

SENATE AGENDA

Friday, March 8, 2019

2:30 p.m. – F210

1. ACKNOWLEDGEMENT OF THE TRADITIONAL TERRITORY

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.

2. APPROVAL OF THE AGENDA

3. ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: February 8, 2019

4. BUSINESS ARISING FROM THE MINUTES

5. READING and DISPOSING of COMMUNICATIONS

6. REPORTS FROM OTHER BODIES

- A. (1) President
- (2) Provost and Vice-President Academic and Research
- (3) Vice-President Finance and Administration
- (4) Board of Governor
- (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

7. QUESTION PERIOD

8. REPORTS of STANDING COMMITTEES and FACULTY or UNIVERSITY COUNCILS

SENATE EXECUTIVE COMMITTEE

MOTION 1: That the Report of the Senate Executive Committee dated February 28, 2019 be received.

BY-LAWS AND ELECTIONS SUBCOMMITTEE

MOTION 1: That the report of the By-Laws and Elections Subcommittee dated February 19, 2019 be received.

MOTION 2: That the revised Senate By-Laws document dated February 2019, be amended as attached.

8. **OTHER BUSINESS**9. **AMENDMENT of BY-LAWS**10. **ELECTIONS**

- Elect one (1) Academic Senate representative to sit on the Harassment and Discrimination Committee for a one (1) year term.

11. **NEW BUSINESS**12. **ANNOUNCEMENTS**13. **ADJOURNMENT**

Nipissing University
Minutes of the Academic Senate Meeting
February 8, 2019
2:30 p.m. – Room F210

MEMBERS PRESENT:

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

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

A. Burk, N. Colborne, S. Connor, E. Dokis, B. Kelly, L. Kruk, E.
Mattson, G. McCann, K. Srigley, S. Srigley, D. Tabachnick, H.
Teixeira, T. Vassilev, H. Zhu

J. Allison, B. Hatt, D. Hay, D. Jarvis, C. Peltier, G. Raymer, C.
Ricci, A. Schinkel-Ivy, O. Pokorny

T. Curry, B. Ray

D. Goulard, A. Wood

ABSENT WITH REGRETS:

C. Sutton, J. Nadeau, D. Iafrate

L. Chen, P. Ravi

A. Hatef, S. Renshaw

C. Hachkowski, T. Horton, G. Sharpe

L. Lambert

J. Nighbor

X. Winter, N. MacKenzie, K. Kearney, H. Mackie

The Speaker opened the meeting with a welcome to the traditional territory:

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.

APPROVAL OF THE AGENDA OF THE SENATE MEETING OF: February 8, 2019

MOTION 1: Moved by N. Colborne, seconded by A. Burk that the agenda of the Senate meeting of February 8, 2019 be approved.

CARRIED

ADOPTION OF THE MINUTES OF THE SENATE MEETING OF: January 11, 2019

MOTION 2: Moved by H. Teixeira, seconded by M. Litalien that the minutes of the Senate meeting of January 11, 2019 be adopted.
CARRIED

READING AND DISPOSING OF COMMUNICATIONS

MOTION 3: Moved by D. Tabachnick, seconded by S. Srigley that the Statement on the Importance of Collegial Governance as approved/recommended by the Standing Joint Committee of the Board and Senate on Governance, December 3, 2018, be adopted.
CARRIED

We believe collegiality is essential to the structure and practice of university governance. Given the diversity of its constituent groups and its mission of advancing truth and knowledge, Nipissing University is best served by the open expression of ideas and opinions; encouraging thoughtful dissenting views. Successful collegial governance depends on all participants acting in good faith and having access to relevant information to offer sound opinions. In the same spirit, we must strive for inclusiveness, equality, transparency, and broad participation in our decision making.

Recognizing the obligations, responsibilities and jurisdictions of the Senate and the Board of Governors, collegial governance requires interdependence and the highest standards of mutual respect and good relationships.

The shared governance and mission of the University is best served when the principles of collegiality are respected. All of us must do our part to uphold the ideals of academic freedom and democratic practice inherent in our system of collegial governance.

REPORTS FROM OTHER BODIES

The President began his report by providing an update on recently attended events and activities, including the Lakers men's hockey Military Appreciation Night, the Donor Social, as well as meetings with the Executive Director of the Children's Aid Society and the Ontario College of Art and Design. The President advised that discussions on the outdoor classroom space are moving ahead. In response to a request for a description of the outdoor classroom space, the President advised that it will be situated by the pond and will be an all-wood structure, open to the elements but have the ability to be closed with a possible radiant heat source. The structure could include a large circle in the middle and tiered seating. Please e-mail your ideas and suggestions to the President. The President was pleased to speak to the recent Nugget article reporting the exceptional application results as the first round of numbers from OUAC were released. In the category of Ontario high school student applications, Nipissing University saw an increase in applications by 26.8% from this time last year. As well, a 20% increase in applications ranking Nipissing University as their first choice, and a 30% increase in applications ranking it their second choice was reported. The President expressed his appreciation to the student recruitment team and to all those who have contributed to this success. A full update of the activities and events recently attended by the President is attached to the Minutes.

The Provost advised that her recent trip to India was a productive experience and that a debriefing meeting will be held on Wednesday, February 13 at 12:15 in F214. She also advised of an announcement

from NSERC regarding a funding opportunity of \$200,000 over 2 years and \$400,000 in total to identify human rights and biases. She reported that this is a vital policy development and is part of an advisory group with Universities Canada. If we wish to participate in the future, CRC and research grant applications must have an Equity Diversion Inclusion (EDI) policy in order to apply. If these discussions have not taken place in your faculty, it is a good time to start. If you have an interest in being a part of further discussions, please advise the Provost's assistant, Martee Storms. The Provost informed that the call for Teaching Chairs was sent out by e-mail earlier this afternoon. This information will be attached in the Minutes. The Provost advised that work on the Teaching Hub is being developed. The Hub will be funded with Schulich funds. A tentative plan is available to be shared and it is hoped that the Hub will be in place for September 2019. The Dean of Arts & Science search committee had their first meeting today. As per the policy, the names of the decanal search committee members will be shared following the meeting. The Dean of Teaching search committee will be meeting for the first time next week and following the meeting an e-mail will be shared advising of the names of the decanal search committee members. In response to an inquiry as to why the Dean of Teaching hiring policy does not follow recommendation 3.4 of the Special Governance Commission Report to bring forward the names of the search committee members for the endorsement of Senate, the Provost responded that the policy of releasing the names of the members of the search committee has not changed. Members must be provided with an opportunity to declare a conflict at the first meeting. The structure and number of members on the search committee is the same.

The Senate representative from the Board of Governors provided a Report from the January Board meeting. The Report is attached to the Minutes.

The Senate representative from the Joint Committee of the Board and Senate on Governance provided a Report from the February meeting. The Report is attached to the Minutes.

The NUSU President provided a Report. The Report is attached to the Minutes.

The Chair of the Indigenization Steering Committee provided a Report from the January meeting. The Report is attached to the Minutes.

The new Director of External Relations, Cristin Christopher, introduced herself and provided further information regarding our partnership with Ignite North Bay, Nipissing University and Canadore College. The March 5 event at the Capitol Centre will also be used as an opportunity to further engage our community. E-mails have been sent out to over 4000 local alumni regarding a post Ignite reception at Cecil's. The Registrar's Office is also hosting a reception at the Capitol Centre on the night of the event to engage local students and their families.

QUESTION PERIOD

In response to a question raised regarding the Northern University Fund and whether a separate pot of money for northern universities is available, the President advised that the fund is an attempt to offset the tuition reduction and that there had been no further mention of it other than it will be an application process.

In response to a question raised regarding the resurrection of the NU News, the Director of External Relations advised that the NU News will be resurrected and encouraged everyone to think of this as an evolution. NU News is an excellent way to address good news coming out of the university. A full audit has taken place on what has been done in the past and what is done at other universities. Further information will be coming out in the next few weeks.

REPORTS OF STANDING COMMITTEES AND FACULTY OR UNIVERSITY COUNCILSSENATE EXECUTIVE COMMITTEE

MOTION 4: Moved by M. DeGagné, seconded by K. Srigley that Senate receive the Report of the Senate Executive Committee dated January 31, 2019.
CARRIED

ACADEMIC QUALITY ASSURANCE AND PLANNING COMMITTEE

MOTION 5: Moved by A. Vainio-Mattila, seconded by K. Srigley that the Report of the Academic Quality Assurance and Planning Committee dated January 25, 2019, be received.
CARRIED

MOTION 6: Moved by A. Vainio-Mattila, seconded by D. Lafrance Horning that Senate approve the creation of the new courses ADMN 1011 Academic Success Workshops; ADMN 2011 Academic Success and Career Management Workshops; and ADMN 3011 Career Management Workshops as described in the attached documents.
CARRIED

MOTION 7: Moved by A. Vainio-Mattila, seconded by K. Srigley that Senate approve the addition of ADMN 1011 Academic Success Workshops; ADMN 2011 Academic Success and Career Management Workshops; and ADMN 3011 Career Management Workshops as requirements for the Bachelor of Business Administration degree program beginning in the 2019/20 Academic Calendar.
CARRIED

OTHER BUSINESS

MOTION 8: Moved by N. Colborne, seconded by D. Tabachnick that Senate approve the Nipissing University Policy Statement on Indigenous Attire at Convocation as outlined below:

Indigenous graduates, faculty and other participants may choose to wear traditional Indigenous attire, with or in lieu of a gown, at all convocation ceremonies. The hood may be carried rather than worn depending on cultural protocols. Nipissing University acknowledges the diversity of Indigenous peoples, communities, and nations. As such, it is recognized that traditional Indigenous attire may vary.

CARRIED

MOTION 9: Moved by N. Colborne, seconded by K. Srigley that Senate approve the amended course description HIST 1206 Into to Genocide to include inclusion of “the Americas” as outlined in the attached template.
CARRIED

AMENDMENT OF BY-LAWS

MOTION 10: Moved by N. Colborne, seconded by M. Sullivan that the Report of the By-Laws and Elections Subcommittee dated January 15, 2019 be received.

- Notice of Motion that the revised Senate By-Laws document will be included on the March 8, 2019 Senate Agenda.

ELECTIONS

- Elect one (1) faculty Senate representative for a six-month replacement on the Board of Governors
D. Tabachnick – ACCLAIMED

NEW BUSINESS

- MOTION 11: Moved by A. Vainio-Mattila, seconded by A. Burk that Senate consider receipt of the Graduation Applicants dated February 6, 2019.
CARRIED
- MOTION 12: Moved by A. Vainio-Mattila, seconded by E. Dokis that Senate receive the Report of Graduation Applicants dated February 6, 2019.
CARRIED
- MOTION 13: Moved by A. Vainio-Mattila, seconded by D. Goulard that Senate grant approval to graduate the students listed in the Report of Graduation Applicants dated February 6, 2019.
CARRIED

ANNOUNCEMENTS

The Speaker advised that use of a consent Agenda will be carefully looked at for the January 2020 Senate Agenda. As the January Agendas usually consist of over 170 motions of course additions and revisions for the Academic Calendar, use of a consent Agenda would expedite the process. Further information on this process will be provided.

ADJOURNMENT

Senate was adjourned at 3:25 p.m.



.....
M. DeGagné (Chair)



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

President's Update

Sampling of Activities and Events – January 12, 2019 – February 8, 2019

Campus

- Indigenization Steering Committee
- Media Conference, Military Appreciation Day
- Town Hall
- Men's Hockey: Senior Recognition & Military Appreciation Game
- Donor Social

Meetings

- Nipissing University Alumni Advisory Board President
- Ed Dreidger re: Library Atrium
- Tom Palangio
- Cindy & Jim, Research grants
- David Drenth, outdoor structure
- Senate Executive Committee
- Joint Committee on Governance
- Tom Curry

Community

- Meeting with Gisele Hebert, Executive Director of the Children's Aid Society

Government

- PLT Conference (Ontario Provincial Police)
- Joint CCOU & Executive Heads Meeting, COU
- Executive Heads Roundtable, COU
- Discussion on the 2019 Ontario Budget
- Meeting with MP Anthony Rota

Collaboration

- Rotary Club of Kapuskasing
- Presented Muffins for Granny, OCADU
- Seminar at OCADU, Residential School Policy
- Northern University Teleconference
- Meeting with Dr. Zundel and Dr. Vezina, COU

Research / Other

- Truth and Reconciliation Seminar at the Segal Centre Theatre
- Interview with the North Bay Nugget

NIPSSING UNIVERSITY TEACHING CHAIRS PROGRAM

Nipissing University is launching a Teaching Chairs Programme starting July 1st, 2019. At this time, we seek TWO Chairs in any two of the following areas:

- Teaching Chair in Supporting Cultural Sensitivity, Cultural Safety, and/or Diversity in Higher Education (including, but not limited to indigenization, internationalization, gender diversity and neutrality)
- Teaching Chair in Mental Health and Wellness in Higher Education
- Teaching Chair in Inclusion and Equity in University Teaching and Learning
- Open theme: the committee will consider submissions in areas not already identified in the first three themes

TERM: Two-year term appointment to commence July 2019.

APPLICATION SUBMISSION DEADLINE: **April 19th, 2019 – By Noon (12:00)**

DECISION: By mid-May, 2019

PROGRAM DETAILS:

Teaching Chairs are tenured, tenure-track or continuing faculty who have demonstrated teaching excellence and a desire to advocate and support evidence-based university-wide teaching excellence.

The goal of these Chairs is three-fold: to provide faculty leadership in the development of a community of practice in the area of teaching and learning; to provide peer support to faculty members who wish to develop their research and practice in the area of pedagogy; and to engage in and share scholarship of teaching and learning research and best-practices across the university community and beyond.

ROLES AND RESPONSIBILITIES INCLUDE:

- ✓ Fostering the culture of teaching and learning excellence at Nipissing University.
- ✓ Championing teaching & learning best practices in on-campus, online, and community classroom spaces.
- ✓ Contributing to the scholarship of teaching and learning across the Faculties, Schools and Departments.

As identified by the Provost and the Deans, and in consultation with the appointed Chair, specific duties can include tasks such as*:

- Developing strategic plans for the implementation of teaching excellence at Nipissing University.
- Organizing and assisting in the delivery of teaching and learning workshops, talks, retreats and programs.
- Assisting with individual consultation and classroom observations with faculty members.
- Providing mentorship for individuals and small groups of faculty.
- Engaging in teaching and learning research (including action research) and disseminating such research to the Nipissing University community as well as at Teaching and Learning conferences.
- Representing Nipissing University on university, regional and national, and international teaching and learning committees and associations (e.g. Society for Teaching and Learning in Higher Education, Ontario Universities Council etc.).
- Contribute to the development of structures and processes that support Teaching and Learning at Nipissing.
- **These are intended to be examples of the types of duties. No one Chair would be expected to take on all these duties.*

CHAIR AREAS:

Calls for Chairs are based on particular themes that are determined by the Provost and the Deans.

TERMS OF APPOINTMENT:

2 years: July 1, 2019-June 30, 2021

COURSE RELEASE:

Two (2) Three-credit course release per year (1 per term) determined in consultation with School Dean and PVPAR.

RESEARCH GRANT:

Annual research grant of \$2500 for the duration of the Chair to conduct and disseminate Scholarship of Teaching & Learning research (total; \$5000).

APPLICATION PROCESS:

Applicants will submit the following **documents collated into ONE electronic file.**

- 1) An outline of an activity plan to be carried out through the duration of the chair with evidence of alignment with the particular theme identified in the call and potential long term impacts for the

Nipissing teaching culture, and strategy for sharing information/knowledge with faculty colleagues. *(No more than 2 pages)*

2) Philosophy of teaching. *(No more than 2 pages)*.

2) Evidence of teaching excellence with examples of innovative practices (sample course outlines activities, assessment materials should be included as appendices). *(No more than 2 pages)*

3) Course evaluations (past 3 years). In the case of new faculty with less than three years of course evaluations, submit what is available including evaluations from other institutions.

4) Examples of participation, contribution and leadership in teaching and learning development. *(No more than 1 page)*.

5) Curriculum Vitae (CV can be abridged to include information relevant to this call).

SUBMISSION PROCESS:

Applications will be submitted by applicants **electronically** to pvpar@nipissingu.ca

APPLICATION REVIEW:

The applications will be assessed by a committee made up of:

- Provost, VPAR
- Academic Deans
- One current University Teaching Chair (if their availability allows)

BOARD OF GOVERNORS' SENATE REPORT – FEBRUARY 8, 2019

- At our January meeting we welcomed a new board member, or city council representative Marcus Tignanelli
- The Board continues to wait for provincial approval of two Lieutenant-Governor-in-Council appointments. The Province had indicated that there is a backlog of such approvals, but we hope to hear something soon.
- The Board has been receiving regular updates from the Provost and the Deans regarding the ongoing IQAP reviews. On behalf of the Board of Governors, I would like to extend congratulations to everyone involved in what I understand is a very important process. The board looks forward to hearing final summaries and implementation plans.
- The Board has approved the Statement of Collegiality that was drafted and recommended by the Joint Committee of the Board and Senate on Governance.
- Finally, the Board was delighted to host a presentation by Dr. Susan Srigley at our January meeting, which was met with rave reviews and feedback regarding the progressive work that is being done at Nipissing University.

Joint Committee of the Board and Senate on Governance

The committee met this week on Tuesday, Feb. 5th. We had a good discussion on a number of issues.

Mike DeGagné has been attending our last couple of meetings as a guest.

- ✚ We have been working on the TOR for our committee—most recently reviewing the suggestions coming from the Board – which included adding the President as a standing member of the Joint committee, along with the chair of the governance committee and a non-constituent board member.

- ✚ We have had a number of discussions about creating a standing agenda item for both Board and Senate meetings....calling it something like “Recommendations from the Board/Recommendations from Senate”

We’ve had some debate as to whether this was necessary since there are existing agenda items where communications can be conveyed....however, the committee *did agree* that those vehicles are not being used as well as they could be to facilitate communication between the Board and the Senate.

The standing agenda item has been discussed as a *symbolic* recognition of the work of the joint committee, signifying an open line of communication between the Board and the Senate.

We didn’t reach consensus on our first vote on this, so we will continue to discuss and we will be looking to Senate and the Board to consider how we might reinvigorate our communications.

- ✚ Our last item of discussion—which we will continue at our next meeting—was a discussion about recent changes to hiring policies made by the Board as they relate to recommendations 3.3 - 3.5 of the Special Governance Commission report.

NUSU Senate Address – February 8, 2019

Elections

We would like to congratulate our incoming executive members. They are:

Taylor Sullivan - VP Finance and Administration

Charlotte Foster - VP Advocacy and Awareness

Shannon MacCarthy - VP Student Life

Elections for the president position, as well as our Director and Senator positions, will take place in March.

Ignite

Nipissing University and Canadore College have partnered with Ignite North Bay. On March 5th, Nipissing and Canadore students will be sharing their passions at the Capitol Centre. Tickets are free for students and they can come to our office. Faculty and staff can purchase tickets at the NUSU Office for \$5. This is a great way for the community to see how incredible our students are. We look forward to attending and supporting our students.

Shine Ball

Lakers Men's and Women's Basketball Teams are playing against the Ryerson Rams tonight. Women's game is at 6pm and Men's game is at 8pm. NUSU has partnered with athletics to make it a Shinerama themed event. T-shirts and popcorn will be sold and all proceeds will be going to Shinerama.

White Ribbon Campaign

NUSU and Katie Sills, Nipissing's Sexual Violence Prevention and Education Coordinator, partnered on a White Ribbon Campaign initiative. This campaign encourages those who are male-identified to pledge to end gender-based violence. A pledge form is currently in the NUSU office (F205) and can still be signed.

Grad Studies Trivia Night

NUSU hosted a Graduate Studies Trivia Night at Casey's on Thursday, January 31st. We are looking to host more social events for graduate studies. Thank you to Amber McCarthy from the Grad Studies office, as well as students Caleb Mady and Rebecca Dubeau for working with us on this event.

Sweetest Student of the Week

Sweetest Student of the Week has started up again this semester. Nipissing University students can be nominated for anything including giving up their seat on a bus for someone else to raising thousands of dollars for charity. Students can be nominated by their peers, faculty, staff, administration and community members.

Senate Meeting of February 8, 2019

Indigenization Steering Committee Report

The Indigenization Steering Committee last met on January 23, 2019. The main area of discussion at this meeting concerned deciding on a new structure for the work that the Indigenization Steering Committee would engage in going forward. This new proposed structure will include a working group composed of Indigenization Steering Committee members. This smaller working group would be responsible for facilitating roundtable discussions on the following five pillars of Indigenization:

- 1) Governance, Vision Statements and Strategic Plans
- 2) Teaching and Learning
- 3) Research and Community Engagement
- 4) Indigenous Student Success
- 5) Human Resources

These roundtable discussions will be gathering input through a consultative process informed by Indigenous Ways of Being, Knowing and Doing. Participation will be inclusive of students, faculty, and administration and, of course, community.

The Indigenization Steering Committee adopted this new structure on January 23, 2019 by unanimous consent.

Respectfully submitted,

Cindy Peltier

Chair, Indigenous Education

NIPISSING UNIVERSITY

REPORT OF THE SENATE EXECUTIVE COMMITTEE

February 28, 2019

There was a meeting of the Senate Executive on February 28, 2019.

The following members participated:

A. Vainio-Mattila (Vice-Chair), J. McAuliffe, J. Nadeau, P. Radia, C. Richardson, B. Hatt, J. Allison, E. Dokis, D. Goulard, S. Landriault (Recording Secretary, n-v)

Regrets: M. DeGagné, N. Colborne, P. Millar

Guest: D. Iafrate

The purpose of the meeting was to set the agenda for the March 8, 2019 Senate meeting.

The Report of the By-Laws and Elections Subcommittee dated February 19, 2019 was provided to the Senate Executive for inclusion in the Senate Agenda.

The revised draft Senate By-Laws document was discussed at length. Following discussion members agreed that a Standing Graduate Student Leave and Time Extensions Committee would not be required as such requests can be addressed by an ad hoc Committee established as part of the Graduate Studies Council which is under the direction of the Dean of Graduate Studies and Research.

Members agreed that By-Laws Article 10. Faculty Councils will not be included in the Motion to be voted on pending further discussion and recommendation at the Faculty level.

MOTION 1: Moved by A. Vainio-Mattila, seconded by B. Hatt that the Senate Executive approves the March 8, 2019 Senate Agenda.
CARRIED

Respectfully submitted,



A. Vainio-Mattila
Vice- Chair
Senate Executive Committee

MOTION 1: That Senate receive the Report of the Senate Executive dated February 28, 2019.

Nipissing University

Report of the By-Laws and Elections Subcommittee

February 19, 2019

There was a meeting of the By-Laws and Elections Subcommittee on February 19, 2019 at 10:00 a.m. in F307.

Present: B. Hatt, N. Colborne, A. Vainio-Mattila, T. Horton, D. Tabachnick, H. Mackie

Regrets: D. Davis

Moved by A. Vainio-Mattila, seconded by T. Horton that the Agenda of the February 19, 2019 By-Laws and Elections Subcommittee meeting be approved.

CARRIED

Moved by A. Vainio-Mattila, seconded by T. Horton that the Report of the January 15, 2019 By-Laws and Elections Subcommittee meeting be accepted.

CARRIED

The Provost discussed suggestions provided by members of the Provost's Council regarding the draft revised Senate By-Laws document. It was suggested that a Standing Graduate Student Leave and Time Extensions Subcommittee, which would report to the Academic Awards, Petitions and Regulations Committee, be added. Following discussion, it was agreed that a Standing Graduate Student Leave and Time Extensions Committee, rather than a Subcommittee, be added. The terms of reference and membership will be provided to the By-Laws and Elections Subcommittee by the Dean of Graduate Studies and Research and will be included as a Notice of Motion in the March 8, 2019 Senate Agenda. As regulations are already a part of the Academic Quality Assurance and Planning Committee, it was agreed that the Academic Awards, Petitions and Regulations Committee be renamed to the Academic Awards, Appeals and Petitions Committee.

Moved by T. Horton, seconded by D. Tabachnick that a Standing Graduate Student Leave and Time Extensions Committee be added to the Senate By-Laws.

CARRIED

It was also suggested that a Standing Research Committee which would report to the Academic Quality Assurance and Planning Committee be added with the Dean of Graduate Studies and Research acting as the pro tem Chair. Following discussion, it was agreed that the Academic Quality Assurance and Planning Committee has the authority to deal with matters that deal with research and this is currently reflected in the terms of reference, therefore a separate committee is not necessary.

A discussion took place regarding the inclusion of the Joint Committee of the Board and Senate on Governance in the Senate By-Laws. In response to a suggestion that this Committee's place of origin was the Collective Agreement, it was noted that this Committee was a recommendation from the Special Governance Commission Report dated October 16, 2016. The By-Laws and Elections Subcommittee rejected this suggestion.

In response to a suggestion that Senate should meet year round, or at the very least some of the Senate committees, it was noted that Senate currently meets 10 months of the year from September to May. It was agreed that the following provision be added to the revised Senate By-Laws document as 8.3(a) Each Senate standing or ad hoc committee shall establish the frequency and duration of its meetings.

It was suggested and agreed that the Ex Officio membership of 9.2 Academic Curriculum Committee be revised to include Faculty Deans instead of a Dean.

Following a full discussion of the suggestion that the provision of administrative support and the office it is to be provided by be removed from Senate Standing Committees, it was agreed that this provision be removed from the revised Senate By-Laws document. Dr. Tabachnick will look at the structures of other universities and report back for further discussion at a future By-Laws and Elections Subcommittee meeting.

Moved by T. Horton, seconded by H. Mackie that the provision of administrative support and the office it is to be provided by as referenced in the Senate Standing Committees in the revised Senate By-Laws document be removed.

CARRIED

A discussion took place regarding the position of Senate Speaker and whether this position should also sit on other Senate committees and the Board of Governors. It was noted that the positions of Senate Speaker and the Senate representative on the Board of Governors are elected positions. This matter was tabled for further discussion at a future By-Laws and Elections Subcommittee meeting.

It was noted that reference to the NUSU Executive should be removed from the members elected by NUSU and included in the Ex Officio membership in the Senate Standing Committees.

MOTION 1: That Senate Executive receive the Report of the By-Laws and Elections Subcommittee dated February 19, 2019.

Respectfully submitted,

Original signed by:

Dr. Blaine Hatt

Chair

By-Laws and Elections Subcommittee

SENATE BY-LAWS

PREAMBLE

Speaker of Senate:

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.

STATEMENT on the IMPORTANCE of COLLEGIAL GOVERNANCE at NIPISSING UNIVERSITY

STATEMENT ON COLLEGIALITY

We believe collegiality is essential to the structure and practice of university governance. Given the diversity of its constituent groups and its mission of advancing truth and knowledge, Nipissing University is best served by the open expression of ideas and opinions; encouraging thoughtful dissenting views. Successful collegial governance depends on all participants acting in good faith and having access to relevant information to offer sound opinions. In the same spirit, we must strive for inclusiveness, equality, transparency, and broad participation in our decision making.

Recognizing the obligations, responsibilities and jurisdictions of the Senate and the Board of Governors, collegial governance requires interdependence and the highest standards of mutual respect and good relationships.

The shared governance and mission of the University is best served when the principles of collegiality are respected. All of us must do our part to uphold the ideals of academic freedom and democratic practice inherent in our system of collegial governance.

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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) “Speaker” means a Faculty Senator elected as Speaker of Senate
- (k) “Deputy Speaker” means a Faculty Senator elected as Deputy Speaker of Senate
- (l) “President” means the President of the University;
- (m) “PVPAR” means the Provost and Vice-President, Academic and Research of the University;
- (n) “VPFA” means the Vice-President, Finance and Administration of the University;
- (o) “Dean” means the Dean of an Academic Faculty of the University (Arts and Science & Education and Professional Schools) and also referred to as a Faculty Dean of the University (Dean of Teaching & Dean of Graduate Studies and Research);

- (p) “Chair” means a presiding officer, as in Chair of Senate, committee Chair, department Chair, division Chair or program Chair;
- (q) “Director” means a director of a program or school of the University;
- (r) “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;
- (s) “Student” means a full-time or part-time student of the University in good academic standing, as determined by the University;
- (t) “NUSU Executive” means the elected student members of the Nipissing University Student Union Executive;
- (u) “Alumni Board” means the Board of Directors of the Nipissing University Alumni Advisory Board;
- (v) “ICE” means the Indigenous Council on Education of the University; and
- (w) “Quorum” means the minimum number of voting members in attendance in order for a meeting to commence or continue; and
- (x) “Day” means operating business day.

1.2 Definitions Related to Senate Committees

In defining the membership of Senate committees 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 ICE) 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 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) Ex Officio members of Senate and its Committees are voting members and will be counted in the establishment of quorum for a meeting. Quorum will be 50% + 1 of voting members.
- (c) 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.
- (d) 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.
- (e) Membership on Senate cannot be delegated and shall be for a three-year term.

- (f) 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 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 NUICE.

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 two (2) designated faculty Senate positions, as follows:
 - (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) three (3) years (renewable) for the two (2) designated faculty Senate representatives specified in 2.4(b), with roughly one-half (1/2) to be elected in alternate years; 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 three 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 three 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 Committee;
- (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 Committee; 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;
- (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 two (2) designated instructor representatives in 2.4(b)(i), any full-time lab, seminar or service course instructor 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 instructor representatives shall be conducted by the By-Laws & Elections Committee of Senate.

4.3 Annual Election Procedures for Representatives Allocated to Each Faculty

- (a) By 10 February each year, the By-Laws & Elections Committee shall announce the list of Senate seats available in each Faculty to be filled in the next Senate election cycle.
- (b) By 17 February 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 28 February 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 15 March 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 Committee no later than 01 April.

4.4 Annual Election Procedures for Instructor Representatives

- (a) By 01 May each year, the By-Laws & Elections Committee 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 Committee 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 Committee 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 Committee 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 Faculty of Education 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 both Faculties and Graduate Student Representative

- (a) By 01 September each year, the By-Laws & Elections Committee 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 Committee 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 Committee 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% + 1 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.

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 (b), 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 (b), 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 two faculties cannot be found to fill a Senate committee 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

8.0 The Role of Representative Standing and Ad Hoc Committees

- (a) The effective conduct of Senate business relies heavily on the work of representative Senate committees or ad hoc committees 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 as outlined in 9.0.
- (c) At its discretion, Senate may also form ad hoc committees to deal with specific matters. The proposed membership and terms of reference of any such ad hoc committee shall be specified in the motion to strike the committee.
- (d) Ad hoc committees within Standing Committees are problem-finding and problem-solving committees designed to accomplish an assigned task and to report back (with recommendations, if appropriate) to the respective Standing Committee for further consideration of recommendations and conveyance of motions, if applicable, to Senate.
- (e) Ad hoc committees of Senate shall serve until they are discharged by the respective Standing Committee or by Senate.
- (f) The membership of all Senate standing or ad hoc committees should be gender inclusive, and should reasonably represent the diversity of academic or cultural traditions and viewpoints.

8.1 General Committee/Ad Hoc Committee Procedures

- (a) In general, where appropriate and feasible, the procedures of Senate standing or ad hoc committees 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.
- (c) Unless otherwise stipulated in these By-Laws, all Senate standing or ad hoc committees shall report directly to Senate, while ad hoc committees within Senate standing committees shall bring reports and recommendations to their parent committees for consideration and possible conveyance to Senate.
- (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 shall have a Chair and a Vice-Chair, who shall either be designated when stipulating the membership or elected by the committee.
- (b) Responsibilities of the Chair shall include:
 - (i) acting as the presiding officer for the committee/ad hoc committee;
 - (ii) working with the committee/ad hoc committee to establish an appropriate meeting schedule;
 - (iii) ensuring that meeting agendas and all relevant supporting documentation are circulated to all committee/ad hoc committee members at least four (4) days before each meeting;
 - (iv) ensuring that the minutes of each committee/ad hoc committee meeting are circulated to all committee/ad hoc committee members;
 - (v) ensuring that the committee/ad hoc committee undertakes adequate consultation with all those who may be affected by any proposals being considered by the committee/ad hoc committee before such proposals are conveyed to Senate or to the parent committee;
 - (vi) preparing committee/ad hoc committee reports and recommendations as necessary and appropriate, for approval by the committee and conveyance to Senate;
 - (vii) acting as the lead spokesperson when reports and recommendations of the committee are presented to Senate;
 - (viii) in general, seeing that all work required of the committee/ad hoc committee 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/Ad Hoc Committee Meetings and Quorum

- (a) Each committee/ad hoc committee shall establish the frequency and duration of its meetings.
- (b) All meetings of Senate standing or ad hoc committees shall normally be open to non-committee (including non-Senators), and, once scheduled, such meetings shall be announced on the Senate website at least two (2) days in advance, where possible.
- (c) A non-committee member may be recognized and permitted to speak at any committee/ad hoc committee meeting at the discretion of the Chair.
- (d) A voting member of a committee/ad hoc committee 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.

- (e) Upon completion of all *in camera* business items, the Chair shall declare the meeting once again open to non-members.
- (f) The quorum for all Senate standing or ad hoc committee meetings shall be 50% +1 of the voting membership.

8.4 Committee/Ad Hoc Committee Reports

- (a) Written reports of Senate standing or ad hoc committee 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 (i.e. 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 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, clearly identify any changes made to the document using track changes or some other form of highlighting.

8.5 Annual Reports of Standing Committees

- (a) All standing committees of Senate shall present an annual report to Senate at the June meeting.
- (b) Annual standing committee 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 OF SENATE

9.0 Annual Standing Committee Election Process

- (a) Senate standing committee members shall be elected annually by respective faculty councils with the exception of student Senators;
- (b) The normal term of office for Senate representatives on Senate standing committees shall be three (3) years with the exception of student Senators (c.f.: Article 5.3);
- (c) The committee election process shall be co-ordinated by the faculty councils, and/or by NUSU;
- (d) During April of each year, the faculty councils shall begin preparing a slate of faculty (Senators and non-Senators) for the various standing committees and present the slate in time for the May Senate meeting;
- (e) If a candidate from one of the two faculties cannot be found, then the vacant position can be filled from the other faculty for that Senate year only.

9.1 Academic Awards, Appeals and Petitions Committee

- (a) *Ex Officio* Members:
 - (i) the Registrar, who shall be Chair;
 - (ii) a Dean appointed by PVPAR;
 - (iii) two (2) undergraduate student representatives, one elected from each Faculty by NUSU;
 - (iv) one (1) graduate student representative elected by NUSU.
- (b) Members Elected by Senate, Faculty Council:
 - (v) four (4) Faculty Senators, two from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;
 - (vi) a member of the NUSU Executive;
 - (vii) two (2) non-Senator Faculty; one elected from each Faculty;
- (c) Terms of Reference:
 - (i) to consider and rule on petitions and appeals by undergraduate and graduate students for exceptions to University academic regulations;
 - (ii) to consider and recommend undergraduate and graduate awards for those that require the committee review;
 - (iii) to convene appropriate ad hoc committees to ensure compliance with regulations and responsibilities respecting awards, appeals, and petitions;
 - (iv) to recommend to Senate, as deemed by the Chair in consultation with the Vice-Chair, revisions to academic regulations;
 - (v) to deal with such other matters as may be assigned from time to time by Senate.

9.2 Academic Curriculum Committee

- (a) *Ex Officio* Members:
 - (i) Faculty Deans, or designates, assigned by the PVPAR to serve as pro tem to call the first meeting of the Committee in September at which time a Chair and Vice-Chair will be elected;
 - (ii) the Registrar, or designate;
 - (iii) Executive Director, Library Services;
 - (iv) a Student Senator from the NUSU Executive;
 - (v) two (2) undergraduate student representatives; one elected from each Faculty by NUSU;
 - (vi) one (1) graduate student representative from the NUSU Executive.
- (b) Members Elected by Senate, Faculty Council:
 - (i) four (4) faculty Senators*, two from each Faculty elected by Senate; one of whom shall be elected by the Committee to serve as Chair and another to serve as Vice-Chair each on an annual basis;
 - (ii) two (2) non-Senator Faculty; one elected from each Faculty by respective Faculty Councils;
 - (iii) two (2) Graduate Coordinators/ Graduate Chairs; one elected from each Faculty by Respective Faculty Councils.

*tenured or tenure-track Faculty preferred

- (c) Terms of Reference:
- (i) to engage in on-going review of all academic curriculum matters related to undergraduate and graduate studies (including degree and program requirements) and to make recommendations to Senate, as necessary and appropriate;
 - (ii) to periodically review the criteria and policies with respect to admission of all students to the University and the transfer of credits from other educational institutions as necessary and appropriate, for conveyance to Senate;
 - (iii) to review the annual report on the School of Graduate Studies' activities;
 - (iv) to establish the criteria for membership in the Graduate Faculty;
 - (v) to deal with such other matters as may be assigned from time to time by Senate.

9.3 Academic Quality Assurance and Planning Committee (AQAPC)

- (a) *Ex Officio* Members:
- (i) the PVPAR, or designate (Chair);
 - (ii) all Deans, or designates;
 - (iii) the Registrar, or designate;
 - (iv) the Director of Institutional Research and Planning;
 - (vi) one (1) representative chosen by and from the Board of Governors;
 - (vii) one (1) student Senator from the NUSU Executive.
- (b) Members Elected by Senate or Faculty Council:
- (i) four (4) tenured or tenure-track faculty Senators * with at least two 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) undergraduate student representative;
 - (iv) one (1) graduate student representative.
- * tenured or tenure-track Faculty preferred with a 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) to review academic programs, regulations, policies, and standards and to make recommendations to Senate as necessary and appropriate;
 - (iv) to review and provide Senate the substantive outcomes of cyclical review of existing academic programs;
 - (v) to report to Senate the recommendations resulting from program reviews;
 - (vi) to direct to Senate or its relevant committees, as necessary, any issues which arise from the Committee's planning discussions regarding physical facilities or other aspects of the educational environment;
 - (vi) to deal with such matters as may be assigned from time to time by Senate.

9.4 By-Laws & Elections Committee

- (a) *Ex Officio* Members:
- (i) the Speaker (Chair);
 - (ii) the Deputy Speaker (Vice-Chair);

- (iii) the PVPAR, or designate;
- (iv) one (1) student Senator from the NUSU Executive;
- (v) the Senate Secretary (non-voting).
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty.
- (c) Terms of Reference:
 - (i) to periodically review the Senate By-Laws and the governance practices of Senate and its standing committees, 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 slate of nominees for all Senate standing committees, as well as for Senate representatives on other bodies;
 - (v) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

9.5 Honorary Degrees Committee

- (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;
 - (v) one (1) representative chosen by and from the Alumni Advisory Board;
 - (vi) one (1) student Senator from the NUSU Executive.
- (b) Members Elected by Faculty Council:
 - (i) one (1) faculty Senator or non-Senator from each Faculty.
- (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;
 - (vii) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

9.6 Joint Committee of the Board and Senate on Governance

- (a) *Ex Officio* Members:
 - (i) President of the Nipissing University Student Union (NUSU), or designate.
- (b) Members Elected by Senate:
 - (i) three (3) faculty Senators.
- (c) Members elected by Board:
 - (i) three members of the Board of Governors.
- (d) Terms of Reference:

- (i) to periodically review, on at least an annual basis, the governance structures and practices of the University to foster bicameral communication and collegiality and to recommend amendments to by-laws, practices, or policies as may be advisable;
- (ii) to establish and oversee a procedure for providing a joint orientation to new members of the Senate and Board as a means of promoting effective governance of the University;
- (iii) to establish and oversee a statement on the importance of collegial governance at Nipissing University;
- (iv) to address issues that may arise concerning a lack of civility and decorum in the conduct of the interaction of Senate or Board and which cannot be satisfactorily addressed under the existing policies and by-laws, practices, or policies as may be advisable;
- (v) to oversee the implementation of the recommendations of the Special Governance Commission Report of October 27, 2016.

9.7 Research Committee

- (a) *Ex Officio* Members:
 - (i) Dean of Graduate Studies who shall be Chair;
 - (ii) Provost and Vice-President Academic and Research (PVPAR);
 - (iii) the Executive Director of Library Services, or designate;
 - (iv) one student Senator from NUSU Executive;
 - (v) one (1) graduate student representative.
- (b) Members Elected by Senate:
 - (i) four (4) Faculty members, elected by Senate for a three (3) year term, one of whom shall be elected as vice-Chair;
- (c) Terms of Reference:
 - (i) to engage in on-going advice on all matters related to research, including but not limited to research planning, policies, and support;
 - (ii) to recommend to Senate research polices appropriate to the University;
 - (iii) to review and update on a regular basis, the Nipissing University Research Plan and to recommend the 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) to 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) to review requests for, and recommend the formation of, research centres and institutes in accordance with University policy;
 - (vii) to provide advice and direction, as necessary or when called upon to do so, 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 resources, infrastructure, accounts and the needs of faculty and students;
 - (viii) to provide written reports to Senate on its meetings as well as an Annual Report. Recommendations intended for Senate should be clearly stated and accompanied by an adequate rationale;
 - (ix) to deal with such matters relating to research as may be assigned from time to time by the Provost and Vice-President Academic and Research or by Senate.

9.8 Senate Budget Advisory Committee (Recommendation 3.1 Special Governance Committee)

- (a) *Ex Officio* Members
 - (i) the Provost, Vice-President Academic & Research (Chair);
 - (ii) the Vice-President, Finance & Administration;
 - (iii) a Dean, appointed by PVPAR;

- (iv) one (1) Student Senator from the NUSU Executive.
- (b) Members elected by Senate:
 - (i) three (3) Faculty Senators (at least one from each Faculty).
- (c) Terms of Reference
 - (i) to consider the financial position of the University and to make recommendations to Senate on budget planning;
 - (ii) to make recommendations to Senate on the details of the annual university operating budget as it pertains to the allocation of resources for academic purposes;
 - (iii) to provide input into long-range planning within the context of the Academic Plan;
 - (iv) to convey recommendations from Senate on the annual operating budget and long-term financial plans to the Board of Governors which has ultimate fiduciary responsibility for the University;
 - (v) to deal with such matters as may be assigned from time to time by Senate.

9.9 Senate Executive Committee

- (a) *Ex Officio* Members:
 - (i) the President (Chair);
 - (ii) the PVPAR, or designate (Vice-Chair);
 - (iii) Deans, or their designates, appointed by PVPAR;
 - (iv) the Registrar;
 - (v) the Speaker;
 - (vi) the Deputy Speaker;
 - (vii) one (1) student Senator from the NUSU Executive.
- (b) Members Elected by Faculty Council:
 - (i) one (1) tenured or tenure-track faculty Senator* from each Faculty Council.
* 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 Committee and Honorary Degrees Committee;
 - (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;
 - (ix) to deal with such other matters as may be assigned from time to time by Senate.

9.10 Teaching & Learning Committee

- (a) *Ex Officio* Members:
 - (i) Dean of Teaching *;
 - (ii) Executive Director of Library Services, or designate;
 - (iii) two (2) undergraduate student representatives; one elected from each Faculty;
 - (iv) one (1) graduate student representative.

* The Dean will serve as pro-tem Chair and call the first meeting of the Committee in September to elect a Chair and Vice-Chair.

- (b) Members Elected by Senate, Faculty Council:
 - (i) four (4) Faculty Senators, two from each Faculty, one of whom shall be elected by the Committee to serve, on an annual basis, as Chair and one of whom shall be elected to serve as Vice-Chair;
 - (ii) two (2) non-Senator Faculty; one elected from each 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 technology and infrastructure, library services, 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 and faculty research;
 - (ii) to participate in on-going review of policies, practices, and objectives and their role in providing teaching and learning support for faculty and students;
 - (iii) to adopt an advocacy role in support of new initiatives, and when and as appropriate, advise with priority-setting with matters related to library resources and services;
 - (iv) to consider, for approval and conveyance to Senate, reports and recommendations;
 - (vi) to deal with such other matters as may be assigned from time to time by Senate.

10. FACULTY COUNCILS

10.0 General Council Provisions

- (a) In addition to the Senate standing and ad hoc committees as outlined in Articles 8 and 9, the Faculty councils shall be recognized as part of the academic decision-making structure of the University;
- (b) Each Faculty Council 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 Dean, or designate, who shall be Chair;
 - (ii) Associate and Dean of the Faculty;
 - (iii) all faculty members holding appointments in the Faculty;
 - (iv) one (1) part-time instructor (if any) from each department/program* within the Faculty;

* 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 Academic Curriculum Committee of Senate as appropriate, proposals from individual departments/programs for changes or additions to undergraduate curriculum;
 - (iii) to make recommendations to Senate, or to an appropriate Senate standing committee on any matter deemed to be of relevant academic concern to the University;
 - (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 Academic Curriculum Committee and Senate:
 - (i) proposals for new undergraduate programs prepared in accordance with the Nipissing University IQAP-C Protocol, 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 Academic Curriculum 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 (i.e.: 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 Committee Procedures

- (a) The Nominations and Elections Committee 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 Committee who shall be Chair; two other faculty representatives; and the Dean of the Faculty;
- (c) The committee 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 April, to be returned to the subcommittee Chair no later than 17 April;
- (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) The normal term of office for Senators on Senate Committees shall be three (3) years;
- (f) All results will be reported to the Bylaws and Elections Committee by 25 May.

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;
 - (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;
- (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;

- (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

- (a) Recognizing the importance of its standing committees 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 each year. *Ex officio* Senators may be required to serve on, and in some cases chair, several standing committees as part of their normal responsibilities;
- (b) Notwithstanding (a), and in order that the committee 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 in any given year;
- (c) Serving as a Senate representative on the Board of Governors (11.0) or on COU (11.1) shall be considered equivalent to serving on a Senate standing committee.

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 and 2.3;
 - (iii) elected Senators shall be those identified in 2.4.
- (b) Senate positions may become vacant before the completion of their normal terms of office (3 years) 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;
 - (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 Committee 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

- (a) Positions on Senate standing or ad hoc committees 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 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 due to other unforeseen circumstances.
- (b) Resignations from Senate standing or ad hoc committees shall be submitted in writing to the Chair of the committee and the Chair of Senate;
- (c) A vacancy in any *ex officio* standing or ad hoc committee 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 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 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 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 Committee, in consultation with the relevant committee 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;

- (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 Committee, 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.

Passed by Senate: June 2008
Revised: October 2008
Revised: December 2008
Revised: February 2009
Revised: March 2009
Revised: September 2009
Revised: October 2009
Revised: November 2009
Revised: December 2009
Revised: June 2010
Revised: November 2010
Revised: December 2010
Revised: February 2011
Revised: March 2011
Revised: May 2011
Revised: October 2011
Revised: November 2011
Revised: February 2012
Revised: July 2012
Revised: November 2012
Revised: December 2012
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Revised: January 2014
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Revised: April 2015
Revised: October 2015
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Revised: August 2017
Revised: November 2017
Revised: August 2018
Revised: November 2018
Revised: January 2019
Revised: February 2019

SENATE BY-LAWS

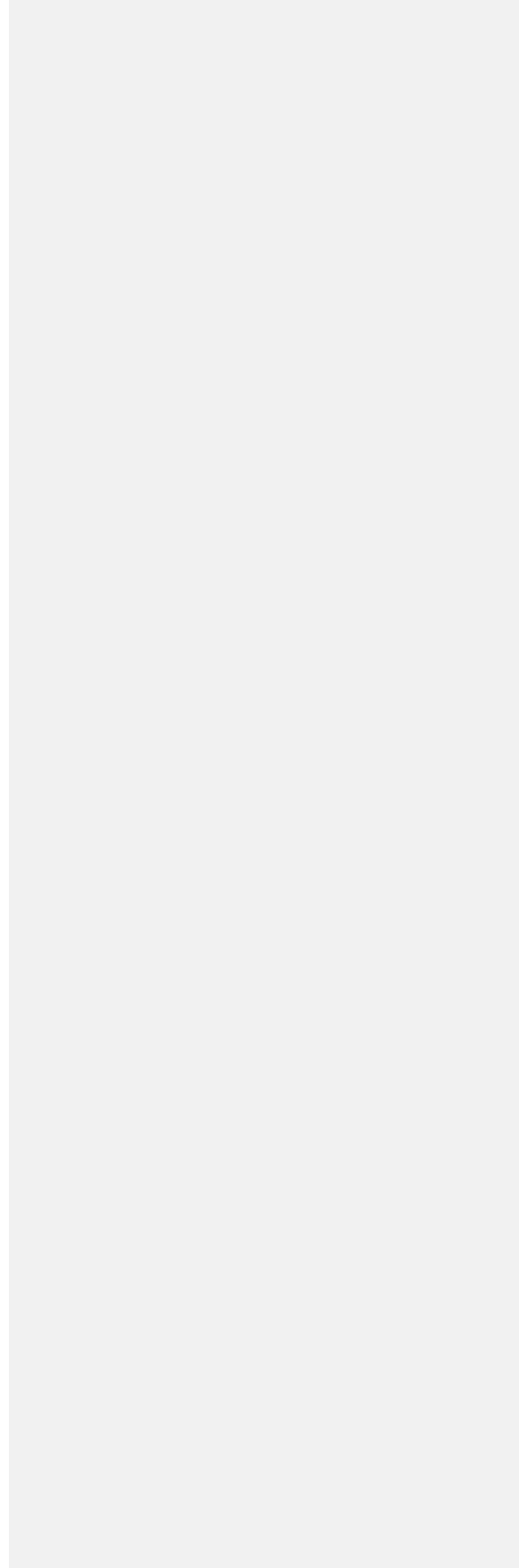


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PREAMBLE

Speaker of Senate:

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.

STATEMENT on the IMPORTANCE of COLLEGIAL GOVERNANCE at NIPISSING UNIVERSITY

We believe collegiality is essential to the structure and practice of university governance. Given the diversity of its constituent groups and its mission of advancing truth and knowledge, the Nipissing University is best served by the open expression of ideas and opinions; encouraging thoughtful dissenting views. Successful collegial governance depends on all participants acting in good faith and having access to relevant information to offer sound opinions. In the same spirit, ~~we decision-making~~ must strive for inclusiveness, equality, transparency, and broad participation in our decision making.

Recognizing the obligations, responsibilities and jurisdictions of the Senate and the Board of Governors, collegial governance requires interdependence and the highest standards of mutual respect and good relationships.

The shared governance and mission of the University is best served, including the Board's responsible fiscal management and the Senate's oversight of academic integrity, best supports the academic mission of the University when the principles of collegiality are respected, and upheld.

All of us must do our part to uphold the ideals of academic freedom and democratic practice inherent in our system of collegial governance.

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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) [“Speaker” means a Faculty Senator elected as Speaker of Senate](#)
- ~~(k)~~ [“Deputy Speaker” means a Faculty Senator elected as Deputy Speaker of Senate](#)
- ~~(l)~~ “President” means the President of the University;
- ~~(m)~~ “PVPAR” means the Provost and Vice-President, Academic and Research of the University;
- ~~(n)~~ “VPFA” means the Vice-President, Finance and Administration of the University;
- ~~(o)~~ “Dean” means the Dean of an academic faculty of the University;
- ~~(p)~~ “Chair” means a presiding officer, as in Chair of Senate, committee Chair, department Chair, division Chair or program Chair;

- (q) “Director” means a director of a program or school of the University;
- (r) “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;
- (s) “Student” means a full-time or part-time student of the University in good academic standing, as determined by the University;
- ~~(t) “Regional campus” means a campus of the University located outside North Bay;~~
- (t) “NUSU Executive” means the elected student members of the Nipissing University Student Union Executive;
- (u) “Alumni Board” means the Board of Directors of the Nipissing University Alumni Advisory Board;
- (v) “ACE” means the ~~Aboriginal Indigenous~~ Council on Education of the University; and
- (w) “Quorum” means the minimum number of voting members in attendance in order for a meeting to commence or continue; and
- (x) “Day” means operating business day.

1.2 Definitions Related to Senate Committees ~~and Subcommittees~~

1.2

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 ACEICE) 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~~ ~~(iii) other non-faculty Senators~~; and (iv) ~~faculty~~ faculty Senators.
- ~~(b) Ex Officio members of Senate and its Committees are voting members and will be counted in the establishment of quorum for a meeting. Quorum will be 50% + 1 of voting members.~~
- ~~(c) 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.~~
- ~~(d) 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.~~
- ~~(e) Membership on Senate cannot be delegated and shall be for a three-year term.~~

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~~(e)~~(f) 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 NUACEICE.

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 ~~two~~ two (2) designated faculty Senate positions, as follows:
 - (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-three (32)~~ years (renewable) for the two (2) designated faculty Senate representatives specified in 2.4(b), with roughly one-half (1/2) to be elected ~~each in alternate years~~^{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-three~~ 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-three~~ 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 [SubcommitteeCommittee](#);
- (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 [SubcommitteeCommittee](#); 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 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.~~

~~(e)(b)~~ 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 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-February~~ each year, the By-Laws & Elections ~~Subcommittee-Committee~~ shall announce the list of Senate seats available in each Faculty to be filled in the next Senate election cycle.
- (b) By 17 ~~January-February~~ 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~~ ~~28 February~~ 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~~ ~~15 March~~ 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 01April.

4.4 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 Faculty of Education and Professional Studies.~~
 (g) ~~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 Professional Studies, then the Faculty of Applied and Professional Studies.~~

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~~5.~~ **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~~both Faculties and Graduate Student Representative

- (a) By 01 September each year, the By-Laws & Elections ~~Subcommittee~~Committee 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~~Committee 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~~Committee shall consider other alternatives and make appropriate recommendations to the Senate Executive Committee, for conveyance to Senate.

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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.

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- (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% + 1 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.

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 (eb), 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 (be), 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~~ two 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~~ ad hoc committees 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 within Standing Committees are problem-finding and problem-solving committees designed to accomplish an assigned task and to report back (with recommendations, if appropriate) to the respective Standing Committee for further consideration of recommendations and conveyance of motions, if applicable, to Senate.
- (e) Ad hoc committees ~~and subcommittees~~ of Senate shall serve until they are discharged by the respective Standing Committee or by Senate.
- (f) 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~~ Ad Hoc Committee 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) Unless otherwise stipulated in these By-Laws, a All Senate standing or ad hoc committees shall report directly to Senate, while ~~standing or ad hoc subcommittees~~ within Senate standing committees 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/~~ad hoc committee~~/~~subcommittee~~;
 - (ii) working with the committee/~~ad hoc committee~~/~~subcommittee~~ to establish an appropriate meeting schedule;
 - (iii) ensuring that meeting agendas and all relevant supporting documentation are circulated to all committee/~~subcommittee~~/~~ad hoc committee~~ members at least four (4) days before each meeting;
 - (iv) ensuring that the minutes of each committee/~~subcommittee~~/~~ad hoc committee~~ meeting are circulated to all committee/~~subcommittee~~/~~ad hoc committee~~ members;
 - (v) ensuring that the committee/~~subcommittee~~/~~ad hoc committee~~ undertakes adequate consultation with all those who may be affected by any proposals being considered by the committee/~~subcommittee~~/~~ad hoc committee~~ before such proposals are conveyed to Senate or to the parent committee;
 - (vi) preparing committee/~~subcommittee~~/~~ad hoc committee~~ 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~~/~~ad hoc committee~~ is completed in an expeditious and timely fashion.
- ~~(b)~~(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~~-Ad Hoc Committee 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~~/~~ad hoc committee~~ meeting at the discretion of the Chair.
- (c) A voting member of a committee/~~subcommittee~~/~~ad hoc committee~~ 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% ~~+1~~ of the voting membership.

8.4 Committee/~~Ad Hoc 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

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- (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 committee ~~members~~/~~subcommittees~~ shall be elected annually ~~by by members~~ of respective faculty councils ~~with the exception of student Senators;~~ ~~on a three-year rotational basis.~~
- (b) ~~The normal term of office for Senate representatives on Senate standing committees shall be three (3) years with the exception of student Senators (c.f.: Article 5.3):-~~
- (c**b**) The committee/~~subcommittee~~ election process shall be co-ordinated by the faculty councils, ~~and/or by NUSU:-~~
- (d**e**) 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.
- (e**d**) If a candidate from one of the ~~three-two~~ faculties cannot be found, then the vacant position can be filled from ~~the 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 Committee Subcommittee and Honorary Degrees SubcommitteeCommittee;~~
- ~~(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 Academic Curriculum Committee~~

~~(a) Ex Officio Members:~~

- ~~(i) a Dean, or designate, assigned by the PVPAR to serve as pro tem to call the first meeting of the Committee in September at which time a Chair and Vice Chair will be elected;~~
- ~~(ii) the Dean of Graduate Studies, or designate; and,~~
- ~~(iii) the Registrar, or designate~~
- ~~(iv) a Student Senator from the NUSU Executive~~

~~(b) Members Elected by Senate, Faculty Council, and NUSU:~~

- ~~(i) four (4) faculty Senators*, two from each Faculty elected by Senate with the opportunity to add two (2) or more Senators to ensure majority of the Committee, one of whom shall be elected by the Committee to serve as Chair and another to serve as Vice Chair each on an annual basis;~~
- ~~(ii) two (2) non Senator Faculty; one elected from each Faculty by respective Faculty Councils;~~
- ~~(iii) two (2) Graduate Coordinators/ Graduate Chairs; one elected from each Faculty by Respective Faculty Councils;~~
- ~~(iv) two (2) undergraduate student representatives; one elected from each Faculty by NUSU;~~
- ~~(v) one (1) graduate student representative from the NUSU Executive.~~

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~~_____ *tenured or tenure track Faculty preferred~~

~~(c) Terms of Reference:~~

- ~~(i) to engage in on-going review of all academic curriculum matters related to undergraduate and graduate studies (including degree and program requirements) and to make recommendations to Senate, as necessary and appropriate;~~
- ~~(ii) to periodically review the criteria and policies with respect to admission of all students to the University and the transfer of credits from other educational institutions, and make recommendations to the Academic Quality Assurance and Planning Committee, as necessary and appropriate, for conveyance to Senate~~
- ~~(iii) to review the annual report on The School of Graduate Studies' activities;~~
- ~~(iv) to establish the criteria for membership in the Graduate Faculty; and,~~
- ~~(v) to deal with such other matters as may be assigned from time to time by Senate.~~

~~9.2 Academic Quality Assurance and Planning Committee (AQAPC)~~

~~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~~

~~(i) 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;~~

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- (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 all Deans of each Faculty, or their designate;
- (ii) (iii) the Registrar, or designate;
- (iii) (iv) The Director of Institutional Research and Planning;
- (iv) the Executive Director of Library Services, or designate;
- (v) one (1) representative chosen by and from the Board of Governors;
- (vii) one (1) student Senator from the NUSU Executive.

(b) Members Elected by Senate or Faculty Council:

- (i) four (4) tenured or tenure track faculty Senators* with at least one two 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;
 - (iii v) one (1) undergraduate student Senator from each Faculty representative; and
 - (iv) one (1) graduate student Senator representative.
- * tenured or tenure track Faculty preferred with a
* 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 to review of new academic programs, regulations, policies, and standards and has the authority to make recommendations to Senate as necessary and appropriate;
- (iv) to review and provide Senat new programs for Senate approval;
- (iv) AQAPC is responsible for reviewing and providing Senate the substantive outcomes of eyclical review of existing academic programs;
- (v) AQAPC is responsible to for reporting to Senate the recommendations resulting from program reviews;
- (v) 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 Budget Advisory Committee

Administrative Support Provide through the Office of Vice President, Finance and Administration

9.4 By Laws & Elections Committee (B&E)

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~~(a) Ex Officio Members:~~

- ~~(i) the Speaker (Chair);~~
- ~~(ii) the Deputy Speaker (Vice Chair);~~
- ~~(iii) the PVPAR, or designate; and~~
- ~~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 standing committees, 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, 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.~~

~~Administrative Support provided through the Office of The Provost Vice President Academic and Research~~

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~~9.5 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~~
- ~~to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.~~

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~~9.3 Undergraduate Studies Committee (USC) (Subsumed above in the Academic Curriculum Committee)~~

- (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~~ Joint Committee of the Board and Senate on Governance
- ~~(gnate-~~
- (b) ~~Members Elected by Faculty Council:~~
- (i) ~~one (1) tenured or tenure track faculty Senator from each Faculty;~~
- (ii) ~~one (1) faculty~~ Ex Officio Members:
- (i) ~~President of the Nipissing University Student Union (NUSU), or designate~~
- (b) ~~Members Elected by Senate:~~
- (i) ~~three (3) faculty Senators~~
- (c) ~~Members elected by Board:~~
- (i) ~~three members of the Board of Governors~~
- (d) ~~Terms of Reference:~~
- (i) ~~to periodically review, on at least an annual basis, the governance structures and practices of the University to foster bicameral communication and collegiality and to recommend amendments to by-laws, practices, or policies as may be advisable;~~
 - (ii) ~~to establish and oversee a procedure for providing a joint orientation to new members of the Senate and Board as a means of promoting effective governance of the University;~~
 - ~~to establish and oversee a statement on the importance of collegial governance at Nipissing University;~~
 - ~~to address issues that may arise concerning a lack of civility and decorum in the conduct of the interaction of Senate or Board and which cannot be satisfactorily addressed under the existing policies and by-laws, practices, or policies as may be advisable; and;~~
 - ~~to oversee the implementation of the recommendations of the Special Governance Commission Report of October 27, 2016.~~

Administrative Support Provided through the Office of the President

- ~~ulty 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~~
- (e) ~~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 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.~~

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~~9.3.1 Undergraduate Standing & Petitions Subcommittee (S&P) (Subsumed below in Student Affairs Committee)~~

- ~~(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 behalf, 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~~

~~9.3.2 Undergraduate Services & Awards Subcommittee (S&A) (Subsumed below in Student Affairs Committee)~~

- ~~(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) (Subsumed below in Student Affairs Committee)

- (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 (Subsumed below in Student Affairs Committee)

- (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;

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- 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

~~Research Committee~~

~~(a) Ex Officio Members:~~

- ~~(i) Dean of Graduate Studies who shall be Chair;~~
- ~~(ii) Provost and Vice President Academic and Research (PVPAR);~~
- ~~(iii) the Executive Director of Library Services, or designate;~~

~~(b) Members Elected by Senate:~~

- ~~(i) four (4) Faculty members, elected by Senate for a three (3) year term, one of whom shall be elected as vice Chair and three of whom shall respectively represent the Tri-Council disciplines of CIHR, NSERC, SSHRC, and one (1) Canada Research Chair or Indigenous Education Chair;~~
- ~~(ii) one (1) graduate student representative; and~~
- ~~(iii) one student Senator from NUSU Executive~~

~~(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) to recommend to Senate research policies appropriate to the University;~~
- ~~(iii) to review and update on a regular basis, the Nipissing University Research Plan and to 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) to 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;~~
- ~~to review requests for, and recommend the formation of research centres and institutes in accordance with University policy;~~
- ~~to provide advice and direction, as necessary or when called upon to do so, 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;~~
- ~~to 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;~~
- ~~to deal with such matters relating to research as may be assigned from time to time by the Provost and Vice President Academic and Research or by Senate.~~

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Administrative Support Provided through the Office of the Dean of Graduate Studies and Research

Student Affairs Committee

(a) Ex Officio Members:

- (i) Registrar, who shall be Chair
- (ii) a Dean, or designate assigned by the PVPAR;
- (iii) a member of the NUSU Executive

(b) Members Elected by Senate, Faculty Council, and NUSA:

- four (4) Faculty Senators, two from each Faculty, one of whom shall be elected by the Committee to serve as Vice Chair;
- two (2) non-Senator Faculty; one elected from each Faculty;
- two (2) undergraduate student representatives, one elected from each Faculty;
- one (1) graduate student representative

(c) Terms of Reference:

- to periodically review the University's policies and criteria with respect to defining and assessing undergraduate and graduate academic standing and student appeals (other than petitions for exceptions to University academic regulations), and to make recommendations as necessary and appropriate to Senate;
- to consider and rule on petitions by undergraduate and graduate students for exceptions to University academic regulations (decisions are final and may not be appealed);
- to report to the next Student Affairs Committee all actions deemed appropriate and taken by the Registrar in consultation with the Chair and Vice Chair to exercise the Committee's authority respecting standing(s) and petitions;
- to bring, as deemed by the Registrar in consultation with the Chair and Vice Chair, any undergraduate or graduate degree or program requirements or other academic regulations that give rise to avoidable student petitions and/or appeals to the attention of the Student Affairs Committee and/or appropriate University bodies for further consideration and possible action;
- to rule on the admissibility of candidates who fail to meet normal University admission requirements, but who, in the opinion of the Registrar in consultation with the Chair and Vice Chair, deserve special consideration;
- to engage in on-going review and oversight of all undergraduate and graduate academic and non-academic services and make recommendations to Senate, regarding the introduction of new services and changes to existing services which would enhance the undergraduate and graduate student experience(s) or make the University more attractive to prospective undergraduate or graduate students;
- to periodically review the overall undergraduate and graduate awards program of the University, and make recommendations regarding changes in the program to Senate;
- to ensure that all existing and new undergraduate and graduate scholarships, medals, bursaries and other awards are consistent with established and approved terms, conditions and criteria; this includes, but is not limited to, graduate scholarships (CGS, M, OGS, and NUGS (after consultation with the respective program chair);
- to identify through the degree audit process graduating students who are eligible for consideration for major undergraduate and graduate academic awards and to make the final selections of students eligible for academic awards, as identified by the Office of the Registrar in consultation with the Chair and Vice Chair;
- 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;
- to consider and rule on a student appeal and to conduct the appeal hearing in accordance with University policies and procedures regarding student appeals;
- to carry out Senate approved graduate program policies of time extensions and leaves of absence;

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- ~~to review and develop policies and procedures for leaves and time extensions;~~
- ~~and, to deal with such other matters as may be assigned from time to time by Senate.~~

~~Administrative Support provided through the Office of the Registrar.~~

9.5.9 Teaching & Learning Committee (T&L)

~~(a) Ex Officio Members:~~

- ~~(i) A Dean*, appointed by PVPAR~~
 - ~~(i) one (1) Dean, or their designate (Chair); and~~
 - ~~(ii) the Executive Director of Library Services, or designate.~~
- ~~* The Dean will serve as pro tem Chair and call the 1st Meeting of the Committee in September to elect a Chair and Vice Chair.~~

~~Members Elected by Senate, Faculty Council, and NUSU:~~

- ~~(i) four (4) Faculty Senators, two from each Faculty, one of whom shall be elected by the Committee to serve as Chair and one of whom shall be elected to serve as Vice Chair on an annual basis; and with the opportunity to add two (2) or more Senators to ensure majority of the Committee~~
- ~~(ii) two (2) non-Senator Faculty; one elected from each Faculty;~~
- ~~(iii) two (2) undergraduate student representative; one elected from each Faculty;~~
- ~~(iv) one (1) graduate student representative;~~
- ~~(v) all Faculty Senators and non-Senator Faculty members are elected to the Teaching and Learning Committee on the basis of a three year rotation plan;~~

~~(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.~~
- ~~(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 technology and infrastructure, library services, 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 and faculty research;~~

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- ~~(ii) — when it seems appropriate to do so or when called upon to do so, to consult with other senate committees, sub-committees, and university offices regarding teaching and learning support;~~
- ~~(iii) — to engage in on-going review of policies, practices and objectives and their role in providing teaching and learning support for faculty and students;~~
- ~~(iv) — engage in an advocacy role in support of new initiatives, and when and as appropriate, advise with priority setting with matters related to library resources and services;~~
 - ~~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;~~
- ~~(v) — to consider, for approval and conveyance to Senate, reports and recommendations; and~~
- ~~(vi) — to deal with such other matters as may be assigned from time to time by Senate.~~

Administrative support provided through the Office of the Dean of Teaching

9.5.1 Library Advisory Subcommittee (LIB) (Subsumed above in Teaching and Learning Committee)

- ~~(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) (Subsumed above in Teaching and Learning Committee)

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~~(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 VPPA 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) (Subsumed above in the Academic Curriculum Committee):~~~~(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);~~

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- ~~(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 (Subsumed above in Student Affairs Committee)~~

- ~~(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 (Subsumed above in Student Affairs Committee)~~

~~9.1 Academic Awards, Petitions, Regulations~~

- ~~(a) Ex Officio Members:~~
 - ~~(i) the Registrar, who shall be Chair~~
 - ~~(ii) a Dean appointed by PVPAR~~
 - ~~(iii) a member of the NUSU Executive~~
 - ~~(b) Members Elected by Senate, Faculty Council, and NUSA:~~
 - ~~(i) four (4) Faculty Senators, two from each Faculty, one of whom shall be elected by the Committee to serve as Vice-Chair;~~
 - ~~(ii) two (2) non-Senator Faculty; one elected from each Faculty;~~
 - ~~(iii) two (2) undergraduate student representatives, one elected from each Faculty by NUSU; and,~~
 - ~~(iv) one (1) graduate student representative elected by NUSU.~~
 - ~~(c) Terms of Reference:~~
 - ~~(i) to consider and rule on petitions and appeals by undergraduate and graduate students for exceptions to University academic regulations;~~
 - ~~(ii) to consider and recommend undergraduate and graduate awards for those that require the committee review;~~
 - ~~(iii) to convene appropriate ad hoc committees to ensure compliance with regulations and responsibilities respecting awards, appeals, and petitions;~~
 - ~~(iv) to recommend to Senate, as deemed by the Chair in consultation with the Vice-Chair, revisions to academic regulations; and,~~
 - ~~(v) to deal with such other matters as may be assigned from time to time by Senate.~~
- ~~Administrative Support provided through the Office of the Registrar.~~

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9.2 Academic Curriculum Committee

(a) Ex Officio Members:

(i) a Dean, or designate, assigned by the PVPAR to serve as pro tem to call the first meeting of the Committee in September at which time a Chair and Vice-Chair will be elected;

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(ii) **the Dean of Graduate Studies, or designate; REMOVE?**

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(iii) the Registrar, or designate;

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(v) Executive Director, Library Services;

(vi) a Student Senator from the NUSU Executive.

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(b) Members Elected by Senate, Faculty Council, and NUSU:

(i) four (4) faculty Senators*, two from each Faculty elected by Senate; one of whom shall be elected by the Committee to serve as Chair and another to serve as Vice-Chair each on an annual basis;

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(ii) two (2) non-Senator Faculty; one elected from each Faculty by respective Faculty Councils;

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(iii) two (2) Graduate Coordinators/ Graduate Chairs; one elected from each Faculty by Respective Faculty Councils;

(iv) ~~a Student Senator from the NUSU Executive~~

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(v) two (2) undergraduate student representatives; one elected from each Faculty by NUSU;

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(vi) one (1) graduate student representative from the NUSU Executive.

*tenured or tenure-track Faculty preferred

(c) Terms of Reference:

(i) to engage in on-going review of all academic curriculum matters related to undergraduate and graduate studies (including degree and program requirements) and to make recommendations to Senate, as necessary and appropriate;

(ii) to periodically review the criteria and policies with respect to admission of all students to the University and the transfer of credits from other educational institutions as necessary and appropriate, for conveyance to Senate

(iii) to review the annual report on the School of Graduate Studies' activities;

(iv) to establish the criteria for membership in the Graduate Faculty; and,

(v) to deal with such other matters as may be assigned from time to time by Senate.

9.3 Academic Quality Assurance and Planning Committee (AQAPC)

(a) Ex Officio Members:

(i) the PVPAR, or designate (Chair);

(ii) all Deans, or designates;

(iii) the Registrar, or designate;

(iv) the Director of Institutional Research and Planning;

(v) one (1) representative chosen by and from the Board of Governors;

(vii) one (1) student Senator from the NUSU Executive

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(b) Members Elected by Senate or Faculty Council:

(i) four (4) tenured or tenure-track faculty Senators* with at least two 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) undergraduate student representative; and

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- (iv) one (1) graduate student representative.
* tenured or tenure-track Faculty preferred with a 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) to review academic programs, regulations, policies, and standards and to make recommendations to Senate as necessary and appropriate;
- (iv) to review and provide Senate the substantive outcomes of cyclical review of existing academic programs;
- (v) to report to Senate the recommendations resulting from program reviews;
- (vi) to direct to Senate or its relevant committees, as necessary, any issues which arise from the Committee's planning discussions regarding physical facilities or other aspects of the educational environment;
- (vi) to deal with such matters as may be assigned from time to time by Senate.

9.4 By-Laws & Elections Committee (B&E)

(a) Ex Officio Members:

- (i) the Speaker (Chair);
- (ii) the Deputy Speaker (Vice-Chair);
- (iii) the PVPAR, or designate; and
- (iv) the Senate Secretary (non-voting).
- (v) one (1) student Senator from the NUSU Executive.

(b) Members Elected by Faculty Council:

- (i) one (1) faculty Senator or non-Senator from each Faculty.

(c) Terms of Reference:

- (i) to periodically review the Senate By-Laws and the governance practices of Senate and its standing committees, 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 slate of nominees for all Senate standing committees, 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.

~~Administrative Support provided through the Office of the Provost Vice President Academic and Research~~

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9.5 Honorary Degrees Committee (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;
- (vi) one (1) representative chosen by and from the Alumni Advisory Board;
- (vii) one (1) student Senator from the NUSU Executive.

(b) Members Elected by Faculty Council:

- (i) one (1) faculty Senator or non-Senator from each Faculty.

(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
- (viii) to deal with such other matters as may be assigned from time to time by the Senate Executive Committee or by Senate.

Administrative Support Provided through the Office of the President

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9.6 Joint Committee of the Board and Senate on Governance

(a) Ex Officio Members:

- (i) President of the Nipissing University Student Union (NUSU), or designate

(b) Members Elected by Senate:

- (i) three (3) faculty Senators

(c) Members elected by Board:

- (i) three members of the Board of Governors

(d) Terms of Reference:

- (i) to periodically review, on at least an annual basis, the governance structures and practices of the University to foster bicameral communication and collegiality and to recommend amendments to by-laws, practices, or policies as may be advisable;
- (ii) to establish and oversee a procedure for providing a joint orientation to new members of the Senate and Board as a means of promoting effective governance of the University;
- (iii) to establish and oversee a statement on the importance of collegial governance at Nipissing University;
- (iv) to address issues that may arise concerning a lack of civility and decorum in the conduct of the interaction of Senate or Board and which cannot be satisfactorily addressed under the existing policies and by-laws, practices, or policies as may be advisable; and,
- (v) to oversee the implementation of the recommendations of the Special Governance Commission Report of October 27, 2016.

Administrative Support Provided through the Office of the President

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9.7 Research Committee

(a) Ex Officio Members:

- (i) Dean of Graduate Studies who shall be Chair;
- (ii) Provost and Vice-President Academic and Research (PVPAR);
- (iii) the Executive Director of Library Services, or designate;
- (iv) one student Senator from NUSU Executive.

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(b) Members Elected by Senate:

- (i) four (4) Faculty members, elected by Senate for a three (3) year term, one of whom shall be elected as vice-Chair and three of whom shall respectively represent the Tri Council disciplines of CHHR, NSERC, SSHRC, and one (1) Canada Research Chair or Indigenous Education Chair;
- (ii) one (1) graduate student representative.

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(c) Terms of Reference:

- (i) to engage in on-going advice on all matters related to research, including but not limited to research planning, policies, and support;
- (ii) to recommend to Senate research polices appropriate to the University;
- (iii) to review and update on a regular basis, the Nipissing University Research Plan and to recommend the 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) to 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) to review requests for, and recommend the formation of, research centres and institutes in accordance with University policy;
- (vii) to provide advice and direction, as necessary or when called upon to do so, 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 resources, infrastructure, accounts and the needs of faculty and students;
- (viii) to provide written reports to Senate on its meetings as well as an Annual Report. Recommendations intended for Senate should be clearly stated and accompanied by an adequate rationale; and,
- (ix) to deal with such matters relating to research as may be assigned from time to time by the Provost and Vice-President Academic and Research or by Senate.

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9.8 Senate Budget Advisory Committee (Recommendation 3.1 Special Governance Committee)(a) Ex Officio Members

- (i) the Provost, Vice-President Academic & Research (Chair);
- (ii) the Vice-President, Finance & Administration;
- (iii) a Dean, appointed by PVPAR;
- (iv) one (1) Student Senator from the NUSU Executive

(b) Members elected by Senate:

- (i) three (3) Faculty Senators (at least one from each Faculty)

(c) Terms of Reference

- (i) to consider the financial position of the University and to make recommendations to Senate on budget planning;

- (ii) to make recommendations to Senate on the details of the annual university operating budget as it pertains to the allocation of resources for academic purposes;
 - (iii) to provide input into long-range planning within the context of the Academic Plan;
 - (iv) to convey recommendations from Senate on the annual operating budget and long-term financial plans to the Board of Governors which has ultimate fiduciary responsibility for the University; and,
 - (v) to deal with such matters as may be assigned from time to time by Senate.
- ~~Administrative Support Provided through the Office of Vice President, Finance and Administration~~

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9.9 Senate Executive Committee (EXEC)

- (a) Ex Officio Members:
 - (i) the President (Chair);
 - (ii) the PVPAR, or designate (Vice-Chair);
 - (iii) a-Deans, or their designates, appointed by PVPAR;
 - (iv) the Registrar;
 - (v) the Speaker;
 - (vi) the Deputy Speaker;
 - (vii) one (1) student Senator from the NUSU Executive.
- (b) Members Elected by Faculty Council:
 - (i) one (1) tenured or tenure-track faculty Senator* from each Faculty Council.

*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 Committee and Honorary Degrees Committee;
 - (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.

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9.10 Teaching & Learning Committee (T&L)

- (a) Ex Officio Members:
 - (i) Dean of Teaching*
 - (ii) Executive Director of Library Services, or designate;

* The Dean will serve as pro-tem Chair and call the 1st meeting of the Committee in September to elect a Chair and Vice-Chair;

- (iii) two (2) undergraduate student representatives; one elected from each Faculty.
 - (b) Members Elected by Senate, Faculty Council:
 - (i) four (4) Faculty Senators, two from each Faculty, one of whom shall be elected by the Committee to serve, on an annual basis, as Chair and one of whom shall be elected to serve as Vice-Chair;
 - (ii) two (2) non-Senator Faculty; one elected from each Faculty;
 - (iv) one (1) graduate student representative.
 - (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 technology and infrastructure, library services, 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 and faculty research;
 - (ii) to participate in on-going review of policies, practices, and objectives and their role in providing teaching and learning support for faculty and students;
 - (iii) to adopt an advocacy role in support of new initiatives, and when and as appropriate, advise with priority-setting with matters related to library resources and services;
 - (v) to consider, for approval and conveyance to Senate, reports and recommendations; and
 - (vi) to deal with such other matters as may be assigned from time to time by Senate.
- ~~Administrative support provided through the Office of the Dean of Teaching~~

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- (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 Dean~~s 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~~ ~~Academic Curriculum 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~~ ~~Academic Curriculum~~ Committee and Senate:

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- (i) proposals for ~~Stage 2 (Curriculum) approval of~~ new undergraduate programs prepared in accordance with the Nipissing University ~~IQAP/AQAP-C Protocol~~, 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~~ Academic Curriculum 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 ~~Sub~~Ccommittee Procedures

- (a) The Nominations and Elections ~~Subcommittee~~ Committee 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~~ Committee who shall be Chair; two other faculty representatives; and the Dean of the Faculty.
- (c) The ~~sub~~committee 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~~ April, to be returned to the subcommittee Chair no later than 17 ~~March~~ April.
- (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) The normal term of office for Senators on Senate Committees shall be three (3) years.
- (f) All results will be reported to the Bylaws and Elections ~~Sub~~Ccommittee by 25 ~~April~~ May.

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~~10.2 — Research Council (RC) (Replaced by Research Committee above)~~

- ~~(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 (11.04) or on COU (11.12) 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 (~~3 years~~) 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 ~~C~~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.

Passed by Senate: June 2008
Revised: October 2008
Revised: December 2008
Revised: February 2009
Revised: March 2009
Revised: September 2009
Revised: October 2009
Revised: November 2009
Revised: December 2009
Revised: June 2010
Revised: November 2010
Revised: December 2010
Revised: February 2011
Revised: March 2011
Revised: May 2011
Revised: October 2011
Revised: November 2011
Revised: February 2012
Revised: July 2012
Revised: November 2012
Revised: December 2012
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Revised: October 2013
Revised: November 2013
Revised: January 2014
Revised: April 2014
Revised: September 2014
Revised: November 2014
Revised: December 2014
Revised: April 2015
Revised: October 2015
Revised: September 2016
Revised: August 2017
Revised: November 2017
Revised: August 2018
Revised: November 2018
Revised: ~~Jan~~February 2019

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 () two (2) designated faculty Senate positions, as follows:
 - (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 two(2) 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 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 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 April.

4.4 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.

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.
- (b) 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.

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
- (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;
 - (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 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 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

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.

Passed by Senate: June 2008
Revised: October 2008
Revised: December 2008
Revised: February 2009
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Revised: November 2009
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Revised: July 2012
Revised: November 2012
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