

Senate Committee on University Planning (SCUP)

Effective Date: July 1, 2024

Supersedes: July 1, 2021; June 5, 2020; September 22, 2017;
July 1, 2017; July 2014

Date of Next Review: Spring 2027

TERMS OF REFERENCE

The Committee is the chief forum within Senate for critical appraisal and coordination of long-term strategic, capital and budget plans for the University and makes recommendations concerning these plans to Senate.

Within this broad planning context, it has specific responsibilities as follows:

Long-Range Planning

To review and recommend to Senate for recommendation to the Board of Governors long-range strategic plans, capital plans, planning priorities and non-academic programs for the University.

To review and transmit to Senate, for approval or information as appropriate, reports and recommendations from its Subcommittee on Enrolment Planning and Policy relating to enrolment projections and policies, admission targets and program capacities.

To receive, for information and transmittal to Senate, updates on implementation of and amendments to approved plans.

Budgets

To review and recommend to Senate the annual operating and capital budgets, ensuring that such budgets take into full consideration approved strategic priorities and plans. Based on this recommendation, Senate provides advice concerning these budgets to the Board of Governors through the President & Vice-Chancellor.

To receive, for information and transmittal to Senate, reports on changes to operating expenditures as approved by the Board of Governors.

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Academic Structures

To review and recommend to Senate proposals for the creation, deletion or restructuring of academic units.

To review and recommend for approval (either to Senate or directly to the Board of Governors through the Vice-Chancellor) the establishment of designated chairs, professorships and faculty fellowships, consistent with University policy. Proposals that are recommended directly to the Board of Governors require the approval of a two-thirds majority of members present and voting.

Information Technology

To review and transmit to Senate for information, an annual report on information security.

Reports for Information

In addition to reports received under those specific areas identified above, the Committee receives, for information and transmittal to Senate, reports including:

- Western Libraries Annual Report
- Academic planning reports including the:
 - Annual Report on Promotions, Tenure and Continuing Appointments
 - Vice-Provost's Annual Report on Faculty Recruitment and Retention
- Annual Report on Performance Activity Indicators
- National Survey of Student Experience (NSSE) Institutional Benchmark Report
- Briefs for submission to external bodies
- The Western Office of Ombudsperson Annual Report

The Committee may also receive the following reports, for information, that are otherwise transmitted to Senate through another Senate Committee:

- Report on research activities (presented to Senate through the University Research Board)

The Committee has the authority to create subcommittees and working groups as necessary.

In fulfilling its responsibilities, the Committee is to be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (no. 62-65) and the principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan. This is of particular importance given the strategic planning in which the Committee is involved.

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COMPOSITION

Elected/appointed membership:

12 members elected by Senate as follows:

- Six members of faculty who are members of Senate at the time their term on the Committee begins, only one of whom may be a Dean
- Two graduate students (the President of the Society of Graduate Students shall qualify as a student for this purpose)
- One undergraduate student Senator who is a member of Senate at the time their term on the Committee begins
- Two members of administrative staff
- One postdoctoral scholar

Two members of the Board of Governors, appointed by the Board

Ex officio (voting):

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-President (Operations & Finance)
Vice-President (Research)
Vice-Provost (Graduate & Postdoctoral Studies)
Vice-Provost & Chief Librarian
Vice-Provost & Associate Vice-President (Indigenous Initiatives)
Academic Colleague
One President of an Affiliated University College (appointed for a three-year term on a rotating basis among the Affiliated University Colleges)
President, University Students' Council

Ex officio (non-voting):

University Secretary

Resource (non-voting):

Associate Vice-President (Financial Services)
Associate Vice-President (Facilities Management)
Associate Vice-President (Institutional Planning & Budgeting)
Vice-Provost (Academic Planning, Policy & Faculty)
University Registrar

The Committee shall elect a Chair annually from among the members elected by Senate. The Provost & Vice-President (Academic) shall be Vice-Chair.

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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 7 elected/appointed

Quorum June to August: 8 members,
including 5 elected/appointed