

SENATE AGENDA

Friday, November 9, 2018

2:30 p.m. – F210

1. APPROVAL OF THE AGENDA
2. ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: October 19, 2018
3. BUSINESS ARISING FROM THE MINUTES
4. READING and DISPOSING of COMMUNICATIONS
5. REPORTS FROM OTHER BODIES
 - A.
 - (1) President
 - (2) Provost and Vice-President Academic and Research
 - (3) Vice-President Finance and Administration
 - (4) Board of Governors
 - (5) Alumni Advisory Board
 - (6) Council of Ontario Universities (Academic Colleague)
 - (7) Joint Board/Senate Committee on Governance
 - (8) NUSU
 - (9) Indigenization Steering Committee
 - (10) Others
 - B. Reports from Senate members
6. QUESTION PERIOD
7. REPORTS of STANDING COMMITTEES and FACULTY or UNIVERSITY COUNCILS
SENATE EXECUTIVE COMMITTEE

MOTION 1: That the Report of the Senate Executive Committee dated November 1, 2018 be received.

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

MOTION 1: That the Report of the Academic Quality Assurance and Planning Committee dated October 26, 2018 be received.

GRADUATE STUDIES COMMITTEE

- MOTION 1: That the report of the Graduate Studies Council, dated October 16, 2018, be received.
- MOTION 2: That Senate approves that the average for MSc Kinesiology be lowered to the equivalent of a B, or 70%, in line with the normal minimum admission average for Graduate Studies at Nipissing University.
- MOTION 3: That Senate approves that KINE 5006: Research Methods in Kinesiology is no longer a prerequisite for KINE 5007: Statistics in Kinesiology.
That KINE 5006: Research Methods in Kinesiology is no longer a prerequisite for 5453: Research Thesis
That KINE 5007: Statistics in Kinesiology is no longer a prerequisite for 5453: Research Thesis
That KINE 5206: Integrative Seminar in Kinesiology is no longer a prerequisite for KINE 5453: Research Thesis.

8. **OTHER BUSINESS**9. **AMENDMENT of BY-LAWS**

MOTION 1: That Senate approve that Article 9.3.1 be amended as outlined below:

Article 9.3.1

- 9.3.1 Undergraduate Standing & Petitions Subcommittee (S&P)
- (a) *Ex Officio* Members:
- (i) the Registrar, or designate (Chair); and
 - (ii) one (1) Academic Dean, or designate.
- (b) Members Elected by Faculty Council:
- (i) one (1) faculty Senator or non-Senator from each Faculty. One of whom shall be elected by the Committee to serve as Vice-Chair to work collaboratively with the Chair to review all petitions and determine appropriate action; and
 - (ii) one (1) student representative from each Faculty.
- (c) Terms of Reference:
- (i) to periodically review the University's policies and criteria with respect to defining and assessing undergraduate academic standing, and make recommendations to the Undergraduate Studies Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) to consider and rule on petitions by undergraduate students for exceptions to University academic regulations*;
 - (iii) where appropriate the Chair and Vice-Chair will exercise S & P's authority to act on their belief, with the understanding that all such actions will be reported at the following S & P Subcommittee meeting;
 - (iv) where it appears that undergraduate degree or program requirements or other academic regulations are giving rise to otherwise avoidable student petitions, to draw this to the attention of the Undergraduate Studies Committee or other individuals for further consideration and possible action;

- (v) to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and
 - (vi) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.
- *decisions in (ii) are final and may not be appealed

Notice of Motion that the Senate By-Laws document, dated August 2018, be amended as attached. (*changes in bold and strike through*)

10. ELECTIONS

The members required for the Research Council as per the Senate By-laws and considering outgoing membership from last year:

- Elect one (1) faculty member who represents the NSERC discipline for a two (2) year term
- Elect one (1) faculty member who represents the SSHRC discipline for a two (2) year term
- Elect one (1) APS faculty member for a two (2) year term

11. NEW BUSINESS

The Senate Speaker attended the NUACE, henceforth to be known as NUICE, meeting on October 30, 2018 in Garden Village. The following Territorial Acknowledgement was presented and formally accepted by the Committee with one small amendment. The amended Acknowledgement is attached below:

TERRITORIAL ACKNOWLEDGEMENT for NIPISSING UNIVERSITY SENATE

As we begin this Nipissing University Senate meeting, I would like to acknowledge that we are in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishnabek. We respect and are grateful to hold this event on these lands with all our relatives.

Accepted and approved by NUACE (now, NUICE) 30 October 2018.

MOTION 1: That Senate approve the recommendation from the Office of the Registrar to revise the Admission policy for Proof of Proficiency in English for Undergraduate, Graduate and Education as outlined below:

UNDERGRADUATE

Current requirements:

TOEFL iBT– overall score of 86, with a minimum of 20 in each section, writing, listening, speaking and reading.

IELTS – overall score of 6.5, with a minimum score of 6.0 in reading, listening, writing and speaking

PTE – overall score of 55, with a minimum score of 55 writing, no minimum in reading, listening or speaking

Proposed requirements:

TOEFL iBT – overall score of 83, with a minimum score of 20 in Reading, Listening and Writing, and a minimum score of 22 in Speaking

IELTS – overall score of 6.5 with a minimum of 6.5 in reading, listening, speaking and writing.

PTE (Pearson Test of English) – overall score of 58 with 56 in each section speaking, writing, reading and listening.

GRADUATE

Current requirements:

TOEFL iBT – overall score of 100, with a minimum of 27 in writing and speaking. No minimum requirement in listening or reading.

IELTS – overall score of 7, with a minimum score of 6.5 in reading and listening and a minimum score of 7 in writing and speaking

PTE – overall score of 67, with a minimum score of 60 in reading, writing, listening and speaking

Proposed requirements:

TOEFL iBT – overall score of 93, with a minimum score of 20 in reading and listening and a minimum score of 22 in speaking and writing

IELTS – an overall score of 6.5, with a minimum of 6.5 in reading, listening and speaking and a minimum score of 6 in writing

PTE – an overall score of 63 with a minimum score of 60 in each section

EDUCATION

Current requirements:

TOEFL iBT – overall score of 100, with a minimum score of 27 in writing and speaking. No minimum requirement in listening or reading.

IELTS – overall score of 7, with a minimum score of 6.5 in reading and listening and a minimum score of 7 in writing and speaking.

PTE – overall score of 67, with a minimum score of 60 in reading, writing, listening and speaking.

Proposed requirements:

TOEFL iBT – overall score of 93, with a minimum score of 20 in reading and listening and a minimum score of 22 in speaking and writing

IELTS – an overall score of 6.5, with a minimum of 6.5 in reading, listening and speaking and a minimum score of 6 in writing

PTE – an overall score of 63 with a minimum score of 60 in each section

12. ANNOUNCEMENTS

13. ADJOURNMENT:

Nipissing University
Minutes of the Academic Senate Meeting

October 19, 2018

2:30 p.m. – Room F210

MEMBERS PRESENT:

M. DeGagné (Chair), A. Vainio-Mattila, C. Sutton, J. McAuliffe,
J. Nadeau, P. Radia, C. Richardson, D. Iafrate, N. Black

D. Lafrance Horning, L. Chen, M. Litalien, L. Manankil-Rankin,
K. McCullough, P. Ravi, M. Sullivan

A. Burk, N. Colborne, R. Gendron, A. Hatef, B. Kelly, L. Kruk,
G. McCann, S. Renshaw, K. Srigley, S. Srigley, D. Tabachnick,
H. Teixeira, T. Vassilev, H. Zhu

C. Hachkowski, B. Hatt, D. Hay, T. Horton, D. Jarvis, G.
Raymer, G. Sharpe

B. Ray

J. Nighbor

D. Goulard, A. Wood, N. MacKenzie, H. Mackie

ABSENT WITH REGRETS:

P. Millar

S. Connor, E. Mattson

J. Allison, C. Peltier, C. Ricci

T. Curry

X. Winter, K. Kearney

APPROVAL OF THE AGENDA OF THE SENATE MEETING OF: October 19, 2018

MOTION 1: Moved by R. Gendron, seconded by L. Kruk that the agenda of the Senate meeting of October 19, 2018 be approved.

CARRIED

MOTION 2: Moved by L. Kruk, seconded by K. McCullough that the Motion for approval of the Nipissing University Institutional Quality Assurance Protocol (NU-IQAP) and the receipt and approval of Graduation Applicants be moved to the start of the Agenda.

CARRIED

The Provost thanked the IQAP Protocol Review Committee (Graydon Raymer, Larry Patriquin, Alex Karassev, Nancy Black, Stephen Tedesco and Crystal Pigeau) for their long hours of hard work completing the final draft of the Nipissing University Institutional Quality Assurance Protocol (NU-IQAP). Donna Wolcott, former Quality Assurance, Executive Director, acted as a consultant to ensure that we were working within the context of QA. The NU-IQAP is a very important document. It will simplify the operational guidelines and minimize overlapping processes. If approved the NU-IQAP will be sent to a professional editor to be copy and language edited. We are in an extraordinary position this year with 18 program reviews. In order to assist the departments, in most cases, programs will be reviewed in the same year and in-line with accreditation processes. The dates will be staggered so that in eight years, the reviews won't all come due at the same time again.

MOTION 3: Moved by G. McCann, seconded by T. Vassilev that Senate approve the attached Nipissing University Institutional Quality Assurance Protocol (NU-IQAP) and it be forwarded to Quality Council for ratification.
CARRIED

ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: September 14, 2018

MOTION 4: Moved by L. Kruk, seconded by D. Tabachnick that the minutes of the Senate meeting of September 14, 2018 be adopted.
CARRIED

BUSINESS ARISING FROM THE MINUTES

In support of the Motion, the Provost provided an update of the Restructuring Power Point presentation that was shared at the Town Hall meeting on October 9, 2018. The presentation included the current structure, the process undertaken to arrive at the proposed structure, the proposed structure, and the draft terms of reference of the new position created. The Provost advised that this discussion is only about the structure at this level of faculties and Deans. About 32 well thought out proposals on the restructuring were received. Face to face conversations took place with faculty, the NUSU Executive and a Town Hall meeting was held. Should the Restructuring Motion be approved today, it will be forwarded on to the Board of Governors for approval to start in July 2019. Speaking from the student perspective, NUSU VP Governance, Senator Mackie, supported the Motion advising that it was innovative and a step in the right direction. As one of the reasons for the restructuring was low enrollment, a question was asked whether research had taken place to support this. The Provost advised that other universities have proven that new programs have increased enrolment. This change is a good narrative around the strength of teaching and will welcome students to our campus. A question was asked whether two open searches would take place for the Deans' positions. The Provost advised that the positions would be advertised widely. A concern was expressed that if the new structure does not work out as planned, might there be a process or a review to revisit the structure and measure if it is working. The Provost advised that as the NU-IQAP protocol was just approved, with regular reviews of the Research Dept., the Library, etc., it makes sense to have a process to review internal processes and ensure that they are working. Several Senators advised of their support of the Motion.

MOTION 5: Moved by M. DeGagné, seconded by D. Tabachnick that Senate make a recommendation to the Board of Governors to create a position of a Dean of Teaching by structuring Nipissing University faculties under two faculty Deans, instead of the current three, as follows:

Faculty of Education and Professional Studies comprising of:

- School of Business
- School of Criminology and Criminal Justice
- School of Nursing
- School of Social Work
- Schulich School of Education

And

Faculty of Arts and Science comprising of all other programs currently offered at Nipissing University.

CARRIED

REPORTS FROM OTHER BODIES

The President's report was tabled to the November Senate meeting.

The Provost's report involved the NU-IQAP and restructuring and was provided earlier in the Agenda.

The Alumni Advisory Board President, Jade Nighbor, advised that Homecoming weekend was a success with a boost in numbers. Over 700 registrants and over 1300 people attended the hockey game. She thanked the Alumni Relations Coordinator, Bridgette Perron, for all of her hard work in coordinating this event. Ideas for homecoming events are welcomed, please share with alumni@nipissingu.ca Two new scholarships have been approved by the Alumni Advisory Board, in conjunction with an affinity partner. Further details will be provided as the awards are finalized. The next steps for the Board will be to approve the budget, meet new board members, and finalize the strategic plan at the annual retreat in November. Faculty were asked to share the names of individuals worthy of alumni awards. Please put names forth as not all awards are able to be given out each year due to lack of applicants. Assistance in completing the nomination forms is available at alumni@nipissingu.ca For an awards overview and this year's winners, click on the link below to learn about the four types awards:

<https://www.nipissingu.ca/departments/alumni-office/awards/Pages/default.aspx> The nomination form can be found at: <https://www.nipissingu.ca/departments/alumni-office/awards/Documents/Honorary%20Alumni%20Award%20Application%202018.pdf>

Senator Tabachnick reported that the Joint Board/Senate Committee on Governance recently met and a report will be generated and forwarded to the Senate Executive. There was some confusion regarding the approval process by the Board and Senate of the Statement on the Importance of Collegial Governance. The University Governance Committee of the Board will send the Statement back to the Joint Committee with suggested changes. The MTCU requires every publicly assisted college and university to develop and publicly post its own free speech policy by January 1, 2019. The Joint Committee on Governance was asked to form this policy. The policy will come forward to Senate.

NUSU President, Senator Daniel Goulard, advised that student elections had finished and he was pleased to advise that Hannah Mackie was elected as the VP Governance and Legal Affairs. He advised that no APS, Education or Graduate student nominations had been received. The need for students will be highlighted for next term. NUSU has been busy looking into developing new partnerships with the community, as well as the After Hours Event. Congratulations to the students for a successful Mayoral Candidate Event and thank you to the West Ferris Lion's Club and Women's Volleyball. He was pleased to announce that the new Student Centre groundbreaking event will be held on November 9 at 1:00 p.m. at the site. Everyone is welcome to attend.

Senator Gendron asked if a report was available from the Senate Budget Advisory Committee. Senator Burk advised that the Committee met on October 16 and the 2017-18 audited financial statement as well as the 2018-19 year to date results were discussed. The terms of reference and what other sources of information should be feeding into this Committee were also discussed.

QUESTION PERIOD

In response to a question raised regarding the termination of our long serving Communications Officer and why faculty were not informed, the President advised that personnel issues are not discussed at Senate or the Board of Governors. Duties relating to promoting research, etc. will be re-assigned.

A concern was expressed regarding communication between the Board of Governors and Senate. It was suggested that a more formalized process needs to be in place. The Speaker advised that recommendations should be included in meeting minutes and approved so that they are then actionable. If required, an interim process could be put in place.

REPORTS OF STANDING COMMITTEES AND FACULTY OR UNIVERSITY COUNCILS

SENATE EXECUTIVE COMMITTEE

MOTION 6: Moved by M. DeGagné, seconded by A. Burk that Senate receive the Report of the Senate Executive Committee dated October 11, 2018.
CARRIED

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

MOTION 7: Moved by A. Vainio-Mattila, seconded by G. McCann that the Report of the Academic Quality Assurance and Planning Committee dated September 21, 2018, be received.
CARRIED

GRADUATE STUDIES COUNCIL

MOTION 8: Moved by C. Richardson, seconded by S. Renshaw that the report of the Graduate Studies Council dated September 18, 2018 be received.
CARRIED

MOTION 9: Moved by C. Richardson, seconded by H. Mackie that Senate approves the MSc Kin – Flex time enrolment option be available to students in the MSc Kinesiology Program.
CARRIED

AMENDMENT OF BY-LAWS

MOTION 10: Moved by N. Colborne, seconded by C. Hachkowski that Article 9.1.(c)(vi) of the Senate By-Laws be amended as outlined below:

- (vi) the Senate Executive may act on behalf of Senate when quorum of Senate cannot be established, or when the regularly scheduled Senate meeting is delayed, to deal with any urgent matter that is within the responsibility of Senate, with the understanding that all such actions will be reported at the next meeting of Senate. The Speaker, Deputy Speaker and at least one faculty Senator from the Senate Executive Committee must be present for this meeting, in addition to meeting quorum.
DEFEATED

- **Notice of Motion that Article 9.3.1 be amended as outlined below:**

Current Article reads:

- 9.3.1 Undergraduate Standing & Petitions Subcommittee (S&P)
- (a) *Ex Officio* Members:
 - (i) the Registrar, or designate (Chair); and
 - (ii) one (1) Academic Dean, or designate.
 - (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
 - (ii) one (1) student representative from each Faculty.
 - (c) Terms of Reference:
 - (i) to periodically review the University's policies and criteria with respect to defining and assessing undergraduate academic standing, and make recommendations to the Undergraduate Studies Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) to consider and rule on petitions by undergraduate students for exceptions to University academic regulations*;
 - (iii) where it appears that undergraduate degree or program requirements or other academic regulations are giving rise to otherwise avoidable student petitions, to draw this to the attention of the Undergraduate Studies Committee or other individuals for further consideration and possible action;
 - (iv) through the degree audit process, to identify graduating students who are eligible for consideration for major undergraduate academic awards and to forward this information to those charged with making the final selections;
 - (v) to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and
 - (vi) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

*decisions in (ii) are final and may not be appealed

Revised Article reads (changes in bold and strike through):

- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty. One of whom shall be elected by the Committee to serve as Vice-Chair **to work collaboratively with the Chair to review all petitions and determine appropriate action;** and...
 - (c)(iii) **where appropriate the Chair and Vice-Chair will exercise S & P's authority to act on their belief, with the understanding that all such actions will be reported at the following S & P Subcommittee meeting;**

And delete the following:

- (c)(iv) ~~through the degree audit process, to identify graduating students who are eligible for consideration for major undergraduate academic awards and to forward this information to those charged with making the final selections;~~

ELECTIONS

The members required for the Research Council as per the Senate By-laws and considering outgoing membership from last year:

- Elect one (1) faculty member who represents the NSERC discipline for a two (2) year term (no nominations received)
- Elect one (1) faculty member who represents the SSHRC discipline for a two (2) year term (no nominations received)
- Elect one (1) faculty member who holds a CRC or Indigenous Education Chair for a two (2) year term **ACCLAIMED:** Dr. Mark Bruner
- Elect one (1) APS faculty member for a two (2) year term (no nominations received)

NEW BUSINESS

MOTION 11: Moved by D. Iafrate, seconded by A. Burk that Senate consider receipt of the Report on Graduation Applicants dated October 15, 2018.
CARRIED

MOTION 12: Moved by D. Iafrate, seconded by A. Burk that Senate receive the Report on Graduation Applicants dated October 15, 2018.
CARRIED

MOTION 13: Moved by D. Iafrate, seconded by K. McCullough that Senate grant approval to graduate the students listed in the Report on Graduation Applicants dated October 15, 2018.
CARRIED

ADJOURNMENT

Senate was adjourned at 4:35 p.m.



.....
M. DeGagné (Chair)

.....
S. Landriault (Senate Secretary)

NIPISSING UNIVERSITY

STANDING JOINT COMMITTEE OF THE BOARD AND SENATE ON GOVERNANCE

Wednesday, October 17, 2018

The Standing Joint Committee of the Board and Senate on Governance met on Wednesday, October 17, 2018 at 9:30 a.m. in Room B217 at Nipissing University.

Members present: Gary Jodouin (Board)
Gillian McCann (Senate)
Susan Srigley (Senate)
David Tabachnick (Senate)

Regrets: Karen Barnes (Board)
Tom Curry (Board)
Daniel Goulard (NUSU)

Recording Secretary: Abby Blaszczyk (Administrative Assistant, Office of the President)

Guests: Fran Couchie (Board)
Hannah Mackie (NUSU)
Maggie Daniel

1. Declaration of Conflict of Interest and Inclusion

The Chair called for any declarations of conflict of interest. No conflicts were declared.

2. Opening Remarks

The meeting was called to order at 9:30 a.m. Gary Jodouin filled the role of Chair for the meeting. Round table introductions were made.

3. Review of the minutes of the meeting held on May 24, 2018.

The minutes were circulated electronically and subsequently approved.

4. Business Arising

a. Update on the Senate Budget Advisory Committee

The Senate Budget Advisory Committee met on October 16, 2018, and there was positive feedback received. The Committee will be making recommendations to the Board and the Provost for the allocation of academic resources.

b. Joint Board and Senate Orientation

The inaugural Joint Board and Senate Orientation was held on September 14, 2018. The event was well attended and reactions were positive overall. The committee expressed concern over the institutional memory of the orientation and the need to have annual planning of the orientation worked in to the roles and responsibilities of both the Senate Speaker and Chair of the Board.

After some discussion, permission was granted for David Tabachnick to bring this proposed responsibility back to the Senate Bylaws for review. Similarly, Gary Jodouin will convey this back to the University Governance Committee.

c. Update on Terms of Reference & Statement of Collegiality

The Terms of Reference for this committee have been amended with regard to the committee membership. It was decided that the Joint Committee of the Board and Senate will be comprised of three non-constituent Board members, three Faculty Senators and one Student Union representative and the committee was comfortable with these terms. Regarding the Statement of Collegiality, there was some confusion surrounding the approval process of the statement by both Board and Senate. The statement had previously been agreed upon by the Joint Committee and Senate. It was the Senate reps' understanding that the changes had been approved by the Board as well; however, this was not accurate. The University Governance Committee of the Board has sent the Statement of Collegiality back to the Joint Committee with suggested changes.

A discussion took place regarding the recommendations from the Senate and Board Committees. It was decided that Susan Srigley will create a draft statement, taking into account the changes that were discussed at today's meeting, and circulate said draft to the members of the Joint Committee on Governance for review. If agreed upon, David Tabachnick will bring the Statement of Collegiality back to the Senate Bylaw and Gary Jodouin will relay the statement back to the University Governance Committee in hopes of getting it approved.

5. Freedom of Expression on Campus

The Ministry of Training, Colleges and Universities (MTCU) requires every publicly-assisted college and university to develop and publicly post its own free speech policy by January 1, 2019. The policy must meet a minimum standard specified by the government. The Joint Committee on Governance was asked to form this policy for review prior to January 1, 2019.

David Tabachnick had electronically distributed a drafted statement for review prior to today's meeting. It was agreed that Nipissing University's policy will include a definition of freedom of speech as well as references to our current codes, including Student Rights and Responsibilities. It was noted that in addition to the policy applying to faculty, students, staff and administration, it must also include guests on campus. Additionally, reference will be made to acceptance of freedom of speech, as long as it is within the limitations of the law.

David Tabachnick will make the changes to the draft and circulate it electronically to the members of the Joint Committee.

6. Communication between the Senate and the Board (and vice-versa) with regards to recommendations from each body.

A concern was brought forward regarding the process of communication between the Senate and the Board. Particular concern was placed on the creation of formal agenda items from the recommendations made at Academic Senate to the Board of Governors. A lengthy discussion occurred, with specific focus being put on the lack of clear processes for reporting to the respective bodies.

As a result, the committee decided that the Chair and Reporting Secretary of the Joint Committee will produce a report as a summary of discussions which will be forwarded to the Senate Secretary as well as the Board Secretary. This report will then be brought forward at Senate Executive and the Executive Committee of the Board. Because the Joint Committee has a rolling Chair, it should be noted that when a member is Chair of the Committee, it is their responsibility to work with the Recording Secretary to create this summary of discussion report. Further, the Joint Committee will request that a new item be added to future Board and Senate Agendas: Recommendations from the Senate to the Board (for the Board Agenda), and Recommendations from the Board to the Senate (for the Senate Agenda).

7. Next Meeting

Three dates were proposed for the next meeting: December 3, 4 and 5 at 6:30 pm. The Recording Secretary will poll the group and find a time that best works for the majority.

The next meeting of the Joint Committee on Governance will be chaired by David Tabachnick.

8. Future Agenda Items

- Implementation of recommendation 3.3 and 3.4 from the report of the special governance committee.

9. Adjournment

The meeting adjourned at 10:45 am.

**Minutes of the
SENATE BUDGET ADVISORY COMMITTEE**

October 16, 2018

The first meeting of the Senate Budget Advisory Committee was held on Tuesday, October 16, 2018 at 9:00 a.m. in F307. The following members were in attendance:

COMMITTEE MEMBERS:

Arja Vainio-Mattila
Cheryl Sutton

Pavlina Radia
Amanda Burk

Glen Sharpe
Hannah Mackie

Regrets: Todd Horton

Support: Ursula Boyer

Recording Secretary: Sandy Landriault

The meeting was called to order.

Motion 1: Moved by G. Sharpe, seconded by A. Burk that the Agenda be approved.
CARRIED

The Minutes of the May 3, 2018 Senate Budget Advisory Committee meeting were accepted.

Business Arising from the Minutes

As indicated in the May 3, 2018 meeting Minutes, members agreed that further discussion and feedback are required in order to develop a clear mandate. The mandate as well as the terms of reference will be discussed further under Agenda item 6.

2017-18 Audited Financial Statement Results

The Vice-President, Finance & Administration (VPFA) provided a brief overview of the results of the 2017/18 year. She noted that the Operating Fund ended with a deficit of \$1,929,350, which is considerably lower than the projected budget deficit of \$3,874,609. The VPFA noted that revenues were up due to increased grants and tuition. Expenses were also up due to required spending associated with some of the increased government grants. Revenue in the Ancillary Fund (Residence and Conference Services) decreased due to less occupancy than expected, but cost savings offset the amount. The Capital Fund assets are down. Revenue in the Research Fund increased by approximately \$400,000 over the prior year. The deferred revenue is down, as a \$2.5 million grant that was received last year, was not received this year. The long-term

debt increased as an additional \$4 million was borrowed for the turf field as well as work on the trails, academic space and renovated classrooms. Government grants increased due to the Strategic Investment Fund. Benefits and salaries increased due to the creation of new positions and the pay out of significant severances due to the closing of the Brantford Campus. The KPI ratio is better than before, but the net income loss is still negative. This is being addressed by increasing revenues and reducing expenses. The consolidated statements resulted in an overall gain of \$853,000, in large part due to the sale of the Bracebridge Campus and the closure of the Brantford Campus.

2018-19 Year to Date

The VPFA reviewed the 2018/19 financials as at July 31, 2018. She noted that the budget has been adjusted to reflect additional grant revenue of \$917,800 from the Ministry for Greenhouse Gas Retrofits. Conversely, the occupancy expense category has been increased, as the funds will be spent on non-capital items such as replacement doors, windows and HVAC units. Revenues are down slightly from last year and expenses are up over last year. Much of the differences are because of timing differences. It was noted that salaries are up which is mainly due to progression through the ranks and economic increases. Salary budgets have increased \$968,000 compared to what was spent last year. The budget has been adjusted, as the Inclusion Grant will not be received this year. A & S distance delivery courses are over budget. The Provost suggested that distance delivery courses be renamed on-line courses as on-line and blended courses would provide a lure for BEd and international students. She advised that enrolments are stagnant, but students that are here are taking more courses. We hope to establish a trend. The Teaching Hub and Teaching Chair should help. Teaching strategies and workload have to be developed. Work is also ongoing in regards to developing grants, donors and the stewardship of previous donors.

Terms of Reference

The Terms of Reference of the Senate Budget Advisory Committee were discussed. As the long-term budget and Academic Plan work side by side, when the Budget is approved in April the Academic Plan will be informed by this. Processes on prioritizing and new program proposals must be developed. These processes are discussed at Provost's Council meetings, but there is no official reporting structure to Senate or the Board. New programs can be built using existing courses and faculty, which could generate an interest in minors and increase enrolment. Programs need to be made more interesting and relevant and we need to communicate better to our students on how to specialize. We need to get our story out to increase our enrolment, which will increase revenue. The Committee needs to figure out the role of AQAPC and Provost's Council and how recommendations are funneled. We need a good statement of what this Committee hopes to accomplish as well as a workload plan. Strategies and the programs and departments that are going to be invested in need to be identified. These items will be discussed further at a future meeting, and the Provost will speak to the Academic Plan. A request was made to include bulleted strategies including the five main strategies that are being worked on.

The meeting was adjourned at 10:00 a.m.

NIPISSING UNIVERSITY

REPORT OF THE SENATE EXECUTIVE COMMITTEE

November 1, 2018

There was a meeting of the Senate Executive on November 1, 2018.

The following members participated:

M. DeGagné (Chair), J. McAuliffe, J. Nadeau, P. Radia, C. Richardson, B. Hatt, N. Colborne, E. Dokis, S. Landriault (Recording Secretary, n-v)

Guests: D. Iafrate, N. MacKenzie

Regrets: A. Vainio-Mattila, J. Allison, P. Millar, D. Goulard

The purpose of the meeting was to set the agenda for the November 9, 2018 Senate meeting.

Committee members discussed the receipt and placement of the meeting minutes of the Standing Joint Committee of the Board and Senate on Governance and the Senate Budget Advisory Committee. The meeting minutes will be included in the Senate Agenda under Reports from Other Bodies. The By-Laws and Elections Subcommittee will discuss the inclusion of the membership and terms of reference of these two committees in the Senate By-Laws at their next meeting.

In reference to the discussion of meeting minutes, the Chair requested clarification regarding meeting minutes that are correctly recorded but are not accurate. The Speaker advised that at the start of each Senate meeting a request is made to advise of any errors or omissions. If an error is reported, corrections will be reflected in the minutes. To avoid such instances, submission of written reports to the Senate Secretary prior to the meeting is encouraged.

The Territorial Acknowledgement for Nipissing University Senate was presented and discussed. The Senate Speaker advised that he had recently attended the Nipissing University Aboriginal Council for Education (NUACE), henceforth to be known as the Nipissing University Indigenous Council for Education (NUICE) meeting. The Acknowledgement was presented and formally accepted with one small amendment. The amended Acknowledgment reads as follows:

TERRITORIAL ACKNOWLEDGEMENT for NIPISSING UNIVERSITY SENATE

As we begin this Nipissing University Senate meeting, I would like to acknowledge that we are in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishnabek. We respect and are grateful to hold this event on these lands with all our relatives.
Accepted and approved by NUACE (now, NUICE) 30 October 2018

In response to a concern raised by a faculty member at the September 14, 2018 Senate meeting, the Registrar attended the meeting to discuss proposed changes to the requirements of the TOEFL, IELTS and PTE scores. The Registrar advised that our current undergraduate and graduate requirements are not in-line with other universities. Scores at other universities were compared and it was found that our requirements are higher. The proposed changes to the requirements will align the equivalency at Nipissing University and with other institutions across the province. The Registrar will forward a Motion with preamble to the Senate Secretary to be included in the Senate Agenda under New Business.

The Report of the Academic Quality Assurance and Planning Committee dated October 26, 2018 was provided to the Senate Executive for inclusion in the Senate Agenda.

The Report of the Graduate Studies Committee dated October 16, 2018 was provided to the Senate Executive for inclusion in the Senate Agenda.

The Report of the By-Laws and Elections Subcommittee dated October 16, 2018 was provided to the Senate Executive for inclusion in the Senate Agenda. Amendments to Article 9.3.1, which appeared as a Notice of Motion in the October 19, 2018 Senate Agenda, will be included. Revisions of the Senate By-Laws document, dated August 2018, including all references to the regional campuses, as well as several other non-substantive changes, will also be included as a Notice of Motion in the Senate Agenda.

The Chair requested that a discussion regarding acknowledgement of graduation applicants at Senate be added for discussion at the December 6, 2018 Senate Executive meeting.

MOTION 1: Moved by M. DeGagné, seconded by C. Richardson that the Senate Executive approves the November 1, 2018 Senate Agenda.

CARRIED

Respectfully submitted,



M. DeGagné
Chair
Senate Executive Committee

MOTION 1: That Senate receive the Report of the Senate Executive dated November 1, 2018.

Report of the
ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

Friday, October 26, 2018

The second meeting of the Academic Quality Assurance and Planning Committee was held on Friday, October 26, 2018. The following members were in attendance:

COMMITTEE MEMBERS:

Arja Vainio-Mattila
Jim McAuliffe
John Nadeau
Pavlina Radia
Stephen Tedesco

Nancy Black
Judy Smith
Steven Cairns (Zoom)
Ben Kelly
Reehan Mirza

Prasad Ravi
Katrina Srigley
Hannah Mackie

Regrets: Carole Richardson, Debra Iafrate, Dan Jarvis, Kristina Karvinen, John Vitale, Keenen Kearney

Guest: Crystal Pigeau, Daniel Goulard

Recording Secretary: Sandy Landriault

The Provost advised that the new course proposal template should be available for discussion at the November 23, 2018 AQAPC meeting.

The Provost reported that the Nipissing University Institutional Quality Assurance Protocol (NU-IQAP) was approved at the October 19, 2018 Senate meeting. The NU-IQAP can be found on the Provost's website under Quality Assurance. The NU-IQAP has been sent to a professional editor to be copy edited. The Provost advised that until the new NU-IQAP is ratified by Quality Assurance, work will continue to be completed under the old policy document.

Of the 12 pending program reviews, the following four self-study documents were provided and sent out by e-mail: Education (Graduate Studies and BEd), Criminology and Criminal Justice, Fine Arts and Sociology. The Provost will review all of the self-study documents. As the documents vary in length from 400 to 1400 pages each, Committee members agreed that each self-study be assigned to two members to review and to ensure that the general guidelines are being met. Ideally, one faculty member would be paired with one non-faculty member. AQAPC will record that the self-study documents have been received and that they conform to QA requirements.

To ensure that QA guidelines are being met, the Director of Institutional Research and Planning agreed to create a checklist similar to what the reviewers see in the evaluation criteria found in Appendix C. The checklist will be provided to AQAPC members as soon as it is available.

Respectfully submitted,



Arja Vainio-Mattila, PhD
Chair, Planning and Priorities Committee

Motion 1: That the Report of the Academic Quality Assurance and Planning Committee October 26, 2018, be received.



Report of the Graduate Studies Committee
October 16, 2018

The meeting of the Graduate Studies Council was held on Tuesday, October 16, 2018 at 9:30 a.m.

Members Present:

Jim McAuliffe, Chair
Carole Richardson
Pavlina Radia
Barbi Law
Kurt Clausen
Stephen Connor - Regrets
Alex Karassev - Regrets
James Abbott
Trevor Smith - Regrets

Non-Voting Members:

Debra lafrate
Nancy Black - Regrets

Guests:

Amber McCarthy
Jessica McMillan
Crystal Pigeau
Heather Brown
Dan St. Georges

Secretary:

Debbie Gibb

Jim McAuliffe chaired the meeting. The committee discussed research skills workshop, funding models for programs, membership in a graduate program, e-mail notification of Defence, Graduate Admission processes, Graduate Student Thesis proposals, form update and populating ad hoc committees. The Graduate Studies Committee passed the following motions:

Motion 1: MSc Kinesiology – That the average for MSc Kinesiology be lowered to the equivalent of a B, or 70%, in line with the normal minimum admission average for Graduate Studies at Nipissing University.
(Law/Richardson) CARRIED

Background & Rationale: Currently the minimum admission average for the MSc Kinesiology program is 75%; however, the minimum admission average for graduate studies at Nipissing University is 70%; as per the Academic Calendar. This motion brings the minimum average for MSc Kinesiology in line with the NU minimum and eliminates the “grey are” for applicants with averages between 70-74%.

Motion 2: That KINE 5006: Research Methods in Kinesiology is no longer a prerequisite for KINE 5007: Statistics in Kinesiology.
That KINE 5006: Research Methods in Kinesiology is no longer a prerequisite for 5453: Research Thesis
That KINE 5007: Statistics in Kinesiology is no longer a prerequisite for 5453: Research Thesis
That KINE 5206: Integrative Seminar in Kinesiology is no longer a prerequisite for KINE 5453: Research Thesis.
(Law/Abbott) CARRIED

Background & Rationale: When the MSc Kinesiology program was initially developed, the course prerequisites were put in place to help to guide students through the program and as a result of some

of the feedback received through the OCGS accreditation process. As the program has evolved, student theses include a broad range of research methods (e.g., qualitative, quantitative, Indigenous ways of knowing) and analysis strategies, not always contained within the KINE 5006 and KINE 5007 curriculum. In addition, KINE 5006 includes both qualitative and quantitative approaches to research, while KINE 5007 is concerned only with statistical analysis procedures. Finally, KINE 5206 is a professional development course. While it exposes students to a broad range of issues and types of research, it does not include skills that are essential for all students to complete their thesis research. While all of these courses are important for students' development at the graduate level, it is not essential that all courses are completed prior to beginning the thesis project.

These changes serve three important functions. First, they ensure that students who are ready to begin their thesis research are not prevented from doing so because they have not completed all courses in advance, allowing for concurrent registration in the thesis course. Second, the changes facilitate delivery of the Flex time option (approved by GSC, pending Senate approval). Finally, the changes provide flexibility for when and how these courses are offered and give students flexibility in their course sequencing.

Respectfully submitted,

A handwritten signature in black ink that reads "Jim McAuliffe". The signature is written in a cursive style and is positioned above a thin horizontal line.

Dr. Jim McAuliffe
Dean of Graduate Studies and Research

- Motion 1: That the report of the Graduate Studies Council, dated October 16, 2018, be received.
- Motion 2: That Senate approves that the average for MSc Kinesiology be lowered to the equivalent of a B, or 70%, in line with the normal minimum admission average for Graduate Studies at Nipissing University.
- Motion 3: That Senate approves that KINE 5006: Research Methods in Kinesiology is no longer a prerequisite for KINE 5007: Statistics in Kinesiology.
That KINE 5006: Research Methods in Kinesiology is no longer a prerequisite for 5453: Research Thesis
That KINE 5007: Statistics in Kinesiology is no longer a prerequisite for 5453: Research Thesis
That KINE 5206: Integrative Seminar in Kinesiology is no longer a prerequisite for KINE 5453: Research Thesis.

Nipissing University

Report of the By-Laws and Elections Subcommittee

October 16, 2018

There was a meeting of the By-Laws and Elections Subcommittee on October 16, 2018 at 10:00 a.m. in F307.

Present: B. Hatt, N. Colborne, D. Davis, D. Tabachnick

Regrets: A. Vainio-Mattila, T. Horton

Guest: A. Burk

The Agenda of the October 16, 2018 By-Laws and Elections Subcommittee meeting was approved.

Moved by N. Colborne, seconded by D. Davis that the Report of the September 18, 2018 By-Laws and Elections Subcommittee meeting be accepted.

CARRIED

The Chair advised that the creation of a Student Academic Affairs Committee would be discussed at an upcoming meeting with the Provost and brought forward at a future By-Laws and Elections Subcommittee meeting.

The Senate Executive Terms of Reference (c) (vi) will be presented as a Motion at the October 19, 2018 Senate meeting.

The Chair completed a review of the Senate By-Laws document, dated August 2018, and a discussion of suggested revisions took place. Due to the closing of the Regional Campuses, all references to the Brantford and Muskoka Campuses were removed, as well as several other non-substantive changes. The Chair recommended that all new members of the By-Laws and Elections Subcommittee review the By-Laws, as it is an important document and is the operational blueprint of the University.

Moved by N. Colborne, seconded by D. Davis that the revisions of the Senate By-Laws document, dated August 2018, be accepted and forwarded on to the Senate Executive Committee for inclusion as a Notice of Motion in the November 9, 2018 Senate Agenda.

The Motion included in the September 18, 2018 Report of the By-Laws and Elections Subcommittee regarding the amendment of the Senate By-Laws to include the Statement on the Importance of Collegial Governance at Nipissing was discussed. It was thought that the statement provided was an older version and that the Board had requested revisions. The Motion was sent back to the By-Laws and Elections Subcommittee to incorporate more recent feedback from the Board University Governance Committee. A request will be made that feedback be forwarded on to the Board and Senate Executive Committees.

The number of current Senate Committees, Subcommittees and Councils was discussed. If the restructuring proposal is passed at Senate, there will be many changes and the Senate By-Laws will have to be revised effective July 1. It was agreed that comparison data with other universities our size would be helpful (B. Hatt – Brock U., D. Davis - Laurentian U., D. Tabachnick – Trent U., N. Colborne – U of Windsor, A. Burk/T. Horton – UOIT). Reports will be provided and discussed at the November By-Laws and Elections Subcommittee meeting.

The Chair advised that the Traditional Territory Acknowledgement is on the agenda for discussion at the next NUACE meeting. Feedback has been received that the wording is appropriate. We are acknowledging the privilege of being on this land.

The next meeting of the By-Laws and Elections Subcommittee will be held on Tuesday, November 20, 2018.

MOTION 1: That the Senate Executive receive the Report of the By-Laws and Elections Subcommittee dated October 16, 2018.

Respectfully submitted,
Original signed by:

Dr. Blaine Hatt
Chair
By-Laws and Elections Subcommittee

SENATE BY-LAWS

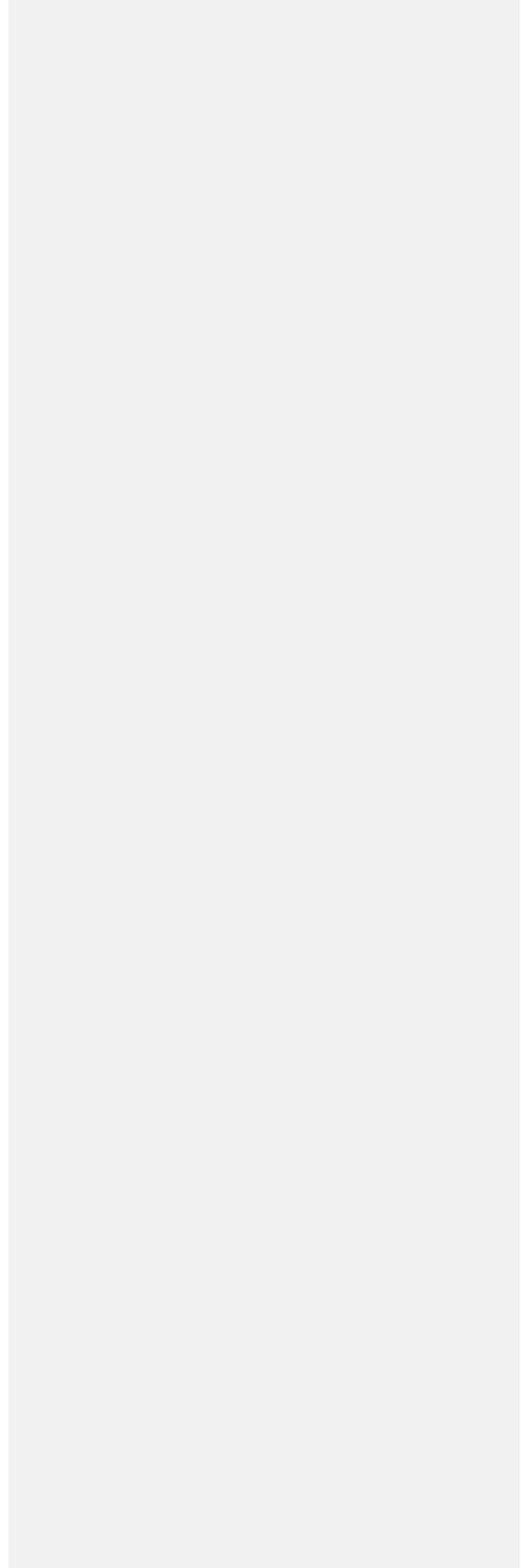
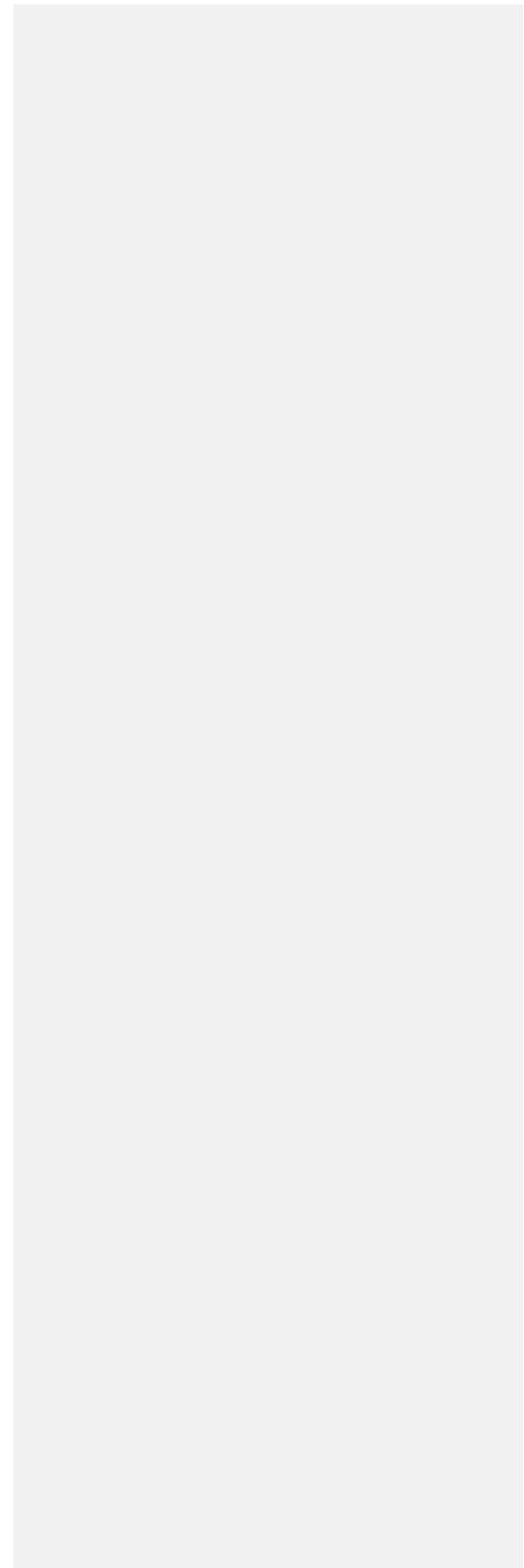


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1. DEFINITIONS

1.0 Duties and Powers of the Senate

The Senate of Nipissing University, established in 1992 by the Legislature of the Province of Ontario in *Bill Pr70 (An Act respecting Nipissing University)*, has the duties to “establish the educational policies of the University” and to “make recommendations to the board with respect to any matter of academic concern to the University”.

Without limiting the above, *Bill Pr70* (hereafter referred to as the Nipissing University Act) specifically stipulates that the Senate has the power to:

- (a) make recommendations to the board respecting the establishment, maintenance, modification or termination of organizational structures such as faculties, schools, institutes, departments or chairs within the University;
- (b) establish, maintain, modify or remove curricula of all courses of instruction, including extension courses, subject to the approval of the board in so far as the expenditure of funds is concerned;
- (c) determine procedures for and policies concerning the qualifications of members of faculty within the University with respect to appointments, promotions and the granting and termination of tenure;
- (d) determine standards of admission of students to the University;
- (e) consider and determine the conduct and results of examinations in all faculties;
- (f) hear and determine appeals from the decision of faculty councils on examinations and on applications for admission;
- (g) grant degrees, honorary degrees, diplomas, certificates or other awards for the University and its federated or affiliated colleges;
- (h) consider and co-ordinate long-range academic planning;
- (i) consider and recommend to the board policies concerning the allocation or use of University resources for academic purposes;
- (j) create councils and committees and delegate to them the power and authority to act for it on any matter; and
- (k) make by-laws and regulations for the conduct of its affairs.

1.1 General Definitions

In these By-Laws:

- (a) “Nipissing University Act” means *Bill Pr70 (An Act respecting Nipissing University)*;
- (b) “University” means Nipissing University;
- (c) “Board” means the Board of Governors of the University;
- (d) “Senate” means the Senate of the University;
- (e) “Faculty” means an academic faculty of the University;
- (f) “School” means a school of the University;
- (g) “Department” means a department of an academic faculty or of a school of the University;
- (h) “Division” means a division of an academic faculty or of a school of the University;
- (i) “Senator” means a voting member of the Senate;
- (j) “President” means the President of the University;
- (k) “PVPAR” means the Provost and Vice-President, Academic and Research of the University;
- (l) “VPFA” means the Vice-President, Finance and Administration of the University;
- (m) “Dean” means the Dean of an academic faculty of the University;
- (n) “Chair” means a presiding officer, as in Chair of Senate, committee Chair, department Chair, division Chair or program Chair;
- (o) “Director” means a director of a program or school of the University;

- (p) “Faculty member” means a member of the teaching staff of the University who is eligible for active membership in FASBU or CASBU, and who holds either a full-time academic appointment at the rank of lecturer or above or a full-time appointment as a lab, seminar or service course instructor;
- (q) “Student” means a full-time or part-time student of the University in good academic standing, as determined by the University;
- (r) “Regional campus” means a campus of the University located outside North Bay;
- (s) “NUSU Executive” means the elected student members of the Nipissing University Student Union Executive;
- (t) “Alumni Board” means the Board of Directors of the Nipissing University Alumni Advisory Board;
- (u) “ACE” means the Aboriginal Council on Education of the University; and
- (v) “Quorum” means the minimum number of voting members in attendance in order for a meeting to commence or continue; and
- (w) “Day” means operating business day.

1.2 Definitions Related to Senate Committees and Subcommittees

In defining the membership of Senate committees or subcommittees in these By-Laws:

- (a) “Faculty Senator” means a faculty member who is a voting member of Senate;
- (b) “Faculty non-Senator” means a faculty member who is not a voting member of Senate;
- (c) “Student Senator” means a student who is a voting member of Senate;
- (d) “Representative” means a representative (student, Board, Alumni Advisory Board or ACE) who may or may not also be a voting member of Senate; and
- (e) “Designate” means a person formally delegated by an *ex officio* voting member of Senate to participate and vote on the member’s behalf at all meetings of a specified Senate committee or subcommittee during any given year. The Dean’s designate shall be in an academic position such as an Associate Dean; a Director; a Department, or Section Chair; or, a Faculty member.

1.3 Senate Year

The Senate year shall be deemed to commence on 01 July of any given year and end on 30 June of the following year.

2. SENATE MEMBERSHIP AND TERMS OF OFFICE

2.0 General Membership Provisions

- (a) The voting membership of Senate shall include, in numbers as specified below:
 - (i) *ex officio* Senators; (ii) student Senators; (iii) other non-faculty Senators; and (iv) faculty Senators.
- (b) As stipulated in the Nipissing University Act, the number of faculty Senators in any given year shall be at least more than twice the total number of all other Senators.
- (c) In order that the membership of Senate is as broadly representative of the University’s academic community as possible, the various constituencies shall be expected to consider, and strive to reflect, gender balance and the diversity of academic and cultural traditions when choosing or electing their Senate representatives.
- (d) Membership on Senate cannot be delegated.
- (e) Faculty senators who accept an administrative position, or percent thereof, must vacate their senate position as a faculty senator upon acceptance of the appointment.

2.1 *Ex Officio* Senators

- (a) The following shall be *ex officio* voting members of Senate:
- (i) the President;
 - (ii) the Provost Vice President Academic and Research;
 - (iii) The Vice President responsible for Finance and Administration
 - (iv) the Academic Deans;
 - (v) the Registrar;
 - (vi) the Executive Director, Library Services; and

2.2 Student Senators

- (a) The following shall be voting members of Senate:
- (i) three (3) student Senators chosen by and from the NUSU Executive;
 - (ii) one (1) undergraduate student Senator elected by and from the undergraduate students in each Faculty; and
 - (iii) one (1) graduate student Senator elected by and from the graduate students.

2.3 Other Non-Faculty Senators

- (a) The following shall be voting members of Senate:
- (i) two (2) Senators chosen by and from the Board of Governors;
 - (ii) one (1) Senator chosen by and from the Alumni Advisory Board; and
 - (iii) one (1) Senator chosen by and from the ACE.

2.4 Faculty Senators

- (a) The minimum number of faculty Senators shall be one more than twice the total number of Senators identified in 2.1, 2.2 and 2.3, above.
- (b) There shall be ~~three (3)~~ two (2) designated faculty Senate positions, as follows:
- ~~(i) — one (1) faculty Senator elected by and from the faculty members at the rank of lecturer or above at the regional campus (Brantford), hereafter referred to as “regional campus position”;~~
 - ~~(ii)~~ (i) two (2) faculty Senators elected by and from the full-time lab, seminar and service course instructors (North Bay), hereafter referred to as “instructor positions”.
- (c) The remaining faculty Senate positions shall be allocated to the individual Faculties according to their respective total proportions of faculty members at the rank of lecturer or above with appointments of at least 12 months.

2.5 Changes to Senate Membership

- (a) In accordance with 2.4(a), the future addition of any *ex officio* Senator, student Senator or other non-faculty Senator to the membership of Senate shall be accompanied by the addition of two (2) faculty Senators.
- (b) The proportions employed in 2.4(c), above in allocating faculty Senate positions shall be calculated annually, based on up-to-date full-time faculty distribution data maintained specifically for this purpose. In the event that such a calculation results in a reallocation of one or more faculty Senate positions from one Faculty to another Faculty, this reallocation shall be accommodated during the next annual election cycle, when positions become vacant as Senators from each Faculty complete their normal terms of office.

2.6 Terms of Office

- (a) *Ex officio* Senators shall serve for as long as they remain in office.
- (b) For student Senators, the normal term of office shall be:
 - (i) one (1) year (renewable), for the three (3) student Senators chosen by and from the NUSU Executive;
 - (ii) one (1) year (renewable), for the undergraduate student Senator elected by and from the undergraduate students in the Schulich School of Education; the graduate student Senator elected by and from the graduate students; and the undergraduate student Senators elected by and from the undergraduate students in each remaining Faculty.
- (c) For other non-faculty Senators, the term of office shall be at the discretion of the respective constituencies.
- (d) For faculty Senators, the normal term of office shall be:
 - (i) two (2) years (renewable) for the ~~six-two(26)~~ designated faculty Senate representatives specified in 2.4(b), with roughly one-half (1/2) to be elected each year; and
 - (ii) three (3) years (renewable), for the remaining faculty representatives allocated to the individual Faculties, with roughly one-third (1/3) to be elected each year.
- (e) All Senate terms of office shall commence at the beginning of the Senate year (i.e. 01 July), except:
 - (i) the terms of the three (3) student Senators chosen by and from the NUSU Executive, which shall run from 01 May each year to 30 April the following year; and
 - (ii) the terms of the graduate student Senator elected by and from the graduate students, the undergraduate student Senator elected by and from the undergraduate students in the Schulich School of Education; and the terms of the undergraduate student Senators elected by and from the undergraduate students in each remaining Faculty, shall run from 01 October each year to 30 September of the following year.

3. OFFICERS OF SENATE

3.0 Identification of Officers

- (a) The following shall be Officers of Senate:
 - (i) the Chair of Senate, who shall be the President;
 - (ii) the Vice-Chair of Senate, who shall be the PVPAR;
 - (iii) the Speaker of Senate, who shall be elected every two years by Senate from among the faculty Senators, normally at the May Senate meeting; and
 - (iv) the Deputy Speaker of Senate, who shall be elected every two years by Senate from among the faculty Senators, normally at the May Senate meeting.
- (b) There shall also be a (non-voting) Secretary of Senate, who shall be appointed by the Chair.

3.1 Chair of Senate

Responsibilities of the Chair of Senate shall include:

- (a) executing all official communications of Senate;
- (b) signing all official documents of Senate;
- (c) conveying recommendations of the Senate to the Board, as necessary and appropriate;
- (d) such other responsibilities as may be specified in these By-Laws.

3.2 Vice-Chair of Senate

Responsibilities of the Vice-Chair of Senate shall include:

- (a) fulfilling the responsibilities of the Chair of Senate whenever the Chair is unable or unavailable to do so, for any reason; and
- (b) such other responsibilities as may be specified in these By-Laws.

3.3 Speaker of Senate

Responsibilities of the Speaker of Senate shall include:

- (a) conducting all meetings of Senate in accordance with these By-Laws and the basic rules of parliamentary procedure;
- (b) ruling on matters of procedure, questions of interpretation or points of order during Senate meetings, and should any such ruling be appealed, putting the appeal to an immediate vote;
- (c) providing advice and assistance to members of Senate and the University-at-large when called upon to do so, in matters of interpretation of these By-Laws or other Senate policies and procedures;
- (d) working closely with the Deputy Speaker to prepare the Deputy Speaker for the possibility of being elected by Senate as the next Speaker;
- (e) act as Chair of the Bylaws and Elections Subcommittee;
- (f) such other responsibilities as may be specified in these By-Laws.

3.4 Deputy Speaker of Senate

Responsibilities of the Deputy Speaker of Senate shall include:

- (a) fulfilling the responsibilities of the Speaker whenever the Speaker is unable or unavailable to do so, for any reason;
- (b) working closely with the Speaker to prepare for the possibility of being elected by Senate as the next Speaker;
- (c) act as Vice-Chair of the Bylaws and Elections Subcommittee; and
- (d) such other responsibilities as may be specified in these By-Laws.

3.5 Secretary of Senate

Responsibilities of the Secretary of Senate shall include:

- (a) preparing and distributing Senate agendas and Senate minutes, as required;
- (b) maintaining the official record of all Senate proceedings;
- (c) ensuring that the Senate website remains up-to-date;
- (d) through the Senate website or e-mail announcements, notifying all Senators and the broader University community of all regular or special meetings of Senate, and all meetings of Senate standing or ad hoc committees and subcommittees;
- (e) working with the Chair and the Speaker of Senate, as required, to ensure the smooth conduct of Senate affairs; and
- (f) such other responsibilities as may be assigned by the Chair or specified in these By-Laws.

4. ELECTION OF FACULTY SENATORS

4.0 Eligibility to Serve

- (a) For the faculty Senate representatives allocated to each Faculty in 2.4(c), any faculty member at the rank of lecturer or above with an appointment of at least 12 months in the respective Faculty, who will not be on leave during the designated term of the position, shall be eligible to serve as an elected Senator. A faculty member who is granted leave or whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before such leave commences or the contractual period ends, shall resign.
- ~~(b) For the designated regional campus representative (Brantford) in 2.4(b)(i), any faculty member at the rank of lecturer or above at each of the two regional campuses, who will not be on leave during the designated term of the position, shall be eligible to serve as an elected Senator. A faculty member who is granted leave or whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before such leave commences or the contractual period ends, shall resign.~~
- ~~(b)~~ For the two (2) designated limited-term representatives in 2.4(b)(ii), any faculty member at the rank of lecturer or above with a limited-term appointment of less than 12 months (North Bay), excluding those appointed to replace Senators on approved leave, shall be eligible to serve as an elected Senator. A faculty member whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before the contractual period ends, shall resign.
- ~~(c)~~ For the two (2) designated instructor representatives in 2.4(b)(iii), any full-time lab, seminar or service course instructor (North Bay) shall be eligible to serve as an elected Senator. A faculty member whose contractually limited appointment ends without renewal, and whose Senate term will not be completed before the contractual period ends, shall resign.

4.1 Eligibility to Vote

For each constituency identified in 4.0, all constituency members, including those on approved leave at the time of the Senate election, shall be eligible to vote.

4.2 Conduct of Elections

- (a) Elections for the faculty Senate representatives allocated to each Faculty shall be conducted by the respective Faculty Council, through the Office of the Dean.
- ~~(b) Elections for the designated regional campus representatives shall be conducted through the Offices of the Program Director (Brantford).~~
- ~~(b)~~ Elections for the designated instructor representatives shall be conducted by the By-Laws & Elections Subcommittee of Senate.

4.3 Annual Election Procedures for Representatives Allocated to Each Faculty

- (a) By 10 January each year, the By-Laws & Elections Subcommittee shall announce the list of Senate seats available in each Faculty to be filled in the next Senate election cycle.
- (b) By 17 January each year, the Deans shall invite nominations for all Senate seats available to be filled within their respective constituencies, and shall provide a list of all constituency members currently eligible to serve and/or to vote in the election. (Any faculty member holding a cross-appointment between two Faculties will declare a primary Faculty for election purposes to the appropriate Dean, and shall be eligible to serve and/or to vote only in that Faculty.)
- (c) Nominations shall be submitted in writing to the Dean, signed by the nominee and two eligible voters, not later than 31 January each year.
- (d) In the first week after the nomination period, each Faculty Council shall meet. The Deans will present the list of nominees, seek out new nominees if there has not been enough nominations

(via a nominator and a seconder from the floor), to discuss the election procedures and to elect two scrutineers. After this meeting of Faculty Council, the final list of nominees and election procedures will be distributed by the Deans to all members of the respective faculty.

- (e) Unless all seats have been filled by acclamation and no later than the second week of February, the Deans shall announce the start of the election period. Elections for each Faculty shall normally be completed by no later than 28 February each year.
- (f) Voting shall take place Monday – Friday during 8:30 a.m. – 4:30 p.m. in the respective Dean’s offices. Voting shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are seats on the ballot. Voting by proxy shall not be permitted. Each voter shall receive one ballot, to be filled out in private and returned to the ballot box which will be monitored by the Dean’s office.
- (g) At the close of voting in each Faculty, the ballots shall be counted and verified by two faculty scrutineers, elected by the respective Faculty Councils, who are eligible to vote in the constituency but who are not standing for Senate election.
- (h) The Deans shall notify their Faculties of the results within three days of the close of voting, and shall normally report their final slates of Faculty representatives to the By-Laws & Elections Subcommittee no later than 01-~~March~~April.

4.4 ~~Annual Election Procedures for Designated Regional Campus Representative~~

- ~~(c) — By 01 February each year, the By-Laws & Elections Subcommittee shall announce any designated regional campus position(s) to be filled in the next Senate election cycle and indicate the term of office for each position.~~
- ~~(d) — By 15 February each year, the Program Director (Brantford) shall invite nominations for any position(s) to be filled, and shall provide a list of all members currently eligible to serve and/or to vote in the election.~~
- ~~(e) — Nominations shall be submitted in writing, signed by the nominee and two eligible voters, not later than 15 March each year.~~
- ~~(f) — Within one week of the close of nominations, the Program Director (Brantford) shall inform their constituency of any position(s) filled by acclamation, and, where required, announce the days/times when voting will be conducted for any contested position(s).~~
- ~~(g) — Voting for contested Senate positions at the regional campus shall be held by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are contested seats on the ballot. Voting by proxy shall not be permitted.~~
- ~~(h) — At the close of voting, the ballots shall be counted and verified by two faculty scrutineers, appointed by the Program Director (Brantford), who are eligible to vote but who are not standing for Senate election.~~
- ~~(i) — Elections for contested positions at theregional campus shall be completed by 31 March each year. The Program Director (Brantford) shall notify their constituency of the results within three days of the close of voting, and shall report their chosen representative to the By-Laws & Elections Subcommittee by 07 April each year.~~

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4.54 Annual Election Procedures for Instructor Representatives

- (a) By 01 May each year, the By-Laws & Elections Subcommittee shall announce any designated instructor position(s) to be filled in the next Senate election cycle and indicate the term of office for each position.
- (b) By 01 September each year, the By-Laws & Elections Subcommittee shall invite nominations for any such designated faculty position(s) to be filled, and shall provide a list of all members eligible to serve and/or to vote in the election.
- (c) Nominations shall be submitted in writing, signed by the nominee and two eligible voters, not later than 15 September each year.
- (d) Within one week of the close of nominations, the By-Laws & Elections Subcommittee shall inform the constituency of any position(s) filled by acclamation, and, where required, announce the days/times when voting will be conducted for any contested position(s).

- (e) Voting for contested positions shall be by secret ballot. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for as many candidates as there are contested seats on the ballot. Voting by proxy shall not be permitted.
- (f) At the close of voting, the ballots shall be counted and verified by two faculty scrutineers, appointed by the By-Laws & Elections Subcommittee, who are eligible to vote but who are not standing for Senate election.
- (g) Elections for contested positions shall be completed by 30 September each year. The By-Laws & Elections Subcommittee shall notify the results within three days of the close of voting.
- (h) If any election or acclamation results in vacancies, these vacancies will be filled in turn by the Faculty of Arts and Science, then the Schulich School of Education and then the Faculty of Applied and Professional Studies.

5. ELECTION OF STUDENT SENATORS

5.0 Eligibility to Serve

- (a) For the undergraduate student representatives allocated to each Faculty in 2.2(a)(ii), any undergraduate student who remains in good academic standing during the designated term of the position shall be eligible to serve as an elected Senator. Undergraduate student Senators who graduate or withdraw from the University or who are no longer in good academic standing shall immediately be deemed to have forfeited their positions.
- (b) For the graduate student representative in 2.2(a)(iii), any graduate student who remains in good academic standing during the designated term of the position shall be eligible to serve as an elected Senator. A graduate student Senator who graduates or withdraws from the University or who is no longer in good academic standing shall immediately be deemed to have forfeited the position.

5.1 Eligibility to Vote

- (a) All undergraduate students currently registered at the time of the election shall be eligible to vote for the undergraduate student representative in their respective Faculty. Students in Concurrent Education or completing double majors in two different Faculties shall be required to declare one Faculty for purposes of the election.
- (b) All graduate students currently registered at the time of the election shall be eligible to vote for the graduate student representative.
- (c) In order to vote, currently-registered undergraduate and graduate students shall be required:
 - (i) where feasible, to present a valid University student card at any NUSU polling station and have their names crossed off the list of eligible voters provided by the University; or
 - (ii) where voting in person is not possible, to vote by e-mail according to established election procedures, using their University-assigned e-mail address.

5.2 Conduct of Elections

- (a) Elections for the undergraduate and graduate student representatives shall be conducted by the NUSU Board, coincident with its annual Delegate elections.
- (b) Notwithstanding the conduct of the elections in (a) by the NUSU Board, the elected undergraduate and graduate student representatives shall be deemed to have no formal affiliation with NUSU or accountability to NUSU, in carrying out their responsibilities as Senators.

5.3 Annual Election Procedures for Undergraduate Student Representatives from all three Faculties and Graduate Student Representative

- (a) By 01 September each year, the By-Laws & Elections Subcommittee shall announce the

election to fill the undergraduate and graduate student Senate positions, and indicate that the term of office for these positions is one (1) year. A copy of the announcement shall be provided to the NUSU Executive. The procedures and timelines for the election of undergraduate and graduate student representatives shall generally be those followed for the NUSU delegate elections, except as specifically otherwise indicated in this Article.

- (b) Nominations shall be submitted in writing, signed by the nominee and ten (10) eligible voters.
- (c) In the event that there is only one (1) candidate for a particular position, that candidate shall be declared elected by acclamation.
- (d) Voting for each contested position shall be by secret ballot at any NUSU polling station or, for any voter unable to vote in person, by e-mail according to established election procedures, using the voter's University-assigned e-mail address. Candidates shall be listed on the ballot in alphabetical order. Eligible voters may vote for only one candidate. Voting by proxy shall not be permitted.
- (e) Elections for the undergraduate and graduate student representatives shall be completed by the last week of September each year. The Chief Returning Officer (CRO) appointed by the NUSU Board shall announce the results, and shall provide the names of the elected student representatives to the By-Laws & Elections Subcommittee of Senate by 01 October each year.
- (f) Should any Senate undergraduate or graduate student position(s) still remain unfilled after the NUSU fall Delegate Elections, the By-Laws & Elections Subcommittee shall consider other alternatives and make appropriate recommendations to the Senate Executive Committee, for conveyance to Senate.

6. SENATE MEETINGS

6.0 Regular Senate Meetings

- (a) Unless otherwise determined and announced by the Senate Executive Committee, regular meetings of Senate shall normally be held on the second Friday of each month, from September to June inclusive.
- (b) There shall be no regular meetings of Senate in July or August.
- (c) Once finalized, the dates of all regular Senate meetings for any given year shall be published on the University website.
- (d) Unless otherwise determined and announced by the Senate Executive Committee, regular Senate meetings shall normally commence at 2:30 PM.
- (e) Regular Senate meetings shall normally end no later than 5:30 PM.
- (f) All those responsible for the timetabling of University classes shall be instructed to make every effort to ensure that faculty Senators are not scheduled to teach during regular Senate meetings.
- (g) At the discretion of the Senate Executive Committee, a regular meeting of Senate may be cancelled if:
 - (i) the volume of business submitted for inclusion in the agenda is insufficient to warrant holding the meeting; and
 - (ii) there is no urgent or time-sensitive business requiring disposition prior to the next regular meeting.

6.1 Special Senate Meetings

- (a) A special meeting of Senate may be called at the discretion of either the Chair of Senate or the Senate Executive Committee. Moreover, a special meeting shall be called by the Senate

Executive Committee upon receipt of a formal written request signed by a minimum of twelve (12) voting Senators.

- (b) Notice of a special Senate meeting shall be provided to all Senators and announced to the University community-at-large by e-mail, at least forty-eight (48) hours in advance of the meeting. The notice shall specify all items of business to be considered at the special meeting.

6.2 Senate Agenda and Senate Minutes

- (a) An agenda for each regular Senate meeting shall be prepared by the Senate Executive Committee. Agenda items should be received at least four (4) days prior to the meeting of the Committee.
- (b) The regular Senate agenda shall be published on the Senate website, and circulated to all Senators at least four (4) days prior to the regular meeting. An e-mail announcing the availability of the agenda on the website shall be sent to the University community-at-large.
- (c) For regular meetings of Senate, the agenda shall normally follow the order of business outlined in 6.3.
- (d) For special Senate meetings, the agenda shall consist solely of those items specified in the notice of the meeting.
- (e) Draft minutes of each regular or special Senate meeting shall be prepared and placed on the Senate website for review at least four (4) days prior to the next regular meeting of Senate, at which they shall be considered for approval.
- (f) Once adopted by Senate (after any necessary corrections or amendments), the minutes from the current Senate year and at least one (1) previous Senate year shall be made available on the Senate website.
- (g) A hard copy of all approved Senate minutes shall be signed by the Chair of Senate and kept as the official, permanent record of Senate proceedings. These proceedings shall be available for consultation in the Office of the President during regular business hours.
- (h) The Senate minutes in (e), (f) and (g) shall exclude any confidential motions passed during *in camera* segments of Senate meetings, until such time as the Senate Executive Committee determines that the reason for keeping them confidential no longer applies.

6.3 Order of Business

- (a) The order of business observed at all regular meetings of Senate shall normally be as follows:
 - (i) Acknowledgement of the traditional territory of the Robinson-Huron Treaty of 1850;
 - (ii) Approval of the Agenda;
 - (iii) Approval of the minutes of the previous meeting(s);
 - (iv) Business arising from the minutes;
 - (v) Reading and disposing of communications;
 - (vi) Written or oral reports for information only (which may include a motion to receive) from all sources, including other bodies on which Senate is represented (President, PVPAR, VPFA, Deans, Students, and Others);
 - (vii) Question period;
 - (viii) Written reports (which include substantive motions) of standing committees, Faculty or University councils, and ad hoc or other committees, with the order to be determined by the Senate Executive Committee;
 - (ix) Other business (which includes substantive motions);
 - (x) Motions from Question period;
 - (xi) Amendment of By-Laws;
 - (xii) Elections;
 - (xiii) New business (requiring a motion to consider);
 - (xiv) Announcements;
 - (xv) Adjournment

- (b) Business items submitted too late to be placed on the Senate agenda must be circulated in hard copy at the meeting for introduction under new business, and shall require the passage of a motion to consider before any further motions may be proposed.
- (c) The primary purpose of the question period is to provide an opportunity for Senators or others in attendance to raise questions or seek clarification regarding matters which may be of collective interest or concern. Substantive questions for which an adequate response may require research or preparation should normally be submitted to the Senate Secretary in writing at least four (4) days prior to the meeting. Should this not occur, the respondent may elect to answer the question at the next regular Senate meeting.

6.4 Senate Quorum

- (a) The quorum for all Senate meetings shall be 50% of the voting membership.
- (b) If Senate is not called to order within 15 minutes after its scheduled commencement time due to lack of quorum, the meeting shall be deemed lost and Senate shall stand adjourned.
- (c) Should it be confirmed that the quorum has been lost during any meeting in progress after Senate has been called to order, Senate shall immediately be declared adjourned.

6.5 Lost or Unfinished Meetings

In the event that a Senate meeting is lost altogether, or its agenda not completed, for any reason (including lack of quorum or loss of quorum), the Senate Executive Committee may, at its discretion and as necessary:

- (a) call a special Senate meeting to consider some or all of the agenda items from the lost or unfinished meeting; and/or
- (b) see that some or all of the agenda items from the lost or unfinished meeting are placed on the agenda of the next regular meeting.

6.6 Openness of Meetings and the Right of Non-Members to be Heard

- (a) All meetings of Senate shall be open to non-members, except when Senate votes to consider specific items of business *in camera*.
- (b) A non-member of Senate may be recognized and permitted to speak at any open portion of a Senate meeting:
 - (i) with the prior approval of the Senate Executive Committee; or
 - (ii) at the discretion of the Speaker; or
 - (iii) by Senate vote on a motion to that effect, which shall not be debatable.

6.7 *In Camera* Consideration

- (a) During a meeting, Senate may vote to consider specific items of business *in camera*, thereby closing the meeting to non-members while these matters are under discussion. Such a motion shall clearly identify all items of business to be considered *in camera*, and is debatable. Should the motion be carried, all non-members in attendance shall be required to leave the meeting immediately.
- (b) Upon completion of all *in camera* business items and after a motion to close *in camera*, the Speaker shall declare the meeting once again open to non-members.
- (c) Motions to consider specific matters *in camera* shall normally come from the Senate Executive Committee and appear in the Senate agenda, but they may also be raised during the course of a meeting by any Senator, as a question of privilege.
- (d) The approval by Senate of honorary degree candidates shall always be considered *in camera*. Other matters where individual students or University personnel are identified by name or where

confidential financial or other information is involved may also warrant *in camera* consideration.

- (e) Notwithstanding (d), and as a matter of principle, unless a legitimate rationale for *in camera* consideration is evident or is provided, Senate meetings should remain open to non-members.

6.8 ~~Participation of Senators or Non-Members from the Regional Campuses~~

~~(a) The University shall take the necessary steps to ensure that Senators or non-members from the regional campuses are able to attend and participate in Senate meetings via appropriate distance technologies.~~

~~(b) Notwithstanding (a), each Senator from the regional campuses shall be given the opportunity to attend Senate in person at least twice each year, at the University's expense.~~

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7. GENERAL SENATE PROCEDURES

7.0 The Role of Motions in Conducting Senate Business

- (a) Formal Senate decision-making shall normally proceed only through proposing and approving (or otherwise disposing of) appropriately worded motions.
- (b) Further to (a), during the consideration of any report, proposal or recommendation, there shall be a motion, and only one motion, before Senate at any given time.
- (c) All motions brought before Senate shall be moved and seconded before the subject matter of the motion is open for debate.
- (d) A motion may be withdrawn with the consent of both the mover and seconder, but if either objects, the motion shall be considered and put to a vote.

7.1 Main Motions and Their Disposition

- (a) The initial motion proposed in connection with any item of business shall henceforth be referred to as the "main motion". Once the main motion is before Senate, other motions (some of which apply directly to the main motion and some of which are purely procedural) may be introduced and shall be given higher precedence.
- (b) Specifically, once a main motion is under consideration, any of the following motions may be applied to it (listed from lowest to highest, in order of their precedence):
 - (i) a motion to divide the main motion;
 - (ii) a motion to amend the main motion;
 - (iii) a motion to refer the main motion, with instructions;
 - (iv) a motion to postpone consideration of the main motion to a certain day/time; and
 - (v) a motion to close (or limit) debate on the main motion.
- (c) Notwithstanding (a) and (b), the end result in every case shall be that the original main motion or each of its individual parts if divided is carried (with or without amendments), defeated or otherwise disposed of.

7.2 Amendments

- (a) A proposed amendment to any motion before Senate shall be worded so as to:
 - (i) delete specified words from the motion;
 - (ii) add specified words to the motion; or
 - (iii) delete specified words from the motion and substitute others in their place.
- (b) If the mover and seconder of the original motion agree to do so, they may accept a proposed amendment as a "friendly amendment", in which case the changes shall be incorporated into the original motion without the need for a vote.
- (c) While an amendment is under consideration, an amendment to the amendment may be proposed.

- (d) Any amendment which, if approved, would nullify the intent of the original motion is out of order, and shall be so declared by the Speaker.
- (e) Amendments shall be considered and voted on in the following order, where applicable:
 - (i) the amendment to the amendment;
 - (ii) the amendment, as amended in (i) or as originally proposed; and
 - (iii) the original motion, as amended in (ii) or as originally proposed.

7.3 Debatability and Plurality Requirements of Senate Motions

- (a) The following motions shall be debatable:
 - (i) any main motion;
 - (ii) any motion to divide;
 - (iii) any motion to amend;
 - (iv) any motion to refer, with instructions (debatable both as to the instructions and as to the advisability of referral);
 - (v) any motion to postpone consideration (debatable both as to the proposed day/time and as to the advisability of postponement);
 - (vi) any motion to reconsider a previously-carried or previously-defeated motion (debatable as to the merits of reconsideration, but only if the original motion was debatable and only if no subsequent irreversible action resulting from the original motion has already occurred);
 - (vii) any motion to consider specific items of business *in camera* (debatable both as to the list of items and as to the appropriateness of closing the meeting to non-members; see 6.7); and
 - (viii) any motion to conduct a vote by roll-call (debatable as to the need for such a vote; see 7.5(e)).
- (b) The following motions are not debatable and shall be put to an immediate vote:
 - (i) any motion to close (or limit) debate on a motion;
 - (ii) any motion objecting to consideration of a motion;
 - (iii) any motion to suspend one or more of these By-Laws;
 - (iv) any motion to adjourn;
 - (v) any motion to conduct a vote by secret ballot (see 7.5(d));
 - (vi) any motion to allow a non-member to speak (see 6.6(b)(ii)); and
 - (vii) any motion appealing a procedural ruling by the Speaker.
- (c) The following motions shall require a two-thirds (2/3) plurality:
 - (i) any motion to close (or limit) debate on a motion;
 - (ii) any motion objecting to consideration of a motion;
 - (iii) any motion to suspend one or more of these By-Laws; and
 - (iv) any motion to adopt or amend these By-Laws.

7.4 Debate and Decorum

- (a) During the discussion of any substantive motion, the mover shall normally be offered the opportunity to speak first and also to make final comments at the close of debate. Other Senators shall normally speak only once, and in any case shall not be permitted to speak a second time until all those wishing to speak for the first time have been recognized and heard.
- (b) Providing clarification or explanation in direct response to a specific question or point of information shall not be counted as speaking to the motion.
- (c) In speaking to any motion, each Senator shall normally be limited to at most ten (10) minutes. The Speaker shall rule on any request to extend this time limit, and any such ruling shall be subject to appeal.
- (d) Senators shall be expected to observe appropriate decorum during any debate.

7.5 Voting on Senate Motions

- (a) Except as otherwise specified in 7.3(c), Senate motions shall be carried by a simple plurality of votes in favour over votes against, with abstentions not being called or recorded.
- (b) Voting on Senate motions shall normally be conducted by a simple show of hands, with the Speaker declaring the motion to be carried or defeated. Should any member request that such a vote be recorded, Senators may be asked to stand or keep their hands in the air until the count is taken.
- (c) Notwithstanding (c), any Senator may, on a question of privilege, move that the vote on the motion before Senate be conducted by secret ballot. A motion to hold a secret ballot, once seconded, is not debatable and shall be put to an immediate vote.
- (d) Notwithstanding (c), any Senator may likewise, on a question of privilege, move that the vote on the motion before Senate be conducted by roll-call. A motion to conduct a vote by roll-call is debatable as to the need for such a vote.
- (e) Whether a vote is conducted by show of hands, secret ballot or roll-call, the Speaker or Deputy Speaker (whoever is conducting the vote) shall retain the right, as an elected Senator, to vote on the motion. Should the vote on any motion end in a tie, the motion shall be declared defeated.
- (f) Voting by proxy shall not be permitted.

7.6 Elections Conducted in Senate

- (a) When elections are to be conducted during Senate meetings, these shall normally take place under the appropriate heading in the agenda.
- (b) If a candidate from one of the three faculties cannot be found to fill a Senate committee/subcommittee position, then nominations from the floor shall be accepted.
- (c) Nominating a Senator (or non-Senator, where applicable) who is not present at the time of the election shall be permitted, provided that it can be reliably reported that the nominee has agreed to accept the nomination.
- (d) Nominations shall be closed by a motion of Senate. If the number of nominees does not exceed the number of available positions, the nominees shall be declared elected by acclamation.
- (e) In each case where there are more nominees than available positions, a secret ballot shall be conducted to determine the outcome of the election.

7.7 Unprovided Cases

For all procedural situations not covered in these By-Laws, Senate's authority shall be *Robert's Rules of Order*. However, should procedural situations arise in which these By-Laws and the aforementioned reference are not in accordance, these By-Laws shall prevail.

8. ROLE AND FUNCTION OF SENATE COMMITTEES/SUBCOMMITTEES

8.0 The Role of Representative Standing and Ad Hoc Committees/Subcommittees

- (a) The effective conduct of Senate business relies heavily on the work of representative Senate committees or subcommittees established specifically to consider a broad range of matters related to the academic function of the University and to report on these to Senate, with recommendations as necessary and appropriate.
- (b) For academic matters of an ongoing nature, Senate shall establish a framework of standing committees and subcommittees, as outlined in 9.
- (c) At its discretion, Senate may also form ad hoc committees or subcommittees to deal with specific matters of a non-recurring nature. The proposed membership and terms of reference of any such ad hoc committee/subcommittee shall be specified in the motion to strike the committee/subcommittee.
- (d) Ad hoc committees and subcommittees of Senate shall serve until they are discharged by Senate.

- (e) The membership of all Senate standing or ad hoc committees/subcommittees should be gender inclusive, and should reasonably represent the diversity of academic or cultural traditions and viewpoints..

8.1 General Committee/Subcommittee Procedures

- (a) In general, where appropriate and feasible, the procedures of Senate standing or ad hoc committees/subcommittees shall parallel those of Senate.
- (b) Except as stated otherwise in these By-Laws, the President shall be an *ex officio* non-voting member of every Senate standing or ad hoc committee/subcommittee.
- (c) All Senate standing or ad hoc committees shall report directly to Senate, while standing or ad hoc subcommittees shall bring reports and recommendations to their parent committees for consideration and possible conveyance to Senate, unless otherwise stipulated in these By-Laws.
- (d) A Senate standing or ad hoc committee/subcommittee may also report to another such committee/subcommittee at the other committee/subcommittee's request. Any such report shall also be conveyed to Senate, for information.
- (e) Secretarial support for each committee/subcommittee shall be provided through the office of:
 - (i) the Chair of the committee/subcommittee, when the Chair is an *ex officio* voting or non-voting member; or
 - (ii) a senior *ex officio* voting member of the committee/subcommittee, when the Chair is a faculty Senator.

8.2 Chair and Vice-Chair

- (a) Each Senate standing or ad hoc committee/subcommittee shall have a Chair and a Vice-Chair, who shall either be designated when stipulating the membership or elected by the committee/subcommittee.
- (b) Responsibilities of the Chair shall include:
 - (i) acting as the presiding officer for the committee/subcommittee;
 - (ii) working with the committee/subcommittee to establish an appropriate meeting schedule;
 - (iii) ensuring that meeting agendas and all relevant supporting documentation are circulated to all committee/subcommittee members at least four (4) days before each meeting;
 - (iv) ensuring that the minutes of each committee/subcommittee meeting are circulated to all committee/subcommittee members;
 - (v) ensuring that the committee/subcommittee undertakes adequate consultation with all those who may be affected by any proposals being considered by the committee/subcommittee before such proposals are conveyed to Senate or to the parent committee;
 - (vi) preparing committee/subcommittee reports and recommendations as necessary and appropriate, for approval by the committee/subcommittee and conveyance to Senate or to the parent committee;
 - (vii) acting as the lead spokesperson when reports and recommendations of the committee/subcommittee are presented to Senate or to the parent committee; and
 - (viii) in general, seeing that all work required of the committee/subcommittee is completed in an expeditious and timely fashion.
- (c) The Vice-Chair shall be responsible for fulfilling the responsibilities of the Chair whenever the Chair is unable or unavailable to do so, for any reason.

8.3 Committee/Subcommittee Meetings and Quorum

- (a) All meetings of Senate standing or ad hoc committees/subcommittees shall normally be open to non-committee/subcommittee members (including non-Senators), and, once scheduled, such meetings shall be announced on the Senate website at least two (2) days in advance, where possible.

- (b) A non-committee/subcommittee member may be recognized and permitted to speak at any committee/subcommittee meeting at the discretion of the Chair.
- (c) A voting member of a committee/subcommittee may move that a meeting be closed to non-members while certain specified matters are under discussion. Such a motion shall clearly identify all items of business to be considered *in camera*, and is debatable. Should the motion be carried, all non-members in attendance shall be required to leave the meeting immediately.
- (d) Upon completion of all *in camera* business items, the Chair shall declare the meeting once again open to non-members.
- (e) The quorum for all Senate standing or ad hoc committee/subcommittee meetings shall be 50% of the voting membership.
- ~~(f) The University shall take the necessary steps to ensure that Senate standing or ad hoc committee/subcommittee members from the regional campuses are able to attend and participate in committee/subcommittee meetings via appropriate distance technologies.~~

8.4 Committee/Subcommittee Reports

- (a) Written reports of Senate standing or ad hoc committee/subcommittees should be clear and concise. Each recommendation intended for Senate consideration should be clearly stated within the main body of the report, and accompanied by an adequate rationale.
- (b) At the end of each written report submitted for Senate consideration, a list of motions shall be provided, as follows:
 - (i) a motion that Senate receive the report (required even if the report includes no other recommendations for Senate consideration); and
 - (ii) a motion for each individual recommendation within the report, carefully worded to reflect the appropriate Senate action being proposed (e.g. that Senate approve the implementation of a new program, that Senate recommend to the President, for conveyance to the Board, the addition of a new tenure-track position, etc.).
- (c) A motion that Senate receive a written report provides an opportunity for general discussion regarding the report and its recommendations, including questions or comments concerning the committee's procedures or the adequacy of the report's analyses and rationales. A motion to receive should normally not be defeated; rather, it should be carried if Senate is generally satisfied with the report and prepared to consider the recommendations therein, or referred back to the committee (with specific instructions) if there are significant concerns.
- (d) Carrying a motion to receive a written report in no way binds Senate to accept the individual recommendations within it.
- (e) Senate may amend the individual motions presented at the end of a written report, but may in no way alter the main body (including the recommendations) of the report itself.
- (f) Oral reports of Senate standing or ad hoc committees/subcommittees shall be permitted, provided that they are brief and for information only. Such oral reports shall not require a motion to receive.
- (g) That all reports sent to Senate committees from Senate for revisions, or documents that have undergone substantive revisions by a Senate standing committee/subcommittee, clearly identify any changes made to the document using track changes or some other form of highlighting.

8.5 Annual Reports of Standing Committees/Subcommittees

- (a) All standing committees/subcommittees of Senate shall present an annual report to Senate at the June meeting.
- (b) Annual standing committee/subcommittee reports shall include:
 - (i) summarized information on the number of meetings, meeting dates, and the attendance records of individual members;
 - (ii) a summary of the various activities and outcomes for the year (matters considered, recommendations/actions arising from such matters, final outcomes of such recommendations/actions and any matters which remain unfinished); and

- (iii) where appropriate, a list of matters which are anticipated for consideration in the following year, prioritized if possible.
- (c) Annual reports shall include a motion to receive the report, but shall normally not include other substantive recommendations or motions.

9. STANDING COMMITTEES AND SUBCOMMITTEES OF SENATE

9.0 Annual Standing Committee/Subcommittee Election Process

- (a) Senate standing committees/subcommittees shall be elected annually by members of respective faculty councils.
- (b) The committee/subcommittee election process shall be co-ordinated by the faculty councils.
- (c) During April of each year, the faculty councils shall begin preparing a slate of faculty (Senators and non-Senators) for the various standing committees/subcommittees and present the slate in time for the May Senate meeting.
- (d) If a candidate from one of the three faculties cannot be found, then the vacant position can be filled from another faculty or faculties, for that Senate year only.

9.1 Senate Executive Committee (EXEC)

- (a) *Ex Officio* Members:
 - (i) the President (Chair);
 - (ii) the PVPAR, or designate (Vice-Chair);
 - (iii) the Deans, or their designate;
 - (iv) the Speaker; and
 - (v) the Deputy Speaker.
 - (b) Members Elected by Faculty Council:
 - (i) one (1) tenured or tenure-track faculty Senator* from each Faculty elected by Senate; and
 - (ii) one (1) student Senator from the NUSU Executive.
- *tenured faculty preferred
- (c) Terms of Reference:
 - (i) to call Senate meetings and prepare the agendas of Senate;
 - (ii) to approve Senate minutes for circulation prior to adoption;
 - (iii) to manage the workflow of Senate and its committees/subcommittees in order that business is carried out in an expeditious and timely fashion;
 - (iv) to ensure that Senate By-Laws are followed and that Senate decisions are properly recorded, transmitted and implemented;
 - (v) to consider, for approval and conveyance to Senate, reports and recommendations of the By-Laws & Elections Subcommittee and Honorary Degrees Subcommittee;
 - (vi) when required, to exercise Senate's authority and act on Senate's behalf during the Senate summer recess period, with the understanding that all such actions shall be reported at the September meeting of Senate;
 - (vii) to approve degree audits for all undergraduate students who have applied to graduate, and to recommend all candidates to Senate for the conferring of undergraduate degrees, diplomas and certificates;
 - (viii) meetings at which candidates for honorary degrees are discussed shall be conducted *in camera* and considered strictly confidential; and
 - (ix) to deal with such other matters as may be assigned from time to time by Senate.

9.1.1 By-Laws & Elections Subcommittee (B&E)

- (a) *Ex Officio* Members:

- (i) the Speaker (Chair);
 - (ii) the Deputy Speaker (Vice-Chair); and
 - (iii) the PVPAR, or designate; and
 - ~~(iii)~~(ii) the Senate Secretary (non-voting).
- (b) Members Elected by Faculty Council:
- (i) one (1) faculty Senator or non-Senator from each Faculty; and
 - (ii) one (1) student Senator from the NUSU Executive.
- (c) Terms of Reference:
- (i) to periodically review the Senate By-Laws and the governance practices of Senate and its committees/subcommittees, and make recommendations to the Senate Executive Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) when called upon to do so, to consult with Senate committees or individual Senators on matters of Senate policy and procedure, including possible changes to or interpretation of the Senate By-Laws;
 - (iii) to oversee the annual election of faculty and student Senators, ensuring that election procedures are properly followed and results are reported to the Senate Executive Committee for conveyance to Senate;
 - (iv) to prepare and submit to the Senate Executive Committee, for conveyance to Senate, the annual slates of nominees for all Senate standing committees and subcommittees, as well as for Senate representatives on other bodies; and
 - (v) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

9.1.2 Honorary Degrees Subcommittee (HON)

- (a) *Ex Officio* Members:
- (i) the President (Chair);
 - (ii) the PVPAR, or designate, (Vice-Chair);
 - (iii) one (1) Dean, or designate, chosen by the Senate Executive Committee;
 - (iv) one (1) representative chosen by and from the Board of Governors; and
 - (v) one (1) representative chosen by and from the Alumni Advisory Board.
- (b) Members Elected by Faculty Council:
- (i) one (1) faculty Senator or non-Senator from each Faculty; and
 - (ii) one (1) student Senator from the NUSU Executive.
- (c) Terms of Reference:
- (i) to periodically review the criteria and procedures for the awarding of honorary degrees, professorships emeriti and other University honours, and to make recommendations to the Senate Executive Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) to call annually for nominations for honorary degrees and other University honours, and to recommend candidates for all such honours to the Senate Executive Committee, for conveyance to Senate; and
 - (iii) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

9.2 Academic Quality Assurance and Planning Committee (AQAPC)

- (a) *Ex Officio* Members:
- (i) the PVPAR, or designate (Chair);
 - (ii) the Dean of Graduate Studies and Research;
 - (iii) the Dean of each Faculty, or their designate;
 - ~~(iv)~~(iii) the Registrar;

- ~~(iv)~~ The Director of Institutional Research and Planning;
- ~~(v)~~ the Executive Director of Library Services, or designate;
- (vii) one (1) representative chosen by and from the Board of Governors.

(b) Members Elected by Senate or Faculty Council:

- (i) four (4) tenured or tenure-track faculty Senators* with at least one from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
- (ii) four (4) tenured or tenure-track faculty non-Senators* with at least one from each Faculty;
- (iii) one (1) faculty Senator from the regional campus;
- (iv) one (1) undergraduate student Senator from each Faculty; and
- (v) one (1) graduate student Senator.

* minimum two (2) years previous Nipissing University experience required; 50% tenured faculty preferred

(c) Terms of Reference:

- (i) to engage in an on-going process of long-range academic planning in accordance with the overall academic objectives of the University, and to make recommendations to Senate as necessary and appropriate;
- (ii) as a part of (i) to review and update on an annual basis for Senate approval, the Nipissing University Strategic Academic Plan, which includes the setting of priorities related to the introduction of new programs or adjustments to current offerings and associated recommendations for appropriate resources;
- (iii) AQAPC is responsible for review of new academic programs and has the authority to recommend new programs for Senate approval;
- (iv) AQAPC is responsible for reviewing and providing Senate the substantive outcomes of cyclical review of existing academic programs;
- (v) AQAPC is responsible for reporting to Senate the recommendations resulting from program reviews;
- (vi) to direct to Senate or its relevant committees/subcommittees, as necessary, any issues which arise from the Committee's planning discussions regarding physical facilities or other aspects of the educational environment;
- (vii) to deal with such matters as may be assigned from time to time by Senate.

9.3 Undergraduate Studies Committee (USC)

(a) *Ex Officio* Members:

- (i) the PVPAR, or designate, (Chair)
- (ii) one Academic Dean, or their designate, (Vice-Chair); and
- (iii) the Registrar, or designate.

(b) Members Elected by Faculty Council:

- (i) one (1) tenured or tenure-track faculty Senator from each Faculty;
- (ii) one (1) faculty non-Senator* from each Faculty; and
- (iii) one (1) student representative from each Faculty to be elected by NUSU.

* tenured or tenure-track faculty preferred

(c) Terms of Reference:

- (i) to engage in on-going review and oversight of all matters related to undergraduate studies, including but not limited to undergraduate curriculum, academic regulations and policies (including degree and program requirements), academic standards, academic awards and academic or non-academic student services, and to make recommendations to Senate as necessary and appropriate;
- (ii) "to consider for approval and conveyance to ~~AQAPC~~ and/or Senate, reports and recommendations of the Faculty Councils regarding changes or additions to undergraduate curriculum, including proposals for Stage 2 (Curriculum) after approval of new undergraduate programs prepared in accordance with the *IQAP Approval Process*, as required in the provincial *Quality Assurance Guideline*;

- (iii) to consider, for approval and conveyance to Senate, reports and recommendations of the Undergraduate Standing & Petitions Subcommittee and the Undergraduate Services & Awards Subcommittee;
- (iv) to periodically review the criteria and policies with respect to the admission of all undergraduate students to the University and the transfer of credits from other educational institutions, and make recommendations to the [Academic Quality Assurance and Planning and Priorities](#) Committee as necessary and appropriate, for conveyance to Senate; and
- (v) to deal with such other matters as may be assigned from time to time by Senate.

9.3.1 Undergraduate Standing & Petitions Subcommittee (S&P)

- (a) *Ex Officio* Members:
 - (i) the Registrar, or designate (Chair); and
 - (ii) one (1) Academic Dean, or designate.
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
 - (ii) one (1) student representative from each Faculty.
- (c) Terms of Reference:
 - (i) to periodically review the University's policies and criteria with respect to defining and assessing undergraduate academic standing, and make recommendations to the Undergraduate Studies Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) to consider and rule on petitions by undergraduate students for exceptions to University academic regulations*;
 - (iii) where it appears that undergraduate degree or program requirements or other academic regulations are giving rise to otherwise avoidable student petitions, to draw this to the attention of the Undergraduate Studies Committee or other individuals for further consideration and possible action;
 - (iv) through the degree audit process, to identify graduating students who are eligible for consideration for major undergraduate academic awards and to forward this information to those charged with making the final selections;
 - (v) to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and
 - (vi) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

*decisions in (ii) are final and may not be appealed

9.3.2 Undergraduate Services & Awards Subcommittee (S&A)

- (a) *Ex Officio* Members:
 - (i) the Vice-Chair of USC (Chair);
 - (ii) one (1) representative chosen by and from the Aboriginal Council on Education;
 - (iii) the Financial Aid Manager (non-voting);
 - (iv) a representative from Development named by the PVPAR (non-voting);
 - (v) the Assistant Vice-President, Students; and
 - (vi) the Registrar, or designate.
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
 - (ii) one (1) student representative from each Faculty elected by NUSU.
- (c) Terms of Reference:

- (i) to engage in on-going review and oversight of all undergraduate academic and non-academic services, and make recommendations to the Undergraduate Studies Committee, for conveyance to Senate, regarding the introduction of new services or changes to existing services which would enhance the undergraduate student experience or make the University more attractive to prospective undergraduate students;
- (ii) to periodically review the overall undergraduate awards program of the University, and make recommendations regarding changes in the program to the Undergraduate Studies Committee, for conveyance to Senate;
- (iii) to ensure that all existing and new undergraduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria; and
- (iv) to deal with such other matters as may be assigned from time to time by the Undergraduate Studies Committee or by Senate.

9.4 Student Appeals Committee (SAC)

- (a) *Ex Officio* Members:
 - (i) the Registrar (Chair).
- (b) Members Elected by Faculty Council:
 - (i) one (1) tenured or tenure-track faculty Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
 - (ii) one (1) faculty non-Senator* from each Faculty;
 - (iii) one (1) student representative from each Faculty; and
 - (iv) one (1) graduate student representative.
* tenured or tenure-track faculty preferred
- (c) Terms of Reference:
 - (i) to periodically review University policies and procedures regarding student appeals (other than petitions for exceptions to University academic regulations), and to make recommendations to Senate as necessary and appropriate;
 - (ii) where it appears that University policies or practices are giving rise to otherwise avoidable student appeals, to draw this to the attention of the appropriate University bodies or individuals for further consideration and possible action;
 - (iii) to receive student appeals and convene individual Appeal Panels to provide an impartial adjudication of last resort for students who have exhausted all other prescribed avenues of appeal; and
 - (iv) to deal with such other matters as may be assigned from time to time by Senate.

9.4.1 Individual Appeal Panels

- (a) Members (to be determined by the Student Appeals Committee):
 - (i) three (3) faculty members of the Student Appeals Committee from outside the appellant's Faculty, with the two (2) members who have served longest on the Committee acting as Chair and Vice-Chair;
 - (ii) one (1) faculty member of the Student Appeals Committee from the appellant's Faculty, but outside the appellant's program area(s);
 - (iii) one (1) student member or graduate student member of the Student Appeals Committee from outside the appellant's Faculty;
 - (iv) one (1) student member or graduate student member of the Student Appeals Committee from the appellant's Faculty; and
 - (v) the Registrar.

*For individual graduate appeals, one graduate student member must be on the panel.

- (b) Terms of Reference:
 - (i) to consider and rule on a student appeal of:

- 1) a Dean's decision in response to a request that a grade on a particular piece of work or final standing in a course be changed on grounds related to the accuracy or fairness of the mark assigned;
 - 2) a Dean's decision in response to a request that a grade be adjusted or a course requirement be waived on compassionate grounds or because of extenuating circumstances; or
 - 3) a decision by a course instructor or Dean arising from an allegation of academic dishonesty which results in a grade penalty or other punitive action, including a reference to academic dishonesty on the appellant's academic transcript;
- (ii) to conduct the appeal hearing in accordance with University policies and procedures regarding student appeals;
 - (iii) in the case of a grade appeal, to send the appellant's relevant academic work to an external assessor for re-marking, if necessary and appropriate;
 - (iv) to determine in each case that the original decision be:
 - 1) fully upheld; or
 - 2) partially or fully set aside, with specific details on any redress or accommodations which are being awarded; and
 - (v) to inform the appellant and the Dean in writing of the Appeal Panel's ruling, including fully and clearly set out grounds for the decision.
- *decisions in (iv) are final and may not be appealed

9.5 Teaching & Learning Committee (T&L)

- (a) *Ex Officio* Members:
 - (i) one (1) Dean, or their designate (Chair); and
 - (ii) the Executive Director of Library Services, or designate.
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
 - (ii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
 - (iii) two (2) student representatives from any Faculty.
- (c) Terms of Reference:
 - (i) to engage in on-going review and discussion of all matters related to teaching and learning for faculty and students (conceived of as mutually supporting and informing activities), including but not limited to the evaluation of teaching, instructional development and the promotion of teaching excellence, teaching awards policy, and the various resources and services available to support student learning, to support the development of a university-wide teaching and learning centre and to make recommendations to Senate as necessary and appropriate;
 - (ii) when it seems appropriate to do so or when called upon to do so, to consult with the Undergraduate Services & Awards Subcommittee, the Academic Skills Program or Student Accessibility Services regarding teaching and learning support;
 - (iii) to consider, for approval and conveyance to Senate, reports and recommendations of the Library Advisory Subcommittee, and the Technology & Infrastructure Subcommittee; and
 - (iv) to deal with such other matters as may be assigned from time to time by Senate.

9.5.1 Library Advisory Subcommittee (LIB)

- (a) *Ex Officio* Members:
 - (i) the Executive Director, Library Services (Chair).
- (b) Members Elected by Faculty Council:

- (i) two (2) faculty Senators or non-Senators from each Faculty, one of whom shall be elected by the Subcommittee to serve as Vice-Chair;
 - (ii) one (1) faculty Senator from the regional campus; and
 - (iii) one (1) student representative to be appointed by Nipissing University Student Union (NUSU)
- (c) Terms of Reference:
- (i) to engage in on-going review of Library policies, practices and objectives and their role in providing teaching and learning support for faculty and students, and to make recommendations to the Teaching & Learning Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) to provide advice and priority-setting assistance to the Executive Director, Library Services regarding:
 - 1) procedures and practices related to the acquisition and maintenance of the Library's collections;
 - 2) the provision of Library support services to faculty and students; and
 - 3) the allocation of the annual Library budget;
 - (iii) when supplementary funds become available for the acquisition of additional Library resources, to oversee the process whereby these funds are announced and awarded on a competition basis;
 - (iv) to deal with such other matters as may be assigned from time to time by the Teaching & Learning Committee or by Senate;

9.6 Technology & Infrastructure Committee (T&I)

- (a) *Ex Officio* Members:
 - (i) the Vice-President responsible for Finance and Administration or designate (non-voting); and
 - (ii) the Executive Director, Library Services, or designate; and
 - (iii) the Director of Technology Services, or designate.
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each faculty, one of whom shall be elected by the Committee to serve as Chair, and one of whom shall be elected by the Committee to serve as Vice-Chair;
 - (ii) one (1) faculty Senator who is a full-time lab, seminar or service course instructor; and
 - (iii) two (2) student representatives from any Faculty.
- (c) Terms of Reference:
 - (i) to engage in on-going review, needs assessment and policy development in all matters related to academic technology and infrastructure (where infrastructure includes both academic physical resources and human resources in academic support areas), and to make recommendations to Senate;
 - (ii) to provide advice and priority-setting assistance to the VPFA regarding:
 - 1) support for teaching, learning and scholarly research through the application of computing, information and multi-media technologies;
 - 2) the need for, and design of, new or renovated teaching, learning and research space;
 - 3) staffing needs in academic support areas such as technology services, research assistance, lab supervision and secretarial or clerical support; and
 - 4) the allocation of the annual budgets in technology and academic infrastructure areas;
 - (iii) to deal with such other matters as may be assigned from time to time by Senate.

9.7 Graduate Studies Committee (GSC):

- (a) Members:

- (i) the Dean of Graduate Studies and Research, or designate(Chair);
 - (ii) the PVPAR, or designate;
 - (iii) the Registrar, or designate;
 - (iv) the Executive Director of Library Services or designate;
 - (v) one (1) Academic Dean, or designate
 - (vi) Graduate Coordinators / Graduate Chairs from each graduate program, or designate
 - (vii) one (1) graduate student from each level of graduate studies; and
 - (viii) one (1) graduate student Senator (non-voting).
- (b) Terms of reference:
- (i) Recommend to the Senate the new academic policies, procedures and regulations of the School of Graduate Studies;
 - (ii) Advise the Senate on the necessary resources and support for graduate studies and to recommend to the Senate the introduction of new services or changes to existing services which would enhance the graduate student experience or make the University more attractive to prospective graduate students;
 - (iii) Revise and up-date the regulations and procedures of current graduate programs for harmonization throughout the SGS;
 - (iv) Review student admission policies for graduate programs;
 - (v) Ensure adherence to time-to-completion requirements;
 - (vi) Recommend to the Senate changes to graduate curriculum or proposals for new graduate programs;
 - (vii) Assist departments in the development of new graduate programs, in compliance with IQAP requirements;
 - (viii) Finalize proposals for new programs, including the Business Plan, before submission to PPC and the Senate;
 - (ix) Make recommendations on any matter related to graduate studies to the appropriate Senate Committees (PPC, RC);
 - (x) Periodically review the overall graduate awards program of the University, and make recommendations to Senate regarding changes in the program;
 - (xi) Ensure that all existing and new graduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria. Review and approve nominations for graduate scholarships (Tri-council, OGS, others);
 - (xii) Review the annual report on the School of Graduate Studies' activities; and
 - (xiii) Establish the criteria for membership in the Graduate Faculty.
And at the exclusion of student representative,
 - (xiv) Make the final selections of students eligible for academic awards, as identified by the Office of the Registrar; and
 - (xvii) Following the periodic appraisal of a program, review and report to Senate any measure that could improve the program.

9.7.1 Graduate Studies Leave and Time Extensions Subcommittee

- (a) Members:
 - (i) three (3) graduate faculty members of the Faculty of Graduate Studies from different programs, selected at large (one of whom will be elected Chair);
 - (ii) a quorum will comprise of all members of the committee;
 - (iii) meetings will be held a minimum of two times a year between September and June.
- (b) Terms of reference:
 - (i) to carry out Senate-approved graduate program policies of time extensions and leaves of absence;
 - (ii) to review and develop policies and procedures for leaves and time extensions.

9.7.2 Graduate Standing and Petitions Subcommittee

- (a) Ex Officio Members:
 - (i) the Registrar, (Chair) (non-voting); and
 - (ii) the Dean, or designate, of Graduate Studies and Research.
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator with Graduate Faculty status from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair; and
 - (ii) one (1) graduate student representative from a PhD Program;
 - (iii) two (2) graduate student representatives from a Masters Program
- (c) Terms of Reference:
 - (i) to periodically review the University's policies and criteria with respect to defining and assessing graduate academic standing, and make recommendations to the Graduate Studies Committee as necessary and appropriate, for conveyance to Senate;
 - (ii) to consider and rule on petitions by graduate students for exceptions to University academic regulations*;
 - (iii) where it appears that graduate degree program requirements or other academic regulations are giving us rise to otherwise avoidable student petitions, to draw this to the attention of the Graduate Studies Committee or other individuals for further consideration and possible action;
 - (iv) through the degree audit process, to identify graduating students who are eligible for consideration for major graduate academic awards and to forward this information to those charged with making final selections;
 - (v) to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar, deserve special consideration; and
 - (vi) to deal with such other matters as may be assigned from time to time by the Graduate Studies Committee or by Senate.

*decisions in (ii) are final and may not be appealed

10. FACULTY AND UNIVERSITY COUNCILS

10.0 General Council Provisions

- (a) In addition to the Senate standing and ad hoc committees/subcommittees as outlined in Articles 8 and 9, the following councils shall be recognized as part of the academic decision-making structure of the University:
 - (i) the Faculty Council for each Faculty;
 - (ii) the Research Council; and
 - (iii) the Graduate Studies Council
- (b) Each Faculty Council in (a)(i) shall be authorized to draft its own constitution, committee structure, terms of reference and procedures, except where Senate delegates its academic authority in a specific area to the Faculty Councils but retains the right to stipulate that all Faculty Councils follow consistent procedures for rendering decisions and reporting to Senate.

10.1 Faculty Councils

- (a) Membership:
 - (i) the Academic Deans, or their designates, who shall be Chair;
 - (ii) the Associate and Assistant Deans of the Faculty (if any);
 - (iii) all faculty members holding appointments in the Faculty;
 - (iv) one (1) part-time instructor (if any) from each department/program* within the Faculty;
 - (v) two (2) students from within the Faculty; and

- (vi) the Registrar, or designate (non-voting).
- * the list of departments/programs to be approved from time to time by the Faculty Council
- (b) Terms of Reference:
 - (i) in matters not directly under Senate jurisdiction, to conduct its own affairs according to its constitution and established policies/procedures;
 - (ii) to consider, for approval and conveyance to the Undergraduate Studies Committee of Senate as appropriate, proposals from individual departments/programs for changes or additions to undergraduate curriculum, including proposals for Stage 2 (Curriculum) approval of new undergraduate programs prepared in accordance with the *Nipissing University New Program Approval Process*;
 - (iii) to make recommendations to Senate, or to an appropriate Senate standing committee/subcommittee, on any matter deemed to be of relevant academic concern to the University; and
 - (iv) to deal with such other matters as may be assigned from time to time by Senate.

10.1.1 Faculty Council Curriculum Procedures

- (a) All undergraduate curriculum proposals from individual departments/programs which are submitted for consideration by the Faculty Councils shall be expected to adhere to any Senate-approved guidelines or policies with respect to providing all information necessary for their approval and implementation (including, where applicable, information required by the Registrar's Office in order to maintain the University's credit transfer database).
- (b) Undergraduate curriculum proposals shall normally be considered by an appropriate committee of the Faculty Council, such as a Faculty Executive Committee or Faculty Curriculum Committee, prior to their presentation to the full Faculty Council.
- (c) The following undergraduate curriculum matters shall require the approval of the relevant Faculty Council(s), the Undergraduate Studies Committee and Senate:
 - (i) proposals for Stage 2 (Curriculum) approval of new undergraduate programs prepared in accordance with the Nipissing University IQAP, as required in the provincial Quality Assurance Guidelines; or
 - (ii) proposals requiring changes to existing undergraduate degree or program requirements; or
 - (iii) undergraduate curriculum proposals which involve adding new courses, deleting existing courses, or substantive changes to existing courses.
- (d) The following undergraduate curriculum matters shall require the approval of the relevant Faculty Council(s), with conveyance to the Undergraduate Studies Committee and Senate for information:
 - (i) undergraduate curriculum proposals which involve non-substantive changes to existing courses and which do not directly affect another Faculty (e.g. minor changes to course titles or course descriptions, banking courses)
- (e) Where there is disagreement or uncertainty as to whether a proposed undergraduate curriculum change is significant or minor or substantive/non-substantive, the more rigorous standard shall be applied.

10.1.2 Faculty Council Nominations and Elections Subcommittee Procedures

- (a) The Nominations and Elections Subcommittee is charged with soliciting nominations from their respective faculty and preparing a recommended slate of nominations for Senate committees and Board representatives to present to Faculty Council.
- (b) Membership will include a Faculty representative on the Bylaws and Elections Subcommittee who shall be Chair; two other faculty representatives; and the Dean of the Faculty.
- (c) The subcommittee will solicit nominations for Senate committees and Board representatives through the distribution of a nomination form that lists first, second and third choice/preference, beginning 02 March, to be returned to the subcommittee Chair no later than 17 March.

- (d) Where possible, the proposed slate of committee/board members will reflect continuity of membership as well as consideration involving new faculty members in the work of Senate, Senate committees and the Board of Governors.
- (e) All results will be reported to the Bylaws and Elections Subcommittee by 25 April.

10.2 Research Council (RC)

- (a) Membership:
 - Voting Members:
 - (i) the Dean of Graduate Studies and Research (Chair); and
 - (ii) one (1) other Academic Dean, or their designate;
 - (iii) six (6) Faculty members, elected by Senate for a minimum two (2) year term, to include: one (1) faculty member from each Faculty representing the Tri-Council disciplines as follows: 1 CIHR, 1 NSERC, 1 SSHRC, two (2) remaining faculty, and one (1) Canada Research Chair or Indigenous Education Chair; and
 - (iv) one (1) student representative from a Graduate program;
 - (v) the PVPAR or designate; and
 - (vi) the Executive Director of Library Services, or designate.
- (c) Terms of Reference:
 - (i) To engage in on-going advice on all matters related to research, including but not limited to research planning, research policies and research support;
 - (ii) Recommend to Senate research policies appropriate to the University;
 - (iii) To review and update on a regular basis, the Nipissing University Research Plan and recommend the Nipissing University Research Plan to Senate;
 - (iv) To advise the Provost and Vice-President Academic and Research and report to Senate on issues relating to the external granting agencies that provide funding to the University;
 - (v) Evaluate applications for internal research funding, assess all requests and make recommendations to the Provost and Vice-President Academic and Research regarding the allocation of such funds;
 - (vi) Review requests for, and recommend the formation of, research, centres and institutes in accordance with the University Policy: "*Nipissing University Policy on Centres and Institutes NURES2011.05*";
 - (vii) As necessary or when called upon to do so, to provide advice and direction to the Provost and Vice-President Academic and Research, the Vice-President responsible for Finance and Administration and others on matters related to research support, including research resources, research infrastructure, research accounts and the research needs of faculty and students;
 - (viii) To deal with such other matters relating to research as may be assigned from time to time by the Provost and Vice-President Academic and Research or by Senate; and
 - (ix) Provide written reports to Senate on its meetings as well as an Annual Report. The report should be clear and concise. Each recommendation intended for Senate consideration should be clearly stated and accompanied by an adequate rationale

11. SENATE REPRESENTATIVES on OTHER BODIES

11.0 Senate Representatives on the Board of Governors

- (a) In accordance with the Nipissing University Act, there shall be two (2) representatives on the Board of Governors elected by Senate from among its faculty Senators. (Two additional Board representatives shall be elected by the faculty-at-large from among the faculty members who are non-Senators.)
- (b) The normal term of office for Senate representatives on the Board shall be three (3) years.

- (c) Elections for Senate representatives on the Board shall normally be held at the same time as elections for Senate standing committees/subcommittees.
- (d) Senate representatives on the Board shall endeavour to represent the majority opinion of Senate in any Board discussion pertaining to Senate matters.
- (e) Senate representatives on the Board shall provide a written or oral report to Senate following each Board meeting. Specifically, the representatives shall be responsible for ensuring that Senate is kept informed of:
 - (i) the outcome of all Senate recommendations conveyed to the Board; and
 - (ii) any Board matters affecting or of interest to Senate, subject to reporting restrictions in the By-Laws of the Board.
- (f) Senate representatives on the Board shall have such other responsibilities as may be assigned from time to time by the Senate or the Board.

11.1 Senate Representative on the Council of Ontario Universities (COU)

- (a) In accordance with the provisions of the Council of Ontario Universities (COU), and in addition to the President who is an *ex officio* COU member, there shall be one (1) representative elected by Senate from among its faculty Senators to serve as the University's "academic colleague" on COU. An alternate COU representative may also be elected to attend in the representative's absence.
- (b) The normal term of office for the Senate representative on COU shall be three (3) years.
- (c) Elections for Senate representatives on COU shall normally be held at the same time as elections for Senate standing committees/subcommittees.
- (d) The Senate representative on COU shall provide periodic written or oral reports to Senate on any COU activities or matters of interest to Senate.
- (e) The Senate representative on COU shall have such other responsibilities as may be assigned from time to time by the Senate.

11.2 Additional Senate Representatives on Other Bodies

- (a) From time to time, Senate may be requested or invited to elect one or more representatives to serve on an external (standing or ad hoc) body.
- (b) The term of office for any such Senate representative shall be determined by the body initiating the request or invitation.
- (c) Elections for Senate representatives on other bodies shall normally be held at the first regular Senate meeting following receipt of the request or invitation.
- (d) Where appropriate, Senate representatives on other bodies shall provide periodic written or oral reports to Senate on any activities or matters of interest to Senate.

12. RESPONSIBILITIES OF SENATORS

12.0 General Responsibilities

As in other deliberative or legislative bodies, the general responsibilities of Senators shall include:

- (a) the responsibility to attend Senate meetings regularly;
- (b) the responsibility to become familiar with the Senate By-Laws, as well as with other relevant Senate policies and procedures;
- (c) the responsibility to keep informed regarding the issues which come before Senate;
- (d) the responsibility to read published Senate agendas and other related materials beforehand, and to come to the meetings prepared;
- (e) the responsibility to endeavour to vote in accordance with the long-term academic interests of the University; and

- (f) where they have been chosen or elected by and from specific constituencies, the responsibility to represent the interests of their respective constituent groups by informing constituents as necessary when Senate matters of direct concern or impact are pending, by reporting to or meeting with constituents as appropriate or when called upon to do so, and by endeavouring to convey the views and concerns of their constituents to Senate to the best of their ability.

12.1 Attendance Expectations

- (a) It is understood that there are legitimate reasons why Senators may miss a regular or special Senate meeting from time to time. Nevertheless, all Senators shall be expected to attend meetings whenever reasonably possible.
- (b) Senators who are unable to attend a regular or special Senate meeting for legitimate reasons shall be expected to notify the Secretary of Senate in writing.
- (c) Elected Senators who miss three (3) regular Senate meetings in any given Senate year shall be deemed to have forfeited their position unless legitimate written reason for each absence is provided.
- (d) Any disagreement regarding the legitimacy of reasons given for absence from Senate shall be adjudicated by the Senate Executive Committee.

12.2 Participation on Senate Standing Committees/Subcommittees

- (a) Recognizing the importance of its standing committees/subcommittees to the effective function of the Senate, all Senators shall be expected to serve on, and regularly attend the meetings of, one or more standing committees/subcommittees each year. *Ex officio* Senators may be required to serve on, and in some cases chair, several standing committees/subcommittees, as part of their normal responsibilities.
- (b) Notwithstanding (a), and in order that the committee/subcommittee workload be distributed as equitably as possible, every reasonable effort shall be made to minimize the number of non-*ex officio* Senators required to serve on more than one standing committee/subcommittee in any given year.
- (c) Serving as a Senate representative on the Board of Governors (11.1) or on COU (11.2) shall be considered equivalent to serving on a Senate standing committee/subcommittee.

13. VACANCIES

13.0 Vacant Senate Positions

- (a) In this Article:
 - (i) *ex officio* Senators shall be those identified in 2.1;
 - (ii) constituent Senators shall be those identified in 2.2(a)(i) and 2.3; and
 - (iii) elected Senators shall be those identified in 2.2(a)(ii), 2.2(a)(iii) and 2.4.
- (b) Senate positions may become vacant before the completion of their normal terms of office for a variety of reasons, including:
 - (i) the resignation of an elected or constituent Senator with advance notice, effective at the end of a particular Senate year;
 - (ii) the resignation of an elected or constituent Senator without advance notice, effective immediately;
 - (iii) the forfeiture of an elected Senator's position for any reason; or
 - (iv) the inability of any Senator to continue to serve on Senate, due to other unforeseen circumstances.
- (c) Resignations from Senate positions shall be submitted in writing to the Chair of Senate.
- (d) A vacancy in any *ex officio* Senate position shall remain vacant until the position in question is filled by University appointment (including an interim or acting appointment).

- (e) A vacancy in any constituent Senate position shall be filled by the respective constituent body, in accordance with the body's approved procedures.
- (f) A vacancy in any elected Senate position shall be filled:
 - (i) as part of the next annual election cycle, for a vacancy due to (b)(i);
 - (ii) by holding a by-election within thirty (30) days, in the case of a vacancy due to (b)(ii), (b)(iii) or (b)(iv), where there is deemed to be sufficient time remaining in the current Senate year to make such a by-election practical; or
- (g) The By-Laws & Elections Subcommittee shall be responsible for initiating and overseeing any arrangements necessary to ensure that Senate vacancies are appropriately filled, in accordance with (d)-(f).

13.1 Vacancies on Senate Committees/Subcommittees

- (a) Positions on Senate standing or ad hoc committees/subcommittees may become vacant during the Senate year for a variety of reasons, including:
 - (i) a Senate vacancy arising as a result of 13.0(b)(ii), 13.0(b)(iii) or 13.0(b)(iv);
 - (ii) the resignation of a committee/subcommittee member (whether Senator or non-Senator), due to an on-going scheduling conflict which prevents the member from attending meetings on a regular basis; or
 - (iii) the inability of a member (whether Senator or non-Senator) to continue to serve on a committee/subcommittee, due to other unforeseen circumstances.
- (b) Resignations from Senate standing or ad hoc committees/subcommittees shall be submitted in writing to the Chair of the committee/subcommittee and the Chair of Senate.
- (c) A vacancy in any *ex officio* standing or ad hoc committee/subcommittee position shall be:
 - (i) filled with an appropriate replacement from the same office, department or constituent body, where there is deemed to be sufficient time remaining in the current Senate year to make such a replacement practical; or
 - (ii) left vacant, with Senate approval, where the vacancy is not deemed to be critical to the function of the committee/subcommittee and there is deemed to be insufficient time remaining in the current Senate year to make filling the vacancy practical.
- (d) A vacancy in any elected standing or ad hoc committee/subcommittee position shall be:
 - (i) filled by election as soon as reasonably possible at a regular meeting of Senate, where there is deemed to be sufficient time remaining in the current Senate year to make such an election practical; or
 - (ii) left vacant, with Senate approval, where the vacancy is not deemed to be critical to the function of the committee/subcommittee and there is deemed to be insufficient time remaining in the current Senate year to make filling the vacancy practical.
- (e) The By-Laws & Elections Subcommittee, in consultation with the relevant committee/subcommittee Chair, shall be responsible for initiating and overseeing any arrangements necessary to ensure that vacancies in Senate standing or ad hoc committees/subcommittees are appropriately addressed, in accordance with (c) and (d).

14. ADOPTION OR AMENDMENT OF SENATE BY-LAWS

- (a) Adoption or amendment of these By-Laws shall require:
 - (i) inclusion of an appropriate Notice of Motion within the agenda for a regular meeting of Senate, where publication of the agenda occurs at least four (4) days prior to the regular meeting at which the Notice is to be presented;
 - (ii) presentation of the Notice of Motion at the regular meeting for which the Notice was published;
 - (iii) inclusion of the corresponding Motion to Adopt or Amend the By-Laws within the agenda for the regular meeting of Senate which follows the meeting at which the Notice

was presented, where publication of the agenda occurs at least four (4) days prior to the regular meeting at which the Motion is to be presented; and

- (iv) consideration and passage of the Motion with a two-thirds (2/3) plurality at the regular meeting for which the Motion was published.
- (b) Proposals to amend the By-Laws shall be submitted in writing to the By-Laws & Elections Subcommittee, including the suggested wording and a rationale for each such amendment.

15. SUSPENSION OF SENATE BY-LAWS

- (a) One or more of these By-Laws may be suspended temporarily for a specific stated purpose, by Senate motion. Such a motion is not debatable and requires a two-thirds (2/3) plurality.
- (b) Upon completion of all business items conducted under suspension of one or more of these By-Laws, the Speaker shall immediately declare such suspended by-law(s) to be re-instated.

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