

Senate Committee Terms of Reference/Composition

1. Senate Executive Committee [senex@algonau.ca]

- a) To prepare the agenda for Senate meetings;
- b) To ensure that the recommendations of Senate committees are brought to Senate for action;
- c) Oversee activities of Senate Committees and ensure that they are executing their responsibilities;
- d) To advise Senate on matters which Senate refers to it;
- e) To act as a Nominating Committee for Senate committees and appointments.
- f) The Committee shall be responsible for recommending to Senate no later than at the April meeting a slate of candidates for all committees of Senate and for Speaker, Alternate Speaker, Secretary and Alternate Secretary of Senate.
- g) To consider and recommend to Senate, and to maintain a pool of approved candidates for, the awarding of honorary degrees;
- h) To plan, organize, and support the conduct of Convocations for the awarding of degrees, installation of Presidents, and such other public affairs as may properly be the business of Senate; and
- i) To facilitate the formation of the Decanal Review/Search Committee.

Membership:

- The Speaker of Senate [or in the absence of the Speaker, the Deputy Speaker of Senate]
- The Vice-President, Academic & Research
- The Academic Dean
- The Chairs of each of the Faculties of the University, and
- The Secretary of Senate [or in the absence of the Secretary, the Alternate Secretary]

2. Academic Planning and Priorities Committee [appcom@algonau.ca]

- a) To lead the development of the University's Academic Plan, normally every five years. The Committee will ensure that appropriate consultation occurs with all constituents of the University community;
- b) To provide Senate, at its June meeting, updates to the current Academic Plan, taking into consideration the overall Academic goals of the University, financial and enrolment statistics, program quality, and internal and external trends. Such updates will identify academic programming for expansion, continuation, and contraction;
- c) To advise the President on the construction and content of the Strategic Plan;
- d) To conduct ongoing internal/external reviews of the academic programs of the University
- e) To advise on funding levels to support academic activities and related service functions, within the context of the overall institutional budget;
- f) To recommend new faculty hiring; and

g) To consider and make recommendations to the Senate on such matters as may be referred to it.

Membership:

- The Vice-President, Academic & Research
- The Academic Dean
- The University Registrar
- The Chairs of each of the Faculties of the University
- One faculty member-at-large from each of the three Faculties, and
- One student

3. Teaching & Learning and Technical Support Committee [tltech@algonau.ca]

- a) To contribute to maintaining, fostering, and appreciating excellence in teaching & learning at Algoma University, and to the cultivation of cross-cultural learning between Indigenous communities and other communities;
- b) 2. To provide advice to Senate and administration on matters related to teaching & learning support for students and faculty and on ways to enhance teaching & learning at Algoma University;
- c) To review, revise, or develop, as necessary, policies and programs pertaining to teaching & learning support for students and faculty;
- d) To administer the Teaching & Learning Fellowship, including issuing the annual call for applications and evaluating applications received;
- e) To make recommendations with respect to the development of teaching awards at Algoma University and to seek and select candidates for any such teaching awards, in accordance with the guidelines for the awards;
- f) To make recommendations to the Dean with respect to professional development opportunities and work with the Dean's Office to organize professional development activities on campus;
- g) To review and make recommendations with respect to the design of classrooms and other learning spaces to ensure that they meet the needs of students and diverse teaching practices;
- h) To review policies, needs, and services that concern the library in its role in providing teaching & learning support for faculty and students, and to make recommendations and provide advice concerning improvements where appropriate to the University Librarian, Administration, and Senate;
- i) To advocate for necessary and appropriate technology and infrastructure (where infrastructure includes both physical and human resources in academic support areas) to support teaching & learning at Algoma U; and
- j) To review policies, needs and services that concern academic technology and infrastructure (where infrastructure includes both physical and human resources in

academic support areas), and to make recommendations and provide advice concerning improvements where appropriate to the Director of Information Technology Services, Administration, and Senate.

Membership:

- One faculty representative from each of the faculties of the University
- The Academic Dean, or designate
- The University Librarian, or designate
- The Director of Information Technology, or designate
- The Director, Experiential Learning and International Affairs, or designate
- One student [AUSU]
- One student [SASA]

4. Academic Standards and Appeals Committee [appeals@algomau.ca]

- a) To consider and report to Senate on matters related to academic standards and practices;
- b) To collate and report on information on grade distributions;
- c) To recommend guidelines on class caps and sectioning levels;
- d) To consider student appeals with respect to grades, including examinations, term assignments and tests, academic dishonesty, and the general conduct of the course involved as it affects grades.

Membership:

- One faculty member from each of the three Faculties of the University
- The Academic Dean
- The University Registrar
- Two students

When matter arise regarding student grade appeals, the Academic Dean and University Registrar will recuse themselves from the committee deliberations.

5. Curriculum Committee [curcom@algomau.ca]

- a) To recommend an academic program on a term-by-term basis to Senate; indicating priorities to be considered if budgetary restraints are to be applied;
- b) To make recommendations to Senate on proposed minor modifications to courses and programs;
- c) To review and encourage the inclusion of cross-cultural course content and pedagogy in the curriculum;
- d) To consider and make recommendations to Senate on such matters as may be referred to it; and

- e) To approve all proposals to develop distance education courses, and to approve delivery methods of each course prepared, in accordance with the Faculty Fulltime Collective Agreement.

Membership:

- The Academic Dean
- The University Registrar
- The Chairs of the Faculties of the University, or their designate
- The University Librarian or their designate [non-voting]
- One or two students

6. Quality Assurance Committee [qac@algomau.ca]

Under the leadership of its Chair, the committee will exercise responsibility for the application of the IQAP. The committee is directly accountable to Senate through the Chief Academic Officer, who is a Senator by virtue of the office. The committee will:

- a) Coordinate, monitor, and implement all aspects of, and carry out revisions to, the IQAP;
- b) Update Senate on provincially mandated quality assurance policies and initiatives, and make recommendations for revisions to policies and processes, as appropriate;
- c) Oversee, monitor, and report on all aspects of program reviews for new and existing programs, including joint and collaborative programming;
- d) Build capacity across the institution in the use of learning outcomes in academic programming to enrich the student learning experience;
- e) Assume responsibility for ensuring a program's objectives and learning outcomes are consistent with the University Undergraduate Degree Level Expectations and that the program is appropriately designed and structured to achieve such objectives and outcomes;
- f) Decide on the review cycle, taking into account demands of external accreditation, Ministerial consent, and other external factors;
- g) Oversee, monitor, and report on all aspects of major modifications to existing programming;
- h) Monitor progress and regularly report to Senate on progress of Senate-approved Implementation Plans included in Final Assessment Reports;
- i) Provide quality assurance review for distance education proposals; and,
- j) Consult with other Senate Committees and Faculty Chairs as required to fulfill its mandate.

Membership:

- The Chief Academic Officer;
- One representative from each Faculty with an established record in program administration elected by the Faculty for a 3-year term;
- The University Registrar;
- The Academic Support Officer;
- Two students.

7. Senate-Board Liaison Committee

- a) To foster the co-ordination of activities of the Senate and Board on issues in which their interests overlap or articulate; and
- b) To provide a channel for formal or informal advice from Board/Senate to the other.

Membership

- Three Board members, including the Chair of the Board of Governors, and two other external members from the Board Executive Committee
- Three Senate members, including the Speaker of Senate and two Senators-at-large from the Full-time Teaching Staff of Senate who are currently not representatives to the Board
- Meetings are to be chaired by the Board Chair and the Speaker of Senate or their designate on an alternating basis.

8. Senate-Academic Regulations and Petitions Committee [arp@algonau.ca]

- a) The committee shall recommend candidates to Senate for the conferring of degrees, diplomas and certificates;
- b) To make exceptional admission decisions including petitions for admission (i.e., lacking admission requirements), re-admission, and substitution of credit;
- c) To make exceptional transcript decision based on honourable course withdrawals, substitution of credits, late registration, etc.;
- d) To advise on admission policies and practices of the University;
- e) To advise with respect to transferability of credits from other educational institutions.
- f) To consider and make recommendations to Senate on such matters as may be referred to it.

Membership

- The University Registrar
- The Associate Registrar
- The Assistant Registrar, Admissions
- One faculty representative from each of the Faculties of the University;
- One student

Please note that this committee is expected to meet on a regular basis throughout the academic year, therefore, membership requires full participation. This committee does not consider grade appeals.

9. Research Advisory Committee [rac@algomau.ca]

A standing committee of Senate, reporting to Senate and advisory to the President.

- a) To support and actively participate in the formulation, implementation and interpretation of the Algoma University Strategic Research Plan.
- b) Development of research priorities and policies and examine existing policies for the purpose of making recommendations to improve research support services available to researchers.
- c) To make recommendations on the distribution of any funds available to the Senate Research Committee.
- d) To make recommendations on other research funding opportunities where there is the requirement for an internal competition, for example in those instances where the number of proposals that may be submitted to granting agencies is limited.
- e) Adjudicate Tri-Council studentships, fellowships, awards and grants and other requests for research supports.
- f) Adjudicate, review, and monitor the Algoma University Research Fund (AURF).

Membership

- The President and Vice-Chancellor
- Chief Academic Officer
- Associate Dean of Research
- University Librarian (non-voting)
- One Representative from each of the three academic Faculties who have active research programs.
- One Representative from any of the three academic Faculties with a good understanding of Indigenous cultures and education

10. Senate – Decanal Review/Search Committee [decanalsearch@algomau.ca]

- a) Appointment

Senate shall recommend to the Board a candidate for appointment or reappointment as Academic Dean, normally once every three years. Senate shall select a Decanal Review/Search Committee to assist in this task; the Committee shall be formed not less than twelve months prior to the conclusion of the serving Dean's term of office.

The individual the Committee recommends shall be identified to Senate in the Senate package prior to the regular or special meeting of Senate at which an election/vote will be held. The curriculum vitae of the recommended individual will at that time be made available to Senators for consultation. Election will take place in closed session by secret ballot in the absence of the individual.

The President shall be empowered to nominate an Acting Dean, on the recommendation of the Senate Executive Committee, if a vacancy arises during a term of office

b) Review Tasks

The immediate task of the Committee shall be to draft a letter to the current Dean, asking whether he or she will be seeking reappointment. The Dean will be asked to respond in writing within seven days of the date of this letter; absence of a response will be interpreted as a negative response.

The next task of the Committee shall be to conduct either an exit interview or a preliminary evaluative meeting with the Dean. In this meeting, the Committee will solicit from the Dean information about the job in general (e.g., a job description) and about specific goals and accomplishments pursued and achieved during the term of office. Outgoing Deans will be asked to provide a written report explaining in detail their perspective on the position; Deans seeking reappointment will be asked to submit a written self-evaluation in addition to such a report.

If the Dean seeks reappointment, the Committee shall review past performance evaluations; solicit feedback on the Dean's appointment from appropriate individuals and constituencies within the institution, including the President and the Faculty Chairs, and from appropriate external individuals and groups. Submissions shall be held in confidence. The evaluation procedure should be completed no later than seven months before the conclusion of the serving Dean's term of office. If the evaluation is positive, the Committee shall recommend to Senate reappointment for an additional three-year term.

c) Search Tasks

If the evaluation is negative, or if Senate rejects reappointment, or if the current Dean does not seek reappointment, the Committee shall solicit internal and external candidates, conditional on Board of Governors' budget approval. Preferably, the Committee shall establish a deadline for applications of three months before the conclusion of the serving Dean's term of office. The Committee will evaluate all applications and interview candidates as appropriate. The interview process will include a public presentation to which all Senators

shall be invited. Senators shall be invited to ask questions to the candidate. Minimum qualifications include tenure status, with PhD and Associate Professor rank preferred.

Membership

- Once academic teaching staff representative from each Faculty
- One representative from the faculty-at-large
- One staff representative
- One student representative
- The University Registrar
- The President and Vice-Chancellor [non-voting]

**revised June 2020*