



### **Senate Committee on Academic Policy (Policy)**

**Effective Date:** December 2, 2022

**Supersedes:** July 1, 2022

**Date of Next Review:** Spring 2024

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#### **TERMS OF REFERENCE**

1. To oversee, and periodically review existing Senate academic policies, except those matters for which responsibility is specifically assigned to another Senate committee.
2. To propose new Senate academic policies in areas when and where there is no current policy and it is advisable, prudent and/or necessary that there be policy.
3. To consider proposals for new, and modifications to existing, Senate academic policies that are submitted in accordance with the Policy on Establishing Senate Academic Policies and Procedures.
4. To establish such ad hoc policy review working groups as the committee may determine necessary, to undertake a periodic review or special review of a new or existing academic policy or policies. The membership of any such working group shall include appropriate experience and expertise in the policy area.
5. To report to Senate with a committee recommendation on all matters referred to the Senate Committee on Academic Policy by Senate or any Senate committee.

#### **COMPOSITION**

Ten members elected by Senate:

Eight faculty members. No more than two faculty members may be from the same Faculty, School, or Affiliated University College. At least four faculty members must have membership in the School of Graduate and Postdoctoral Studies.

Two students: one graduate and one undergraduate.

One representative of each Affiliated University College, appointed by the respective Affiliated University College President for a two-year term. The representatives of the Affiliated University Colleges shall have one vote, with the voting member to be determined on a one-year rotating basis.

### **Ex officio (voting):**

- President & Vice-Chancellor
- Provost & Vice-President (Academic)
- Vice-Provost (Academic Programs)
- Vice-Provost (Graduate and Postdoctoral Studies)
- Vice-Provost (Students)
- Vice-Provost and Associate Vice-President (Indigenous Initiatives)
- Associate Vice-President (Equity, Diversity & Inclusion)
- USC Vice-President (University Affairs)
- SOGS Vice-President (Academic)
- Chair of the Senate Committee on Academic Curriculum and Awards (ACA)

### **Ex officio (non-voting):**

- University Registrar
- University Secretary

### **Observers (non-voting):**

Appointed on a one-year rotational basis:

- One Academic Counsellor (and an alternate) from the faculties with first entry programs

- One administrative representative (and an alternate) from the pool of individuals managing second entry programs.

- One Graduate Assistant (and an alternate) identified by the School of Graduate and Postdoctoral Studies

The Committee shall elect a Chair and a Vice-Chair annually from among the members elected by Senate.

**GENERAL PROCESS FOR SENATE COMMITTEES**

**Quorum:** As set out in Senate By-Law VI.11.(a), quorum shall be one-half of the voting members, including at least one-half of the elected or appointed members, during September to May, and one-third of the voting members, including one-third of the elected or appointed members, during June, July and August.

Quorum September to May: 11 members, including 6  
elected/appointed

Quorum June to August: 7 members, including 4  
elected/appointed

**Terms:** The terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others, as set out in Senate By-Law VI.10.(a).