



ACADEMIC COUNCIL REPORT

SESSION:

Public
 Non-Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Academic Council

DATE: February 26, 2019

FROM: Governance & Nominations Committee

SUBJECT: Procedures to Appoint Vice-Chair/Temporary Chair of Academic Council

GNC MANDATE:

- Articles 1.1(a)(ii) and (iii) and 3.2 of By-law No. 2 authorize Academic Council to establish the procedures necessary to select a Vice-Chair and select a temporary Chair in the absence of the President.
- In accordance with the GNC Terms of Reference, one of the committee’s responsibilities is to “establish, oversee, and periodically review the governance procedures, guidelines, and directives of Academic Council and revise when appropriate.”
- Accordingly, we are seeking Academic Council’s feedback on the proposed principles to be used to draft the procedures to select a Vice-Chair and temporary Chair.

BACKGROUND:

- The Office of the University Secretary & General Counsel canvassed its network of colleagues to find out whether the academic bodies at other institutions have a Vice-Chair and, if so, the selection process used.
- The results of the benchmarking exercise were reviewed by the GNC.

SUMMARY OF RESULTS:

Universities that Responded	28
Academic Body has a Vice-Chair	20
President is Chair of Academic Body	17

Number that have Provost & VP Academic as Vice-Chair	8
Vice-Chair Elected by Academic Body	10
No Vice-Chair, but temporary Chair is Provost & VP Academic by practice	6
Role of Vice-Chair	<ul style="list-style-type: none"> • Primary responsibility is to chair academic body in Chair's absence • 12 institutions have Vice-Chair assist with Chair's committee responsibilities

CONSIDERATIONS:

1. Are distinct Vice-Chair and temporary Chair roles required?

Recommendation:

- Based on the results of the review, when an institution has a Vice-Chair, the Vice-Chair's responsibility always includes chairing the academic body in the Chair's absence.
- We recommend combining the Vice-Chair and temporary Chair roles.
- Could consider including a provision that states the Provost will chair the meeting if the Chair and Vice-Chair are unavailable – this would provide certainty in process in the unusual event that both officers are absent from an AC meeting.

2. What should the responsibilities of the Vice-Chair be?

Recommendation:

- We recommend that the Vice-Chair's responsibility be to serve as Chair of AC in the President's absence & to be available to support the Chair of AC, as requested.

3. Who is eligible to serve as Vice-Chair?

Recommendation:

- If the primary role of the Vice-Chair is to serve as Chair in the President's absence, we recommend that all elected members of Academic Council be eligible for nomination as Vice-Chair.

4. What should the selection process be?

Recommendation:

- We recommend following the same nomination process that has been used to populate the GNC and other AC committees in 2018 – solicit expressions of interest from AC members for consideration by GNC & GNC to recommend a nominee for appointment by Academic Council.

5. What should term of appointment be?

Recommendation:

- We recommend a one-year term for the Vice-Chair, to be selected annually at the first AC meeting of the academic year – this would provide many of the elected members of Council with the opportunity to serve in the role.

CONSULTATION:

Academic Council:

- February 26 – for comment

GNC:

- March 19 – review procedure

NEXT STEPS:

1. Incorporating the feedback of Academic Council, the Office of the University Secretary will draft the procedures and present them to the GNC on March 19 for review.
2. Subject to the GNC's feedback, the procedure will proceed through the appropriate consultation path as set out in the Policy Framework and return to the GNC for approval.

SUPPORTING REFERENCE MATERIALS:

- none