

# ACADEMIC COUNCIL HANDBOOK

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## ACADEMIC COUNCIL HANDBOOK

### I. STATEMENT OF AUTHORITY

#### 1. General

The University of Ontario Institute of Technology Academic Council is the sole institution that represents the academic community of faculty, students, staff, and administrators. Academic Council serves as a principal advisory body to the president and on certain issues exercises legislative authority delegated to it by the Board of Governors. Academic Council deliberates on matters of broad academic, educational and research policy. On its own initiative, it advises the president or the Board of Governors on any matter of concern to the University.

The Academic Council Handbook was developed to promote consistent, transparent and informed decision making and to facilitate the development of coherent and effective policies and procedures. The Handbook includes all relevant and current documents related to Academic Council's functions and activities, as well as other documents providing background material to these activities.

#### 2. Advice to the Board

- (a) Academic Council shall be consulted for its advice with respect to:
  - (i) The mission, vision and values of the University;
  - (ii) The establishment of academic, research, service and institutional policies and plans, and Board decisions concerning their manner of implementation;
  - (iii) The appointment and removal of the Chancellor; and
  - (iv) Other matters, as may be referred by the Board.
- (b) Academic Council shall advise the Board on:
  - (i) The establishment and termination of degree programs;
  - (ii) The establishment of faculties, schools, institutes and departments and of chairs and councils in any faculty, school, institute or department; and
  - (iii) Policies on the conduct of academic work, such as those concerning appointment, promotion, tenure, the conduct of research, and the ownership of intellectual property.
- (c) Matters falling under (b) above shall be considered by the Academic Council prior to their consideration by the Board.
- (d) All advice of Academic Council shall be given by resolution and will be conveyed to the Board by the President. The Board shall take such advice into consideration prior to its determination of the matter. Normally, the Board will act on the advice of Academic Council by either accepting it or referring it back for further consideration.

### 3. Authority

- (a) Subject to the general authority of the Board to plan, determine policies for and provide for the overall

development of the University, including the Board's authority to approve strategic plans, budgets and expenditure plans, Academic Council holds delegated authority from the Board to establish academic standards and curricular policies and procedures of the University and to regulate such standards, policies and procedures, including the powers:

- (i) To govern academic standards for admission of students to the University and for graduation;
  - (ii) To determine and regulate the contents and curricula of all courses of study;
  - (iii) To govern matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards for academic achievement;
  - (iv) To provide for the conduct of examinations and the appointment of examiners;
  - (v) To provide for the hearing and determination of appeals by students from decisions with respect to their academic standing in a course or program of study; and
  - (vi) To authorize the conferring of degrees.
- (b) Subject to the approval of the Board, Academic Council may appoint committees and authorize them to exercise its powers under this section. Academic Council shall have the power to appoint other committees it deems advisable; such committees shall report to Academic Council.

### 4. Authority to Act

*[By-law 8.15]*

Subject to any limitations imposed by law or contract, the Board may, through the By-laws or by resolution, confer on the Academic Council or a committee of the Board authority to act on its behalf with respect to any matter or class of matters. In the case of Board committees, a majority of the voting members thereof must be members of the Board.

## II. MEMBERSHIP ON ACADEMIC COUNCIL

### 1. Membership – General

[By-laws 8.2 & 8.3, [Board of Governors, October 2003; revised February 2006, August 2009] The membership of Academic Council shall be between 30 and 36 members consisting of the following positions:

#### (a) Ex-officio voting members

- President
- Provost
- Dean of each Faculty
- University Registrar
- University Librarian
- Vice-President, Student Services
- Associate Provost, Research
- Associate Provost, Teaching and Learning
- Dean of Graduate Studies
- Vice-President, Finance (*ex-officio, non-voting*)

#### (b) Additional voting members

- Chancellor

#### (c) Teaching staff members

Teaching staff, other than those referred to in subsections (a) and (b) above, shall be elected by and from among the teaching staff of the academic schools of the University. At least one member shall be elected from each academic school. Beyond this minimum requirement, the relative numbers elected from each school will be in proportion to the relative sizes of the full-time equivalent teaching staff of such schools.

- Two members from the Faculty of Business and Information Technology
- Two members from the Faculty of Criminology, Justice and Policy Studies
- One member from the Faculty of Education
- One member from the Faculty of Energy Systems and Nuclear Science
- Two members from the Faculty of Engineering and Applied Science
- One member from the Faculty of Health Sciences
- Two members from the Faculty of Science
- Five members from the teaching staff at large

#### (d) Student members

- Two students, elected by and from among the student body at large
- One graduate student, elected by and from among the graduate student body

#### (e) Staff member

- One staff member, elected by and from among the administrative staff constituency

#### (f) Additional non-university, non-voting members

- No allocations at present

## 2. Term of Office

[By-law 8.5]

Elected or appointed non-student members of Academic Council shall serve for three-year terms. Student members shall serve for two-year terms.

## 3. Elections

[By-law 8.4]

The manner and rules for electing members of the Academic Council shall be:

### (a) Teaching Staff

- (i) Teaching staff are elected to Academic Council by and from among the teaching staff of the academic schools of the University. At least one member shall be elected from each academic Faculty/School.
- (ii) Members of teaching staff may only vote for a member of their own constituency and faculty members who are cross-appointed may vote in the Faculty/School in which they hold their principal appointment. In order to be eligible to vote and be elected as members of Academic Council, teaching staff must have appointments of 25 percent or greater (of a full time equivalent).

### (b) Administrative Staff

The Secretary of Academic Council shall solicit nominations from among the administrative staff for election to the Council and such elections shall be conducted as may be required by multiple nominations for any seat.

### (c) Student Members

#### (i) Notice of Election

When one or more student vacancies arise on Academic Council or its Committees, the Secretary to Academic Council shall post a notice of student election on the university website, which shall contain the following particulars:

- The number of student representatives to be elected;
- The term(s) of office;
- The eligibility requirements to stand for nomination and to vote;
- The place, date and hour for the closing of nominations;
- The date of the vote.

#### (ii) Eligibility

To be eligible, the candidate must be a full-time student in good academic standing.

#### (iii) Posting of Results

- Names of nominated candidates are listed on the website following the closing of the nomination process;
- Each candidate will submit a biographical statement (no more than 100 words in length) which will be posted on the website;
- An election date shall be posted with the actual election being conducted through an electronic ballot system requiring a user login and password;
- Following the close of the election, results are tallied and posted on the website.

#### **4. Attendance**

A member of Academic Council who fails to attend two consecutive meetings or three in total for the academic year, without notice to the Secretary, will be removed. A vacancy so created will be filled in accordance with the rules of membership on Academic Council.

A member of Academic Council who is unable to attend meetings due to a teaching or other scheduling conflict for a period of not more than one term (fall or winter) may request that a temporary replacement be appointed by the appropriate constituency to serve during the period of the absence. For elected members, this replacement may be achieved by appointing the candidate who received the next highest number of votes from among those who stood for nomination in the relevant election.

#### **5. Officers and their Responsibilities**

*[Act, Sec. 10(3); By-law 8.7]***(a) Chair**

The Council Chair shall be the President of the University. The Chair shall perform the duties normally associated with this office, including presiding at meetings of the full Council and its Executive Committee, supervising and executing Council business and convening regular and special meetings of Academic Council.

##### **(b) Vice-Chair**

The Vice-Chair shall be the Provost of the University. The Vice-Chair assumes the responsibilities of the Chair when the Chair is absent or unable to serve.

##### **(c) Secretary**

The Secretary to Academic Council is responsible for all aspects of the meetings of Academic Council, including the election of its members, and for providing the University with assistance in academic governance. This includes: the maintenance of, and guidance on, all academic policies; the provision of assistance to all of the standing committees of Academic Council; and acting as a liaison between them. In addition, the Secretary shall provide advice and assistance to the University community on all issues pertaining to these areas.

### III. MEETINGS OF ACADEMIC COUNCIL

#### 1. Communication

[ *By-laws 8.13 & 8.14*]

- (a) All communications to the Board on any subject coming properly within the duties and responsibilities of the Academic Council or a committee of the Board shall stand referred as of course to that body, which shall consider the matter under its rules and procedures and report its action or advice, if any, to the Board.
- (b) Questions and comments from members of the Board that are or will be before the Board, the Academic Council or a committee of the Board shall stand referred as of course to the appropriate body and to the President, for reply or discussion at the time such matters are on the agenda of the relevant body.

#### 2. Quorum

[*Act, Sec. 10(4); By-law 8.11*]

Academic Council may convene and conduct business only when a majority of its voting members, which majority must include at least half of the members who are members of the teaching staff are present at a regular or special meeting. If, during a duly constituted meeting the Chair observes (independently or at the request of a Council member) that quorum is no longer present, the Chair may adjourn the meeting.

#### 3. Regular Meeting Date and Time

Academic Council normally meets at 2:30 p.m. on the third Tuesday of each month except in July and August. Where the regular meeting date falls during the University's Reading Week, the meeting will be held on the second or fourth Tuesday as determined by the Chair.

Each meeting of Council shall be terminated after two hours from its commencement or on completion of the business before Council at the meeting, whichever is earlier, unless Council agrees to extend the time of termination. Special meetings may be called by the Chair or the Executive Committee.

#### 4. Meeting Cancellation

If the Executive Committee determines that there is insufficient business ready for consideration by Academic Council, it may agree not to hold a regular meeting.

#### 5. Open Meetings

Meetings of Academic Council are open to members of the University community, subject to the availability of space.

#### 6. Meeting Agenda and General Order of Business

- (a) The agenda, minutes and associated reports and communications are posted on the website and appropriate notice is sent to Academic Council members by the Secretary before each meeting.
- (b) All recommendations and resolutions must be distributed in advance of their consideration on the meeting floor. Reports or resolutions to be distributed with the agenda should reach the Secretary at least three weeks prior to the date of the regular meeting. Normally, issues, charges or resolutions are forwarded to the Executive Committee for consideration before being included in the Academic Council agenda.



- (c) Unless Executive Committee exercises its authority to alter the agenda, the items of business considered at a meeting of Academic Council will follow this order, without variation, except with the consent of two-thirds of Academic Council present and voting:
- Chair's Remarks
  - Approval of the Minutes
  - Business Arising from the Minutes
  - Inquiries and Communications
  - Provost's Remarks
  - Committee Reports
  - Other Business
  - Adjournment

## 7. Procedures

- (a) Meetings of Academic Council must be conducted respectfully, efficiently and with a view to achieving consensus in accordance with the values of the University. In achieving these objectives, the conduct of meetings shall be in accordance with "Democratic Rules of Order" by Francis and Francis, except where such rules conflict with existing by-laws and standing rules.
- (b) All new matters shall be referred to Executive Committee before coming to Academic Council unless extenuating circumstances apply, as deemed by the Chair.
- (c) All communications to Academic Council or its Executive Committee should be addressed to the Secretary of Academic Council. Referrals to Committee, when appropriate, are made by the Executive Committee.

## 8. Special Meetings

- (a) The Chair may call a special meeting at any time.
- (b) A special meeting shall also be called by the Chair on receipt of a signed petition submitted to the Secretary by a two-thirds majority of Academic Council. The petition shall specify the purpose of and need for the special meeting.
- (c) Normal rules and procedures will be observed at special meetings of Academic Council with the following exceptions:
- (i) **Notice:** The period of notice for a special meeting is a minimum of twenty-four hours;
  - (ii) **Business:** Only items of business specifically identified in the notification of such meeting can be transacted at a special meeting (i.e., there is no "Other Business" on the agenda).

## 9. Types of Motions

Motions are categorized as follows:

- (a) Substantive motions propose that Academic Council exercise its authority to achieve a specified substantive objective. Notice of consideration of a substantive motion must be provided to members in advance of the meeting and circulated with the agenda. To be considered without prior notice, such motions will require the consent of two-thirds of the Academic Council membership.
- (b) Procedural motions relate only to process and not to substance (e.g., adjournment, referral, point of order, point of privilege, etc.).
- (c) Hortative motions express Academic Council's opinion on matters outside its jurisdiction.

## 10. Report of Action Taken

*[By-law 8.16]*

Action taken by the Academic Council or a Board Committee under delegated authority, shall:

- (a) Be reported to the Board for information;
- (b) Have the same effect as a resolution passed by the Board; and
- (c) Have effect from the end of the meeting at which it was adopted.

## 11. Review of Action Taken

*[By-law 8.17]*

- (a) Where the Board, with respect to any matter or class of matters, has conferred on the Academic Council or a Board Committee authority to act on its behalf, and where, prior to the adoption by the decision-making body of a resolution to determine the matter, the Chair of the Board, the President (or the relevant Presidential Representative), the Chair of the body, or the body itself is of the opinion that the matter is major in significance with respect to the public or fiduciary responsibilities of the Board, the relevant individuals or body may require that the action of the body be submitted to the Board for confirmation.
- (b) Where a matter is referred to the Board pursuant to subsection (a) of this section, the action taken by the body shall not have effect unless confirmed by the Board. If so confirmed, such action shall have the same effect as a resolution passed by the Board and shall have effect from the end of the Board meeting to which the matter was referred.
- (c) Subsections (a) and (b) of this section do not apply to the actions taken by any committee established to make decisions on academic appeals or on cases of alleged academic or non-academic misconduct.

## 12. Reconsideration

*[By-law 8.18]*

No matter decided by the Academic Council or by a committee of the Academic Council or of the Board or referred to the Board and confirmed by it under the provisions of section 8.17 may be considered again by the Board, the Academic Council or the committee within 12 months of the meeting at which the matter was decided or of the Board meeting at which the action was confirmed, unless a motion for reconsideration is carried by a two-thirds majority of the members of the Board, the Academic Council or the committee, as the case may be.

## IV. STANDING COMMITTEES OF ACADEMIC COUNCIL

### 1. Establishment of Standing Committees

[By-law 9]

Academic Council may establish standing committees to assist it in pursuing its mandate.

### 2. Procedures of Academic Council Committees

The rules and procedures of Academic Council also apply to standing committees and Faculty Councils with the following exceptions:

- (a) **Consensus:** Committees shall strive for consensus.
- (b) **Quorum:** Quorum for Academic Council committees is a simple majority of the voting members. . Quorum for Faculty Councils is a simple majority of the number of voting members minus the number of voting faculty on leave. Committees may establish a lower quorum for meetings to be held between May 31 and September 30.
- (c) **Substantive motions:** Substantive motions must be distributed with the agenda at least 48-hours in advance of their consideration on the meeting floor.
- (d) **Voting:** Motions or resolutions are approved when more than half the votes are affirmative. Any member may make motion requiring that a vote be taken by secret ballot. Such motions are not debatable and must be seconded and approved by the committee.

### 3. Membership – General

- (a) The Executive Committee will serve as the nominating committee and bring recommendations to Academic Council for approval.
- (b) Officers who serve as ex-officio members of standing committees may appoint a delegate to serve in his/her place. The Executive Committee will review such appointments and bring them to Academic Council for information.
- (c) The Secretary to Academic Council is an ex-officio member of all Standing Committees.

### 4. Standing Committees of Academic Council

- (a) Executive Committee [November 2003]
- (b) Admissions and Scholarship Committee [December 2004, May 2007]
- (c) Curriculum and Program Review Committee [November 2003, May 2004, November 2004]
- (d) Graduate Studies Committee [March 2006, May 2007]
- (e) Research Board [April 2005; November 2005; March 2006]
- (f) Academic Appeals Committee [January 2004; Revised June 2007. General Academic Regulation 5.11.3]
- (g) Honorary Degrees Committee [December 2005]

### 5. Faculty Councils [March 2006]

## **(A) EXECUTIVE COMMITTEE OF ACADEMIC COUNCIL**

### **I. MEETING DATES AND TIMES**

The Executive Committee shall meet on the first Monday of each month from 12:00 p.m. to 2:00 p.m. unless otherwise determined by the Chair.

### **II. MEMBERSHIP**

- President (Chair)
- Provost (Vice-Chair)
- Chair, Curriculum and Program Review Committee
- Chair, Graduate Studies Committee
- Academic Colleague to Council of Ontario Universities
- Five (5) core faculty members (who also sit on Academic Council)
- One (1) student representative (who also sits on Academic Council)

### **III. TERMS OF REFERENCE**

1. The Executive Committee is the body responsible for coordinating the work of Academic Council and its committees. In pursuance of its responsibilities, it directs the flow of Academic Council business to the appropriate committees, administers the process of nominating members to serve on Academic Council and its committees, sees that committees report on policy matters, and schedules the agenda of Academic Council to facilitate the consideration of reports and other policy matters. The Executive Committee approves all matters going to Academic Council. Academic Council committees will then return items referred to them by the Executive Committee, having pointed out those aspects that deserve Academic Council discussion.
  2. The Executive Committee will also act as the budget committee of Academic Council and will advise on the following:
    - a. the feasibility of new Faculties, Departments, Programs, or Research Centres;
    - b. reviews of existing Faculties, Departments, Programs, or Research Centres;
    - c. budgetary matters that affect academic programs; and
    - d. the number and distribution of tenure stream faculty appointments, preferably within the context of comprehensive budget proposals.
  3. The Executive Committee will advise Academic Council on all matters pertaining to the organization of Academic Council and its committees; the organization and function of academic governance in the University; Academic Council's relationship with other bodies in the University and with bodies external to it.
  4. The Executive Committee will recommend the creation of special committees to deal with matters of general concern that do not fall within the accepted area of jurisdiction of an existing Academic Council committee.
  5. The Executive Committee will present nominations for officers of Academic Council and will also present nominations for all Standing Committees of Academic Council.
  6. The Chair of the Executive Committee may authorize that any part of an Academic Council meeting be held in camera. The Committee may declare certain Academic Council documents confidential and withhold them from circulation.
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7. The Executive Committee acts as Academic Council's liaison with the Board of Governors.
8. During the summer months, the Executive Committee will act on behalf of Academic Council and the Executive Committee will report to the Academic Council, at its first regular meeting in September, what action has been taken under this authority.
9. The Executive Committee will approve annually the membership lists of Faculty Councils.
10. A summary of the Board's actions will be made available to the Executive Committee regularly for distribution to Academic Council.

## **(B) ADMISSIONS AND SCHOLARSHIP COMMITTEE**

### **I. MEETING DATES AND TIMES**

Meetings shall be held bi-monthly throughout the year based on specific needs.

### **II. MEMBERSHIP**

- Registrar (Chair)
- Three (3) core faculty members
- Associate Registrar, Recruitment and Admissions
- Director, Financial Aid and Awards
- Two (2) student representatives, elected from student body at large

### **III. TERMS OF REFERENCE**

1. To formulate and recommend undergraduate scholarship policy to Academic Council;
2. To review and approve terms of reference for all undergraduate scholarships, bursaries and other academic awards and prizes and to report its decisions on these matters to Academic Council;
3. To select individual recipients of undergraduate awards and prizes where judgment is required in the selection process;
4. To recommend to Academic Council changes to undergraduate admissions policy;
5. To recommend to Academic Council the minimum standards for undergraduate admission to the University;
6. To act for Academic Council to consider appeals from undergraduate students who are refused admission or who are denied deferral of their admission.

#### ***Related policies and procedures:***

- Academic Calendar, Section 4
- Admissions Appeals Procedures

## **(C) CURRICULUM AND PROGRAM REVIEW COMMITTEE**

### **I. MEETING DATES AND TIMES**

Meetings shall be held on the last Wednesday of each month throughout the year from 9:00 a.m. to 11:00 a.m. unless otherwise determined by the Chair.

### **II. MEMBERSHIP**

- Associate Provost, Teaching and Learning (Chair)
- Seven (7) core faculty members
- Associate Registrar, Records and Registration
- One (1) student representative, elected from study body at large

### **III. TERMS OF REFERENCE**

1. To examine proposals for new undergraduate degree and non-degree programs and major changes to existing programs and to recommend their approval, as appropriate, to the Executive Committee and then to Academic Council;
  - a. In reviewing programs, the Committee takes responsibility for ensuring the academic quality of the proposal and the adequacy of the plan for resources to support it.
  - b. The Committee should look for evidence that the proposal has emerged from unit planning processes and will meet the standards established by relevant external bodies including the Quality Assurance Framework.
  - c. The Committee should encourage, wherever possible, cooperation and consultation among academic units including the promotion of complementary programming.
  - d. The Committee should flag for the Executive Committee's attention matters bearing on academic policy.
2. To receive and review annual summaries prepared by Faculty Curriculum Committees of the each Faculty Council's deliberations and actions in relation to curricular changes including all new undergraduate courses, the deletion of undergraduate courses, and changes to existing undergraduate courses and programs;
3. To receive and review reports, recommendations and action plans arising out of the cyclical review of undergraduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year;
4. To formulate policy and make recommendations to Academic Council on all matters concerning the improvement of teaching and learning in the University;
5. To coordinate and oversee all matters in the University relating to academic standards; and
6. To explore policy issues related to curriculum and instructional development.

## **(D) GRADUATE STUDIES COMMITTEE**

### **I. MEETING DATES AND TIMES**

Meetings shall be scheduled based on specific needs.

### **II. MEMBERSHIP**

- Dean of Graduate Studies (Chair)
- Associate Provost, Research
- Vice-President, Strategic Enrolment Management and Registrar
- One (1) Graduate Programs Officer
- One (1) core faculty member from each Faculty/School (named by the Faculty Dean; normally, a Graduate Program Director)
- One (1) full-time graduate student
- One (1) part-time graduate student

### **III. TERMS OF REFERENCE**

The Graduate Studies Committee has the responsibility for the academic quality of graduate studies in each Faculty. It represents Faculty-wide concerns about graduate students to Academic Council, and provides advice to Faculty and Academic Council on issues related to graduate studies. Specifically, the Graduate Studies Committee shall:

- a) Maintain the academic standards set by Academic Council;
- b) Review and make recommendations to Academic Council concerning new graduate programs;
- c) Review and make recommendations to Academic Council concerning major changes to graduate programs;
- d) Receive and review annual reports from the Faculties concerning new graduate courses, course deletions and minor changes to programs;
- e) Receive and review reports, recommendations and action plans arising out of the cyclical review of graduate programs and report to Academic Council on the outcomes of all reviews conducted during the academic year, the implementation of recommendations
- f) Approve nominations from Deans for graduate teaching privileges;
- g) Review, monitor and advise on graduate student admissions and recruitment;
- h) Review, monitor and advise on graduate program regulations and changes in program requirements;
- i) Formulate and recommend graduate scholarship policy to Academic Council;
- j) Review and approve terms of reference for all graduate scholarships, bursaries and other academic awards and prizes and to report its decisions on these matters to Academic Council;
- k) Select individual recipients of graduate awards and prizes where judgment is required in the selection process;
- l) Provide advice to Academic Council on student financial support issues;
- m) Review student and registrarial policies related to financial aid, admission, transfer of credits, etc.;
- n) Deal with cases of graduate students' misconduct of research, appeals and any other issues related to unsuccessful completion of a graduate program;
- o) Prepare responses to university, provincial, national and international policies that impact on graduate-level education;
- p) Carry out Academic Council-approved graduate program policies that include but are not limited to approval of external examiners for theses, time extensions and leaves of absence.



## **(E) RESEARCH BOARD**

### **I. MEETING DATES AND TIMES**

Meetings shall be held quarterly throughout the year based on specific needs.

### **II. MEMBERSHIP**

Appointed by the Associate Provost, Research, in consultation with Academic Council. Currently, the Research Board is chaired by the Associate Provost, Research, with the balance of the membership consisting of the Dean of Graduate Studies; representatives from each Faculty/School (appointed by the Associate Provost, Research in consultation with the Faculty Deans and subsequently ratified by Academic Council); as well as the Manager of Technology Transfer and Commercialization, the Manager, Research Trust and Accounting, the Manager, Research Services, and the Manager of Institutional Grants and Contracts as ex-officio, non-voting members.

### **III. TERMS OF REFERENCE**

The Research Board of the Academic Council is responsible for establishing research policy and strategy. The Research Board is appointed by the Associate Provost, Research in consultation with the Academic Council and is responsible to that Council and ultimately to the Board of Governors. The Research Board shall from time to time establish standing committees.

The Research Board shall:

- a) make recommendations to Academic Council on research policy;
- b) make recommendations to Academic Council on issues related to the conduct of research and scholarly work and any such practices that violate the University's mission and respect for academic freedom;
- c) make recommendations to Academic Council on policies and issues related to ethics in the conduct of research and scholarly work;
- d) approve requests from researchers to enter into confidential research contracts that may delay publishing some or all of the results for a stipulated period from a few months up to two years;
- e) provide advice on issues related to research granting agencies providing funding to the University;
- f) examine proposals for the establishment of any research centres or similar units at the University and
- g) provide advice to the Academic Council on the establishment of such centres; and
- h) serve in an advisory capacity to the Associate Provost, Research.

## **(F) ACADEMIC APPEALS COMMITTEE**

### **I. MEETING DATES AND TIMES**

Meetings shall be scheduled based on specific needs.

### **II. MEMBERSHIP**

- Four (4) core faculty members
- Three (3) student representatives, elected from student body at large

### **III. TERMS OF REFERENCE**

1. Appeals shall be heard by a panel of a minimum of 3 Committee members, as determined by the chair, provided that at least one student member and at least two teaching staff members are present.
2. The appeal hearing shall be conducted by the chair or the chair's designate, who shall be counted as one of the panel members.
3. Decisions with respect to the final disposition of an appeal will be carried by a simple majority of panel members hearing the appeal.
4. An appellant must have completed any prior levels of appeal open to him or her before filing a Notice of Appeal with the Committee.
5. An appeal to the Committee shall be commenced by filing a Notice of Appeal in the required form no later than 4:00 p.m. on the tenth working day after the date of the decision which is being appealed.
6. The chair may refuse to give a hearing to an appeal on the grounds that it is not within the jurisdiction of the Committee.
7. The panel of the Committee hearing an appeal may dismiss an appeal by unanimous decision after considering the written submissions notwithstanding a request for an oral hearing on the grounds that there is no real case for an appeal, i.e., the appeal is frivolous or vexatious and without merit on its face.
8. In the Notice of Appeal, the appellant shall elect whether an oral hearing is requested. If no election is made, the appeal shall be determined in writing.
9. Where an appeal is to be determined in writing:
  - i. As soon as reasonably practicable the Committee shall provide a copy of the Notice of Appeal to the responding Faculty;
  - ii. The responding Faculty has 10 working days to deliver to the Committee a written response to the Notice of Appeal, attaching any documents relevant to the decision under appeal. A copy of the written response and attached documents shall be mailed to the appellant;
  - iii. The appellant shall have 10 working days from the mailing date of the responding Faculty's response to provide any final written response. A copy of this shall be mailed to the Faculty.
10. Where the appeal is to be determined by oral hearing:
  - a. Upon receipt of the Notice of Appeal, the Committee, in consultation with the appellant and the responding Faculty will schedule a date for the oral hearing;

- b. No less than 10 working days prior to the hearing, the appellant shall deliver to the Committee (3 copies) and the responding Faculty (1 copy);
    - i. Any written submissions to be relied upon at the hearing;
    - ii. Copies of all documents to be referred to at the hearing;
    - iii. A list of persons attending as witnesses and a brief summary of each witness's intended evidence;
  - c. No less than 5 working days prior to the hearing, the responding Faculty shall deliver to the Committee (3 copies) and the appellant (1 copy) of its material listed at paragraph 10 (b), (i) to (iii), above;
11. Where the appeal is to be determined in writing, the members of the panel may convene in person or via teleconference.
12. On an oral hearing, the following procedures shall apply:
- i. At the commencement of the hearing, the chair shall identify the parties and the members of the Committee;
  - ii. The appellant or a representative shall briefly describe the case to be presented, and provide factual support for the case through documentary evidence and testimony of the appellant and any witnesses, if relevant;
  - iii. The responding Faculty or a representative shall briefly reply to the appellant's case and provide facts in opposition to the case through documentary evidence and the testimony of witnesses, if relevant;
  - iv. Committee members may ask questions at the conclusion of each person's statement or testimony, or at the conclusion of the appellant's or responding Faculty's case;
  - v. Normally, neither the appellant nor the responding Faculty may ask questions of the other's witnesses. Where facts important to the decision of the appeal are in dispute, however, either party may ask permission and, if appropriate, the Committee may grant permission for the cross-examination of some or all witnesses;
  - vi. Following the presentation of the appellant's and the responding Faculty's cases, each of the appellant and the responding Faculty may make brief closing statements to summarize the main points of their respective positions;
  - vii. Following the foregoing steps, the parties will withdraw and the Committee will move in camera for its deliberations;
  - viii. The decision of the Committee will be in writing and shall include the names of the Committee and all who appeared, a brief summary of the issues on the appeal, the Committee's decision and reasons in support of the decision.
13. The time limits specified under these procedures may be extended by the chair at the request of the appellant or responding Faculty, if reasonable grounds are shown for the extension.

## (G) HONORARY DEGREES COMMITTEE

### 1.0 CRITERIA

Honorary degrees are to recognize persons who have:

- made an outstanding intellectual and/or scholarly contribution in their chosen field of academic eminence;
- provided outstanding service and/or contributions to greater society through non-academic achievements and/or public service; or
- made major contributions in areas relevant to the mission of the university and/or to Durham Region/Northumberland County.

### 2.0 DEGREES CONFERRED

Academic Council may award either of the following honorary degrees:

#### 2.1 Doctor of Laws, *honoris causa* (LLD)

Awarded for outstanding achievement in the social sciences in the broadest sense, or significant community contributions at the local, national, or international levels.

#### 2.2 Doctor of Science, *honoris causa* (DSc)

Awarded for outstanding achievements in the pure and applied sciences and engineering, usually through research.

### 3.0 COMMITTEE ON HONORARY DEGREES

Academic Council shall establish a Committee on Honorary Degrees to be comprised of:

- The Chancellor
- The President (Chair)
- The Provost
- The Vice-President of Advancement
- Three faculty members
- One student representative
- The Secretary, Academic Council (ex-officio, non-voting)

The Committee on Honorary Degrees is charged with reviewing all nominations and recommending to the President a list of names of potential degree recipients, the type of degree in each case, the appropriate convocation at which the degree should be granted, and the choice of convocation speaker.

### 4.0 GUIDELINES

- 4.1 Faculty and staff at the university are not eligible for nomination until at least three years after retirement.
- 4.2 A nominee may not be an active Canadian politician.
- 4.3 The nominee must be living (if the candidate were to pass away after accepting the nomination, but prior to its award, the degree would be awarded posthumously).
- 4.4 Nominations that reflect the diversity of Canadian society are encouraged.
- 4.5 The university shall be under no obligation to award an honorary doctorate in any year.
- 4.6 Normally not more than one honorary degree will be awarded at convocation, although a second single degree may be awarded in exceptional circumstances.

- 4.7 The Committee shall direct particular focus to individuals who have not received honorary degrees from other institutions, but who are clearly meritorious candidates.

## **5.0 SELECTION PROCESS**

- 5.1 The Committee on Honorary Degrees shall call for nominations for honorary degrees in September of each year. Nominations may be received from members of the University community and the community at large.
- 5.2 Nominations should include appropriate background information, such as basic personal information, a summary of the nominee's achievements and other appropriate supporting documentation.
- 5.3 All nominations must be forwarded to the Committee on Honorary Degrees on or before October 31.
- 5.4 The Committee shall meet in November of each year to develop a list of worthy candidates to serve for the convocation(s) of the coming year.
- 5.6 Recommendations of the Committee on Honorary Degrees will be forwarded to the President for his/her consideration. Names of candidates will be kept on a reserve list for three years.
- 5.7 Recipients will be selected by the President from among the approved candidates on the reserve list. Candidates chosen shall be contacted directly by the President.
- 5.8 The outcome of the Committee's deliberations shall not be released out of respect for the nominee and to ensure the integrity of the process.
- 5.9 If the nominee declines the invitation or is unable to be present at the respective convocation, the President may approach the next nominee on the approved list.
- 5.10 In the event that an individual declines acceptance of an honorary degree that has been approved by the Committee, or where the conferring of an approved degree has not been scheduled within three years of approval by the committee, the Honorary Degree will be deemed to be cancelled.
- 5.11 Confidentiality at all points in the nominating process is critical. No discussion concerning nominees shall take place outside of those directly involved in the evaluation process or the formal evaluation meetings. Discussion and voting will be in executive session by all evaluating groups.
- 5.12 Whenever possible, names of Honorary Degree recipients should be reported to Academic Council before being announced to the media.
- 5.13 Due to the confidential nature of the proceedings, nominators will be contacted after nomination consideration only if the candidate is selected to receive an honorary degree.

## **6.0 CONVOCAION PROCEEDINGS**

- 6.1 The President will identify someone to present each nominee at convocation. This will normally be a university faculty member and frequently the individual who nominated the recipient.
- 6.2 Each honoree, and especially those from out-of-town, will be hosted by a university faculty or staff member, usually the individual performing introductions at convocation. He/she will be responsible for ensuring that the honoree(s) are met at airports, escorted to and from campus events and generally made to feel welcome and appreciated.
- 6.3 Nominees will normally address convocation but, in some cases, may not be asked to do so.
- 6.4 Speeches should be brief (not to exceed ten minutes) and introductions should be confined to three minutes. All speeches should be directed to the graduating class.
- 6.5 The university will normally host either a luncheon or a dinner for honorees, their immediate families, and special friends.

## V. FACULTY COUNCILS

*[May 2004, November 2005, March 2006; Additional membership rules are in place for the Faculty of Health Sciences (September 2004).]*

### 1. General

- a) Each Faculty of the University of Ontario Institute of Technology shall have a Faculty Council that is responsible for the academic governance and approval of new programs and courses, policies of the Faculty including admissions to the Faculty, academic standards, curriculum and degree requirements, and long-range academic planning.
  - b) Faculty Councils are established by Academic Council and operate under delegated authority from Academic Council.
  - c) The rules and procedures and membership of Faculty Councils, and proposed changes to them, shall be reviewed by the Executive Committee of Academic Council to ensure their compliance with recognized principles and practices.
  - d) Each Faculty Council shall consist of the following regular voting members:
    - (i) The Dean, Associate Deans and Assistant Deans of the Faculty;
    - (ii) All core faculty members of the Faculty with a primary appointment in the Faculty including those on research or other leave;
    - (iii) All core faculty members whose primary appointment is in another Faculty, but who hold a 25% or more secondary appointment in the Faculty;
    - (iv) All full-time academic associates holding a primary appointment in the Faculty and all full-time academic associates holding at least a 25% secondary appointment in the Faculty;
    - (v) Representatives of the Teaching Assistants and Part-Time Faculty who have taught in the Faculty for at least two consecutive academic years not to number more than 10% of categories i, ii, iii and iv combined (where this number is at least 10);
    - (vi) Students not to number more than 10% of categories i, ii, iii and iv combined (where this number is at least 10); and
    - (vii) Professional/Management/Technical and Administrative Staff of the Faculty not to exceed 10% of categories i, ii, iii and iv combined (where this number is at least 10).
- NOTE: Any exceptions to the rules set out above must receive approval from Academic Council.
- (e) The Dean of the Faculty shall act as the Chair of Faculty Council.
  - (f) Each Faculty Council shall elect a Vice-Chair annually from among the core faculty members of the Faculty.
  - (g) The President, Vice-Presidents, and Associate Provosts of the University, the Deans of other Faculties of the University, the Secretary of Academic Council, and the University Librarian shall be ex-officio, non-voting members of each Faculty Council.

**(h) Executive Committee of Faculty Councils**

Each Faculty Council shall establish an Executive Committee to be chaired by the Dean of the Faculty with the following mandate:

- (i) To organize the regular ongoing business of the Faculty Council including the preparation of the agenda for all regular and special meetings;
- (ii) To exercise the powers held by the Faculty Council for what are normally considered routine administrative matters (all such actions are to be reported to the Faculty Council);
- (iii) To receive and review reports and recommendations from Faculty Committees prior to their submission to the Faculty Council at its regular meetings;
- (iv) To present to the Faculty Council normally at the last regular meeting in the academic year, a list of members for Faculty Committees for the coming year; and
- (v) To make recommendations to the Faculty Council as may be necessary from time to time regarding the establishment of ad hoc Committees of the Faculty Council (recommendations shall include terms of reference and Committee members).

**(j) Curriculum Committee of Faculty Councils**

Each Faculty Council should establish a Curriculum Committee with the following mandate:

- (i) To make recommendations to the Faculty Council with respect to rules and regulations for the government, direction and management of undergraduate studies in the University;
- (ii) To make recommendations to the Faculty Council with respect to new undergraduate programs/plans, and the deletion of undergraduate programs/plans;
- (iii) To recommend to Faculty Council all new undergraduate courses, the deletion of undergraduate courses and proposed changes to existing undergraduate courses and programs;
- (iv) To provide to the Curriculum and Program Review Committee of Academic council a summary of the Faculty Council's deliberations and actions in areas of its jurisdiction (the responsibility for the approval of new programs remains with Academic Council and Faculty Curriculum Committees are expected to flag matters of broader academic policy for the attention of Academic Council);
- (v) To coordinate and oversee all matters in the Faculty relating to examinations, grading and assessment practices and academic standards;
- (vi) To explore curriculum policy issues including instructional development and quality of teaching. The committee shall report its findings and make recommendations to the Faculty Council and Academic Council where relevant;
- (vii) To oversee all non-degree courses and programs in the Faculty; and
- (viii) To advise the Dean on all matters relating to undergraduate studies within the Faculty.

**(k) Other Committees of Faculty Councils**

As Faculties grow in size, other Faculty Council Committees may be added. Additional Committees are likely to include Research, Graduate Studies and Student Appeals.