

BOARD OF GOVERNORS MEETING

**1:00 p.m., Tuesday, September 24, 2013
North Meeting Room, Windermere Manor**

1. Adoption of Agenda - Open Session
2. Report of the President (Amit Chakma)
3. Unanimous Consent Agenda - **Appendix I**
 - Includes Open Session **Minutes of the Meeting of June 20, 2013**
4. Business Arising from the Minutes
5. Reports of Committees:
 - Senior Operations Committee - **Appendix II** (Steve Coxford)
 - Audit Committee - **Appendix III** (Jim Knowles)
 - Fund Raising and Donor Relations Committee - **Appendix IV** (Jeremy Adams)
 - McIntosh Gallery Committee - **Appendix V**
6. Items Referred by Senate - **Appendix VI** (Amit Chakma)
7. Questions from Members
8. Other Business
9. Adjournment to Confidential Session

<i>Meetings of the Board beginning at 1:00 p.m. will normally end by 4:30 p.m. unless extended by a majority vote of those present.</i>
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SUMMARY OF AGENDA ITEMS – September 24 - OPEN SESSION

Adoption of Agenda	ACTION
Report of the President	INFO
Unanimous Consent Agenda – Appendix I	ACTION
Minutes of the Meeting of June 20, 2013 – Open Session only for web	ACTION

Senior Operations Committee – [Appendix II](#)

University Discipline Appeals Committee Membership Changes	INFO
Board Election Schedule for 2014	INFO

Audit Committee – [Appendix III](#)

Audited Financial Statements for the year ended April 30, 2013	ACTION
Financial Statements: Related Companies	INFO
Health Safety and Wellness Annual Report 2012 - 2013	INFO
Harassment & Discrimination Matters Annual Report 2012 - 2013	INFO

Fundraising & Donor Relations Committee – [Appendix IV](#)

Quarterly Report on Fundraising	INFO
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McIntosh Gallery Committee – Appendix V

McIntosh Gallery Annual Report 2012-13	INFO
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Items Referred by Senate - [Appendix VI](#)

Affiliation Agreement with Brescia, Huron and King's University Colleges	ACTION
Revision to MAPP 7.0 – Policy on Academic Integrity in Teaching and Research	ACTION
Report of the Honorary Degrees Committee	INFO
Daryl T. Bean Professorship in Law and Women's Studies – Extension	INFO
Institutional Quality Assurance Process (IQAP) Year-End Reports for 2011-12 and 2012-13	INFO
Announcements	INFO
Questions from Members	

UNANIMOUS CONSENT AGENDA

FOR APPROVAL

Any member who wishes to ask a question, discuss, or oppose an item that is listed below may have it removed from the consent agenda by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the following motion.

Recommended: **That the following items be approved or received for information by the Board of Governors by unanimous consent:**

Minutes

1.	Open Session Minutes of the Meeting of June 20, 2013	ACTION
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Report of the Senior Operations Committee – Appendix II

2.	University Discipline Appeals Committee Membership Changes	INFORMATION
3.	Board Election Schedule for 2014	INFORMATION

Report of the Audit Committee – Appendix III

4.	Health, Safety and Wellness Annual Report – 2012-13	INFORMATION
5.	Harassment and Discrimination Matters Annual Report – 2012-13	INFORMATION

Fund Raising and Donor Relations Committee – Appendix IV

6.	Quarterly Report on Fund Raising	INFORMATION
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McIntosh Gallery Committee – Appendix V

7.	Annual Report of the McIntosh Gallery – 2012-13	INFORMATION
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Items Referred by Senate – Appendix VI

8.	Report of the Honorary Degrees Committee	INFORMATION
9.	Daryl T. Bean Professorship in Law and Women's Studies - Extension	INFORMATION
10.	Institutional Quality Assurance Process (IQAP) – Year-end Reports for 2011-12 and 2012-13	INFORMATION
11.	Announcements	INFORMATION

The Unanimous Consent Agenda

The Board's parliamentary authority -- *Sturgis Standard Code of Parliamentary Procedure* -- explains the consent agenda:

Organizations having a large number of routine matters to approve often save time by use of a *consent agenda*, also called a *consent calendar* or *unanimous consent agenda*. This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual votes.

A number of Canadian university Boards have employed the consent agenda format to include not only routine approval items, but also information items. One reason for using this format is to allow the Board to focus on major items of business. While approval of an omnibus motion saves time at Board meetings, Board members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

How it works:

The Secretary identifies action and information items that are routine and/or likely non-controversial. In so doing, she may consult with the Chair of the Board, the relevant committee chair, and principal resource persons. In each Committee's report, these items are noted in the list of items at the beginning of the report. Action and information items on the agenda and in committee reports that are not noted on the consent agenda will be presented singly for discussion and voting (when appropriate).

When members receive their Board agendas, they should review all reports in the usual manner. **If any member wants to ask a question, discuss, or oppose an item that is marked for the consent agenda, he or she can have it be removed from the consent agenda** by contacting the Secretary of the Board of Governors prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.

At the Board meeting, before the unanimous consent motion is presented for approval, the Chair of the Board (1) will advise the Board of items that are to be removed from the list, based on prior requests from Board members; and (2) will ask if there are any other items that should be removed from the list. The remaining items are then unanimously approved *en bloc* without discussion, saving the time that would be required for individual presentation and voting. Those matters that have been struck from the consent agenda will be handled in the usual way as each Committee's report is presented.

The minutes of the Board meeting will report matters approved as part of the consent agenda as "carried by unanimous consent". Information items received as part of the consent agenda will be reported as received.



MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS

JUNE 20, 2013

The meeting was held at 1:00 p.m. in Room 4155 Stevenson Hall.

PRESENT: Mr.S. Coxford, Chair
Ms. I. Birrell, Secretary

Dr. C. Beynon
Dr. A. Chakma
Dr. R. Darnell
Mr. M. Dietrich
Mr. J. Fontana
Ms. L. Gainey
Ms. L. Gribbon
Ms. S. Grindrod
Mr. P. Jenkins

Mr. J. Knowles
Ms. G. Kulczycki
Mr. D. Lemieux
Mr. C. Shah
Dr. S. Sims
Dr. J. White
Mr. M. Wilson
Mr. K. Zerebecki

By Invitation: M. Belanger, L. Logan

BG.13-60 **REPORT OF THE PRESIDENT**

The President reported on the following: Spring Convocation 2013; appointment of Peter White as the Executive Director, Government Relations and Strategic Partnerships; update on the search process for the Vice-President (External); update on transition process with Foundation Western; International Advisory Board meeting. The report distributed with the agenda included updates on: Clusters of Research Excellence; Internationalization; Strategic Plan renewal update; student enrolment projections.

BG.13-61 **UNANIMOUS CONSENT AGENDA**

It was moved by K. Zerebecki, seconded by M. Wilson,

That the 19 items listed in Appendix 1 be approved and/or received for information by the Board of Governors by unanimous consent.

CARRIED

BG.13-62 **Minutes from the Previous Meeting**

The open session minutes of the meeting of April 25, 2013, were approved as circulated.

REPORT OF THE PROPERTY & FINANCE COMMITTEE [Appendix II]

BG.13-63 **Centre for Environment & Sustainability – Increase to Supplemental Fee for Masters Program**

It was moved by K. Zerebecki, seconded by M. Wilson,

That the Master of Environment and Sustainability supplementary fee increase to \$2,000 effective September 2013.

CARRIED (By Unanimous Consent)

BG.13-64 **Information Items Reported by the Property & Finance Committee**

The Report of the Property & Finance Committee, detailed in Appendix II, contained the following items that were received for information by unanimous consent:

- Professorship in Vascular Surgery
- Beattie Professorship – Name Change
- UHIP Fees 2013-2014
- New Supplemental Fees
- Dental Kit Fees 2013-2014
- Ancillary Financial Report
- Quarterly Ratio Report on Non-Endowed Funds
- Investment Committee Report
- Quarterly Financial Report (Operating Budgets)
- New and Revised Scholarships and Awards

REPORT OF THE SENIOR OPERATIONS COMMITTEE [Appendix III]

BG.13-65 **Campus Alcohol Policy – MAPP 1.33 - Amendments**

It was moved by M. Wilson, seconded by S. Sims,

That the Board of Governors approve amendments to the Campus Alcohol Policy (MAPP 1.33) as outlined in Appendix III, Annex 1.

CARRIED

REPORT OF THE AUDIT COMMITTEE [Appendix IV]

BG.13-66 **Retirement Income Fund Financial Statements for the year ended December 31, 2012**

It was moved by P. Jenkins, seconded by K. Zerebecki,

That the Board of Governors approve the audited financial statements for The University of Western Ontario Retirement Income Fund for the calendar year 2012, as attached in Appendix IV, Annex 1.

CARRIED

BG.13-67 **Western Retirement Plans – Report to the Audit Committee for the year ended December 31, 2012**

The Board received for information the annual report on the Western Retirement Plans detailed in Appendix IV, Annex 2.

FUNDRAISING & DONOR RELATIONS COMMITTEE [Appendix V]

BG.13-68 **Information Item Reported by the Fundraising and Donor Relations Committee**

The Report of the Fundraising & Donor Relations Committee, detailed in Appendix V, contained the following item that was received for information by unanimous consent:

- Quarterly Report on Fund Raising

ITEMS REFERRED BY SENATE [APPENDIX VI]

BG.13-69 **Creation of the Department of Management and Organizational Studies**

The Board approved the following recommendation through an e-vote subsequent to the meeting.

That the Department of Management and Organizational Studies be created effective July 1, 2013 and that the Aubrey Dan Program in Management and Organizational Studies be housed within the new department.

CARRIED (E-VOTE)

BG.13-70 **Articulation Agreement: Brescia University College, Bachelor of Science (Food and Nutrition) Honors Program, and George Brown College, Culinary Management – Nutrition Diploma Program**

It was moved by K. Zerebecki, seconded by M. Wilson,

That effective May 1, 2013, graduates of the Culinary Management – Nutrition Diploma Program at George Brown College be admitted into the Bachelor of Science (Food and Nutrition) Honors program at Brescia University College, according to the procedures set out in the Articulation Agreement attached as Appendix VI, Annex 1.

CARRIED (By Unanimous Consent)

BG.13-71 **Information Items Referred by Senate**

Appendix VI, Items Referred by Senate, contained the following items that were received for information by unanimous consent:

- Annual Report of the University Librarian
- Report of the Academic Colleague
- Announcements and the Reports on Promotion and/or Tenure 2012-13

The meeting adjourned to the confidential session.

S Coxford
Chair

I. Birrell
Secretary

REPORT OF THE PRESIDENT

To: Board of Governors
From: Amit Chakma
Date: September 24, 2013
Re: President's Report to the Board

I'm pleased to provide the following update on important developments and achievements since the last meeting of the Board on June 20, 2013.

1. Government update: In July, the Higher Education Quality Council of Ontario (HEQCO) released a report suggesting the province's 20 universities could be organized into three or more distinct clusters according to levels of institutional focus on undergraduate education, graduate education and/or research intensiveness. Similar criteria have been used by other jurisdictions to determine the means of supporting the unique roles, strengths, and niche areas of expertise of individual institutions. [*"The Diversity of Ontario's Universities: A Data Set to Inform the Differentiation Discussion"*](#) advocates that such a framework would enhance the quality of teaching and research, increase student choice and mobility, and create a more accountable, sustainable and globally competitive system.

Coincident with the release of HEQCO's report, Western and other Ontario universities were invited to participate in government-led roundtables to explore the topic of differentiation within the context of the Strategic Mandate Agreements that all universities submitted at the government's request in summer 2012. As follow-up to these roundtables, MTCU has just released (on Sept. 16) a draft differentiation policy framework. Universities' feedback on the draft policy is invited until mid

October, and the Ministry advises that it aims to finalize the framework by late October. At the time of writing this Board report, our senior team is reviewing MTCU's draft—which outlines a set of differentiation criteria different from those suggested by HEQCO—and developing an appropriate response. Western strongly endorses the notion of a differentiated funding model for the university sector, and we look forward to helping to shape an appropriate policy framework that will enhance higher education in Ontario while supporting our University's unique strengths and priorities.

2. Leadership update: On August 19, Peter White joined Western as our new Executive Director of Government Relations and Strategic Partnerships. A Western alumnus, Peter joins us from the London Economic and Development Corporation where, under his leadership as President & CEO since 2007, the LEDC was recognized four times as being among the top economic development organizations in the country. Peter has also served the regional community on a number of executive boards including his role as past chair of the South Western Economic Alliance. Before joining LEDC, Peter was a partner in Nexent Innovations Inc., a software solutions company. He also previously held senior management positions at Globalstar Inc., Telular-Globe Data and Motorola Inc.

Meanwhile, searches continue for the currently vacant roles of Vice-President (External Relations), and the University Librarian following the retirement of Joyce Garnett. As well, Senate Decanal Committees have now undertaken their work related to the review/selection processes for the Dean of the Faculty of Engineering and Vice-Provost (Academic Programs & Students) [Registrar].

3. Strategic Plan renewal update: In response to feedback solicited and received during consultations with the Senate, Board of Governors and senior academic and administrative leaders, a second draft of Western's renewed Strategic Plan, *"Going Global: Achieving Excellence on the World Stage,"* was released to the campus community in mid-July. The draft document was made accessible

online to all faculty, staff and students, and all members of the campus community have until September 30 to provide written comments on the plan.

The draft articulates updated mission and vision statements, and highlights four broad themes: Educating students to lead and succeed as global citizens; Creating a world-class research and scholarship culture; Engaging alumni, community and international partners, and Diversifying revenue generation. Once feedback on the second draft is gathered from the campus community, a third and penultimate draft will be presented in November for final review and approval by Senate and the Board of Governors.

ACTIVITIES OF THE PRESIDENT

(June 20 – September 16, 2013)

June	20	London	Bob Kennedy (Dean Elect, Ivey)
			Board of Governors
	21	London	New USC Executive Team
	22	Ottawa	WUSC (World University Service Canada)
	23	London	Teleconference AUW (Asian University for Women)
	24	Toronto	COU Executive Heads with Premier Wynne
	24-25	Grand Bend	Academic Leader's Summer Conference
	26	Ottawa	U15 Carolyn Watters (Dalhousie)
	27	Ottawa	AUCC Dialogue on Global Higher Education Trends President's Panel
			Steve Poloz (Governor, Bank of Canada)
	28	London	Visit of Warren Gilman
			Teleconference U15 Executive Committee
	30	London	Teleconference AUW (Asian University for Women)
July	2	London	Frank Angeletti (Former Board Chair)
	3	London	Visit of Deputy Minister Horgan
	5	London	Phone Call with Chris Bentley
			Phone Call with Paul Davidson (AUCC)
			Taping for Howard Rundle Retirement Video
	8	London	Craig Hutchison (Senior VP Marketing & PR, Joe Fresh/Loblaws)
			Neil Fraser (President, Medtronics)
	9	London	Vito Frijia (Southside Group)
	11	London	Phone Call with Richard Florizone (President, Dalhousie)
			Teleconference COU
	15	London	SINO-PhIRDA (China Pharmaceutical Industry Research and Dev Association) Delegation Visit
	17	London	NSERC IRC Site Visit
	19	Australia	Fred Hilmer (President & Vice-Chancellor, University of New South Wales), Jack Cowin
	22	Australia	Alastair Sloan (Director, Foreign Exchange, National Bank of Australia)
			Macquarie University and University of Wollongong
			Glenn Stevens (Governor, Reserve Bank of Australia)
			Joint Western-University of Toronto Alumni Event
	23	Australia	University of Sydney President's Meeting
			University of New South Wales
	24	Australia	Monash University
			University of Melbourne
	25	Australia	University of Western Australia
			G8 Board Meeting
August	6	London	Chancellor Joe Rotman

	9	London	Teleconference COU
			Teleconference U15 Executive Committee
	13	London	Telephone Call with Goss Gilroy (SSHRC Indirect Costs Program)
			Video Preview “Be Extraordinary” Campaign
	14	London	Hebei University Visit and LOI Signing
			Teleconference COU
	15	Toronto	Chancellor Joe Rotman
	19	Quebec City	U15 Meetings/Dinner with Minister Christian Paradis (International Development)
	20	Quebec City	U15 Meetings
	21	London	VP External Search Committee
	22	Goderich	Deans Retreat
September	2	London	Teleconference AUW (Asian University for Women)
	3	London	Deans Meeting
			Sessions with External and Jon Dallandrea
			O Week Opening Ceremony
	4	London	BASICS (Principled Leadership & University Governance) Session
			Peggy Sattler (MPP London West)
			Art Zuidema, Kate Graham (City of London)
			Mitch Baran/Carol Stephenson Event
	5	London	Launch of Inaugural Class of MPH (Masters Public Health)
			John Carson (New Director, Campus Police)
	6	London	Opening of New Residence at Brescia
	9	London	Celebrations to open new Ivey Building
			Ivey Advisory Board Dinner
	10	London	Telephone Call with Marc Payne
	11	London	Senate Orientation
			Teleconference WUSC
	13	London	Ivey Board Meeting and Reception
			Football Family Appreciation Event
	14	London	Minister Greg Rickford (Science & Technology)
	16	London	Fundraising & Donor Relations Committee
			Welcome Reception for Peter White

REPORT OF THE SENIOR OPERATIONS COMMITTEE

Contents	Consent Agenda
University Discipline Appeals Committee Membership Change	Yes
Board Election Schedule for 2014	Yes

FOR INFORMATION

1. **University Discipline Appeals Committee (UDAC) Membership Change**

On behalf of the Board, the Senior Operations Committee approved the appointment of Sujen Saravanabavan as a student representative on UDAC to replace Gord Locke who resigned.

2. **Board Election Schedule for 2014**

Background:

The schedule for Board elections for 2014 is attached as [Annex 1](#).

Board of Governors Election Schedule - Spring 2014

Elections will be held for one faculty representative, one representative of the graduate student constituency and one representative of the undergraduate student constituency, as outlined below. The term for the faculty representative will run from July 1, 2014 to June 30, 2018. The term for the undergraduate and graduate student representatives will run from July 1, 2014 to June 30, 2016.

<i>Faculty Constituency</i>	
Call for Nominations [WWW, Western News]	Thursday, January 9
Nominations Open	8:30 a.m., Thursday, January 9
Nominations Close	5:00 p.m., Thursday, January 23
Posting of Nominations [Room 4101 STH, WWW]	Friday, January 24
Balloting on the Web - Polls Open	12:01 a.m., Tuesday, February 4
Balloting on the Web - Polls Close	11:59 p.m., Wednesday, February 5
Posting of Results [Room 4101 STH, WWW]	Thursday, February 6

<i>Graduate and Undergraduate Student Constituencies</i>	
Call for Nominations [WWW, Gazette, Western News]	Thursday, January 9
Nominations Open	8:30 a.m., Thursday, January 9
Nominations Close	5:00 p.m., Thursday, January 23
Mandatory All Candidates' Advisory Meeting [Place TBA – arranged by USC]	evening, Monday, January 27
Posting of Nominations [Room 4101 STH, WWW]	Tuesday, January 28
Campaign Period begins	12:01 a.m. Tuesday, January 28
Campaign Period ends	11:59 p.m., Monday, February 10
Balloting on the Web - Polls Open	12:01 a.m., Tuesday, February 11
Balloting on the Web - Polls Close	8:00 p.m., Wednesday, February 12
Posting of Results [Room 4101 STH, WWW]	Thursday, February 13

Last updated: June 17, 2013

REPORT OF THE AUDIT COMMITTEE

Contents	Consent Agenda
Audited Financial Statements for the Year Ended April 30, 2013	No
Financial Statements: Related Companies	No
Health Safety and Wellness Annual Report 2012-2013	Yes
Harassment and Discrimination Matters Annual Report 2012-2013	Yes

FOR APPROVAL

1. **Audited Financial Statements – The University of Western Ontario**

Recommended: That the Board of Governors approve the draft audited combined financial statements for the University for the fiscal year ended April 30, 2013 (see **Annex 1**, Tab 1).

FOR INFORMATION

2. **Financial Statements: Related Companies**

Financial statements for the following related companies and other organizations of The University of Western Ontario for the fiscal year ended April 30, 2013, are provided for the information of the Board and can be found in **Annex 1**.

The Museum of Ontario Archaeology, as presented by the Museum's auditors, KPMG, and as approved by the Board of Directors of the Company on **June 19, 2013**.

The University of Western Ontario Research and Development Park, as presented by the Company's auditors, KPMG, and as approved by the Directors of the Company on **September 12, 2013**.

The Siebens-Drake Research Institute as presented by the Institute's auditors, KPMG, and as approved by the Institute's Board of Directors, **September 13, 2013**.

Foundation Western, as presented by the Foundation's auditors, KPMG, approved by the Financial & Operations Committee on **July 15, 2013** and approved by the Directors of Foundation Western on **July 22, 2013**.

The University of Western Ontario Foundation Inc., as presented by the Foundation's auditors, KPMG, and as approved by the members of the board of the UWO Foundation Inc., **September 9, 2013**.

Richard Ivey School of Business Group of Companies, Richard Ivey School of Business Foundation, and Richard Ivey School of Business (Asia) Limited, as presented by the Ivey's auditors, KPMG, and as approved by the Board of Directors on **September 13, 2013**.

Robarts Clinical Trials Inc., as presented by the auditors, KPMG, and presented by the Director of Finance and Contractual Services to internal management. Financial statements will be approved at the first board meeting in **November 2013**.

The Pension Fund for Members of the Academic and Administrative Staff - for the fiscal year ended December 31, 2012, as presented by the Pension Funds auditors, KPMG, and as approved by the Joint Pension Board on **May 13, 2013**.

The Retirement Income Fund - for the fiscal year ended December 31, 2012, as presented by the Retirement Income Fund auditors, KPMG, and as approved by the Board of Governors on **June 20, 2013**.

3. **Health Safety and Wellness Annual Report 2012-2013**

See [Annex 2](#).

4. **Harassment and Discrimination Matters Annual Report 2012-2013**

See [Annex 3](#).

HEALTH, **SAFETY & WELLNESS**



Annual Report 2012-2013

HEALTH, SAFETY & WELLNESS

UPDATE ON SAFETY PROGRAMS

The professionals working in the Health and Safety team and Rehabilitation Services group have had a very successful year in supporting individuals to take accountability for their own safety and health through increasing awareness and training. The safety training programs at Western have heightened awareness of the importance of working in a safe manner and have resulted in a continued decrease in lost time claims and accidents for the fourth year. This report highlights the changes and activities in each of the safety programs and provides the health and safety data and trends.

Biosafety Program

The Biosafety Program has responsibility for ensuring all matters pertaining to Biosafety, including verifying that all work with biohazardous agents conducted by Western and its affiliates, is done in accordance with the safety practices outlined in the Public Health Agency of Canada Laboratory Biosafety Guidelines. The Biosafety Program is citywide and oversees all research involving biohazards conducted by faculty, staff and students at Western and affiliated Research Institutes.

To support research, six occupational health and safety Standard Operating Procedures (SOPs) were reviewed and updated in the past year. Hazard information sheets were completed for biosafety Level 1, Level 2 and Level 2+ research.

To support in vitro research, eleven additional biosafety procedures and guidelines were reviewed and updated.

In 2012 Western welcomed a new HIV researcher, who was trained and given access to the Level 3 facility. There are currently five HIV researchers using our Level 3 facility.

Reviews for the use of routine biohazardous materials were delegated from the Biohazard Sub-Committee to the Biosafety Officer and Chair of the Biohazards Subcommittee. This has resulted in expedited reviews and a faster turnaround time for the research community.

To expedite the review and approval of biohazard protocols, the Biohazards Subcommittee met every month in 2012. In addition

to this, the Biosafety Committee met three times in 2012. A total of 156 Biological Agents Registry Forms were reviewed and approved in 2012. This is up from 119 in 2011.

There was an increased demand for biosafety training sessions for undergraduate classes. Biosafety training was completed for Schulich students in Physiology and Pharmacology, Biochemistry and the Medical Sciences Programs.

Environmental Safety Program

In 2012, the use of the Hazardous Waste disposal program has continued to support the needs of teaching and research community. Western continues to maintain a status of 'In Good Standing' for our waste generator license.

HazMat Storage Facility

OHS recognizes that there is risk associated with the collection and storage of hazardous materials on campus and works closely with RPR Environmental (our external waste contractor) and Internal Audit to develop procedures and programs to effectively manage that risk and comply with legislative requirements.

In 2012 OHS and RPR Environmental fully implemented a system that collects hazardous chemical waste and removes it from campus every week. This removes the risk of storing chemical waste on the main campus.

An Annual Report, as required for the PCB Storage Facility was submitted to the Ontario Ministry of the Environment. No concerns were raised.

Radioactive Waste Program

The Radioactive Waste program continues to operate meeting all the requirements of the CNSC and the Transportation of Dangerous Goods.

An annual inspection by the CNSC reported no issues of non-compliance.

HEALTH, SAFETY & WELLNESS

Facilities Safety

The Facilities Safety Program addressed issues relating to construction work activities, pedestrian safety, the design of facilities, and hazard control in buildings. Monitoring of work activities in and around construction and renovation sites was performed regularly to reduce the impact on members of the University community. In situations where hazardous situations were anticipated, the immediate participation of various stake holders was encouraged to implement reasonable corrective measures.

The focus of the Facilities Safety Program is the prevention of accidents and injuries. Continuous reference and education was provided to staff at Facilities Management (FM) on University Corporate policies, and FM Safety Policies and Procedures. In addition, the program also included scheduled post bid meetings with outside contractors prior to the commencement of any project activities on the University premises. Regular presentations focused on applicable policies and procedures that meet or exceed the minimum requirement of the Ministry of Labour Occupational Health and Safety Act and Regulations. These policies and procedures were enforced through a structured daily inspection program.

The strategy in addressing risks and managing safety is constantly evaluated by monitoring behaviours and adherence to procedures and protocols. All construction and renovation activities were monitored regularly and strict adherence to UWO Procedures and Construction Projects Regulations (Ontario Regulation 213/91) was requested on each project. This program was also enforced through a University adopted "Safety Reminder" program in which instances of non compliance were dealt with by completing a form citing the violation and

reference to the applicable section in the regulations. Copies of the form were sent to the affected internal and external administrative units.



Last year, inspection of construction workplaces included the Fraunhofer Project Centre for Composite Research and WINDEE Project at the Advanced Manufacturing Park "AMP" at Bradley and Veteran Memorial Road. It is anticipated that Safety services through OHS will continue to branch beyond the main campus boundaries.



Over 120 industrial safety training sessions were provided by the Facilities Safety Coordinator. Most who received the training were workers of FM, ITS, Engineering Machine Shop, and graduate students from the engineering school. Most of the courses offered are mandated by legislation and are designed to meet or exceed the legislative standards. Training course titles included: New Employee Health and Safety Orientation, Occupational Health and Safety Act for Supervisors, WHMIS, FM Work Procedures, Fall Arrest Systems, Confined Space Entry, Elevating Work Platforms, Asbestos Awareness and Ceiling Access, Asbestos Refresher, Ladder Safety, Laboratory Safety, Grounds Safety, Personal Protective Equipment, Construction Safety, Transportation of Dangerous Goods, and Hazardous Spills Management.

The training seminars are mandatory requirement under Occupational Health and Safety Act, Industrial Regulations 851.

HEALTH, SAFETY & WELLNESS

Occupational Hygiene

Occupational Health and Safety responded and resolved over 200 occupational hygiene concerns. These were items such as indoor air quality, dust, heat, mold, noise, and lighting concerns. In all of the situations, thorough investigations were conducted and corrective measures were adopted in compliance with *Ontario Industrial Regulations 851*.

Emergency Preparedness

The Hazardous Materials Emergency Response Team conducted eleven training sessions for its responders. The ten team members are trained in the “Disciplined Approach to Emergency Response” and are capable of handling small to medium size spills or releases of chemical, nuclear, and biological material.

In 2012, team members performed mock confined space rescue operations. This was required under Ontario Regulations 632/05 to ensure we have internal capabilities at Western ready for immediate rescue should an emergency happen in any of Western’s 1,200 confined spaces.

Also, team members participated in Harmony 8 Exercise at the Institute for Chemicals and Fuels from Alternative Resources (ICFAR). The exercise was conducted in conjunction with Western’s Campus Community Police Services and the Ilderton Volunteer Fire Fighters. The exercise scenario involved a mock explosion of compressed gas cylinders, chemical spills and environmental contamination.



The HazMat Team responded to a small chemical explosion at the Roberts Research Institute on October 23, 2012. The explosion which involved “rubidium” occurred in RRI 0203 and one person was injured. Shortly after, the Western University HazMat Team was requested to attend to the scene.

A laboratory technician was cleaning a “Rubidium Optical Pumping Cell” when an unexpected reaction occurred. The reaction produced localized fire and a minor injury to the technician’s hand. The apparatus which uses rubidium to polarize xenon as a contrast agent for MRI imagery of lungs was being cleaned for the first time.

Laboratory Safety Program

The Laboratory Safety Committee and the University Health and Safety Committee approved a policy change in the lab inspection process to affect a change in compliance with the lab safety program. A program improvement plan was developed that includes consequences for labs that do not correct non-compliance issues identified during an inspection.

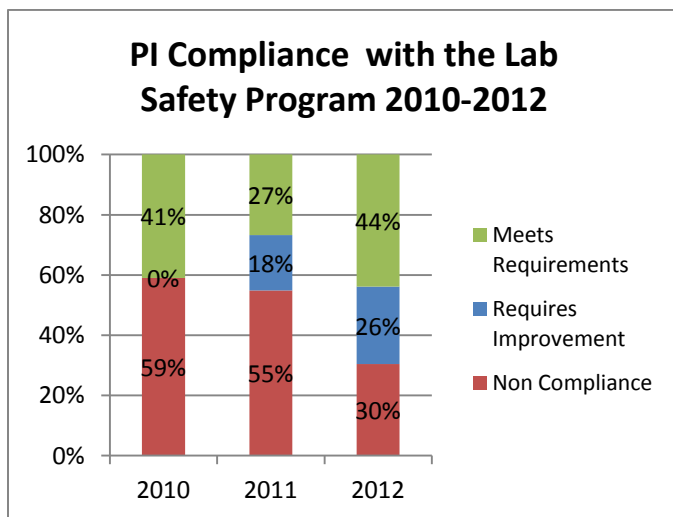
The inspection program will focus on reducing the risk from serious non-compliance issues and on improved communications with Principal Investigators on lab hazards. Labs with non-compliance issues will be re-inspected and failure to meet compliance will result in the closure of the lab until corrective action is completed. The changes in the inspection process were discussed and supported by Academic Leaders, Deans and Chairs.

HEALTH, SAFETY & WELLNESS

Laboratory inspections ensure that Western laboratories are in compliance with the Occupational Health and Safety Act and its regulations such as WHMIS.

In 2012, 348 labs belonging to 240 Principal Investigators showed improved compliance with the lab safety program compared to 2011. Any lab with a non-compliance issue required a second inspection.

Of the 348 labs, 25% had non-compliance items that require reinspection. All labs were in compliance following the second inspection. In 2013 completed lab inspections we are seeing increased compliance in the Faculty of Engineering.



Radiation Safety Program

The Radiation Safety program is comprised of Nuclear Radiation, X-Ray and Laser Safety. Radiation Safety is mandated under Canadian Nuclear Safety Commission regulations. The Radiation committee is composed of members with expertise or a stake in ionizing and non-ionizing radiation safety matters. They provide advice on all matters of radiation safety including nuclear substances, radiation devices, particle accelerators, X-ray equipment, lasers/laser systems and other non-ionizing radiation sources.

X-ray and Laser Safety training as well as Radiation Safety refresher training are available on the new OWL. In addition to Laser Safety training for laser users, a Laser Safety awareness training module will be developed and posted on the Human Resources website for non-laser users in 2013.

The use of laser applications has increased in the past few years in various areas at Western University. New applications include real 3D images of plants and 3D objects built from metal powder. A total of 130 class 3B and class 4 lasers and laser systems have been registered under 34 laser permits as of December 31, 2012. We expect this trend to continue over the next few years.

A total of 122 permits, covering 184 designated radiation, x-ray or laser rooms were inspected by the Radiation Safety Coordinator. **There was 94% compliance in all three of these programs.**

There were no reported accidents involving the use of nuclear substances, X-ray and laser equipment in 2012.

First Aid Program

The First Aid program continues the ongoing task of ensuring that Western is in full compliance with WSIB Regulation 1101. Trained representatives are in place for all departments in all buildings on campus. A current list of all representatives and kit locations is maintained on the HR website.

OHS continues to partner with the UWO Student Emergency Response Team to provide Red Cross First Aid and CPR training. In 2012, 94 employees were trained in emergency first aid and CPR.

There are over 250 trained and certified first aid representatives on campus. They are responsible for first aid in their area, conducting and documenting monthly kit inspections, refilling their kits with required materials kits, etc.

Special requests to support research out in 'the field' are accommodated by supplying training and supplies to those faculty members and students who leave on field trips to remote locations.

HEALTH, SAFETY & WELLNESS

Training

In 2012 OHS gave many special onsite Laboratory and Environmental Safety courses to departments (Engineering, Science, Schulich) to support their research and teaching needs. These were given to their graduate students and to fourth year thesis students in their departments.

Transportation of Dangerous Goods

Research is increasingly global and researchers at Western collaborate extensively with colleagues worldwide. In addition to the exchange of data and ideas there is the need to exchange 'real' chemical and biological samples for study and analysis.

Most of these chemical and biological samples are considered hazardous and need to be shipped by air. This means all shipments must be packaged, labeled and documented according to International Air Transport and Dangerous Goods Regulations (TDG).

Critical Injuries

There were no Critical Injuries in 2012 and 3 to date in 2013.

Critical injuries are those injuries that due to their nature meet criteria that must be reported to the Ministry of Labour. All were reported immediately to the Ministry of Labour who chose, in all cases, not to visit the site.



HEALTH, SAFETY & WELLNESS

Joint Occupational Health and Safety Committee

The Joint Occupational Health and Safety Committee is the one, and only, health and safety committee that is required, under the Occupational Health and Safety Act, at a workplace. It is an advisory group of worker and management representatives that must meet regularly to discuss health and safety concerns, review progress and make recommendations.

In addition to any special concerns, the committee reviews and assesses trends in:

- Accidents and injuries
- Critical injuries
- Work refusals
- Workplace inspections

The Committee meets approximately every six weeks and all positions are filled in accordance with the Terms of Reference and requirements of certified members under the *Occupational Health and Safety Act*.

Internal JOHSC Inspections of the Workplace

It is a requirement of the Occupational Health and Safety Act that members of the Joint Occupational Health and Safety Committee “shall inspect the physical condition of the workplace at least once a year, inspecting at least a part of the workplace in each month”. OHS coordinates this program for the Joint Occupational Health and Safety Committee (JOHSC).

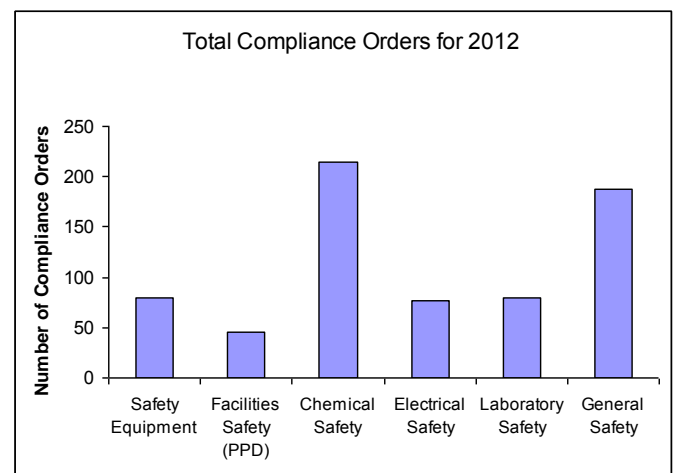
Every inspection at Western is conducted by one of the worker members (who represent their union or association) on the JOHSC. In 2012 each of the members conducted, on average, six inspections. These inspections include not only all workplaces on the main campus but also include the multiple worksites where employees work away from main campus. In 2012, the new Fraunhofer Project Centre for Composites Research was the newest offsite location to be added.

In 2012, 684 compliance orders were issued by the JOHSC during workplace inspections. This is essentially the same as in 2011.

The success of the JOHSC inspection program and the high level of compliance can be attributed cooperative efforts of the committee members, the area safety representatives and the workers.

OHS also appreciates the significant contribution of the various departmental safety committees across campus. Many of these committees have their own inspection programs. Currently internal safety committees at Western include:

- Physical Plant Safety Committee
- Hospitality Services Safety Committee
- Engineering Safety Committee
- Chemistry Safety Committee
- Biology Safety Committee
- Western Retail Services Safety Committee
- Visual Arts Safety Committee
- Western Libraries Safety Committee



HEALTH,

SAFETY & WELLNESS

HEALTH & WELLNESS

Musculoskeletal Disorder Program

The Musculoskeletal Disorder (MSD) Program was introduced three years ago to address injuries and disorders that affect our musculoskeletal system (i.e. muscles, tendons, ligaments, nerves, discs, blood vessels, etc.). The program was initially launched at Hospitality Services and Facilities Management. In 2011, the program was also extended to include Animal Care and Veterinarian Services, and Libraries in 2013.

The MSD Program allows individual members of our workforce to complete individual anonymous “Discomfort Surveys” forms elaborating on personal discomfort experienced in the course of performing daily tasks in the workplace. Another segment of the program includes group discussions regarding safety concerns as well as “brain storming” sessions allowing our staff to suggest the best possible resolution of these safety concerns. This approach had facilitated a feeling of ownership over the program and employee participation has been overwhelmingly positive.

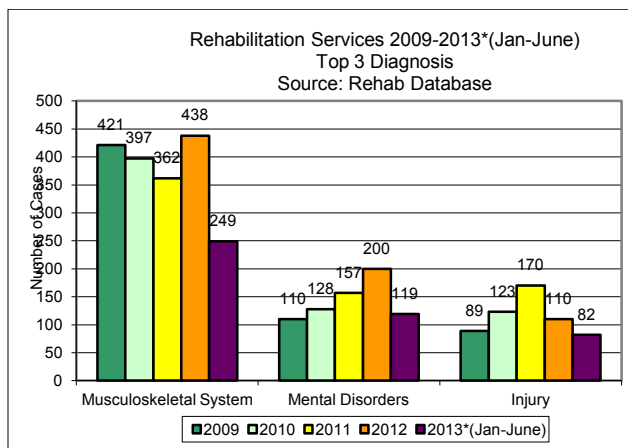
As a result, many staff members have been coached to address physical discomfort issues affecting them, and many new pieces of material handling equipment were purchased to alleviate discomfort symptoms. In the process, many safety concerns were also resolved, thus reducing accidents in the workplace.

HEALTH, SAFETY & WELLNESS

HEALTH & SAFETY DATA AND TRENDS IN 2012/2013

Rehabilitation Services

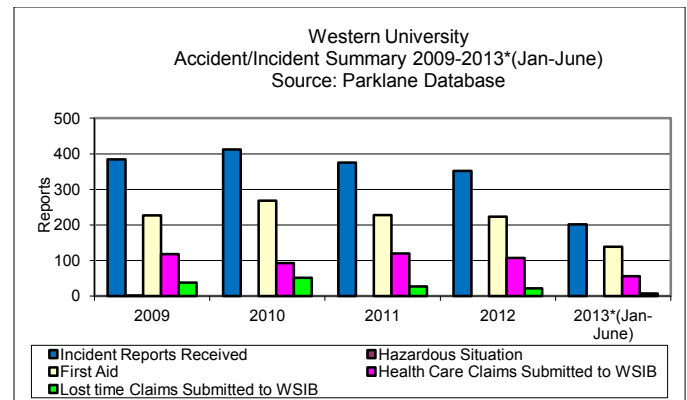
There has been an increase in the use of services offered by Rehabilitation Services. This may be the result of the increased awareness of services offered, as well as the implementation of the Musculoskeletal Skeletal Disorders prevention program and the Mental Health Program where awareness may have resulted in earlier referrals. Within the cases managed, there are multiple episodes per employee. In Facilities Management and Hospitality Services approximately 20% of the cases are multiple episodes. Facilities Management accounts for the greatest number of cases seen in Rehabilitation Services and the greatest number of WSIB cases. Multiple episodes reflect the complexity of cases being managed.



Musculoskeletal System Disorders remain the number one diagnoses seen in Rehabilitation Services with Mental Disorders ranking number two, followed by Injury (motor vehicle accident, falls, etc.)

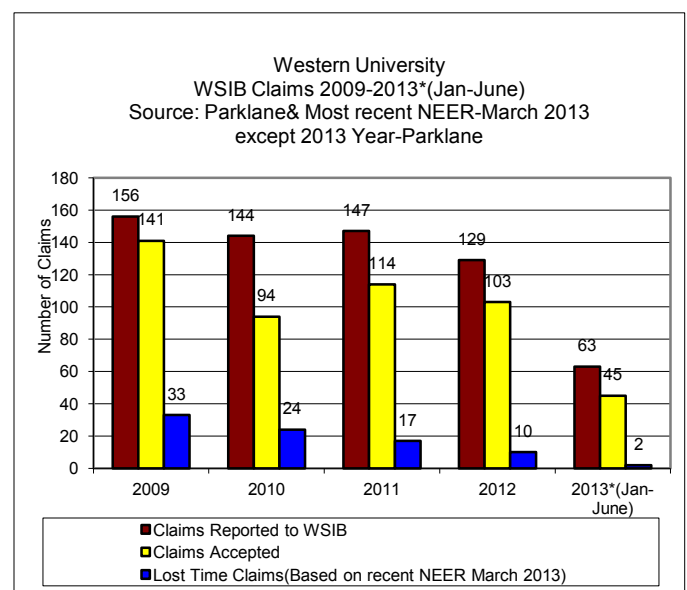
Accident/Incident Summary

The number of Accident and Incidents Reports for employees remains fairly stable.



Workplace Safety and Insurance Board (WSIB) Claims Management

WSIB and Long Term Disability (LTD) statistics for 2013 demonstrate positive trends with respect to workplace accommodation and disability management. This may be reflective of Western's culture and ability to provide workplace accommodation to employees.



HEALTH, SAFETY & WELLNESS

The March 2013 NEER Statement shows Western costs as of March 31, 2013 and is trending very well. Our current performance index rating is better than average. This is due in part to the reduced WSIB claims and Western's success in meeting WSIB expectations with respect to early and safe return to work (early & sustained accommodation of injured workers). It should be noted, however, the projections are based on current status with the potential to change with 1 or 2 serious claims. In 2011, WSIB changed our financial liability for claims from 3 years to 4 years. This will require Western to be diligent in our case management and prevention for accidents/injuries.

NEER (WSIB Cost Statement) - As of March 31, 2013			
Year	Total Number of Claims	Total NEER Costs	Performance Index**
2012	37	\$ 200,976.65	0.41
2011	51	\$ 183,197.56	0.38
2010	48	\$ 257,981.55	0.55
2009	76	\$ 347,723.66	0.76
2008	87	\$ 828,450.52	1.80

**** >1=Surcharge, <1=Rebate, 1=Break Even**

The NEER statement shows the trend of WSIB claims at Western over the last 5 years. The trend in the reduction of WSIB claims at Western is positive. Lost-time claims are going down, however health care claims need to continue to be monitored. To assist in the management of health care claims, Western provides additional supports and resources such as physiotherapy and other health care to eliminate overhead.

Annual Report

Harassment and Discrimination Matters

May 1, 2012 to April 30, 2013

ROLE AND SERVICES OFFERED

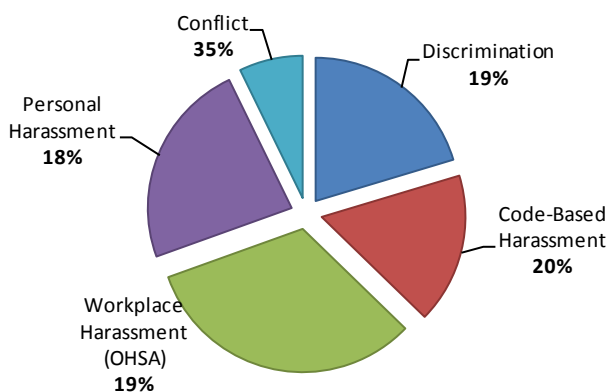
Equity & Human Rights Services (EHRS) is available to all members of Western's community. The role of EHRS is to facilitate the development, implementation and ongoing management/coordination of Western's Non-Discrimination and Harassment Policy ("Policy") and procedures. Pursuant to the Policy, EHRS offers the following services:

- Confidential consultation, support, and information available to all Western students, staff, faculty and postdoctoral scholars
- Support, education and advice to Administrative leaders and Academic leaders
- Culture and climate reviews, as appropriate
- Workshops and presentations

CONTACTS

Over the past academic year, EHRS recorded a total of **297** contacts. **132** of these were from individuals who believed he or she had been subjected to, or had witnessed, behaviour that may fall under the Policy. The remaining **165** contacts were: (a) requests for assistance from **85** Academic or Administrative Leaders (i.e., those with the authority and responsibility to address concerns); (b) requests for information or assistance by **20** third-parties (often, friends or coworkers); and, (c) **60** general requests for information, training or resources relating to the Policy.

TABLE I: Percentage of Individual Consultations by Issue



INDIVIDUAL CONTACTS WITH PEOPLE DIRECTLY EXPERIENCING A PROBLEM

Tables I and Ia display the percentage of consultations by issue for the 132 individuals who contacted EHRS. **Table II** displays the role at Western of those individuals contacting our office. Individuals may contact the office in relation to more than one ground.

All individuals reporting concerns to EHRS are provided with advice. If the matter falls under the Policy, individuals are also given the option to request alternate resolution, or file a formal complaint and request investigation. Individuals frequently opt to attempt to resolve the situation themselves following advice from EHRS.

In the 2012-2013 academic year, **25** individuals requested alternate resolution through EHRS. Such resolution included mediation, facilitation and EHRS making inquiries to support proper application of the Policy. **19** individuals chose to file a formal complaint through the Associate Vice-President, Human Resources. **10** complaints were investigated (**4** are pending).

TABLE Ia: Code-Based Discrimination and Harassment Grounds (n=52)

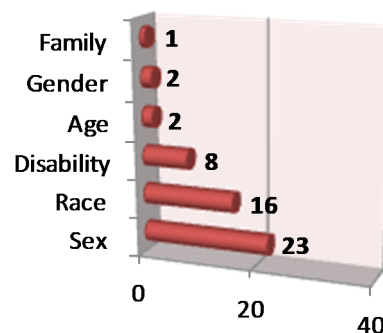


TABLE II: Role at Western

ROLE	#	%
Undergraduate	39	30
Graduate	33	25
Faculty	13	10
Staff	35	26
Other	12	9
TOTAL	132	100%

ACADEMIC OR ADMINISTRATIVE LEADER SUPPORT

Western's Policy requires Academic or Administrative Leaders to report any incidents which **may be** related to harassment and discrimination to EHRS, as well as to involve EHRS in any unit-based attempts at resolving or mediating potential harassment.

Table III displays the top issues reported by the 85 Academic and Administrative Leaders who contacted our office during the past year. Understanding the issues our leaders are facing assists us to determine where our office's focus should be in designing and delivering support and resources.

A note regarding conflict

Where an individual's concerns do not fall under the Policy, they are noted as "conflicts", and are offered some informal strategies to assist with resolution, as appropriate. Such concerns are often interpersonal in nature and may, for example, reflect some form of misunderstanding, lack of role clarity and organizational structure, or personal issues (such as stress, mental health concerns). EHRS recognizes the significant detrimental effect that unresolved conflict can have in the work or academic setting and endeavors to offer appropriate strategies to assist. Such strategies may include facilitated discussion, coaching or referral to other supports (such as EAP, Ombuds office, etc.).

A note regarding safety

EHRS is consistently mindful of concerns relating to potential violence or threats to individuals' safety. When appropriate, we refer or report such concerns to Campus Police (CCPS). EHRS referred to or contacted CCPS on 11 occasions this past year.

Trends and Highlights

Generally, harassment issues (code-based, workplace and personal) continue to be the most frequently consulted upon with our office. We have observed that where leaders support the process and help to facilitate stabilizing and restoring the environment during and following concerns being addressed, there is significant benefit to all parties involved.

We have identified a need for more dialogue surrounding discrimination and harassment issues in order to support international graduate students. A number of cases this year have demonstrated the vulnerability of these students when they are in a situation which may involve harassment or conflict with their immediate supervisor(s).

Table III: Percentage of Concerns Reported by Academic or Administrative Leaders by Issue

ISSUE	%
Code-Based Discrimination and Harassment	62
<i>Race</i>	27
<i>Sex</i>	20
<i>Religion</i>	8
<i>Disability</i>	7
<i>Gender Identity/Expression</i>	4
<i>Family Status</i>	2
Workplace Harassment	21
Conflict	21
Personal Harassment	13

Further, with regard to Western's internationalization strategy, we also suggest the development of a mechanism to ensure that students who are travelling abroad for academic purposes maintain their right to an environment free of harassment and discrimination even when they are not located on Western's main campus.

In June 2012 the Ontario Human Rights Code was amended to specify that a person has the right to be free from discrimination based on gender identity or gender expression. Western's MAPP 1.35 Policy has been amended to reflect the same. In the coming year, EHRS will be reviewing other institutional policies and practices to ensure they reflect the full diversity and rights of our campus members.

EDUCATION AND OUTREACH

EHRS provides workshops and training in the areas of harassment, bullying and diversity to approximately 1500 Western members each year. We continue to build our supports and resources for all areas of our work but, in particular, support for interpersonal conflict resolution.

CONCLUSION

EHRS wishes to express our appreciation to all those we interact with in an effort to assist with resolution of matters. We look forward to continuing to support all students, staff and faculty members on a campus which respects, accepts, nurtures, and celebrates its diversity.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Equity & Human Rights Services
Western University
The Arthur and Sonia Labatt Health Sciences Building, Room 330
London, ON N6A 5B9
T 519.661.3334
F 519.661.2133
equity@uwo.ca
www.westernu.ca/equity

REPORT OF THE FUND RAISING AND DONOR RELATIONS COMMITTEE

Contents	Consent Agenda
Quarterly Report on Fundraising	Yes

FOR INFORMATION

1. **Quarterly Report on Fundraising**

See [Annex 1](#).



Fund Raising Initiatives Quarterly Report
as at July 31, 2013
(with comparative figures for the fiscal year 2012/13 and 2011/12)

Exhibit I

(1) **PLEDGE DATA**

	May 1, 2013 to April 30, 2014 (000's)			May 1, 2012 to April 30, 2013 (000's)			May 1, 2011 to April 30, 2012 (000's)		
	Target	Actual	Actual as a % of Target	Target	Actual	Actual as a % of Target	Target	Actual	Actual as a % of Target
Pledges outstanding May 1,	101,618	101,618	N/A	168,106	168,106	N/A	98,090	98,107	N/A
New Gifts & Pledges (Gross)	65,050	10,644	16.36%	65,000	60,487	93.06%	60,000	130,211	217.02%
Pledges cancelled/amended on new/prior pledges	(2,962)	(1,480)	49.97%	(2,684)	(2,503)	93.26%	(2,041)	(1,691)	82.85%
Net New Pledges/Gifts	62,088	9,164	14.76%	62,316	57,984	93.05%	57,959	128,520	221.74%
Contributions received in payment of pledges/gifts:									
Foundation Western	5,000	1,035	20.70%	9,500	10,415	109.63%	10,000	9,073	90.73%
Western University	42,420	10,531	24.83%	103,716	113,678	109.61%	38,289	49,066	128.15%
Richard Ivey School of Business (Asia) Limited	8,759	1	0.01%	422	379	89.80%	400	382	95.50%
Total contributions received	56,179	11,567	20.59%	113,638	124,472	109.53%	48,689	58,521	120.19%
Net Pledges Outstanding	107,527	99,215	92.27%	116,784	101,618	87.01%	107,360	168,106	156.58%

Cost Per Dollar Raised

Advancement Fund Raising Units
Development
Richard Ivey School of Business
Foundation Western

	Net Pledges/Gifts	Expenses	Cost per Dollar Raised	Net Pledges	Expenses	Cost per Dollar Raised	Net Pledges	Expenses	Cost per Dollar Raised
Development	5,025	833	\$0.17	103,220	3,888	\$0.04	27,733	3,389	\$0.12
Richard Ivey School of Business	4,665	377	\$0.08	16,871	1,641	\$0.10	25,171	1,634	\$0.06
Foundation Western	944	45	\$0.05	9,700	1,174	\$0.12	10,542	1,145	\$0.11
Total Expenses/Cost Per Dollar Raised	10,635	1,255	\$0.12	129,791	6,703	\$0.05	63,446	6,168	\$0.10
3-Year Average Cost Per Dollar Raised	203,872	14,126	\$0.07						

(3)

(1) **Includes total activity of:**

Western University
The University of Western Ontario Inc.
The University of Western Ontario (UK) Foundation
The University of Western Ontario (HK) Foundation
Foundation Western
Richard Ivey School of Business (Asia) Limited

- (2) Represents all contributions including cash, gift in kind and gift in purchase discounts entered in the Contributor Relations System within reporting period and may differ from the general ledger reporting period.
(3) 3-Year Rolling Average - reflects the major gift factor and the post campaign period.

Be Extraordinary.
The Campaign for Western

STATUS REPORT AS JULY 31, 2013

By Constituency

Gifts & Pledges

Board of Governors/Faculty/Staff/Retirees	230,463
Students	8,845
Alumni	5,022,437
Parents	27,165
Friends	211,683
Corporations	4,322,717
Foundations	486,885
Associations	<u>324,313</u>

TOTAL \$10,634,507

By Faculties/Special Projects

Gifts & Pledges

Arts and Humanities	69,038
Business (Ivey)	4,726,124
Education	24,886
Engineering	582,562
Health Sciences	11,406
Information & Media Studies	12,296
Law	496,323
Libraries	97,835
Medicine & Dentistry (Schulich School of)	1,393,231
Music (Don Wright Faculty of)	35,523
Mustang Athletics	1,126,063
Science	574,400
Social Science	690,273

Special Projects

Student Awards-University Wide	297,792
Western Fund	113,560
Campus Wide Programs	51,821
Graduate Scholarships (Undesignated)	329,724
McIntosh Gallery	<u>1,650</u>

TOTAL \$10,634,507

2012/2013 Fund Raising Objective
% of the 2012/2013 Objective Achieved

\$ 65,050,000
16%

ENDOWED CHAIR MATCHING PROGRAM

In total, the Matching Chairs program has received **\$20,000,000** in gifts & pledges towards a **\$24,000,000** goal and establishes **14** new endowed chairs in Ivey Business School (1), Schulich School of Medicine & Dentistry (10), Faculty of Law (2), Cross-Faculty (Engineering & Business) (1).

GIFT PLANNING PROGRAM

In addition to the above gifts and pledges, Western University has been notified of **15** new expectancies, future commitments such as bequests or life insurance totaling **\$4,352,768** toward a **\$12,000,000** annual goal and an overall campaign progress of **\$90,258,550** toward a **\$100,000,000** campaign goal.

Overall Progress February 1989 to current \$165,553,434 (Expectancies)

ANNUAL REPORT OF THE MCINTOSH GALLERY

	<u>Contents</u>	<u>Consent Agenda</u>
	Annual Report 2012-13	Yes

FOR INFORMATION

Throughout 2012/13, McIntosh Gallery dedicated resources to collaborative projects and complementary initiatives involving various groups and organizations. This has increased the gallery's profile among new constituencies while maximizing the impact of limited resources.

2012/13 began with *Intensities and Lines of Flight*, a group exhibition about the influence of 1960s French theorist Gilles Deleuze on contemporary art organized in conjunction with a major international conference on Deleuze at King's University College. It featured artists Marc Bell (Guelph), James Kirkpatrick, David Merritt, Kim Moodie, Jennie White and Giles Whitaker (all of London), and Robert Waters (Barcelona) with Renée Jackson and Suzanne McCullagh (Toronto). National Gallery Curator Josée Drouin Brisebois was the keynote speaker. By collaborating with King's on this project, the Gallery was able to share expenses and take advantage of the expertise of internationally-recognized Deleuzian scholars.

McIntosh's third annual Artist in the Community project featured Visual Arts Department student Kyla Brown (London), who did a mapping project in the historic Woodfield neighbourhood. Residents were asked to submit hand-drawn maps, stories and photographs of their paths through the area, which is adjacent to downtown London. Brown then attended a variety of community events and festivals to engage participants in this project, the results of which were exhibited at a local organic food co-op in July 2012.

Other Western University Visual Arts graduate students figured large in summer exhibitions. Doctoral candidate Matt Smith (Toronto) curated *Some Things Last a Long Time*, a group exhibition about autobiography in art that featured works from McIntosh's collection along with photographs and video by contemporary Ontario and New Brunswick artists. Kevin Rodgers (Toronto), a doctoral candidate, and MFA students Brad Isaacs (Hamilton) and Liza Eurlach (Vancouver) presented thesis solo exhibitions at McIntosh in July and August.

During the fall of 2012, McIntosh presented a series of exhibitions and programs that examined the history of graphic art in relation to alternative music. From September to February, audiences experienced a variety of drawing practices associated with punk rock, zine culture, and underground graphics. McIntosh organized the first solo exhibition for Jason McLean, which presented new work completed since he returned to London after years spent in Vancouver and Toronto. The forthcoming catalogue, Jason's first, will feature essays by Sarah Milroy (Toronto) and David Liss (Toronto).

To complement McLean's show, McIntosh presented *Raymond Pettibon: the Punk Years*. David Platzker curated this remarkable assemblage of works by the famous Los Angeles artist, who influenced a generation of younger artists including Jason McLean and Marcel Dzama.

Graphic Underground: London 1977-1990, curated by McIntosh Collections Manager, artist and musician Brian Lambert, documented the rich and compelling history of posters, zines and ephemera produced in London, Ontario, during the punk rock period. The forthcoming catalogue with essays by academics, artists and musicians, including Dr. Anna Hudson, York University, and Ben Portis, Curator at MacLaren Art Centre, has been funded by the London Heritage Council. The show was held at Forest City Gallery, an artist-run centre that was active in the alternative music scene during the period. A sold-out concert at Call the Office, a traditional London venue for alternative art and music since the 1960s, featured four

London punk bands, reunited for the first time since the 1980s. Complementary programs included a zine day for young regional artists to sell their graphic work, talks and tours by contributors to the project, and a lecture on American artist Cy Twombly by Cambridge University professor emerita Mary Jacobus. In November, the Gallery presented *Adrian Norvid: Showstoppers, Whoppers, Downers and Out of Towners*, circulated by Art Gallery of Windsor. This Montreal artist uses drawing in his wry depictions of band culture, dissipated rockers, hippies and hangers-on.

This thematic series of exhibitions and programs garnered considerable attention from diverse audiences and the local press. Through Facebook, Twitter, and a special website (graphicundergroundlondon.ca), over 1,200 individuals followed the development of the project. *Graphic Underground* made profound connections to music lovers of all ages, including younger people who are now eagerly discovering the rich history of 1980s alternative culture in Canada.

In February 2013, the Gallery presented *Secret Stash* curated by Dr. Kirsty Robertson, a renowned specialist in new approaches to textile-based art practices traditionally associated with women. Featuring the work of Germaine Koh (Vancouver), Kelly Wood (London), Allyson Mitchell (Toronto), and Payton Turner (New York), this exhibition explored the fascinating, widespread and often hidden phenomenon of accumulating yarn and textiles for unspecific future projects. Robertson situated this activity within the broader contemporary issues of consumption, recycling and hoarding.

Robertson, who teaches Visual Arts at Western, involved her students in a “yarn bombing” intervention in the new McIntosh Sculpture Garden, where large trees were enmeshed in brightly-coloured knitted yarn during the chilly, dull days of winter. A brochure enveloped in a hand-printed poster, designed by artist Shannon Gerrard (Toronto), documented and disseminated the project to a receptive national and international audience interested in alternative, contemporary textile art practices. Complementary programs included a lecture by Professor Maria Buszek, University of Colorado, a specialist in the field, and a symposium on the topic.

Cherry Blossom Shipwreck, a site-specific installation by Dickson Bou (Parkhill), was commissioned by McIntosh in celebration of its 70th anniversary in 2012. It was installed in March 2013 in the busy atrium of the University Community Centre. With this work Bou, a recent University of Victoria MFA grad, who grew up in a small town near London, explores contradictions within conventional Western perceptions of Asian cultures.

The Gallery completed the year with a superb exhibition of nationally-recognized London artists: *A Circle of Friends: the Doreen Curry Collection*. A recent gift to McIntosh, the collection was assembled over 50 years by Curry, a former art librarian at London Public Library. Including works by Ron Benner, Paterson Ewen, Murray Favro and Jamelie Hassan, the collection was researched by Amanda Oppedisano and Karly McIntosh, Department of Visual Arts graduate student interns, who worked directly with the collector and the artists to conduct primary research and produced a publication.

Engagement and expansion beyond the gallery were the primary objectives of the current year’s program. Community partners, Western students, academics, young artists, musicians and their fans, contributed to, and provided audiences for, McIntosh’s sustained investigations into alternative drawing and textile art practices. With the Curry exhibition, McIntosh re-affirmed its commitment to regional artists while emphasizing the critical role played by dedicated regional collectors in the production and preservation of artistic practices.

McIntosh Gallery is recognized regionally for its support of artists through acquisitions, commissions, publications, collaborative projects, and professional development opportunities. In 2012/13, \$46,000 was spent purchasing works by London artists Kelly Wood, Jason McLean, Dickson Bou and Jamie Q from the Gallery exhibitions and programs. In so doing, the collection documents the Gallery’s activities.

In addition to supporting regional artists, McIntosh participated nationally by lending works from its collection to other galleries for curated exhibitions and assisting with research through the Curatorial Study Centre and artists archives. For example, in 2012, McIntosh loaned the Janice Gurney work, *Dark*

Room, to the exhibition *Conspiracies of Illusion* organized by McMaster University Art Gallery. Works of art were also lent to Museum London for four exhibitions.

McIntosh Gallery continued in 2012/13 to develop partnerships to deliver through provoking programs. For example, it collaborated on two international conferences: *Islam and Democracy*, organized by various departments at Western including Law, History, and Huron University College; and *Deleuze and Guattari: Intensities and Lines of Flight*, organized with Kings University College.

Such collaborative efforts bring new resources and audiences while increasing awareness of McIntosh programs. The Gallery worked with the Public Humanities@Western to present lectures by Cambridge University art historian Mary Jacobus, McMaster University cultural studies professor Henry A. Giroux, and internationally acclaimed Gilles Deleuze and Félix Guattari scholar Brian Massumi. There was also collaboration with the Department of Anthropology to present an exhibition of Inuit art at Western's main library. Curated by doctoral candidate Laura Elena Kelvin from an important collection donated to McIntosh by Drs. Heidi and Dieter Berger, the exhibition attracted positive reaction from thousands of library visitors. The publication was posted together with installation images on the Gallery's website creating a virtual extension of the exhibition. Such off site and virtual projects dramatically increased our audience in 2012/13.

Through McIntosh's ArtShare program, over 800 works of art from the collection are displayed throughout the campus. In 2012/13, various measures were undertaken to reduce the demands of the ArtShare program and other collection related matters in order to focus on core programming activities and publications. For example, ArtShare fees were increased, fragile and valuable works were removed from public locations, and the number of collection works available was limited. ArtShare remains an important program, which generates approximately \$11,000 in earned revenue in 2012/13, but it now takes far less time to administer and implement.

With interior renovations completed in 2011/12 that greatly improved environmental conditions in the Gallery while dramatically reducing its carbon footprint, attention turned in 2012/13 to the neglected grounds surrounding the gallery. \$50,000 in project funding was received from Western and \$16,000 from a private donor to construct a sculpture garden with seating areas and new landscaping to attract audiences. New outdoor electronic signage in 2013/14 will promote McIntosh programs and increase awareness of activities to the many people who pass by the Gallery everyday on foot and by bus. Eventually new sculptures will be commissioned to complement the existing public art collection.

Administrative Assistant Susan Skaith retired in March 2012 after 30 years with McIntosh. Ms. Skaith continues to work part time doing bookkeeping, staff appointments, and other administrative activities. Natalie Finkelstein was hired in December 2012 as Communications and Outreach Coordinator to manage social media, the website, media relations, and volunteer coordination. Volunteers and student interns have increasingly been used to achieve programming objectives. They conduct exhibition research, maintain the McIntosh Curatorial Study Centre's archives and collections, and assist with donor relations. Building stronger volunteer relations also enhances the Gallery's profile in the community.

McIntosh's audience is roughly divided into two groups: students, faculty and staff at Western, and members of London's extensive arts community. An expanded communications strategy including advertising in local and national media, and visibility at regional festivals and other events enhanced audience development. For example, during the summer of 2012, the Gallery collaborated with the London Fringe Festival and the Sweet Magic Festival to present visual art and music at various venues in downtown and east London. The goal is to increase awareness of McIntosh as a viable platform for personal expression and experiential learning for future artists and audiences.

McIntosh worked in concert with Western Development to ensure that donor relations were enhanced. The Gallery continued to provide opportunities for donors and friends to experience McIntosh programs. Various special events, including lectures and donor appreciation receptions, were held throughout the year. For example, the Tony and Jane Urquhart luncheon and lecture in January 2013 attracted a large and diverse audience. Cash donations from individuals have doubled since 2010/11 and McIntosh is increasingly approached by collectors seeking to donate art.

Revenue targets were met through close collaboration with Western's Office of Institutional Planning and Budgeting. Despite the weak economy, donations and earned income from productive enterprises such as ArtShare increased in 2012/13, resulting in a year end surplus of \$132,665.

On behalf of McIntosh Gallery, I thank all of our supporters, funders and donors who made 2012/13 such a successful year.

James Patten
Director/ Chief Curator

ITEMS REFERRED BY SENATE

	Contents	Consent Agenda
	Affiliation Agreement with Brescia, Huron and King's University Colleges	No
	Revision to Policy on Academic Integrity in Teaching and Research (MAPP 7.0)	No
	Report of the Honorary Degrees Committee	Yes
	Daryl T. Bean Professorship in Law and Women's Studies – Extension	Yes
	Institutional Quality Assurance Process (IQAP) – Year-end Reports for 2011-12 and 2012-13	Yes
	Announcements	Yes

FOR APPROVAL

1. **Affiliation Agreement with Brescia, Huron and King's University Colleges**

Recommended: That the Board of Governors approve the Affiliation Agreement between The University of Western Ontario and Brescia, Huron and King's University Colleges, contained in **Annex 1**, with an effective date of June 10, 2013.

Background:

The Affiliation Agreement between The University of Western Ontario and Brescia, Huron and King's University Colleges set out in **Annex 1**, is intended to supersede and replace the terms of the current agreement dated November 15, 2006:

http://www.uwo.ca/univsec/handbook/general/affiliation_agreement.pdf

2. **Revision to Policy on Academic Integrity in Teaching and Research (MAPP 7.0)**

Recommended: That the Board of Governors approve the revised MAPP 7.0 as set out in **Annex 2**.

Background:

See **Annex 2**.

FOR INFORMATION

3. **Report of the Honorary Degrees Committee**

See **Annex 3**.

4. **Daryl T. Bean Professorship in Law and Women's Studies – Extension**

Senate and Board approved the establishment of the Daryl T. Bean Professorship in Law and Women's Studies in 2007 for a five-year term. The Professorship was funded in part by the Public Service Alliance of Canada (PSAC). PSAC has now provided additional funding to extend the Professorship to 2019. The Faculty of Law and the Faculty of Arts & Humanities will continue to provide the balance of funding for the professorship as outlined in the original proposal. Other than the new end date of 2019, there are no changes to the terms of reference of the Professorship.

5. **Institutional Quality Assurance Process (IQAP) - Year-end Reports for 2011–12 and 2012-13**

The Quality Council was established in 2010 by the Council of Ontario Universities (COU) to oversee the quality assurance of undergraduate and graduate programs offered by universities in Ontario. Its work is guided by the Quality Assurance Framework (QAF), which includes protocols that apply to programs at both the graduate and undergraduate levels.

Western's Institutional Quality Assurance Process (IQAP) was approved on May 11, 2011 and it requires that the Board be informed of activities related to the process. The summary of the 2011–12 and 2012-13 activities is attached as **Annex 4**. Starting in September 2014, the report will be sent to the Board annually.

6. **Announcements**

Faculty of Information and Media Studies

G. Campbell, Rogers Chair in Journalism and New Information Technology, July 1, 2013 – June 30, 2015
J. Handman, 2013-2014 CanWest Fellow, January 1, 2014- April 30, 2014

Faculty of Law

R. Graham, S. Pitel, Goodmans LLP Faculty Fellows in Legal Ethics, July 1, 2013 – June 30, 2014
D. Grinlinton, Faculty of Law, University of Auckland, New Zealand, Stephen Dattels Fellow in Mining and Finance Law, January 1, 2014 – January 31, 2014
W. Lucy, Durham Law School, Durham University, United Kingdom, Rt. Hon. John Turner Fellow in Public Law, January 1, 2014, January 31, 2014
B. Creighton, Graduate School of Business and Law, The Royal Melbourne Institute of Technology, Australia, Hicks Morley January Term Faculty Fellow in Labour and Employment Law, January 1, 2014 – January 31, 2014

Schulich School of Medicine & Dentistry

B. Kiaii, The Raymond and Margaret Elliott Chair in Surgical Innovation, July 1, 2013 – June 30, 2018

Affiliation Agreement

Between

The University of Western Ontario

and

Brescia University College, Huron University College, and King's University College

June 10 2013

PREAMBLE

The purpose of this Affiliation Agreement is to establish a framework for the continuation of the affiliation between the University of Western Ontario (the "University") and its three Affiliated University Colleges, Brescia University College, Huron University College and King's University College (collectively, the "Affiliated University Colleges").

The parties to this Affiliation Agreement share the common mission of creating, preserving and transmitting knowledge and thereby contributing to the cultural, social and economic well-being of the people of Ontario, Canada and the world. The parties further remain committed to academic excellence and quality, both in the academic programs offered by the four institutions and in the students who are admitted to and complete those programs.

This agreement takes into account the historic evolution of its four party institutions and the achievements to which affiliation has contributed since 1878 (Huron), 1919 (Brescia), and 1954 (King's). It promotes both the autonomy as well as the complementary relationship of these four institutions and ensures the continuation of good relations among them. This agreement recognizes the optimal outcomes to be achieved for its four parties, both individually and collectively, through collaboration wherever possible, but particularly in respect of academic offerings and the recruitment of students.

The Affiliation Agreement respects the character of each institution, which remain independent and autonomous, each having exclusive jurisdiction over its own board governance and administration, including the hiring of personnel, finances and the general structure and regulations necessary to the proper functioning and outreach of each institution. This agreement concerns the offering of academic programs, the admission of students intent on working towards completion of the requirements for the University degree and the standards for such completion.

Most recently, the parties entered into an Affiliation Agreement dated November 15, 2006, which addressed various aspects of the relationship among these parties. The parties now wish to enter into this Affiliation Agreement which will supersede and replace the terms of the 2006 Agreement as of the date written above. In addition, the parties agree that the interpretation and application of this Affiliation Agreement is to be guided by the following principles:

- a. that there be demonstrable mutuality of benefit arising from the affiliation that is recognized and celebrated in institutional strategic plans;
- b. that recruitment of domestic and international students be collaborative rather than competitive;
- c. that existing courses and programs offered by each of the parties be offered collaboratively rather than competitively, that new courses and programs offered by any of the parties be complementary rather than duplicative, and that all of the courses and programs offered by the parties reflect a commitment to academic quality and excellence;
- d. that student admission standards reflect a commitment to academic excellence, quality, and student success;
- e. that the parties' affiliation be exclusive such that any other defined types of affiliations or arrangements with other institutions require written permission of Western's Board of Governors;
- f. that the parties' actions protect the Western and Affiliated University Colleges brands; and,
- g. that the education mission of the Affiliated University Colleges is primarily at the undergraduate level.

This agreement is subject to the following terms:

1. (a) The term "Affiliated University College" shall mean a college (including the College) which from time to time is affiliated with the University during the currency of this agreement, and shall include for the purposes of this agreement any college, school, or institution of higher learning which is affiliated with such college with the specific permission of the Board of Governors of the University on the recommendation of the Senate and under terms which are not in conflict with the University of Western Ontario Act, 1982, as affiliation agreement between the Affiliated University College and the University.
- (b) The term "Senate" shall mean the Senate of the University as defined by the University Act.
2. This agreement has been entered into and shall be construed on the premises:
 - (a) that by its Act the University may confer degrees and award diplomas and certificates in any branch of learning, taught in the University or on its behalf in an Affiliated University College, upon persons who, having complied with the requirements, are admitted to such degrees, diplomas and certificates by the Senate including persons registered in an Affiliated University College;
 - (b) that, whereas the University confers the same academic degree on a student who graduates through an Affiliated University College as it does on a student who graduates through the University, the academic standards of teaching, course content, and examinations for degree programs and courses offered in an Affiliated University College must be at least equal to those of the University; and

- (c) that the University shall have the right to set such academic standards, in full consultation with the Affiliated University Colleges, through such procedures as are approved from time to time by the Senate;
- (d) that Western's Institutional Quality Assurance Process (IQAP) established in compliance with the Quality Assurance Framework (QAF) of the Ontario Universities Council on Quality Assurance makes the Provost of the University responsible and accountable to the Quality Council for the academic quality of all courses and programs offered by the University and the Affiliated University Colleges, and therefore that Western's IQAP applies to the Affiliated University Colleges; and,
- (e) that to reflect the commitment to academic quality and excellence in principle (c) of the Preamble to this Agreement, and to ensure the Provost can meet his or her obligations described in (d) above, the Principal and Academic Dean of each Affiliated University College shall meet with the Provost in the Fall of each year to discuss the Affiliated University College's plans and actions in response to the findings of program reviews undertaken under Western's IQAP.

Entrance Requirements

- 3. The Affiliated University College shall be bound to admission requirements as are from time to time established by Senate and shall be entitled to such exceptions and exemptions in the matters of admission requirements as may be extended to any University Faculty or School. The current Senate-approved minimum admission requirements are shown in Appendix 1. Future admission requirements brought to Senate for approval will reflect commitment (d) of the Preamble and the parties' mutual desire for convergence of entrance requirements, retention rates and degree completion rates at Western and the Affiliated University Colleges. If the Affiliated University College elects to admit Preliminary Year students, such students shall be admitted according to the requirements laid down from time to time by the Senate.

Registration

- 4. All students seeking admission to any program leading to a degree conferred by the University must register either in the University or in the Affiliated University College; the records of all such students registered in the Affiliated University College shall forthwith be submitted for re-registration to the Registrar of the University, whose decision on the validity of all admissions shall be final and binding in accordance with the policies on admissions prescribed from time to time by the Senate.
- 5. (a) Students may register in each Affiliated University College only in those programs identified in the document "Guidelines Governing the Academic relationship Between the Constituent University and the Affiliated University Colleges", as it is approved and updated from time to time by the University Senate.

- (b) Students may not register in the Affiliated University College for programs leading to the BSc degree or programs leading to degrees in Business Administration (3rd and 4th year), Communication Sciences & Disorders, Dentistry, Education, Engineering, Law, Medicine, Music, Nursing, Honours Kinesiology - excluding the modules/programs and concurrent programs identified in Appendix A of the document "Guidelines Governing the Academic relationship Between the Constituent University and the Affiliated University Colleges", which may be updated from time to time by the University
 - (c) A student who is not in good standing academically with the University or the Affiliated University College shall not be permitted to register in another Affiliated University College or in the University without the written consent of the University or the Affiliated University College in which the student was registered.
 - (d) Subject to Clause (c), the transfer of a student from one Affiliated University College to another shall be solely a matter between the Affiliated University Colleges concerned, except that records of the transfer shall be forwarded promptly to the Registrar of the University by the Affiliated University College to which the transfer is made.
- 6. All students proceeding to graduate degrees must be registered in the School of Graduate and Post-Doctoral Studies of the University and shall be subject to the rules and regulations of that School.
 - 7. In the summer term, in addition to offering courses that are exclusive to students registered at any of the Affiliated University Colleges, the Affiliated University Colleges may also offer courses as outlined in Appendix 2.

Exceptions and Variations

- 8. All agreements of affiliation entered into after the date of this agreement between the University and any other college in Ontario shall be substantially in the form hereof, subject to the following specific addition to, substitution for, or modification of the provisions hereinbefore set out:
 - (a) i. All students taking the theology program offered by Huron University College leading to the degree Master of Divinity (MDiv) or Master of Theological Studies (MTS) are required to register in Huron University College. All students taking Theology programs offered by St. Peter's Seminary leading to the degree Master of Divinity (MDiv) or Master of Theological Studies (MTS) are required to register in the Seminary.
 - ii. Insofar as Theology programs are concerned, the standards of admission, the curriculum and the regulations for the programs leading to these degrees in Theology, and the qualifications of new faculty appointees for Theology, shall be in accordance with the standards of membership of the Association of Theological Schools. Curriculum changes shall initially be approved by a joint committee consisting of the full-time theological teaching faculties of Huron University College and St. Peter's Seminary, then forwarded for the information of the Registrar of the Constituent

University. Policy issues or proposals for new or discontinued programs will be directed to the Senate Committee on Academic Policy and Awards (SCAPA).

- (b) The parties acknowledge that notwithstanding the degree nomenclature, the MDiv and MTS are second entry undergraduate degrees that are recognized by the Ministry of Training Colleges and Universities as undergraduate degrees and are funded as such. They are not graduate degrees as defined by the Degree Level Expectations listed in Western's IQAP.
- (c) Students with a University degree may register in any Affiliated University College to take courses in any of the programs identified in the document "Guidelines Governing the Academic relationship Between the Constituent University and the Affiliated University Colleges", as it is approved and updated from time to time by the University Senate.

Programs, Courses and Subjects

Clauses 9, 10 and 11 shall apply to all programs, courses and subjects, including those offered in alternative delivery formats.

9. In accord with past practice, the following courses shall be offered only by the University:

- (a) Courses in Natural Sciences (except Mathematics at all Affiliated University Colleges and Preliminary Year courses taught at Brescia University College)
- (b) Courses in:
 - Business Administration (3rd and 4th year level only)
 - Communications Sciences & Disorders
 - Dentistry
 - Education
 - Engineering
 - Health Sciences
 - Journalism
 - Kinesiology
 - Law
 - Library and Information Science
 - Media, Information and Technoculture
 - Medicine (including courses related to the Bachelor of Medical Sciences program)
 - Music
 - Nursing
 - Occupational Therapy
 - Physical Therapy

10. In accord with past practice, the following courses will only be offered at an Affiliated University College:
- Food and Nutrition at Brescia University College
 - Social Work at King's University College
 - Thanatology at King's University College
- (a) Courses in Chinese and Japanese are taught at Huron University College, and junior courses in Japanese are taught at the Constituent University. The parties acknowledge that the expansion of teaching of such courses at the Constituent University would only be in response to student demand beyond the capacity of the University College's courses, or via collaborations as described in Clause 11.
11. Notwithstanding the provisions of Clauses 9 and 10, the parties agree that academic units at the Constituent University and the Affiliated University Colleges may offer courses and/or programs collaboratively. Such collaboration must be sanctioned by the Academic Dean and Principal of the participating Affiliated University College, and by the Provost and the Dean of the participating academic unit within the Constituent University.
12. When an Affiliated University College proposes to establish a new program or to offer subjects or courses for University credit which it has not previously offered, it shall submit the proposal in writing to the University in accordance with regulations approved from time to time by the Senate. Such courses or programs shall be consistent with principle c) listed in the Preamble to this agreement.
- (a) Prior to bringing forward proposals for new programs, subjects or courses, the Principal and Academic Dean of the Affiliated University College shall meet with the Provost to review the prospective proposals consistency with principle c) of the Preamble to this agreement. This meeting may be combined with the annual meeting described in Clause 2 e). This meeting may also be used for the discussion of prospective new programs, subjects or courses planned at the Constituent University that might have a significant impact on the Affiliated University College.

Examinations

13. In all courses offered by both a Faculty or School of the University and an Affiliated University College for degree credit, as well as those courses offered in the preliminary year by an Affiliated University College for degree credit, the procedure to be followed in setting and marking examinations, and the policies regarding term grades, shall be as established from time to time by the Senate.

Degrees

14. (a) The University shall confer degrees or award diplomas and certificates in all branches of learning taught in the University or in an Affiliated University College, including Theology, upon persons who, having complied with the requirements of the Senate are admitted to such degrees, diplomas and certificates by the Senate.
- (b) By this Agreement, an Affiliated University College suspends any right to confer in-course degrees, but an Affiliated University College having a Faculty of Theology shall retain the right to confer honorary degrees in Divinity in its own behalf.

Powers of Senate

15. The Senate of the University shall have power to:
- (a) make regulations governing admission to all programs leading to degrees and/or diplomas/certificates.
- (b) approve the offering by the Affiliated University College of all subjects or courses taught in the University or on its behalf by the Affiliated University College subject to the conditions of Clause 12.
- (c) establish regulations regarding the terms whereon new programs, subjects or courses may be established or offered in the Affiliated University College for University credit.
- (d) authorize the development of diploma/certificate programs by the Affiliated University Colleges. The Affiliated University College may propose to Senate diploma/certificate programs developed in consultation with Western's Centre for Continuing Studies.

Library

16. (a) A student registered in the Affiliated University College and receiving course instruction in the Constituent University shall have Constituent University library privileges applicable to the course or courses equal to those enjoyed by Constituent University students receiving instruction in the same course or courses.
- (b) The Affiliated University College grants a reciprocal library privilege to students registered in, the Constituent University and receiving course instruction in the Affiliated University College.
- (c) The faculty of the Affiliated University College shall have Constituent University library privileges equal to those enjoyed by the faculty of the Constituent University.
- (d) The Affiliated University College grants reciprocal library privileges to the faculty of the Constituent University to the extent that its physical facilities permit.

- (e) In the general interest of the education of men and women at University level, it is recognized by both parties to this agreement that, ideally, full access should be available to the Constituent University library and to the library of the Affiliated University College to the students of each and that library restrictions should be kept to a necessary minimum.

Fees and Financial Arrangements

- 17. (a) Tuition fees charged by the Affiliated University College for programs with government-regular tuition and for international students shall be no lower than those charged by the University for the corresponding program or course.
- (b) Students registered in the Affiliated University College shall be subject to payment of the student activity fee paid by students registered in the University, as established by the Board of Governors from time to time.
- (c) The financial arrangements between the Affiliated University College and the University shall be as determined from time to time by the Board of Governors in consultation with the Affiliated University College and notice of any proposed change or changes shall be given by the Board to the Affiliated University College not less than eighteen months in advance of the effective date of such changes, except for changes in tuition fees and the student activity fee, where reasonable advance notice shall be given to the Affiliated University College.
- (d) The agreement concerning financial arrangements existing at the time of signing of this document is attached as Appendix 3.

Student Activities and Discipline

- 18. (a) Students registered in the Affiliated University College shall comply with all regulations governing student conduct established by the Senate in relation to Academic Standards and Scholastic Discipline.
- (b) Students registered in the Affiliated University College shall be entitled to representation on the University Students' Council in accordance with its constitution, and all such students shall be subject to the rules and regulations of the University Students' Council and the Board of Governors while on University property.
- (c) Students registered in the University while on the property of the Affiliated University College shall remain subject to the regulations of the University Students' Council and of the Board of Governors, and shall also be subject to the rules and regulations of the Affiliated University College.
- (d) Students of the Constituent University and the Affiliated University Colleges will be subject to the Code of Student Conduct of their institution of registration even if they violate the Code

while on the campus of a College or the Constituent University where they are not registered. Notwithstanding, the Constituent University or an Affiliated University College may issue a trespass order against a student registered on another campus; in such circumstances, the institution of registration would be notified and the issue leading to the trespass order would be dealt with under the Code of Conduct of the institution of registration.

19. Students registered in the Affiliated University College, on payment of the prescribed student ancillary fee, shall be entitled to full privileges of the service supported by that fee.
20. Students representing the Affiliated University College in athletics, literary or other inter-faculty or intramural competition must be duly registered students of the Affiliated University College.
21. The Principal or designate of the Affiliated University College shall be responsible for the discipline of all students registered in the Affiliated University College, as prescribed by this agreement, and responsible for the residential discipline of students of other Affiliated University Colleges and Faculties of the Constituent University while living in residence at the Affiliated University College. Within one week of the Principal or designate imposing discipline on a student, a report shall be sent to the Registrar of the Constituent University. The report shall name the student and describe the offence and the discipline imposed.

General

22. The Affiliated University Colleges shall by February 1st of each year provide the University Registrar with a list of the courses to be taught in the Affiliated University College for University credit. The names of the instructors in each course will be supplied at the same time, or as soon as possible thereafter.
23. As the availability of teaching staff, laboratory and lecture room space or the uneven distribution of students among several options compel the Constituent University or the Affiliated University Colleges at times to impose on its own students enrolment quotas in certain courses and programs, the Constituent University or the Affiliated University Colleges shall have the right to limit the number of students who may be admitted to such courses or programs. Such quotas shall be determined in timely consultation between the Constituent University and the Affiliated University Colleges.
24. The Affiliated University College shall appoint the members of its own faculty in accord with the procedures and practices established through its governance structure, and in accord with the principles listed in the Preamble to this agreement.
25. The Affiliated University College shall be entitled to such representation on the Senate as the University Act from time to time in force shall prescribe.
26. The Principal of the Affiliated University College shall be an ex-officio member of any committee established by the Senate to deal specifically with Affiliated University Colleges. Where a Principal sits on a Senate Committee as an ex officio representative of the Affiliated University

Colleges, the confidentiality of the Committee proceedings shall not preclude the Principal from consulting with the other Principals on matters that are before the Committee.

27. All arrangements for all University convocations shall be within the jurisdiction of the Senate, which has heretofore formulated the following policies and regulations governing the holding of such convocations and which shall be binding on the Affiliated University College until changed by the Senate:
- (a) When convocations are held at the Affiliated University College, the arrangements concerning platform seating, the order of the academic procession, and all other details shall be subject to conference between the Affiliated University College and the Convocation Committee of the Senate.
 - (b) When a meeting of the Convocation Committee of the Senate is called to discuss proposed arrangements for a University convocation at the Affiliated University College, representatives of the Affiliated University College will be invited to submit their proposals for consideration by the Committee.
 - (c) When University convocations are held at the Affiliated University College, they shall be completely separate and distinct from any Affiliated University College ceremony, religious or otherwise, except for the conferment of honorary degrees in Divinity by the Affiliated University College which shall be specified in the program as degrees of the Affiliated University College.
 - (d) When practical considerations of the Affiliated University College require a ceremony on the same occasion as a University convocation at the Affiliated University College, such ceremony shall follow the University Convocation, the conclusion of which will be marked by the removal of the University Mace and the Recessional.
 - (e) Through their representative on the Honorary Degrees Committee of Senate the Affiliated University Colleges shall participate in the choice of honorary degree recipients at Convocations where the Western degree is conferred on Affiliated University College students. The parties agree that every effort will be made to ensure that the scheduling of honorary degree recipients into Convocations where the Western degree is being conferred on Affiliated University College students is undertaken with sensitivity to the compatibility of the recipient with the values and missions of the Affiliated University Colleges.
28. An Affiliated University College shall not be affiliated with nor shall it have affiliated with it any other university, college, school, or institute of higher learning without the specific permission of the University Board of Governors acting on the recommendation of the Senate. For further clarity, "affiliation" means a formal, bilateral relationship with another post-secondary institution in which the affiliated institution delivers a significant portion of the degree requirements and where credit for this is transferred as a block for all students in the program. Affiliation is understood to include articulation and international dual degree program agreements. It does

not include transfer credit assessed on an individual basis or agreements that facilitate exchanges that last one year or less. Affiliation also includes any other formal, bilateral relationship with another university, college, school, or institute of higher learning in areas pertaining to admissions, transfer credits, and/or the granting of degrees.

- (a) An affiliation of an Affiliated University College with another institution shall reflect principles (e) and (f) listed in the Preamble of this agreement.
 - (b) Prior to an Affiliated University College entering into negotiation for affiliation with another institution of higher learning, the Principal of the Affiliated University College shall consult with the Provost. This consultation may occur at the annual meeting described in Clause 2 (e) of this agreement.
29. The parties agree to hold bilateral discussions about agreements with other institutions that fall outside of affiliation as defined in Clause 28. Such agreements are understood to include admission agreements with language schools and exchange agreements with other post-secondary institutions. These discussions will occur before any agreement is signed and may occur at the annual meeting described in Clause 2(e) of this agreement.
30. In the event of a disagreement over the interpretation of the language of this Agreement, the signatories or their successors will meet to agree on an interpretation.
31. (a) Either party may terminate this Agreement upon giving three academic years' notice in writing in advance addressed to the President of the University or to the Principal of the Affiliated University College, as the case may be.
- (b) On the recommendation of the Senate, this agreement may be terminated or amended in part or in whole at any time by mutual agreement upon the giving of consent in writing by both parties.
32. In the event that the Affiliated University College ceases to be a denominational institution, this agreement shall ipso facto terminate.
33. This agreement shall come into force and effect on the date hereinbefore stated and all earlier agreements, supplementary agreements and amendments to the same shall be null and void.
34. This agreement shall be reviewed on the 5th anniversary of the signing of date.

For the University of Western Ontario

For the Affiliated University Colleges

Dr. Janice Deakin
Provost and Vice-President (Academic),
The University of Western Ontario

Dr. Colleen Hanycz
Principal, Brescia University College

Dr. Stephen McClatchie
Principal, Huron University College

Dr. David Sylvester
Principal, King's University College

Appendix 1

Fall 2013 Entrance Standards for First-Year Undergraduate Admissions

A. Constituent University

At its November 2010 meeting, Senate approved SUEPP's recommendation on Western's enrolment strategy for the coming years. The specifics of the recommendations were as follows:

1. Western maintain the current (i.e. fall 2010) minimum entrance requirement for first-year admission at 83% mid-year grade (and 81% final grade). For selected limited-enrolment programs, based on annual reviews by the Provost and the Deans, the entrance requirements could be higher.
2. The approach of using the common entrance requirement be continued. The result of this approach is that student demand/choice drives program-specific enrolments.
3. By the end of the upcoming 4-year planning period, we work to increase our first-year international enrolment to 400 from the current level of 150.
4. We continue to monitor the gap in entrance requirements between Western and the Ontario average -- with the objective of maintaining the current gap.
5. We continue to monitor the size of our overall first-year class -- in order to ensure that the undergraduate population does not reach a level that cannot be accommodated within our current physical infrastructure.
6. We continue with our First-Year Residence Guarantee initiative -- with the understanding that we may need to expand our residence capacity.
7. The Provost encourage the Faculties (through the Deans) to develop upper-year entry niche undergraduate programs, including 2+2 programs and partnership arrangements.
8. Western continue with the graduate enrolment aspirations outlined in *Engaging the Future*, and continue the doctoral expansion trends of the past decade. In 2009-10, full-time graduate enrolments comprised 17% of the total full-time enrolment at Western.
9. As a research-intensive institution, enrolment planning will include the objective of maintaining or increasing the relative proportion of graduate student enrolments (currently 17%).

Update on Fall 2012 Admissions

The minimum entrance requirement was 83% (mid-year) and 82.5% (final).
First-year international enrolment totaled 476 students.

Plans For Fall 2013 Admissions

For the fall 2013 admissions cycle, the above recommendations will be followed for the Constituent University and it is expected that the entrance requirement will be no less than Senate 83% mid-year grade and 81.0% final grade. The Constituent University's 2013-14 first-year class is planned to be 4,900 students, with a goal of 500 international students.

Affiliated University Colleges

For fall 2012, entrance requirements (final grades) at the Affiliated University Colleges were as follows:

Brescia	76%
Huron	77%
King's	77%

As a follow-up to the Constituent University's strategy on enrolment planning, the Affiliated University Colleges have committed to narrowing the gap in entrance requirements between the Colleges and the Constituent University. The specifics of the Colleges' strategy are as follows:

1. By 2014-15, the Colleges will increase their entrance requirements (final grades) to 78%, as follows:

	Brescia	Huron	King's
2013-14	76.0%	77.0%	78.0%
2014-15	78.0%	78.0%	78.0%

2. As is the case at present, in situations where additional assessment is required (for students with exceptional/unusual circumstances), the Colleges may admit students with grades below the minimum requirement. The proportion of the entering class with final averages below the minimum requirement (e.g. 78% in 2014-15) shall not exceed 2%.
3. The 2013-14 first-year targets for the Affiliated University Colleges are as follows:

Brescia	297
Huron	405
King's	840
4. The Affiliated University Colleges will be bound to the minimum entrance requirements established by the Constituent University for limited-enrolment programs, where applicable, including BHSc and Kinesiology.

Approved by Senate January 25, 2013

Appendix 2

Summer Course Offerings

1. Summer term is treated as a single term - i.e. intersession, summer day, summer night, and distance/on-line are, for these purposes, a single term.
2. Affiliated University Colleges (the Colleges) can offer unique courses across all programs, and courses in programs which are exclusive to the Colleges as identified in Appendix A of the document "Guidelines Governing the Academic relationship Between the Constituent University and the Affiliated University Colleges", which may be updated from time to time by the University Senate.
3. For all other courses, the following process shall be followed:
 - Constituent University shall inform the Colleges, by November 1st of each year, the planned course offerings for the following summer term.
 - The Colleges shall respond within 2 weeks (November 14th) with their list of planned summer course offerings - with no duplication of the Constituent University courses, unless clause #4 below is followed.
 - Changes shall be made by all institutions until mid-December - on a first-come first-serve basis - but with no duplication of offerings between the Constituent University and the Colleges, except under the terms of clause 4 below.
4. The Colleges may offer duplicate summer courses (i.e. courses offered by the Constituent University), but only students registered at the Colleges during the previous fall/winter term and students on Letter of Permission (LOP) from other universities shall be allowed to enroll in such duplicate courses.
- 5.a. If a College offers a course newly developed by the College (i.e. a course that has not been offered previously at either a College or the Constituent University- and is not mutually anti-requisite to any existing course offered by the Constituent University) in a given summer term, that College has the first right to offer that course in subsequent summers. When that College does not offer that course during a summer term (i.e. the course is not identified in the College's list submitted by November 14th), rights to that course shall be available to the Constituent University (i.e. the University may include it in its November 1st list in subsequent years).
- 5.b. If a College offers an existing course (i.e. a course that has been offered previously in a fall/winter term at the College) never before offered during the summer term, that College has the first right to offer that course the following two summers. Other institutions shall have the right to offer the course, if it has not been identified in the College's list due on November 14th.

Appendix 3

Affiliation Fee Agreement

Between The University of Western Ontario and the Affiliated University Colleges

February 13, 2012

Background

Over the past year, the University of Western Ontario Constituent University (“Western”) and its Affiliated University Colleges (“Affiliates”) have had numerous discussions regarding a new model for Service Fees (i.e., fees to be paid by the Colleges for services provided by Western) and the Cross-Teaching Transfer (i.e. the financial transfer associated with the “net” teaching of students by Western). The discussions included (a) modifications to the current mechanisms, (b) possible new mechanisms, and (c) a review of arrangements at other Canadian institutions with affiliated/federated colleges. The end-point agreement was to move to a simpler approach based on a single “Affiliation Fee” that would incorporate both the Service Fees and the Cross-Teaching Transfer.

The discussions leading to this agreement to implement an Affiliation Fee included a consideration of the following:

- The services – both at Western and the Affiliates – that should be included in the financial arrangement.
- The current level of service fees, compared to the costs of the relevant services – both at Western and the Affiliates.
- Cross-Teaching levels (i.e., the flow of cross-teaching FCEs in both directions).
- Enrolment related revenues at the institutions, compared to the level of cross-teaching transfers.
- The impact of the University’s Science Breadth Requirement on Cross-Teaching levels.
- Overall enrolment-related revenues at the Affiliates.

The Parties affirm the principle – as outlined in the *Guidelines Governing the Academic Relationship Between the Constituent University and the Affiliated University Colleges* – of maintaining a healthy and mutually beneficial cross-flow of students between Western and the Affiliates.

The Affiliation Fee

1. There shall be an Affiliation Fee paid by each Affiliate to Western calculated at a rate of 12% of the individual Affiliate's undergraduate and graduate enrolment-related grants and tuition revenues. Tuition revenues used in calculating the Affiliation Fee shall exclude the government required minimum tuition set-aside funds.

The enrolment-related grants included are as follows: Base Grant; Performance Fund; Undergraduate Accessibility Funding; Graduate Expansion Funding; and Quality Improvement Fund. In the future, if the Provincial Government changes the structure of enrolment-related grant envelopes, the Parties shall discuss the effect of the change on the Affiliation Fee Agreement.

Since graduate enrolment-related grants and tuition revenue are included in the Affiliation Fee calculation, starting in 2013-14, the current Graduate Service Fee shall be discontinued.

The Affiliates shall provide Western with a report on actual tuition collected by May 31st of each year (i.e., for the previous budget year).

2. A slip-year approach shall be used in calculating the Affiliation Fee Transfer (i.e., the Affiliation Fee for year X shall be based on the Affiliates' enrolment-related grants and tuition in year X-1).
3. The Affiliation Fee Agreement shall begin May 1, 2013 – and it shall be phased in over a three-year period, as follows:

Academic Year	Affiliation Fee (% of enrolment-related grants and tuition revenue)
2013-14	10% ¹
2014-15	11%
2015-16 & ongoing	12%

For 2012-13, the current Service Fee and Cross-Teaching mechanisms shall apply.

4. **Services.** Under this Affiliation Fee Agreement, currently-provided services shall continue without additional fees. Services currently provided on a cost-recovery basis (e.g., Police Services, selected IT Services) shall continue under the cost-recovery model. In the future, if new services are introduced by either side, the Parties shall discuss the effect of the new services on the Affiliation Fee Agreement.
5. **Cross-Teaching.** Under this Affiliation Fee Agreement, cross-teaching shall include only undergraduate course FCEs.

The flow of cross-teaching FCEs from each *Affiliate to Western* shall be capped at the weighted average of the 2010-11 and 2011-12 undergraduate FCE cross-flow course registrant per Affiliate FTE student. Starting in 2013-14, for each FCE above this cap, the Affiliate shall pay Western the

¹ For 2013-14, the 10% will include the 2012-13 cross-flow reconciliation.

undergraduate domestic year 1 Arts tuition, calculated on the slip-year (i.e., for 2013-14, the FCEs and Arts tuition rate would be the 2012-13 figures).

The flow of cross-teaching FCEs from *Western to each Affiliate* shall be capped at the average of the 2010-11 and 2011-12 undergraduate FCE flow. Starting in 2013-14, for each FCE above this cap, Western shall pay the affected Affiliate the undergraduate domestic year 1 Arts tuition, calculated on the slip-year (i.e., for 2013-14, the FCEs and Arts tuition rate would be the 2012-13 figures).

Cross-flow calculations shall continue to exclude courses offered in Spring/Summer.

It is acknowledged that a cross-teaching adjustment to recognize the existing Science Breadth Requirement has been taken into consideration in the implementation of the Affiliation Fee. If, in the future, any Senate-mandated requirements force an increase in the cross-flow from the Affiliates to Western, the Parties shall discuss the effect of the change on the Affiliation Fee Agreement.

6. This Affiliation Fee Agreement replaces and renders null and void the current Cross-Teaching and Service Fee Agreements and the premises upon which they were based.
 7. This Affiliation Fee Agreement shall constitute an addendum to the Affiliation Agreement and represents the entire basis of understanding amongst the Parties related to financial matters.
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MEMORANDUM

To: Irene Birrell, Marci Oswald
From: Michele Parkin, Director, Faculty Relations
Date: September 3, 2013
Re: Academic Integrity in Research and Teaching Activities policy

Dear Irene and Marci,

I am attaching the final iteration of the policy "*Academic Integrity in Research and Teaching Activities*" which is intended to replace the current MAPP 7.0 "*Policy and Procedures for the Conduct of Research*".

Reasons for Review

The review and changes were necessitated, primarily, by the directive of the **Secretariat on Responsible Conduct of Research**, which requires all Canadian Universities that benefit from Tri-Council funding bring their research integrity policies into line with "*The Tri-Agency Framework: Responsible Conduct of Research*". Our deadline for complying with the directive is September 30, 2013. The policy review also gave an opportunity to address challenges that had been experienced with the *Conduct of Research* policy in the completion of complaint investigations, and enabled the University to address a policy gap in relation to academic misconduct in teaching.

Key Changes

While the policy still outlines definitions and expectations in relation to Research integrity, the language of this component has been aligned to that required by the Tri-Council Framework and extensive statements on "best practice" have been condensed or removed to another resource. The components relating to Teaching integrity are new. Investigation procedures have been amended to comply with the Tri-Council framework including the concept of a "Preliminary Review", and more clarity has been provided regarding who holds accountability for investigation and disciplinary decision-making. Mediation of complaints is now offered at the discretion of the Investigative Office as opposed to being mandatory, as agency involved complaints cannot be subject to mediation. Links to relevant policies and regulations have been incorporated by reference.

Development and Consultation

The policy has been developed collaboratively under the auspices of the Office of the Provost and VP (Academic), and the Office of the Vice-President (Research). In particular the content has been developed primarily in consultation with the Office of the Vice-Provost (Academic Planning, Policy and Faculty), the Vice-Provost (Academic Programs and Students), the Vice-Provost (Graduate and Post-doctoral Studies) and Research Services. Through Research Services, early consultation occurred with the University Research Board, and more recently with Associate Deans (Research) across the University. Recently, the following groups were provided with a penultimate iteration, and asked to comment.

Comments received have been considered and changes incorporated where possible and plausible.

- Office of the Internal Auditor
- Office of University Legal Counsel
- Human Resources
- Faculty Deans
- UWOFA (on behalf of faculty)
- UWOSA (on behalf of UWOSA staff)
- President, Professional Managerial Association (on behalf of PMA members)
- President, PSAC (on behalf of GTA and Post-doc unionized members)
- President, Post Doctoral Associates Western (PAW)

Of the employee groups, only PMA and PAW did not provide comment.

I would like to acknowledge, with thanks, the assistance of your office through the extensive efforts of Terry Morrissey in the research and co-drafting of this policy. Thank you also for your office's continued stewardship of this policy through the approval office. Do not hesitate to contact me with any questions.

The UNIVERSITY of WESTERN ONTARIO

POLICIES and PROCEDURES

MAPP 7.0 ACADEMIC INTEGRITY IN RESEARCH AND TEACHING ACTIVITIES

Policy Category:	Research
Subject:	Academic Integrity in Research and Teaching
Approving Authority:	Board of Governors
Responsible Officers:	Vice-President (Research) and Provost & Vice-President (Academic)
Responsible Offices:	Office of the Vice-President (Research) and Office of the Provost & Vice-President (Academic)
Related Procedures:	
Related University Policies:	
Effective Date:	September 24, 2013
Revised:	July 1, 2008, March 27, 1998, June 29, 1995 (formerly known as Policy & Procedures for Conduct of Research)

I. PURPOSE

Research and Teaching are components of an intellectually vigorous university environment and are integral parts of the mission of Western University (“Western” or the “University”).

The University is committed to ensuring the highest standards of ethical conduct in every aspect of Research and Teaching. This policy outlines the University’s expectations in this regard, defines misconduct in Research or Teaching activities, and outlines procedures to be followed when misconduct is suspected.

This policy is consistent with the *Tri-Agency Framework: Responsible Conduct of Research* as required under the *Agreement on the Administration of Agency Grants and Awards by Research Institutions* between the University and the Tri-Council funding agencies. This policy is consistent with, and complementary to, existing University policies addressing related Research ethics and academic integrity issues.

II. DEFINITIONS

Agency – an entity which has a funding relationship with the University or with the Respondent including, but not limited to, a Tri-Council Agency; or an entity which has oversight in the area of Research misconduct including, but not limited to, the Secretariat on Responsible Conduct of Research.

Complainant – a person making an allegation of Research or Teaching misconduct. A Complainant may be a member of the Western community or may be external to the Western community.

Investigating Office – the office within the University to which the complaint has been referred by the Vice-President (Research) or Vice-President (Academic), responsible for overseeing the investigation of an allegation of misconduct in Research or Teaching.

Disciplinary Policy – shall mean a collective agreement, employment agreement, personnel policy, Senate or Board policy or other regulation under which a Respondent may be disciplined for a breach of this Policy.

Research - Research is an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation done in the context of academic activity on behalf of the University. Research involves some or all of: the creation of new knowledge, including understanding or concepts; the creative application of existing knowledge; the organization and synthesis of existing knowledge; and/or creative expression.

Respondent – a person against whom an allegation of Research or Teaching misconduct is made. A Respondent must be a member of the Western community at the time the allegation is made.

Responsible Allegation - is one made in good faith and without malice. The allegation must, on its face, present a breach of this policy. The facts of the allegation cannot have been the subject of a previous allegation.

Teaching - involves some or all of: participation in the development and design of pedagogical courses (degree and non-degree, credit and non-credit) and programs of the University; performance of assigned Teaching duties, including the development and delivery of instruction, the supervision of students, and any other obligations related to the pedagogical programs of the University; assessment of the academic work of students; student consultation and academic counselling; acting as a supervisor or academic advisor to students.

III. POLICY

1. Application

This policy applies to all faculty, staff and students of the University. It also applies to any person (including, but not limited to, affiliated faculty, visiting professors or students, adjunct professors and postdoctoral associates and fellows) appointed or invited to engage in Research or Teaching activity at, or under the auspices of, the University.

It is understood that all Research and Teaching activity and review of allegations of misconduct will be conducted within the framework of this policy, relevant University policies, relevant collective agreements, and relevant laws. If there is a conflict between this policy and the provisions of a collective agreement, the collective agreement prevails. If there is a conflict between this policy or a collective agreement and the law, the law prevails.

In the case of an allegation of research misconduct against a student, the allegation may be dealt with under the relevant *Scholastic Discipline Policy* rather than the procedures under this Policy.

2. Expectations and Responsibilities

The responsibilities of all members of the Western community include not only fulfilling the integrity expectations of this Policy, but also reporting suspected misconduct according to the procedures defined.

The responsibilities of the University include promoting integrity in Research and Teaching, investigating allegations of misconduct, imposing appropriate sanctions if misconduct has occurred and reporting cases of misconduct as required.

Every faculty member, department, unit and laboratory has an obligation to ensure that all individuals engaged in Research and Teaching activities are aware of this policy and other relevant policies concerning the conduct of academic work, and understand the expectations and requirements set out in these policies. The University is committed to ongoing education on academic integrity.

The University expects all individuals engaged in academic work to conform to the highest standards of ethical practice in Research and Teaching. Individuals are personally responsible for the intellectual and ethical integrity of their work and must ensure that in Research and in Teaching their conduct meets University standards and best practices, professional and disciplinary standards, applicable laws and regulations, and the integrity standards of any entities sponsoring any component of Research work.

Those undertaking academic work shall strive to follow the best Research and Teaching practices honestly, accountably, openly and fairly in the search for and in the dissemination of knowledge.

At a minimum, Researchers are responsible for:

- a. Using a high level of rigour in proposing and performing Research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings.
- b. Keeping complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agreement, institutional policies and/or laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.
- c. Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including data, source material, methodologies, findings, graphs and images, in accordance with copyright and other intellectual property laws.
- d. Including as authors or creators, with their consent, all those and only those who have materially or conceptually contributed to, and share responsibility for, the contents of the publication, academic presentation, document or creation, in a manner consistent with their respective contributions, and relevant authorship policies or intellectual property rights.
- e. Acknowledging, in addition to authors and creators, all contributors and contributions to Research, including, but not limited to, writers, funders and sponsors.
- f. Appropriately managing any real, potential or perceived conflict of interest, in accordance with Western's policies and relevant collective agreement provisions on conflict of interest.
- g. Providing true, complete and accurate information in their funding applications and related documents and representing themselves, their Research and their accomplishments in a manner consistent with the norms of the relevant field.
- h. Certifying in applications that they are not currently ineligible to apply for, and/or hold, funds from any research or research funding organization world-wide for reasons of breach of responsible conduct of research policies such as ethics, integrity or financial management policies.
- i. When they are principal funding applicants, ensuring that others listed on the application have agreed to be included.
- j. Using grant or award funds in accordance with the policies of the agencies, including the [Tri-Agency Financial Administration Guide](#) and Agency grants and awards guides; and providing true, complete and accurate information on documentation for expenditures from grant or award accounts.
- k. Complying with all applicable funding agency requirements, university policy and legislation for the conduct of Research, including, but not limited to:
 - [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans](#) (TCPS 2);
 - [Canadian Council on Animal Care Policies and Guidelines](#);
 - Agency policies related to the [Canadian Environmental Assessment Act](#);
 - Licenses for research in the field;
 - [Laboratory Biosafety Guidelines](#);
 - [Controlled Goods Program](#);

- [Canadian Nuclear Safety Commission \(CNSC\) Regulations](#);
 - Canada's [Food and Drugs Act](#);
 - [Western's Biosafety Policies and Procedure](#); and
 - [Western's Use of Animals in Research and Teaching Policy](#).
- l. Ensuring that all Research involving human or animal subjects is approved by the appropriate UWO-sanctioned review board.
 - m. Ensuring persons involved in the Researcher's lab are properly trained and supervised, and are made aware of applicable governmental and institutional requirements related to the practices in the lab.

Integrity in Research and Teaching also includes the following:

- a. recognizing the substantive contributions of collaborators and students; using unpublished work of other Researchers, creators and scholars only with permission and with due acknowledgement; and using archival material in accordance with the rules of the archival source;
- b. obtaining the permission of the author or creator before using new information, concepts or data originally obtained through access to confidential manuscripts or Research funding applications;
- c. using scholarly and scientific rigour and integrity in obtaining, recording and analyzing data, and in reporting and publishing results, including correcting or providing notice of work which is misleading or inaccurate;
- d. using published work only in accordance with copyright law, and ensuring that authorship of published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication or presentation, and only those people;
- e. revealing to sponsors, universities, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the individual should be asked to review manuscript or applications, test or use products or be permitted to undertake work sponsored from outside sources;
- f. using appropriate referencing and citation of resources used in academic work;
- g. ensuring one does not misrepresent their academic credentials or affiliations within or outside of the academic community.

3. Misconduct

Research misconduct is any Research practice that deviates from the commonly accepted ethics/integrity standards or practices of the relevant research community. Research misconduct does not include honest error or differences of opinion. Definitions of Research misconduct may vary depending on the applicable funding agency rules and expectations, or by virtue of negotiated collective agreements, however, generally Research misconduct includes, but is not limited to:

- a. *Fabrication*: Making up data, source material, methodologies or findings, including graphs and images;
- b. *Falsification*: Manipulating, changing, or omitting data, source material, methodologies or findings, including graphs and images, without acknowledgement, resulting in inaccurate findings or conclusions, and including, but not limited to, tampering with the work of others to misrepresent or interfere with their Research or use of the practice of "un-blinding";
- c. *Destruction of Research records*: The destruction of one's own or another's Research data or records to specifically avoid the detection of wrongdoing or in contravention of the applicable funding agreement, institutional policy and/or laws, regulations and professional or disciplinary standards;
- d. *Misappropriation or denial of access to Research records*: the use of data or Research records in a way that results in misappropriation of the materials, or a loss of access or right of another person with a claim of access or ownership;
- e. *Plagiarism*: Presenting and using another's published or unpublished work, including theories, concepts, creations, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing and, if required, without permission;

- f. *Redundant publications*: The re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification;
- g. *Invalid authorship*: Inaccurate attribution of authorship or creatorship, including attribution to persons other than those who have contributed sufficiently to take responsibility for the intellectual content, or agreeing to be listed as author to a publication or creator of a work for which one made little or no material contribution;
- h. *Inadequate acknowledgement*: Failure to appropriately recognize contributions of others in a manner consistent with their respective contributions and authorship policies of relevant publications, or other copyright or intellectual property laws;
- i. *Mismanagement of Conflict of Interest*: Failure to appropriately manage any real, potential or perceived conflict of interest, in accordance with the University's policies on conflict of interest;
- j. *Misrepresentation in an Agency Application or Related Document*: Providing incomplete, inaccurate or false information in a grant or award application or related document; applying for and/or holding an award for which one is ineligible; or listing co-applicants, collaborators or partners without their agreement;
- k. *Mismanagement of Grants or Award Funds*: Using grant or award funds for purposes inconsistent with the policies of the funding agency and/or University; misappropriating grants and award funds; contravening funder financial policies or providing incomplete, inaccurate or false information on documentation for expenditures from grant or award accounts;
- l. *Breaches of Agency Policies or Requirements for Certain Types of Research*: Failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of certain types of Research activities; failing to obtain appropriate approvals, permits or certifications before conducting these activities.

Teaching misconduct is any Teaching practice that deviates from the commonly accepted ethics/integrity standards or practices of the university teaching community. Generally Teaching misconduct in relation to academic integrity includes, but is not limited to:

- a. *Plagiarism*: Presenting and using another's published or unpublished work, including theories, concepts, creations, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing and, if required, without permission;
- b. *Invalid authorship*: Inaccurate attribution of authorship or creatorship, including attribution to persons other than those who have contributed sufficiently to take responsibility for the intellectual content, or agreeing to be listed as author to a publication or creator of a work for which one made little or no material contribution;
- c. *Inadequate acknowledgement*: Failure to appropriately recognize contributions of others in a manner consistent with their respective contributions and authorship policies of relevant publications, or other copyright or intellectual property laws;
- d. *Mismanagement of Conflict of Interest*: Failure to appropriately manage any real, potential or perceived conflict of interest, in accordance with the University's policies and collective agreement provisions on conflict of interest.

4.0 Reporting Allegations

Everyone in the University community plays an important role in the process for addressing allegations of Research or Teaching misconduct and in helping to ensure that allegations are addressed appropriately and in a timely manner. The following are the procedures for those making or involved in an allegation:

4.1 Anyone who has reasonable grounds to suspect misconduct in Research or Teaching is expected to bring forward the allegation promptly.

4.2 Anyone making an allegation that is reckless, malicious or not in good faith may be subject to discipline or other recourse.

4.3 Complainants, Respondents or third parties involved in an inquiry or investigation under this policy must follow this policy and related procedures.

4.4 Allegations of misconduct in Research are to be submitted in writing, as follows:

- a. In the case of a staff or faculty Respondent or a Respondent under contract to the University, to the Vice-President (Research);
- b. In the case of a student Respondent, to the Dean of the Respondent's Home Faculty (undergraduate students) or to the Vice-Provost (Graduate and Post-doctoral Studies) (graduate students). The Dean or Vice-Provost (or their designates) shall decide if the allegation will be dealt with in accordance with the procedures under this Policy or under the relevant *Scholastic Discipline Policy*. If the allegation will be dealt with under this Policy, it shall be referred to the Vice-President (Research).
- c. In the case of a post-doctoral fellow or post-doctoral associate, to the Vice-Provost (School of Graduate and Post-Doctoral Studies) who shall refer the allegation to the Vice-President (Research).

4.5 Allegations of misconduct in Teaching are to be sent in all cases, in writing, to the Vice-President (Academic).

4.6 Any administrator or other member of the Western community who receives an allegation of Research or Teaching misconduct must refer it as specified in 4.4 and 4.5 above.

4.7 Every allegation should include the name of the complainant and contact information for that person. The University may decline to address anonymous allegations, particularly where insufficient information has been received to permit the collection of independent corroborative evidence. Allegations should contain enough information to permit a determination of whether the alleged conduct constitutes a breach of this policy and to permit further information gathering about the alleged misconduct. The allegation should include sufficient detail about the nature of the alleged misconduct, location and time of its occurrence, and the names and contact information for any witnesses.

4.8 The University may decline to address an allegation which has not been made in a timely manner or prejudices the ability of the University to collect evidence or to allow a Respondent full opportunity for defence, due to the passage of time.

4.9 Individuals who have made allegations in good faith or provided information related to an allegation will not be subject to reprisal. Anyone who engages in reprisal against such a person may be subject to discipline or other recourse.

4.10 The University may independently, or at an Agency's request, take immediate action to protect the health and safety of people or animals, property (including, but not limited to, intellectual property or reputation), or the administration of University or Agency funds.

5.0 Notices and Confidentiality of Allegations

An allegation cannot be fully confidential. Information must be given to those responsible for the investigation and review of the matter, to witnesses, and to the Respondent to permit a fair and full process of review. Allegations and information arising from the review process will not be shared with persons who are not directly involved in the review and adjudication of the allegation except as required by law, a collective agreement, or an agency agreement.

Where financial misconduct is alleged, the University's Internal Audit office shall be notified. In such cases, the Investigating Office shall advise those notified to maintain confidentiality in respect of the allegation.

Subject to any applicable laws, including privacy laws, the referring Vice-President shall advise any relevant Agency immediately of any allegations related to activities funded by the Agency that may involve significant

financial, health and safety, or other risks, and shall provide such additional information relating to any allegations as may be required in compliance with the University's agency agreement.

6.0 Investigation of Allegations of Misconduct

6.1 Following receipt under section 4.4 or section 4.5, allegations will be referred to the appropriate Investigating Office.

6.2 The referring Vice-President may direct the Investigating Office to conduct a Preliminary Review to establish whether the Respondent is subject to this Policy and whether the allegation is "responsible" or the Vice-President may direct that the matter proceed directly to a Formal Investigation. In conducting the Preliminary Review, the Investigating Office may call upon appropriately qualified individuals to assist in the determination of whether or not the allegation raises a prima facie case of Research or Teaching misconduct.

6.2.1 Where the complaint is made anonymously, a Preliminary Review shall be conducted.

Preliminary Review

6.3 Within ten (10) business days of receipt of the allegations, the Investigating Office shall provide the Respondent with a summary of the allegation and written notice that the Respondent may, within ten (10) business days, make preliminary submissions in respect of the allegation. The timeline for the Respondent's submissions may be extended by the Investigating Office on request. The Investigating Office will ensure that relevant requirements of any policy or collective agreement in relation to the Respondent are met.

6.4 Once notified of an allegation, the Respondent shall not destroy or discard or otherwise alter any potentially relevant data or other form of information relevant to the allegation. The University may take any action necessary to maintain the integrity of the evidence relevant to the allegation.

6.5 Following the preliminary review, the Vice-President or designate shall determine whether the University will investigate the allegation (see "Formal Investigation" below) or will decline to deal with the allegation further. The Complainant and Respondent, and where notice was given under 5.0, the Agency, will be notified of this decision in writing.

6.5.1 Should the Vice-President or designate decline to deal with the allegation further, no materials in relation to the allegation or Preliminary Review shall be placed in the University's official records related to the employment or student record of the Respondent.

6.5.2 If the Vice-President or designate decides that the complaint is "responsible" and there is sufficient evidence to indicate Research or Teaching misconduct may have occurred, the allegation will proceed to a Formal Investigation.

6.6 If the Respondent admits to the alleged misconduct, a decision will be issued by the appropriate Vice President or designate with copies to the Complainant and the Respondent. The file will be referred to the offices set out in Section 6.12. Discipline will be determined in accordance with the Disciplinary Policy applicable to the Respondent. The University will issue any required reports relating to the misconduct (see sections 6.13 and 6.14 below).

Formal Investigation

6.7 If the alleged misconduct involves collaborative Research conducted at multiple institutions or if the alleged breach is also being investigated at another institution, the following procedures may be modified to facilitate joint or parallel investigation processes.

6.8 At any point during an investigation, the Investigating Office may elect to offer the parties mediation services to enable the resolution of matters arising from the investigation. However, mediation cannot replace

adjudication of a matter involving Agency funding.

- 6.9 The Investigation shall be facilitated by the Investigating Office, and shall be conducted by a single Investigator or by an Investigation Panel consisting of persons appointed by the Investigating Office who have the necessary expertise to ascertain the matter and who are without real or apparent conflict of interest. Where the misconduct involves Tri-Council Agency funds, an Investigation Panel is required and it must include at least one external member who has no current affiliation with the University.
- 6.10 The Investigator/Investigating Panel shall collect and review the evidence and interview witnesses, including the Respondent, to the degree necessary to make a decision as to whether or not a breach of this policy has occurred. The Investigator/Investigating Panel may determine its own process in conducting the investigation, providing it is consistent with relevant university policy and/or collective agreements, and the principles of natural justice.
- 6.11 The Investigator/Investigating Panel shall conduct the investigation in a timely manner. Where the Investigation cannot be completed within 30 business days of its being initiated, the Investigating Office shall notify the referring Vice-President, the Respondent and Complainant of the reasons for delay and advise them of the expected completion date. Where the Respondent has union or association representation, the union or association shall also be notified.
- 6.12 Investigative findings and the decision of the Investigator/Investigating Panel shall be reported by the Investigating Office to the referring Vice-President, the Respondent and the Complainant within ten (10) business days following receipt of the report of the Investigator/Investigating Panel. Should a breach of this policy be found, the Investigating Office shall also refer the file, as follows:
 - a) for faculty, librarians and archivist Respondents to the Office of Faculty Relations;
 - b) for staff and independent contractor Respondents to Staff Relations, Human Resources;
 - c) for graduate student and post-doctoral Respondents to the Vice-Provost (School of Graduate and Post-Doctoral Studies);
 - d) for undergraduate student Respondents to the Vice-Provost (Academic Programs and Students) and to the Dean of the student's Home Faculty.
- 6.13 Where a policy breach is found in relation to a funding application submitted to an Agency or to an activity funded by an Agency, the Investigating Office shall provide a report to the Agency as required by the University's agency agreement.
- 6.14 Where the policy breach is found in relation to misuse of research funds, a report shall be made to the University's Audit Committee, through the office of Internal Audit.
- 6.15 If an allegation is determined to be unfounded, every effort will be made by the University to protect or restore the reputation of those wrongly subjected to an allegation.

7.0 Discipline

Any disciplinary proceedings arising from a breach of this Policy shall be conducted in accordance with the provisions of the University collective agreement, employment agreement, personnel policy, or regulation that governs the Respondent.

8.0 Grievance/Appeal Proceedings

8.1 Appeals or Grievances in relation to findings of misconduct under this Policy or disciplinary actions assessed, are to be undertaken in accordance with the appeal or grievance procedures established under the applicable Disciplinary policy.

8.2 Should the Respondent not be subject to a Disciplinary Policy containing appeal or grievance procedures, the following appeal procedure shall apply:

- a) Within ten (10) business days of receipt of the discipline decision, the Respondent may appeal either the investigative findings or the discipline.
- b) Any such appeal is to be made in writing to the President and is to include a clear statement of the grounds for the appeal, and any evidence being relied upon in support of the appeal. The President may appoint a designate to hear an appeal.
- c) At the request of the Respondent, the President or designate shall convene a meeting to hear oral submissions in respect of the appeal.
- d) The appeal normally shall be heard within thirty business days (30 days) of receipt of the appeal and a decision shall be made as expeditiously as possible. The decision shall be communicated to the Complainant, Respondent, and where required, the funding Agency

9.0 Review

After a period not to exceed three years from the date that this Policy is initially approved, a review of this Policy shall be conducted by the Vice-President (Research) and Vice-President (Academic). Any review shall include consultation with University stakeholders who may be affected by its provisions.

END OF POLICY

The UNIVERSITY of WESTERN ONTARIO

POLICIES and PROCEDURES

MAPP 7.0 ACADEMIC INTEGRITY IN RESEARCH AND TEACHING ACTIVITIES

Policy Category:	Research
Subject:	Academic Integrity in Research and Teaching
Approving Authority:	Board of Governors
Responsible Officers:	Vice-President (Research) and Provost & Vice-President (Academic)
Responsible Offices:	Office of the Vice-President (Research) and Office of the Provost & Vice-President (Academic)
Related Procedures:	Scholastic Discipline Policy
Related University Policies:	
Effective Date:	September 24, 2013
Revised:	July 1, 2008, March 27, 1998, June 29, 1995 (formerly known as Policy & Procedures for Conduct of Research)

I. PURPOSE

Research and Teaching are components of an intellectually vigorous university environment and are integral parts of the mission of Western University ("Western" or the "University").

The University is committed to ensuring the highest standards of ethical conduct in every aspect of Research and Teaching. This policy outlines the University's expectations in this regard, defines misconduct in Research or Teaching activities, and outlines procedures to be followed when misconduct is suspected.

This policy is consistent with the *Tri-Agency Framework: Responsible Conduct of Research* as required under the *Agreement on the Administration of Agency Grants and Awards by Research Institutions* between the University and the Tri-Council funding agencies. This policy is consistent with, and complementary to, existing University policies addressing related research ethics and academic integrity issues.

II. DEFINITIONS

Agency – an entity which has a funding relationship with the University or with the Respondent including, but not limited to, a Tri-Council Agency; or an entity which has oversight in the area of Research misconduct including, but not limited to, the Secretariat on Responsible Conduct of Research.

Complainant – a person making an allegation of Research or Teaching misconduct. A Complainant may be a member of the Western community or may be external to the Western community.

Investigating Office – the office within the University to which the complaint has been referred by the Vice-President (Research) or Vice-President (Academic), responsible for overseeing the investigation of an allegation of misconduct in Research or Teaching.

Disciplinary Policy – a collective agreement, employment agreement, personnel policy, Senate or Board policy or other regulation under which a Respondent may be disciplined for a breach of this Policy.

Research - is an undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation done in the context of academic activity on behalf of the University. Research involves some or all of: the creation of new knowledge, including understanding or concepts; the creative application of existing knowledge; the organization and synthesis of existing knowledge; and/or creative expression.

Respondent – a person against whom an allegation of Research or Teaching misconduct is made. A Respondent must be a member of the Western community at the time the allegation is made.

Responsible Allegation - is one made in good faith and without malice. The allegation must, on its face, present a breach of this policy. The facts of the allegation cannot have been the subject of a previous allegation.

Teaching - involves some or all of: participation in the development and design of pedagogical courses (degree and non-degree, credit and non-credit) and programs of the University; performance of assigned Teaching duties, including the development and delivery of instruction, the supervision of students, and any other obligations related to the pedagogical programs of the University; assessment of the academic work of students; student consultation and academic counselling; acting as a supervisor or academic advisor to students.

III. POLICY

1. Application

This policy applies to all faculty, staff and students of the University. It also applies to any person (including, but not limited to, affiliated faculty, visiting professors or students, adjunct professors and postdoctoral associates and fellows) appointed or invited to engage in Research or Teaching activity at, or under the auspices of, the University.

It is understood that all Research and Teaching activity and review of allegations of misconduct will be conducted within the framework of this policy, relevant University policies, relevant collective agreements, and relevant laws. If there is a conflict between this policy and the provisions of a collective agreement, the collective agreement prevails. If there is a conflict between this policy or a collective agreement and the law, the law prevails.

In the case of an allegation of research misconduct against a student, the allegation may be dealt with under the relevant *Scholastic Discipline Policy* rather than the procedures under this Policy.

2. Expectations and Responsibilities

The responsibilities of all members of the Western community include not only fulfilling the integrity expectations of this Policy, but also reporting suspected misconduct according to the procedures defined.

The responsibilities of the University include promoting integrity in Research and Teaching, investigating allegations of misconduct, imposing appropriate sanctions if misconduct has occurred and reporting cases of misconduct as required.

Every faculty member, department, unit and laboratory has an obligation to ensure that all individuals engaged in Research and Teaching activities are aware of this policy and other relevant policies concerning the conduct of academic work, and understand the expectations and requirements set out in these policies. The University is committed to ongoing education on academic integrity.

The University expects all individuals engaged in academic work to conform to the highest standards of ethical practice in Research and Teaching. Individuals are personally responsible for the intellectual and ethical integrity of their work and must ensure that in Research and in Teaching their conduct meets University standards and best practices, professional and disciplinary standards, applicable laws and regulations, and the integrity standards of any entities sponsoring any component of Research work.

Those undertaking academic work shall strive to follow the best Research and Teaching practices honestly, accountably, openly and fairly in the search for and in the dissemination of knowledge.

At a minimum, Researchers are responsible for:

- a. Using a high level of rigour in proposing and performing Research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings.
- b. Keeping complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agreement, institutional policies and/or laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.
- c. Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including data, source material, methodologies, findings, graphs and images, in accordance with copyright and other intellectual property laws.
- d. Including as authors or creators, with their consent, all those and only those who have materially or conceptually contributed to, and share responsibility for, the contents of the publication, academic presentation, document or creation, in a manner consistent with their respective contributions, and relevant authorship policies or intellectual property rights.
- e. Acknowledging, in addition to authors and creators, all contributors and contributions to Research, including, but not limited to, writers, funders and sponsors.
- f. Appropriately managing any real, potential or perceived conflict of interest, in accordance with Western's policies and relevant collective agreement provisions on conflict of interest.
- g. Providing true, complete and accurate information in their funding applications and related documents and representing themselves, their Research and their accomplishments in a manner consistent with the norms of the relevant field.
- h. Certifying in applications that they are not currently ineligible to apply for, and/or hold, funds from any research or research funding organization world-wide for reasons of breach of responsible conduct of research policies such as ethics, integrity or financial management policies.
- i. When they are principal funding applicants, ensuring that others listed on the application have agreed to be included.
- j. Using grant or award funds in accordance with the policies of the agencies, including the [Tri-Agency Financial Administration Guide](#) and Agency grants and awards guides; and providing true, complete and accurate information on documentation for expenditures from grant or award accounts.

- k. Complying with all applicable funding agency requirements, university policy and legislation for the conduct of Research, including, but not limited to:
 - [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans](#) (TCPS 2);
 - [Canadian Council on Animal Care Policies and Guidelines](#);
 - Agency policies related to the [Canadian Environmental Assessment Act](#);
 - Licenses for research in the field;
 - [Laboratory Biosafety Guidelines](#);
 - [Controlled Goods Program](#);
 - [Canadian Nuclear Safety Commission \(CNSC\) Regulations](#);
 - Canada's [Food and Drugs Act](#);
 - [Western's Biosafety Policies and Procedure](#); and
 - [Western's Use of Animals in Research and Teaching Policy](#).
- l. Ensuring that all Research involving human or animal subjects is approved by the appropriate UWO-sanctioned review board.
- m. Ensuring persons involved in the Researcher's lab are properly trained and supervised, and are made aware of applicable governmental and institutional requirements related to the practices in the lab.

Integrity in Research and Teaching also includes the following:

- a. recognizing the substantive contributions of collaborators and students; using unpublished work of other Researchers, creators and scholars only with permission and with due acknowledgement; and using archival material in accordance with the rules of the archival source;
- b. obtaining the permission of the author or creator before using new information, concepts or data originally obtained through access to confidential manuscripts or Research funding applications;
- c. using scholarly and scientific rigour and integrity in obtaining, recording and analyzing data, and in reporting and publishing results, including correcting or providing notice of work which is misleading or inaccurate;
- d. using published work only in accordance with copyright law, and ensuring that authorship of published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication or presentation, and only those people;
- e. revealing to sponsors, universities, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decision on whether the individual should be asked to review manuscript or applications, test or use products or be permitted to undertake work sponsored from outside sources;
- f. using appropriate referencing and citation of resources used in academic work;
- g. ensuring one does not misrepresent their academic credentials or affiliations within or outside of the academic community.

3. Misconduct

Research misconduct is any Research practice that deviates from the commonly accepted ethics/integrity standards or practices of the relevant research community. Research misconduct does not include honest error or differences of opinion. Definitions of Research misconduct may vary depending on the applicable funding agency rules and expectations, or by virtue of negotiated collective agreements, however, generally Research misconduct includes, but is not limited to:

- a. *Fabrication*: Making up data, source material, methodologies or findings, including graphs and images;

- b. *Falsification*: Manipulating, changing, or omitting data, source material, methodologies or findings, including graphs and images, without acknowledgement, resulting in inaccurate findings or conclusions, and including, but not limited to, tampering with the work of others to misrepresent or interfere with their Research or use of the practice of “un-blinding”;
- c. *Destruction of Research records*: The destruction of one's own or another's Research data or records to specifically avoid the detection of wrongdoing or in contravention of the applicable funding agreement, institutional policy and/or laws, regulations and professional or disciplinary standards;
- d. *Misappropriation or denial of access to Research records*: the use of data or Research records in a way that results in misappropriation of the materials, or a loss of access or right of another person with a claim of access or ownership;
- e. *Plagiarism*: Presenting and using another's published or unpublished work, including theories, concepts, creations, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing and, if required, without permission;
- f. *Redundant publications*: The re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification;
- g. *Invalid authorship*: Inaccurate attribution of authorship or creatorship, including attribution to persons other than those who have contributed sufficiently to take responsibility for the intellectual content, or agreeing to be listed as author to a publication or creator of a work for which one made little or no material contribution;
- h. *Inadequate acknowledgement*: Failure to appropriately recognize contributions of others in a manner consistent with their respective contributions and authorship policies of relevant publications, or other copyright or intellectual property laws;
- i. *Mismanagement of Conflict of Interest*: Failure to appropriately manage any real, potential or perceived conflict of interest, in accordance with the University's policies on conflict of interest;
- j. *Misrepresentation in an Agency Application or Related Document*: Providing incomplete, inaccurate or false information in a grant or award application or related document; applying for and/or holding an award for which one is ineligible; or listing co-applicants, collaborators or partners without their agreement;
- k. *Mismanagement of Grants or Award Funds*: Using grant or award funds for purposes inconsistent with the policies of the funding agency and/or University; misappropriating grants and award funds; contravening funder financial policies or providing incomplete, inaccurate or false information on documentation for expenditures from grant or award accounts;
- l. *Breaches of Agency Policies or Requirements for Certain Types of Research*: Failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of certain types of Research activities; failing to obtain appropriate approvals, permits or certifications before conducting these activities.

Teaching misconduct is any Teaching practice that deviates from the commonly accepted ethics/integrity standards or practices of the university teaching community. Generally Teaching misconduct in relation to academic integrity includes, but is not limited to:

- a. *Plagiarism*: Presenting and using another's published or unpublished work, including theories, concepts, creations, data, source material, methodologies or findings, including graphs and images, as one's own, without appropriate referencing and, if required, without permission;
- b. *Invalid authorship*: Inaccurate attribution of authorship or creatorship, including attribution to persons other than those who have contributed sufficiently to take responsibility for the intellectual content, or agreeing to be listed as author to a publication or creator of a work for which one made little or no material contribution;
- c. *Inadequate acknowledgement*: Failure to appropriately recognize contributions of others in a manner consistent with their respective contributions and authorship policies of relevant publications, or other copyright or intellectual property laws;

- d. *Mismanagement of Conflict of Interest*: Failure to appropriately manage any real, potential or perceived conflict of interest, in accordance with the University's policies and collective agreement provisions on conflict of interest.

4.0 Reporting Allegations

Everyone in the University community plays an important role in the process for addressing allegations of Research or Teaching misconduct and in helping to ensure that allegations are addressed appropriately and in a timely manner. The following are the procedures for those making or involved in an allegation:

4.1 Anyone who has reasonable grounds to suspect misconduct in Research or Teaching is expected to bring forward the allegation promptly.

4.2 Anyone making an allegation that is reckless, malicious or not in good faith may be subject to discipline or other recourse.

4.3 Complainants, Respondents or third parties involved in an inquiry or investigation under this policy must follow this policy and related procedures.

4.4 Allegations of misconduct in Research are to be submitted in writing, as follows:

- a. In the case of a staff or faculty Respondent or a Respondent under contract to the University, to the Vice-President (Research);
- b. In the case of a student Respondent, to the Dean of the Respondent's Home Faculty (undergraduate students) or to the Vice-Provost (Graduate and Post-doctoral Studies) (graduate students). The Dean or Vice-Provost (or their designates) shall decide if the allegation will be dealt with in accordance with the procedures under this Policy or under the relevant *Scholastic Discipline Policy*. If the allegation will be dealt with under this Policy, it shall be referred to the Vice-President (Research).
- c. In the case of a post-doctoral fellow or post-doctoral associate, to the Vice-Provost (School of Graduate and Post-Doctoral Studies) who shall refer the allegation to the Vice-President (Research).

4.5 Allegations of misconduct in Teaching are to be sent in all cases, in writing, to the Vice-President (Academic).

4.6 Any administrator or other member of the Western community who receives an allegation of Research or Teaching misconduct must refer it as specified in 4.4 and 4.5 above.

4.7 Every allegation should include the name of the complainant and contact information for that person. The University may decline to address anonymous allegations, particularly where insufficient information has been received to permit the collection of independent corroborative evidence. Allegations should contain enough information to permit a determination of whether the alleged conduct constitutes a breach of this policy and to permit further information gathering about the alleged misconduct. The allegation should include sufficient detail about the nature of the alleged misconduct, location and time of its occurrence, and the names and contact information for any witnesses.

4.8 The University may decline to address an allegation which has not been made in a timely manner or prejudices the ability of the University to collect evidence or to allow a Respondent full opportunity for defence, due to the passage of time.

4.9 Individuals who have made allegations in good faith or provided information related to an allegation will not be subject to reprisal. Anyone who engages in reprisal against such a person may be subject to discipline or other recourse.

4.10 The University may independently, or at an Agency's request, take immediate action to protect the health and safety of people or animals, property (including, but not limited to, intellectual property or reputation), or the administration of University or Agency funds.

5.0 Notices and Confidentiality of Allegations

An allegation cannot be fully confidential. Information must be given to those responsible for the investigation and review of the matter, to witnesses, and to the Respondent to permit a fair and full process of review. Allegations and information arising from the review process will not be shared with persons who are not directly involved in the review and adjudication of the allegation except as required by law, a collective agreement, or an agency agreement.

Where financial misconduct is alleged, the University's Internal Audit office shall be notified. In such cases, the Investigating Office shall advise those notified to maintain confidentiality in respect of the allegation.

Subject to any applicable laws, including privacy laws, the referring Vice-President shall advise any relevant Agency immediately of any allegations related to activities funded by the Agency that may involve significant financial, health and safety, or other risks, and shall provide such additional information relating to any allegations as may be required in compliance with the University's agency agreement.

6.0 Investigation of Allegations of Misconduct

6.1 Following receipt under section 4.4 or section 4.5, allegations will be referred to the appropriate Investigating Office.

6.2 The referring Vice-President may direct the Investigating Office to conduct a Preliminary Review to establish whether the Respondent is subject to this Policy and whether the allegation is "responsible" or the Vice-President may direct that the matter proceed directly to a Formal Investigation. In conducting the Preliminary Review, the Investigating Office may call upon appropriately qualified individuals to assist in the determination of whether or not the allegation raises a prima facie case of Research or Teaching misconduct.

6.2.1 Where the complaint is made anonymously, a Preliminary Review shall be conducted.

Preliminary Review

6.3 Within ten (10) business days of receipt of the allegations, the Investigating Office shall provide the Respondent with a summary of the allegation and written notice that the Respondent may, within ten (10) business days, make preliminary submissions in respect of the allegation. The timeline for the Respondent's submissions may be extended by the Investigating Office on request. The Investigating Office will ensure that relevant requirements of any policy or collective agreement in relation to the Respondent are met.

6.4 Once notified of an allegation, the Respondent shall not destroy or discard or otherwise alter any potentially relevant data or other form of information relevant to the allegation. The University may take any action necessary to maintain the integrity of the evidence relevant to the allegation.

6.5 Following the preliminary review, the Vice-President or designate shall determine whether the

University will investigate the allegation (see “Formal Investigation” below) or will decline to deal with the allegation further. The Complainant and Respondent, and where notice was given under 5.0, the Agency, will be notified of this decision in writing.

- 6.5.1 Should the Vice-President or designate decline to deal with the allegation further, no materials in relation to the allegation or Preliminary Review shall be placed in the University’s official records related to the employment or student record of the Respondent.
- 6.5.2 If the Vice-President or designate decides that the complaint is “responsible” and there is sufficient evidence to indicate Research or Teaching misconduct may have occurred, the allegation will proceed to a Formal Investigation.
- 6.6 If the Respondent admits to the alleged misconduct, a decision will be issued by the appropriate Vice President or designate with copies to the Complainant and the Respondent. The file will be referred to the offices set out in Section 6.12. Discipline will be determined in accordance with the Disciplinary Policy applicable to the Respondent. The University will issue any required reports relating to the misconduct (see sections 6.13 and 6.14 below).

Formal Investigation

- 6.7 If the alleged misconduct involves collaborative Research conducted at multiple institutions or if the alleged breach is also being investigated at another institution, the following procedures may be modified to facilitate joint or parallel investigation processes.
- 6.8 At any point during an investigation, the Investigating Office may elect to offer the parties mediation services to enable the resolution of matters arising from the investigation. However, mediation cannot replace adjudication of a matter involving Agency funding.
- 6.9 The Investigation shall be facilitated by the Investigating Office, and shall be conducted by a single Investigator or by an Investigation Panel consisting of persons appointed by the Investigating Office who have the necessary expertise to ascertain the matter and who are without real or apparent conflict of interest. Where the misconduct involves Tri-Council Agency funds, an Investigation Panel is required and it must include at least one external member who has no current affiliation with the University.
- 6.10 The Investigator/Investigating Panel shall collect and review the evidence and interview witnesses, including the Respondent, to the degree necessary to make a decision as to whether or not a breach of this policy has occurred. The Investigator/Investigating Panel may determine its own process in conducting the investigation, providing it is consistent with relevant university policy and/or collective agreements, and the principles of natural justice.
- 6.11 The Investigator/Investigating Panel shall conduct the investigation in a timely manner. Where the Investigation cannot be completed within 30 business days of its being initiated, the Investigating Office shall notify the referring Vice-President, the Respondent and Complainant of the reasons for delay and advise them of the expected completion date. Where the Respondent has union or association representation, the union or association shall also be notified.
- 6.12 Investigative findings and the decision of the Investigator/Investigating Panel shall be reported by the Investigating Office to the referring Vice-President, the Respondent and the Complainant within ten (10) business days following receipt of the report of the Investigator/Investigating Panel. Should a breach of this policy be found, the Investigating Office shall also refer the file, as follows:
 - a) for faculty, librarians and archivist Respondents to the Office of Faculty Relations;
 - b) for staff and independent contractor Respondents to Staff Relations, Human Resources;
 - c) for graduate student and post-doctoral Respondents to the Vice-Provost (School of Graduate and Post-Doctoral Studies);

- d) for undergraduate student Respondents to the Vice-Provost (Academic Programs and Students) and to the Dean of the student's Home Faculty.

6.13 Where a policy breach is found in relation to a funding application submitted to an Agency or to an activity funded by an Agency, the Investigating Office shall provide a report to the Agency as required by the University's agency agreement.

6.14 Where the policy breach is found in relation to misuse of research funds, a report shall be made to the University's Audit Committee, through the office of Internal Audit.

6.15 If an allegation is determined to be unfounded, every effort will be made by the University to protect or restore the reputation of those wrongly subjected to an allegation.

7.0 Discipline

Any disciplinary proceedings arising from a breach of this Policy shall be conducted in accordance with the provisions of the University collective agreement, employment agreement, personnel policy, or regulation that governs the Respondent.

8.0 Grievance/Appeal Proceedings

8.1 Appeals or Grievances in relation to findings of misconduct under this Policy or disciplinary actions assessed, are to be undertaken in accordance with the appeal or grievance procedures established under the applicable Disciplinary policy.

8.2 Should the Respondent not be subject to a Disciplinary Policy containing appeal or grievance procedures, the following appeal procedure shall apply:

- a) Within ten (10) business days of receipt of the discipline decision, the Respondent may appeal either the investigative findings or the discipline.
- b) Any such appeal is to be made in writing to the President and is to include a clear statement of the grounds for the appeal, and any evidence being relied upon in support of the appeal. The President may appoint a designate to hear an appeal.
- c) At the request of the Respondent, the President or designate shall convene a meeting to hear oral submissions in respect of the appeal.
- d) The appeal normally shall be heard within thirty business days (30 days) of receipt of the appeal and a decision shall be made as expeditiously as possible. The decision shall be communicated to the Complainant, Respondent, and where required, the funding Agency

9.0 Review

After a period not to exceed three years from the date that this Policy is initially approved, a review of this Policy shall be conducted by the Vice-President (Research) and Vice-President (Academic). Any review shall include consultation with University stakeholders who may be affected by its provisions.

END OF POLICY

REPORT OF THE HONORARY DEGREES COMMITTEE

FOR INFORMATION

Honorary Degree Recipients – Autumn Convocation 2013

The Honorary Degrees Committee announces that the following individuals will receive honorary degrees at Autumn Convocation 2013:

Thursday, October 31 10:00 a.m. Perrin Beatty - LLD	King's University College (all degrees including MSW) Faculty of Information and Media Studies (undergraduate degrees) Faculty of Social Science (undergraduate degrees)
Thursday, October 31 3:00 p.m. Michael Meighen - LLD Kelly Meighen - LLD	Brescia University College (all degrees including MA/MSc in Nutritional Sci) Huron University College (all degrees) Faculty of Arts and Humanities (undergraduate degrees) Don Wright Faculty of Music (all degrees) Faculty of Engineering (undergraduate degrees) Faculty of Health Sciences (undergraduate degrees) Faculty of Science (undergraduate degrees including BMSc)
Friday, November 1 10:00 a.m. Thomas Feasby - D.Sc.	School of Graduate and Postdoctoral Studies * Faculty of Health Sciences Richard Ivey School of Business (all degrees)
Friday, November 1 3:00 p.m. Adrienne Arsenault - LLD	School of Graduate and Postdoctoral Studies * Faculty of Arts and Humanities Faculty of Education (all degrees) Faculty of Engineering Faculty of Information and Media Studies Faculty of Law (all degrees) Faculty of Science Faculty of Social Science Schulich School of Medicine & Dentistry

*students in graduate programs hosted by the Faculties on the particular day

Institutional Quality Assurance Report for year ending June 30, 2012

New programs - Undergraduate

Faculty	Name of the program	Effective date	Approved by Senate	Approved by Board (if applicable)
Engineering	2+2 International Collaborative Degree / Chemical Engineering with China	01/09/2012	17/02/2012	N/A

New programs - Graduate

Faculty	Name of the program	Effective date	Approved by Senate	Approved by Board (if applicable)
Music	Graduate Diploma in Community Music Leadership	01/01/2012	20/10/2011	N/A
Social Science	Master of Financial Economics (MFE)			

Major Modifications - Undergraduate

Faculty/Affiliated College	Name of the program modified	Description of the modification	Approved by Senate	Effective date
Arts and Humanities	Digital Spanish	Introduction of the Certificate in Digital Spanish	23/03/2012	01/09/2012
Information and MediaStudies	Digital Communication, Social Media and Virtual Worlds	Introduction of a Certificate/Diploma Programs	17/02/2012	01/09/2012
King's	Childhood in the Justice System	Introduction of a Certificate/Diploma Program	17/02/2012	01/09/2012
Arts and Humanities	Creative Writing and English Literature	Introduction of an Honors Specialization	23/03/2012	01/09/2012
Arts and Humanities	Spanish Language & Hispanic Culture	Introduction of a Major	23/03/2012	01/09/2012
Arts and Humanities	Spanish Language & Hispanic Culture	Introduction of an Honors Specialization	23/03/2012	01/09/2012
Arts and Humanities	Spanish Language & Hispanic Culture	Introduction of a Certificate in Digital Spanish	23/03/2012	01/09/2012
	Medical Health Informatics and Medical Sciences	Introduction of a new module	08/06/2012	01/09/2012
Schulich	Computational Biochemistry / Schulich Medicine and Dentistry	Introduction of an Honors Specialization	21/10/2011	01/09/2012
Schulich	Medical Biophysics (Clinical concentration)	Introduction of Honors Specialization	18/11/2011	01/09/2012
	Geography	Introduction of Specialization in Geography	13/04/2012	01/09/2012
Huron	Management and Organizational Studies (MOS)	Introduction of a Specialization and Honors Specialization in Accounting	13/04/2012	01/09/2012
King's	French Language and Literature	Introduction of a Major	11/05/2012	01/09/2012
Brescia and Ivey		Introduction of Combined honours program BSc Honors Specialization in Nutrition and Dietetics and BA Honors Business Administration (HBA)	08/06/2012	01/09/2012

Major Modifications - Graduate

Faculty	Name of the program modified	Description of the modification	Approved by Senate	Effective date
Arts and Humanities	Film Studies	Renaming a graduate program from Critical Studies in Global Film Cultures to Film Studies	18/11/2011	01/09/2012
Arts and Humanities	Philosophy	Change in program requirements and creation of two streams	17/02/2012	01/09/2012
Arts and Humanities	French	Renaming of the program to French Studies	11/06/2012	01/09/2012
Engineering	Mechanical Engineering	Creation of the field of a non-thesis MEng program in HVAC systems	21/10/2011	01/09/2011
Health Sciences	Intorduction of the Master of Clinical Science in Communication Sciences and Disorders (Audiology or Speech-Language Pathology) and a PhD in Health and Rehabilitation Sciences	Introduction of a combined program option	11/05/2012	01/09/2012
Health Sciences	PhD in Nursing	Introduction of an on-line version of the existing program	11/06/2012	01/09/2012
Ivey	MSc in Management - International Business	Change in program length, and the introduction of a practicum	09/12/2011	01/01/2013
Law	MA in Legal Studies	Renaming the MA in Legal Studies to MA in Studies in Law	17/02/2012	01/09/2012
Music	PhD in Music	Change in program requirements	13/04/2012	01/05/2012
Schulich	Physiology and Pharmacology and Toxicology	Merger of the two existing graduate programs; Intorduction of the Pathology Assistant (MCISc PA) program	20/01/2012	01/09/2012
Schulich	N/A	Introduction of a new "Collaborative Graduate Program in Musculoskeletal Health Research"		
Social Science	N/A	Introduction of a new "Collaborative Graduate Program in Transitional Justice and Post-Conflict Resolution"		
Cyclical Reviews - Undergraduate				
Faculty/Affiliated College	Name of the program reviewed	Final evaluation	Notification to Senate	
Arts and Humanities	Film Studies	Good Quality	21/09/2012	
Arts and Humanities	French	Good Quality	21/09/2012	
Science	Environmental Science	Good Quality with Report in One Year	21/09/2012	
Science	Statistic & Actuarial Science	Good Quality	21/09/2012	
Social Science	History	Good Quality	21/09/2012	
Science	Earth Sciences	Good Quality	21/09/2012	

Brescia	English	Good Quality	21/09/2012	
Huron	History	Good Quality with Report in One Year	21/09/2012	
King's	Religious Studies & Philosophy	Good Quality	21/09/2012	

Cyclical Reviews - Graduate

Faculty/Affiliates	Name of the program reviewed	Final evaluation	Notification to Senate	
Schulich	Anatomy and Cell Biology	Good quality with report in one year		
Schulich	Biochemistry	Good quality		
Schulich	Biomedical Engineering	Conditional approval with report in one year		
Schulich	Classics	Good quality		
Schulich	Education	Conditional approval with report in one year		
Schulich	Medical Biophysics	Good quality		
Schulich	Microbiology and Immunology	Good quality		
Schulich	Pathology	Good quality with report in two years		
Schulich	Physiology and Pharmacology and Toxicology	Good quality		
Huron	Theology	Conditional approval with report in one year		

Institutional Quality Assurance Report for year ending June 30, 2013

New programs - Undergraduate

Faculty	Name of the program	Effective date	Approved by Senate	Approved by Board (if applicable)
Schulich	Honors Specialization in Epidemiology and Biostatistics (BSc)	01/09/2013	10/05/2013	N/A

New programs - Graduate

Faculty	Name of the program	Effective date	Approved by Senate	Approved by Board (if applicable)
Schulich	MSc in Surgery	01/01/2013	16/11/2012	N/A
Schulich	Masters in Public Health (MPH)	01/09/2013	25/02/2013	25/04/2013
Education	Masters in Professional Education (MPE)	01/01/2013	25/01/2013	31/01/2013
Education	Doctor of Education (EdD)	01/01/2013	25/01/2013	31/01/2013
Education	Diploma in Professional Education (Gdip)	01/01/2013	25/01/2013	31/01/2013
Arts and Humanities	MA in Ancient Philosophy	01/09/2013	25/02/2013	N/A

Major Modifications - Undergraduate

Faculty/Affiliated College	Name of the program modified	Description of the modification	Approved by Senate	Effective date
Arts and Humanities	Introduction of a Major in Italian Language and Culture	New modules in Italian Language and Culture are being introduced in order to correspond to more up-to-date pedagogy, current research interests of faculty and the faculty complement in the Department of Modern Languages and Literatures.	12/7/2012	09/01/13
Arts and Humanities	Introduction of an Honors Spec, Spec and Major in German Language and Culture	New modules in German Language and Culture are being introduced in order to correspond to more up-to-date pedagogy, current research interests of faculty and the faculty complement in the Department of Modern Languages and Literatures.	6/7/2013	9/1/2013
Brescia	Introduction of a Major in Spirituality and Community Leadership	This interdisciplinary module will enhance Brescia's already-existing strengths in Religious Studies, Community Development, and Dimensions of Leadership.	09/21/2012	09/01/12
Brescia	Introduction of the Diploma and Dietetic Education and Practical Training	This diploma program complements the undergraduate degree in foods and nutrition and provides specific knowledge, skills and experience necessary to move into an exciting career in dietetics.	4/12/2013	5/1/2014

Engineering	Introduction of the Option G: Structural Engineering with International Development	This new Option is intended to extend the International Development Option to the many CEE students who prefer structural engineering to environmental engineering and so increase total enrolment in the International Development Options.	09/21/2012	09/01/12
Engineering	Introduction of Engineering Leadership and Innovation Certificate	Students participating in the Engineering Leadership and Innovation certificate will acquire a developed knowledge and critical understanding of the key concepts skills in management, leadership and innovation. In particular, they will learn how the fields of engineering and business intersect and how principles of business and management can enhance the implementation of engineering technologies.	4/12/2013	9/1/2013
Engineering and Ivey	Introduction of a Mechatronic Engineering and Management Option	The program is ideally suited to the development of innovative solutions that can lead to new products and new markets. Its integration with the Ivey HBA is an ideal match for the design strength of the program	11/16/2012	09/01/13
Engineering and Law	Introduction of a Mechatronic Engineering and Law option	Mechatronic Systems Engineering involves the integration of mechanical and electronic systems into intelligent consumer and industrial products. Western's program has a continuing design approach, ideally suited to the development of innovative solutions that can lead to new products and new markets. Its integration with Western Law enhances its originality.	12/7/2012	09/01/13
Music and Ivey	Introduction of Combined Degrees in the Faculty of Music and Ivey	The combined degree options will allow students to complete both programs in five years, rather than the six years to which some students are currently committed.	2/15/2013	9/1/2013

Schulich	Introduction of a Honors Specialization and Specialization in Interdisciplinary Medical Sciences (IMS)	The Honors Specialization and Specialization in Interdisciplinary Medical Sciences (IMS) will be more rigorous than the current Honors Specialization and Specialization in Medical Sciences. Students will be required to complete a minimum of 2.5 basic medical science courses that serve as prerequisites for 4000-level courses (Group A courses) and at least one half basic medical science course with a laboratory component (Group C courses).	12/7/2012	09/01/13
Schulich	Introduction of a Major in Pathology	Introducing the Major in Pathology gives students the additional option of completing double Majors in either an honors or non-honors BMSc degree. The Major will be restricted to students completing double Majors within a BMSc degree to moderate the enrolment in the Major.	6/7/2013	9/1/2013
Science	Introduction of a Diploma in Computer Science	The Diploma will provide science and engineering graduates with the opportunity to acquire the specific skills and experience needed to start a career in information technology or to upgrade their Computer Science skills and apply for the MSc in Computer Science Graduate Program	12/7/2012	09/01/13
Science	Introduction of an Honors Specialization in Medical Biophysics (Biological Science Concentration) (BSc)	The Honors Specialization in Medical Biophysics (Biological Science Concentration) module is being introduced mainly to train students with sufficient background to pursue graduate studies in the biology of diseases such as cancer, diabetes and cardiovascular diseases, using various imaging techniques	6/7/2013	9/1/2013
Science	Introduction of the Diploma in Game Development	The Diploma in Game Development is a post-degree program for Computer Science or Engineering students who have completed either a Computer Science or a Software Engineering degree and who wish to obtain basic Game Development skills that will be recognized academically and professionally.	6/7/2013	9/1/2014

Social Science	Introduction of a Major in Middle East Studies	A major in Middle East Studies reflects the programming possibilities that arise from a newly-established synergy of academic expertise in the Middle East on the main campus and at King's University College	11/16/2012	09/01/13
Social Science	Introduction of a Major in Environment and Health	The purpose of this Major is to provide a new Geography module option that leverages the expertise in environment and health within the Department, with the primary pedagogical structure guided by a "determinants of health" approach.	2/15/2013	9/1/2013
Social Science	Introduction of a Specialization and Honors Specialization in Geography and Commercial Aviation Management	This new interdisciplinary program brings together courses in Geography with courses in Commercial Aviation Management. It will provide students the opportunity to study a variety of subjects within the Department of Geography while at the same time developing a broad perspective of the aviation industry.	6/7/2013	9/1/2013
Social Science	Introduction of the Diploma in History	The Diploma in History will provide the opportunity for students to deepen their knowledge base in specific areas of History, to strengthen their critical thinking and writing skills and ultimately, to enhance their competitiveness in applying for a graduate program in History.	6/7/2013	9/1/2014
Social Science and Ivey	Introduction of Combined Degrees in the Faculty of Social Science, Department of Geography and Ivey	The combined program is a five-year program leading to a BA in Honors Business Administration (HBA) and a BA Honors Specialization in Geography.	4/12/2013	9/1/2013

Major Modifications - Graduate

Faculty	Name of the program modified	Description of the modification	Approved by Senate	Effective date
Education	Educational Studies	Modifications made to address recommendations identified in the program's periodic review	9/21/2012	9/1/2013
Engineering	Mechanical and Materials Engineering program	Introduction of new field - "Composite Materials"	9/21/2012	01/09/2012
Health Sciences	Nursing	introduction of two new fields to Master of Nursing (MN) program: Advanced Nursing Practice and Advanced Primary Practice	22/03/2013	01/09/2013

Ivey	Executive MBA	Offer existing Executive MBA program in Beijing, China	1/25/2013	01/01/2013
Music	Master of Music, Music Education	Modification of Summer Music Education option to create Blended Summer/Online Music Education option	07/06/2013	01/05/2013
Schulich	Microbiology and Immunology	Introduction of a Project & Course-Based Option in the MSc in Microbiology and Immunology program	1/25/2013	01/01/2013

Cyclical Reviews - Undergraduate

Faculty/Affiliated College	Name of the program reviewed	Final evaluation	Notification to Senate	
Arts and Humanities	Modern Languages	Good quality	07/06/2013	
Brescia	French	Good quality	07/06/2013	
Brescia	Philosophy and Religious Studies	Good quality	07/06/2013	
Engineering	Chemical Engineering	Good quality	07/06/2013	
Engineering	Civil Engineering	Good quality	07/06/2013	
Engineering	Green Processing Engineering	Good quality	07/06/2013	
Engineering	Mechanical Engineering	Good quality	07/06/2013	
Engineering	Integrated Engineering	Good quality with report in one year	07/06/2013	
Engineering	Software Engineering	Good quality with report in two years	07/06/2013	
Engineering	Electrical Engineering	Good quality with report in two years	07/06/2013	
Engineering	Computer Engineering	Conditionally approved with reports in one and two years	07/06/2013	
Health Sciences	Health Studies	Good quality	07/06/2013	
Health Sciences	Kinesiology	Good quality	07/06/2013	
Huron	English	Good quality with report in two years	07/06/2013	

Cyclical Reviews - Graduate

Faculty	Name of the program reviewed	Final evaluation	Notification to Senate	
Arts and Humanities	French	Good quality	21/09/2012	
Arts and Humanities	Comparative Literature	Good quality with report in one year	07/06/2013	
Arts and Humanities	Linguistics	Good quality	07/06/2013	
Health Sciences	Communication Sciences and Disorders	Good quality	07/06/2013	
Health Sciences	Health and Rehabilitation Sciences	Good quality	07/06/2013	
Health Sciences	Occupational Therapy	Good quality	07/06/2013	
Schulich	Epidemiology and Biostatistics	Good quality	07/06/2013	
Science	Geology/Geophysics	Good quality	12/10/2012	