

Senate Committee on Academic Policy (Policy)

Effective Date: November 8, 2024

Supersedes: December 2, 2022; July 1, 2022

Date of Next Review: Spring 2027

TERMS OF REFERENCE

1. To oversee, and periodically review existing Senate academic policies, except those matters for which responsibility is specifically assigned to another Senate committee.
2. To propose new Senate academic policies in areas when and where there is no current policy and it is advisable, prudent and/or necessary that there be policy.
3. To consider proposals for new, and modifications to existing, Senate academic policies that are submitted in accordance with the Policy on Establishing Senate Academic Policies and Procedures.
4. To establish such ad hoc policy review working groups as the committee may determine necessary, to undertake a periodic review or special review of a new or existing academic policy or policies. The membership of any such working group shall include appropriate experience and expertise in the policy area.
5. To report to Senate with a committee recommendation on all matters referred to the Senate Committee on Academic Policy by Senate or any Senate committee.
6. To receive for information and transmittal to Senate, the annual Scholastic Offences Report.
7. To be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (no. 62 – 65) and principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling its responsibilities.

COMPOSITION

Elected:

Twelve members elected by Senate:

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

Three students: one graduate and two undergraduate.

Ex officio (voting):

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-Provost (Academic Programs)
Vice-Provost (Graduate and Postdoctoral Studies)
Vice-Provost and Associate Vice-President (Indigenous Initiatives)
Associate Vice-President (Equity, Diversity & Inclusion)
University Registrar
USC Vice-President (University Affairs)
SOGS Vice-President (Academic)
Chair, Senate Committee on Academic Curriculum and Awards (ACA)
The Provost (or equivalent) of Huron University College
The Provost (or equivalent) of King's University College

Ex officio (non-voting):

Vice-Provost (Students)
University Secretary

Observers (non-voting):

Chair, Graduate Education Council Academic Policy Committee

Appointed on a one-year rotational basis:

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

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

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

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

GENERAL PROCESS FOR SENATE COMMITTEES AND BOARDS

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

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

Quorum September to May:	12 members, including 6 elected/appointed
Quorum June to August:	8 members, including 4 elected/appointed