faculty Complement shall be ratified as chair by Senate at the time of election.

### Functions

- To hear and adjudicate a case brought under the Non- Academic Discipline Policy according to the procedures spelled out in that policy
- To review and recommend changes to the policy or to its procedures as necessary
- To keep minutes of meetings and confidential records of cases heard. In accordance with Senate By-Law 15.6, all minutes shall be filed annually in the Senate Office. Records of cases dealt with under the Non-Academic Discipline Policy shall be maintained only in the office of the Associate Vice President of Student Experience for seven years from the date of final decision. The exception would apply to expulsion. Access to these records shall be at the discretion of the Associate Vice President of Student Experience.

### Meetings

The committee shall meet at the call of the chair for the following purposes:

- to hear an appeal, in which case only the regular members, or a designated alternate in the case of a conflict of interest, shall attend
- to discuss general committee business, such as procedures, in which case both regular and alternate members may attend and participate

The quorum for a committee meeting is three members, including the chair.

## 15 RULES OF ORDER

### 15.1 Meeting Time

The regularly scheduled meetings of Senate shall begin at 2:00 p.m. and end not later than 5 p.m. The meeting may be extended by thirty minutes upon a motion to that effect.

### 15.2 Conduct at Senate

The Chair of Senate shall read the following statement at the beginning of the first meeting of each new academic year:

As Senate proceedings get underway, let us remind ourselves of our commitment to uphold the principles of free speech and respectful debate. Differing perspectives and viewpoints are not only expected but welcomed, reflecting the strength of an enlightened academy, dynamic administration and engaged students.

### 15.3 Senate Agenda

15.3.1 The order of business for the agenda of Senate shall be the following:

- 1) Indigenous Land Recognition
- 2) Approval of Agenda
- 3) Approval of Minutes
- 4) Business Arising from the Minutes
- 5) President's Announcements (maximum 10 minutes)
- 6) Question Period (maximum 20 minutes)
- 7) Unfinished Business
- 8) Committee Reports (Standing and Ad Hoc)
- 9) Other Reports
- 10) New Business
- 11) Items to Communicate
- 12) Adjournment

15.3.2 In setting the agenda, Senate Executive may remove the following items if no business has been proposed:

Item 6) Unfinished Business, and from Item 7) any committee from which neither a written report nor notice of an oral report has been received.

The removal of an item from the order of business does not preclude its being added under 1) Approval of the Agenda at the meeting.

15.3.3 At any meeting of Senate, under item 1) Approval of the Agenda, the order of agenda items may, with the approval of Senate, be adjusted to ensure timely attention to business.

15.3.4 Motions shall not arise, be debated or voted upon in relation to the following agenda items: President's Announcements, Question Period, and Other Reports. These items exist for purposes of information sharing and inquiry only.

15.3.5 Documents included on the Senate agenda shall normally be accompanied by a cover sheet or an executive summary stating:

- 1) the name of the committee, its membership, or source of the recommendation/motion;
- 2) the subject under discussion
- 3) any recommendations of the committee formulated as motions.

15.3.6 Annual reports of Senate Committees, summarizing important work done by the committee during the year, shall be distributed to all Senators for the first regular meeting of Senate in the academic year. Although these reports are primarily for information, Senators may raise questions about the content of the reports at this meeting. Normally, motions are not to be included in annual reports. The

committee may include in its report recommendations to the incoming committee for future action.

15.3.7 In preparing the Agenda, the Executive Committee shall recommend any business to be dealt with in closed session under an agenda item, "Confidential Business."

15.3.8 Senate shall normally act upon only those matters for which documentation has been circulated with the agenda. However, motions may arise from the floor of Senate on any matter included on the Senate agenda, except as specified in 3.2. In addition, when there is no other business before Senate, a member may move orders of business for any subsequent meetings.

15.4 Chair of Senate - Order of Substitution

In the event that the President is unable to chair all or a portion of a Senate meeting, the Chair shall be assumed by the Vice-President (Academic). In her absence, it shall be assumed by the Parliamentarian.

15.5 Procedures for Senate Records

15.5.1 Senate Records

The agendas, minutes and supporting documents of Senate are vital records of the University. The Secretary of Senate is responsible for the management of Senate's records in accordance with these procedures.

15.5.2 Agendas, Minutes, and Attachments

The Senate agenda, minutes and supporting documents will be prepared and distributed to members by the Secretary of Senate. The Secretary of Senate shall maintain a readily accessible file of Senate meeting materials for ten years, after which the documents will be deposited to the University Archives as the official record of the Senate.

15.5.3 Tape Recording of Senate Meetings

All non-confidential discussions during Senate meetings will be audiotaped for the purpose of ensuring that the minutes reflect what was actually said at Senate. The tapes will be used for clarifying and confirming the minutes and will be preserved for a period of two years from the date of that particular meeting.

15.5.4 Confidential Documents

Confidential documents are documents which are available only to members of Senate. All confidential documents will be identified as such by the Secretary of Senate. Documents that are confidential shall be available for Senators to view in the Senate Office, one week before the meeting. The documents will also be available to view at the Senate meeting place ½ hour prior to the meeting.

Confidential documents consist of two types:

- those that are confidential only until the meeting is held; and
- those that remain confidential after the meeting is held.

15.5.4.1 Confidential Until the Meeting

Senate documents that are confidential only until the meeting at which they are considered shall, after the meeting, be treated in the same way as other documents with respect to their storage.

15.5.4.2 Confidential After the Meeting

Senate documents that remain confidential after the meeting at which they are considered shall be dealt with as follows:

- When matters of a confidential nature are discussed they shall be recorded in a supplement to the minutes. Access to confidential



minutes shall be at the discretion of the Secretary and/or Chair of Senate.

- Confidential supporting documentation shall be maintained in a confidential file, access to which shall be at the discretion of the Secretary and/or Chair of Senate.
- In the case of honorary degrees, professors emeriti, graduation lists and student appeals, the number of candidates discussed shall be recorded in the minutes, but not the names of the candidates.
- The documents shall follow the same storage schedule as other Senate documents.

#### 15.5.5 Storage

Senate records will be maintained by the Secretary of Senate for ten years.

#### 15.5.6 Disposal Schedule

After June 30th, Senate records which are at least ten years old will be deposited to the University Archives as the official record of the Senate. Access to confidential documents shall be at the discretion of the Secretary and/or Chair of Senate.

#### 15.5.7 Senate Index

The Secretary of Senate will maintain the existing index to paper minutes, and will ensure that electronic documents are efficiently searchable.

### 15.6 Procedures for Senate Committee Records

#### 15.6.1 Senate Committee Records

The agendas, minutes and supporting documents of Senate Committees are vital records of the University. The Chair is responsible for the management of the Committee's records in accordance with this policy.

#### 15.6.2 Agendas, Minutes, and Attachments

The Committee agendas, minutes and supporting documents will be prepared and distributed to members under the direction of the Chair. After the meeting, the Chair is responsible for maintaining and storing the agendas, minutes and the supporting documents. No later than July 15, the Chair shall send the agendas, minutes and supporting documents of the year's meetings, together with the annual report of the Committee, to the Secretary of Senate. The Secretary of Senate shall maintain a readily accessible file of Committee records for ten years, after which the documents will be deposited to the University Archives as the official record of the Committee.

#### 15.6.3 Confidential Documents

Confidential documents are documents which are available only to members of the Committee. All confidential documents will be identified as such by the Chair. Confidential documents consist of two types:

- those that are confidential only until the meeting is held; and
- those that remain confidential after the meeting is held.

##### 15.6.3.1 Confidential Until the Meeting

Committee documents that are confidential only until the meeting at which they are considered shall, after the meeting, be treated in the same way as other documents with respect to their storage.

##### 15.6.3.2 Confidential After the Meeting

Committee documents that remain confidential after the meeting at which they are considered shall be dealt with as follows:

- When matters of a confidential nature are discussed they shall be recorded in a supplement to the minutes. Access to confidential

minutes shall be at the discretion of the Secretary and/or Chair of Senate.

- Confidential supporting documentation shall be maintained in a confidential file, access to which shall be at the discretion of the Secretary and/or Chair of Senate.
- In the case of honorary degrees, professors emeriti, graduation lists and student appeals, the number of candidates discussed shall be recorded in the minutes, but not the names of the candidates.
- The documents shall follow the same storage schedule as other Committee documents.

#### 15.6.4 Storage

Current Senate Committee records will be maintained by the Chair of the Committee. Committee records sent annually to the Secretary of Senate will be maintained for ten years.

#### 15.6.5 Disposal schedule

After June 30th, Committee records which are at least ten years old will be deposited to the University Archives as the official record of the Committee.