

**SENATE AGENDA**

1:30 p.m., Friday, January 19, 2018  
**Arts and Humanities Building, Rm 1R40**

*The Land Acknowledgment will be read at the beginning of the meeting.*

1. **Minutes of the Meeting of December 8, 2017**
2. Business Arising from the Minutes
3. Report of the President – **EXHIBIT I** (A. Chakma)
4. Unanimous Consent Agenda – **EXHIBIT II**
5. Reports of Committees:  
Operations/Agenda - **EXHIBIT III** (M. Milde)  
Nominating Committee – **EXHIBIT IV** (W. Pearson)  
Academic Policy and Awards - **EXHIBIT V** (J. Hatch)  
University Planning - **EXHIBIT VI** (D. Laird)
6. Report of the Academic Colleague – **EXHIBIT VII** (E. Chamberlain)
7. Announcements – **EXHIBIT VIII**
8. Discussion and Question Period
  - Intellectual Property Policy – MAPP 7.xx – **EXHIBIT IX**
9. New Business
10. Adjournment

Senate meetings are scheduled to begin at 1:30 p.m. and normally will end by 4:30 p.m. unless extended by a majority vote of those present.

**APPROVAL OF MINUTES**

**REPORT OF THE PRESIDENT**

**UNANIMOUS CONSENT AGENDA  
FOR ACTION**

**OPERATIONS/AGENDA COMMITTEE**

**FOR ACTION**

Senate Membership – Faculty of Health Sciences

**FOR INFORMATION**

Officers of Convocation

Order of Ceremony – Autumn Convocation 2018

**NOMINATING COMMITTEE**

**FOR ACTION**

Selection Committee for the President & Vice-Chancellor

**SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS (SCAPA)**

**FOR ACTION**

Don Wright Faculty of Music: Revisions to the Admission Requirements of the Bachelor of Music (BMus) Honors Programs

Faculty of Science, Department of Statistical and Actuarial Sciences: Revisions to the Admissions Requirements of Data Science Modules

Revisions to the International Dual-Credential Degree Programs Policy

**SENATE COMMITTEE ON UNIVERSITY PLANNING (SCUP)**

**FOR ACTION**

Salamander Chair in Environmental Engineering – Revised Terms of Reference

**FOR INFORMATION**

Office of the Ombudsperson Annual Review - 2016-17

Report on Recruitment and Retention

Chairs Approved by SCUP for Senate

**REPORT OF THE ACADEMIC COLLEAGUE**

**FOR INFORMATION**

**ANNOUNCEMENTS**

**FOR INFORMATION**

Election Results for the Student Member on the Selection Committee for the Vice-President (External)

Academic Administrative Appointments

**DISCUSSION AND NEW BUSINESS**

**FOR DISCUSSION**

Intellectual Property Policy (MAPP 7.xx)

**MINUTES OF THE MEETING OF SENATE**

**December 8, 2017**

The meeting was held at 1:30 p.m. in Room 1R40, Arts and Humanities Building.

SENATORS: 71

R. Andersen	Y. Hassan	D. Moser
W. Avusuglo	J. Hatch	S. Mumm
T. Baerg	H. Hill	K. Myers
G. Belfry	A. Hrymak	V. Nielsen
M. Blackwood	C. Jones	C. Olivier
A. Bowlus	P. Jones	G. Parraga
J. Capone	D. Jorgensen	I. Paul
T. Carmichael	A. Katz	W. Pearson
A. Chakma	J. Kim	C. Roulston
E. Chamberlain	J. Knowles	D.R. Sainani
C.L. Chambers	G. Kopp	P. Schmidt
A. Chant	D. Kotsopoulos	Z. Sinel
L. Charland	D. Laird	J. Siou
K. Cole	K. Lawless	W. Siqueira
R. Collins	L. Logan	V. Staroverov
M. Crossan	E. Macpherson	C. Steeves
R. Damji	J. Matthews	T. Straatman
R. Datta	M. McDayter	M. Strong
J. Deakin	A. Meyer	M. Vandenbosch
I. Decoito	J. Michalski	E. Walsh
P. Doyle	M. Milde	J. Wihlidal
O. Enbar	K. Miller	B.A. Younker
J. Garland	L. Miller	K. Zhou
C. Hardy	J. Mitchell	

Observers: M.B. Bonn, K. Campbell, J. Doerksen, J. Sadler, T. Solebo, J. Weese

**Land Acknowledgement**

J. Hatch read the Land Acknowledgement.

S.17-237

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting of November 17, 2017 were approved as circulated.

**Business Arising from the Minutes**

S.17-238

**Report on Scholastic Offences** [S.17-211]

At the October Senate meeting a Senator asked for clarification of the sanction “negative the weight of the assignment” listed in the Report on Scholastic Offences. J. Doerksen, Vice-Provost (Academic Programs), said that he followed up with Ivey, and the sanction meant that the mark on the participation grade was decreased.

S.17-239 **REPORT OF THE PRESIDENT** [Exhibit I]

The President's report, distributed with the agenda, contained information on the following topics:

- Western's 23<sup>rd</sup> Rhodes Scholar named – Levi Hord
- Community Engaged Learning (CEL) programs honoured
- Polanyi Prize recognizes Robarts postdoctoral fellow – Sarah Svenningsen
- Scholar-athlete achievements recognized
- Western leadership update

S.17-240 **UNANIMOUS CONSENT AGENDA** [Exhibit II]

It was moved by A. Chant, seconded by M. Milde,

That the items listed in Exhibit II, Unanimous Consent Agenda, excluding item 4: School of Graduate and Postdoctoral Studies: Introduction of a Dual-Credential Doctoral Degree Program – Engineering between Western and Zhejiang (China), be approved or received for information by Senate by unanimous consent.

CARRIED

**REPORT OF THE SENATE OPERATIONS/AGENDA COMMITTEE** [Exhibit III]

S.17-241 **Senate Membership – Richard Ivey School of Business Constituency**

It was moved by A. Chant, seconded by M. Milde,

That the seat held by Mary Crossan, representative of the Richard Ivey School of Business constituency, be declared vacant as a result of her resignation and that Vaughan Radcliffe be elected to fill this vacancy for the remainder of the term (January 1, 2018 to June 30, 2018).

CARRIED (By Unanimous Consent)

S.17-242 **Information Item Reported by the Senate Operations/Agenda Committee**

The Report of the Senate Operations/Agenda Committee, detailed in Exhibit III, contained the following item that was received for information by unanimous consent:

- Annual Report on Convocation Statistics – 2017

**REPORT OF THE SENATE NOMINATING COMMITTEE** [Exhibit IV]

S.17-243 **Selection Committee/Review Committee for the Vice-President (External)**

One additional student nomination was received from the floor for membership on the Selection Committee/Review Committee for the Vice-President (External). Senators were advised that an e-vote would be conducted to determine which of the two student nominees, Y. Hassan or H. Qian, would be elected to the committee.

[Secretary's note: H. Qian was elected by Senate by an e-vote.]

H. Berman, A. Hrymak, and S. MacDougall-Shackleton were elected by acclamation to the Selection Committee/Review Committee for the Vice-President (External).



S.17-244 **Selection Committee for the Associate Vice-President (Student Experience)**

L. Davies, J. Faflak, S. Knabe, and A. Mandich were elected by acclamation to the Selection Committee for the Associate Vice-President (Student Experience).

A Senator asked how the five members listed under point (f) would be selected. E. Hegedues, Associate University Secretary, responded that those members are appointed by the Provost & Vice-President (Academic), who is also the Chair of the committee.

S.17-245 **Selection Committee for the University Registrar**

J. Finegan, J. Hatch, S. Macfie, and R. Datta were elected by acclamation to the Selection Committee for the University Registrar.

S.17-246 **Information Item Reported by the Senate Nominating Committee**

Exhibit VI, Report of the Senate Nominating Committee, contained the following item that was received for information by unanimous consent:

- Appointment of Alternate Member on the Senate Committee on University Planning – H. Hill

**REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS** [Exhibit V]

S.17-247 **School of Graduate and Postdoctoral Studies: Introduction of a Dual-Credential Doctoral Degree Program – Engineering between Western and Zhejiang University (China)**

It was moved by J. Hatch, seconded by L. Miller,

That, effective December 1, 2017, Senate approve the introduction of a Dual Doctoral Degree Program – Engineering between Zhejiang University and The University of Western Ontario as outlined in the Dual Doctoral Degree Program Agreement included as Exhibit V, Appendix 1.

A member expressed concern regarding article 4.4. of the agreement, which states that leaves of absence must be approved by the relevant authorities at both Universities. Noting that not all universities may be progressive in terms of recognizing the need to grant students a leave of absence under various circumstances, the member suggested that future agreements state that a request for a leave of absence granted by one university shall not be unreasonably denied by the other.

L. Miller, Vice-Provost (Graduate and Postdoctoral Studies), explained that students move back and forth between the two institutions. Any request for a leave of absence would be submitted to the university where the student was currently studying. She noted that Western could not compel a partner university to grant a leave of absence while the student was at that institution.

In response to a question regarding the funding window and normal expectations of completion time, L. Miller clarified that the institution that granted the leave of absence would also be extending the window of funding at their own institution.

The President noted that the Senator's suggestion would be taken under advisement.

The question was called and CARRIED.

S.17-248 **Faculty of Social Science and Faculty of Arts and Humanities: Introduction of Politics, Philosophy and Economics (PPE) as a New Subject Area**

It was moved by A. Chant, seconded by M. Milde,

That the new subject area of Politics, Philosophy and Economics (PPE) be introduced into the undergraduate offerings of the Faculty of Social Science and the Faculty of Arts and Humanities, and included in Category A for Breadth Requirements for Graduation, effective September 1, 2018, detailed in Exhibit V, item 2.

CARRIED (By Unanimous Consent)

S.17-249 **Brescia University College: Withdrawal of the Minor in Canadian Studies and Major in Canadian Social and Environmental History**

It was moved by A. Chant, seconded by M. Milde,

That effective September 1, 2017, the Minor in Canadian Studies and the Major in Canadian Social and Environmental Studies be discontinued.

CARRIED (By Unanimous Consent)

S.17-250 **Brescia University College: Withdrawal of French Modules and Introduction of an Honors Specialization in French Studies**

S.17-250a. **Withdrawal of French Modules**

It was moved by A. Chant, seconded by M. Milde,

That effective September 1, 2018, admissions to the  
Honors Specialization in French Linguistics and Literature  
Honors Specialization in French Language and Literature  
Honors Specialization in French Language and Linguistics  
be discontinued, and

That students currently enrolled in these modules be allowed to graduate until August 31, 2021 upon fulfillments of the module requirements, and

That effective September 1, 2021 the modules be discontinued.

CARRIED (By Unanimous Consent)

S.17-250b. **Introduction of an Honors Specialization in French Studies**

It was moved by A. Chant, seconded by M. Milde,

That effective September 1, 2018, the Honors Specialization in French Studies be introduced, as detailed in Exhibit V, item 4b.

CARRIED (By Unanimous Consent)

S.17-251 **Huron University College: Introduction of the Specialization in Global Gender Studies**

It was moved by A. Chant, seconded by M. Milde,

That the Specialization in Global Gender Studies be introduced at Huron University College, effective September 1, 2018, as shown in Exhibit V, Appendix 2.

CARRIED (By Unanimous Consent)

S.17-252 **King's University College: Renaming of the Honors Specialization and Major in Continental Philosophy**

It was moved by A. Chant, seconded by M. Milde,

That effective September 1, 2018 the Honors Specialization and the Major in Continental Philosophy be renamed to the Honors Specialization and the Major in Social and Political Thought.

CARRIED (By Unanimous Consent)

S.17-253 **King's University College: Withdrawal of the Honors Specialization and Major in Philosophy and Religion**

It was moved by A. Chant, seconded by M. Milde,

That effective September 1, 2018, admissions to the Honors Specialization and Major in Philosophy and Religion be discontinued, and

That students currently enrolled in these modules be allowed to graduate until August 31, 2021 upon fulfillments of the module requirements, and

That effective September 1, 2021 the modules be discontinued.

CARRIED (By Unanimous Consent)

S.17-254 **Information Items Reported by the Senate Committee on Academic Policy and Awards**

Exhibit V, Report of the Senate Committee on Academic Policy and Awards, contained the following items that were received for information by unanimous consent:

- Faculty of Law and Richard Ivey School of Business: Revisions to the Description of the JD/MBA Combined Program
- New Scholarships and Awards

**REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING** [Exhibit VI]

S.17-255 **J.C. Kennedy Chair in Orthopaedic Surgery – Revised Terms of Reference**

It was moved by A. Chant, seconded by M. Milde,

That the terms for the J.C. Kennedy Chair in Orthopaedic Surgery be updated as described in Exhibit VI, item 1, effective January 1, 2018.

CARRIED (By Unanimous Consent)

**REPORT FROM THE BOARD OF GOVERNORS ON THE NOVEMBER 23, 2017 MEETING**  
[Exhibit VII]

S.17-256 **Information Item Reported from the Board of Governors**

Exhibit VII, Report from the Board of Governors, contained the following item that was received for information by unanimous consent:

- Report on the November 23, 2017 Meeting of the Board of Governors

S.17-257 **ANNOUNCEMENTS** [Exhibit VIII]

Announcements, detailed in Exhibit VIII, were received for information by unanimous consent.

**DISCUSSION AND QUESTION PERIOD**

S.17-258 **Status of Recommendations made in the Senate ad hoc Committee on Renewal Report**

A Senator submitted a request for an update on the status of the recommendations made within the Senate ad hoc Committee on Renewal's report. M. Milde, Chair of the Operations/Agenda Committee, referred Senators to the *Report on Implementation of Recommendations* included in the September Senate Agenda. He noted that this report outlined the status of all recommendations. Additionally, he drew Senators' attention to the number of recommendations requiring the resources of the Secretariat. He informed Senators that they would be kept apprised of progress.

S.17-259 **Reorganization of the Western Libraries**

A Senator submitted a question regarding the reorganization of Western Libraries, specifically in relation to the Director of the Law Library as well as other professional and staff librarian positions dedicated solely to the functioning of the John & Dotsa Bitove Family Law Library. The Senator asked why the reorganization had not been discussed explicitly, accepted, or authorized by Senate.

J. Deakin, Provost and Vice-President (Academic), provided clarifications in response to the question. She informed Senators that the Director of the Law Library position was not being eliminated, and that the reference to this in the first paragraph of the question was incorrect.

J. Deakin also mentioned that in 2013, during the search for a new Vice-Provost & Chief Librarian, the external reviewers commented that Western Libraries were operating in a 20<sup>th</sup> century library service model and that their new leader would need to review and renew the organization for the 21<sup>st</sup> century. This was one of the reasons for the organizational renewal initiative that began 18 months ago.

In response to the questions regarding the role of Senate with respect to the reorganization of the libraries, J. Deakin provided the following comments:

- Section 19(b) of the Act speaks only to the policies and procedures for the appointment of the Director of the Libraries, and does not speak to the reorganization of the libraries.
- Section 18 of the Act gives powers to the Board over all matters not assigned to the Senate, whether they are referenced in Section 19 or not. She noted that the fact that there is no mention of Western Libraries in the Act, other than 19(b), would support the position that the organization of the libraries is solely a matter for the board.
- Section 20 of the Act speaks to the termination of programs of instruction. J. Deakin noted that she was not aware that the reorganization would involve the termination of any programs of instruction.

In response to a question regarding the elimination of professional and staff librarian positions, C. Steeves, Vice-Provost and Chief Librarian, clarified that the new organization model released to staff in June 2017 did not propose the elimination of any positions, and has a place for every incumbent, both professional and support staff.

J. Deakin informed Senators that the reorganization of the libraries has been an inclusive library-driven undertaking over the past 18 months. The process has been driven by working groups and a steering team comprised of librarians, archivists and staff and informed by input from users of the library. The library has also worked closely with UWOFA-LA to determine appropriate processes to support the reorganization.

A Senator indicated that some library staff are concerned that they might be assigned other functions, and will not be able to continue performing the teaching duties they currently perform. C. Steeves clarified that the law librarians will still have the opportunity to provide instruction. She explained that one element of the reorganization is that professional staff are being organized into teams to focus on supporting the teaching, learning and research outcomes of faculties.

A Senator noted his appreciation that the question concerning staff positions was brought forward by a faculty member. He expressed concern that with the growth in enrolment the number of full-time staff positions has fallen, and that many staff members are part-time or on contract. He encouraged Senators to engage with the staff in their units, to find out who is on contract, and he hoped that this would change how staff are viewed.

#### **ADJOURNMENT**

The meeting adjourned at 1:55 p.m.

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A. Chakma  
Chair

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E. Hegedues  
Associate University Secretary

Senate Agenda  
January 19, 2018

EXHIBIT I

## REPORT OF THE PRESIDENT

To: Senators  
From: Amit Chakma  
Date: January 11, 2018  
Re: President's Report to Senate

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For the January 19, 2018 meeting of Senate, I wish to highlight the following news and developments since my last written report for the meeting of Senate on December 8, 2017.

**“SMA2” approved by MAESD:** Just prior to the holiday break, the Ministry of Advanced Education & Skills Development advised that each of Ontario's 21 publicly assisted universities now has a finalized Strategic Mandate Agreement (SMA2) for the period April 1, 2017 through March 31, 2020. Accordingly, the Ministry granted permission for our agreements to be posted to our respective institutions' websites. Links to Western's SMA can be found on the [President's](#) and [Provost's](#) homepages, as well as on our [“Public Accountability”](#) homepage. A direct link is at: <http://provost.uwo.ca/provost/Western-SMA2-Final-2017.pdf>

**Major donation supports Management & Organizational Studies:** On December 11, Western celebrated the announcement of a \$5M gift to the DAN Department of Management & Organizational Studies from alumnus **Aubrey Dan (BACS'85)** — his second such donation in little more than a decade. Of this latest gift, \$4.5M will be allocated to create three endowed research chairs in the fields of Consumer Behaviour, Change and Innovation and Corporate Governance. The Corporate Governance Chair will be appointed jointly between DAN Management and the Faculty of Law, and is intended to lead to the creation of a new module in Management and Legal studies, pending approval. With matching funds from the University, the Chairs' initial endowments total \$9M. The remaining \$500,000 of the donation will establish two endowed Distinguished Lectures in the areas of consumer behavior and corporate governance, which are designed to help elevate the profile and promote the expertise of the Department. Our thanks go to Aubrey for his extraordinary generosity as well as to those faculty and staff members who structured how the endowment would be best invested to support teaching and research excellence within the Department.

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**Federal Ministers' visits to campus:** On January 9, Minister of Science **Kirsty Duncan** visited campus, taking the opportunity to meet with researchers and students in the Translational Cognitive Neuroscience Laboratory as well a stop at the new Interdisciplinary Research Building and Brain & Mind Institute. Minister Duncan also met with BrainsCan Co-Scientific **Ravi Menon**, who led a tour of the Centre for Functional & Metabolic Mapping at Robarts Research Centre.

Meanwhile, on January 10, Minister of Sport and Persons with Disabilities **Kent Hehr** also toured Western, including a stop at TD Stadium where he met with Mustang football head coach **Greg Marshall** and a group of his Vanier Cup championship players, along with Western's Sports & Recreation Director, **Christine Stapleton**. Accompanied by London North Centre MP **Peter Fragiskatos**, Hehr also visited the International Centre for Olympic Studies and the Fowler Kennedy Sport Medicine Clinic. The Minister said he was impressed by his visit and the people he met, and used the occasion [to post a Facebook video](#) of his conversation with Coach Marshall, Christine and five Mustang student-athletes. Besides their visits to campus, Ministers Duncan and Hehr were also in London to take part in Thursday's town hall meeting with **Prime Minister Justin Trudeau** at Alumni Hall.

**Western launches new hub for community-based Indigenous health training:** With funding of \$1M from the Canadian Institutes of Health Research and \$1.2M from other partners during the next five years, Western has become the hub for a provincial network of Indigenous health training that is both culturally relevant and scientifically rigorous. The Indigenous Mentorship Network Program of Ontario (IMNP) officially launched January 11 with an announcement and celebration held in the Great Hall. The new initiative involves 13 research institutions and a team of 70 researchers, trainees and community collaborators — more than half of whom are Indigenous. The network will support research by Indigenous people for Indigenous people, with emphasis on the health and social issues that matter to Indigenous people. Congratulations go to Associate Professor **Chantelle Richmond** who is the Principal Applicant behind the CIHR-funded project. Chantelle is an Anishinabe scholar from Pic River First Nation who is also cross-appointed to Western's First Nations Studies program and the Department of Family Medicine.

**Western leadership update:** Review and selection committees are now active for the Provost & VP (Academic); VP (External); AVP (Student Experience); University Registrar; and the Deans of FIMS, Science and Ivey. Meanwhile, the Senate Nominating Committee will meet January 12 to begin the process for establishing the Selection Committee that will recruit my successor as President. Pursuant to Section 19(a) of the UWO Act, that committee shall consist of 5 members of the Board of Governors (named by the Board) and 5 persons named by the Senate, at least one of whom must be a student.

**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 Senate 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 Senate by unanimous consent:

**Report of the Senate Operations/Agenda Committee – EXHIBIT III**

1. Senate Membership – Faculty of Health Sciences Constituency	ACTION
2. Officers of Convocation	INFORMATION
3. Order of Ceremony – Autumn Convocation 2018	INFORMATION

**Report of the Senate Committee on Academic Policy and Awards –EXHIBIT V**

4. Don Wright Faculty of Music: Revisions to the Admission Requirements of the Bachelor of Music (BMus) Honors Programs	ACTION
5. Faculty of Science, Department of Statistical and Actuarial Sciences: Revisions to the Admissions Requirements of Data Science Modules	ACTION

**Report of the Senate Committee on University Planning – EXHIBIT VI**

6. Salamander Chair in Environmental Engineering – Revised Terms of Reference	ACTION
7. Office of the Ombudsperson Annual Review 2016-17	INFORMATION
8. Chairs Approved by SCUP for Senate	INFORMATION

**Announcements – EXHIBIT VIII**

9. Election Results – Student Member on the Selection Committee for the Vice-President (External)	INFORMATION
10. Academic Administrative Appointment	INFORMATION



### The Unanimous Consent Agenda

The Senate'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.

While approval of an omnibus motion saves time at Senate meetings, Senate members will want to review the agenda materials carefully in order that they properly discharge their responsibilities.

#### **How it works:**

In consultation with Committee chairs and principal resource persons, the Secretary identifies action and information items that are routine and/or likely non-controversial. 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 Senate 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 Senate 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 Senate meeting, before the unanimous consent motion is presented for approval, the Chair of the Senate (1) will advise the Senate of items that are to be removed from the list, based on prior requests from Senate 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 Senate 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.

**REPORT OF THE OPERATIONS AGENDA COMMITTEE**

<b><u>Contents</u></b>	<b><u>Consent Agenda</u></b>
<b>Senate Membership – Faculty of Health Sciences Constituency</b>	Yes
<b>Officers of Convocation</b>	Yes
<b>Order of Ceremony – Autumn Convocation 2018</b>	Yes

**FOR APPROVAL**

1. **Senate Membership – Faculty of Health Sciences Constituency**

**Recommended:** That the seat held by L. Charland, representative of the Faculty of Health Sciences constituency, be declared vacant as a result of his resignation and that Shauna Burke be elected to fill this vacancy for the remainder of the term (January 1, 2018 to June 30, 2019).

**Background:**

Professor Burke agreed to fill this vacancy for the remainder of the term which is in accordance with Election Procedures, Filling of Mid-Year Vacancies and Appointment of Alternates.

**FOR INFORMATION**

2. **Officers of Convocation**

The following have been reappointed as Officers of Convocation (terms to June 30, 2020):

Angie Mandich	Assistant Director of Convocation
Shelley Clark	Chief Usher
Margaret McGlynn	Assistant Chief Public Orator

3. **Order of Ceremony – Autumn Convocation 2018**

See [Appendix 1](#).

**ORDER OF CEREMONY – AUTUMN CONVOCATION 2018 - Final**

**WEDNESDAY, OCTOBER 24 – 10:00 A.M.**

School of Graduate and Postdoctoral Studies \*  
King's University College (All Degrees)  
Faculty of Health Sciences (Undergraduate Degrees)  
Faculty of Law (All Degrees)  
Don Wright Faculty of Music (All Degrees)  
Faculty of Science (Undergraduate Degrees)  
Schulich School of Medicine & Dentistry and Faculty of Science (Undergraduate Degrees)

**WEDNESDAY, OCTOBER 24 – 3:00 P.M.**

School of Graduate and Postdoctoral Studies \*  
Faculty of Science (Graduate Degrees)  
Faculty of Social Science (Graduate Degrees)  
Schulich School of Medicine & Dentistry (Graduate Degrees)

**THURSDAY, OCTOBER 25 – 10:00 A.M.**

School of Graduate and Postdoctoral Studies \*  
Faculty of Education (All Degrees)  
Faculty of Engineering (All Degrees)

**THURSDAY, OCTOBER 25 - 3:00 P.M.**

School of Graduate and Postdoctoral Studies \*  
Faculty of Arts and Humanities (Graduate Degrees)  
Health Sciences (Graduate Degrees)  
Faculty of Information and Media Studies (All Degrees)

**FRIDAY, OCTOBER 26 - 10:00 A.M.**

School of Graduate and Postdoctoral Studies \*  
Brescia University College (All Degrees)  
Huron University College (All Degrees)  
Richard Ivey School of Business (All Degrees)

**FRIDAY, OCTOBER 26 - 3:00 P.M.**

Faculty of Arts and Humanities (Undergraduate Degrees)  
Faculty of Social Science (Undergraduate Degrees)

\* Students in the School of Graduate and Postdoctoral Studies in graduate programs hosted by individual faculties.

## **REPORT OF THE NOMINATING COMMITTEE**

<b>Contents</b>	<b>Consent Agenda</b>
<b>Selection Committee for the President &amp; Vice-Chancellor</b>	No

### **FOR ACTION**

#### **1. Selection Committee for the President & Vice-Chancellor**

##### **Composition**

Pursuant to Section 19(a) of the *UWO Act*, a committee is to be formed to recommend to the Board of Governors the selection of a President & Vice-Chancellor. This Selection Committee shall consist of:

- (a) 5 members of the Board of Governors, named by the Board
- (b) 5 persons named by the Senate, at least one of whom must be a student

**Required:** 5 persons named by the Senate, at least one of whom must be a student

**Nominees:** Erik Mandawe (Ugrad/Schulich)  
Robyn Masters (Grad/Educ)  
Louise Koza (Staff)  
Bipasha Baruah (AH)  
Alison Hearn (FIMS)

### **FOR INFORMATION**

#### **Future Business of the Senate Nominating Committee**

Upcoming Nominating Committee agenda items are posted on the Senate website at:  
<http://www.uwo.ca/univsec/pdf/senate/newnoms.pdf>

**REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS  
(SCAPA)**

Contents	Consent Agenda
<b>Don Wright Faculty of Music: Revisions to the Admission Requirements of the Bachelor of Music (BMus) Honors Programs</b>	Yes
<b>Faculty of Science, Department of Statistical and Actuarial Sciences: Revisions to the Admissions Requirements of Data Science Modules</b>	Yes
<b>Revisions to the International Dual-Credential Degree Programs Policy</b>	No

FOR APPROVAL

1. **Don Wright Faculty of Music: Revisions to the Admission Requirements of the Bachelor of Music (BMus) Honors Programs**

**Recommended:** That effective September 1, 2018, the admission requirements for the Bachelor of Music (Honors) (BMus) programs be revised as shown in [Appendix 1](#).

**Background**

Music 0914 is a keyboard proficiency requirement for Music students whose principal performing instrument is other than piano, harpsichord, and organ. While such proficiency is important, it should not prevent a student from entering a BMus (Honors) program.

2. **Faculty of Science, Department of Statistical and Actuarial Sciences: Revisions to the Admissions Requirements of Data Science Modules**

**Recommended:** That the admission requirements of the Data Science Modules be revised as shown in [Appendix 2](#), effective September 1, 2018.

**Background**

A minimum grade of 65% in Computer Science 1027A/B (Computer Science Fundamentals II) is required in several of the 2000 level Computer Science courses that are part of the Honors Specialization and Major in Data Science modules. Accordingly, the admission requirements for these modules should explicitly include this requirement.

3. **Revisions to the International Dual-Credential Degree Programs Policy**

**Recommended:** That the International Dual-Credential Degree Programs Policy be revised effective January 1, 2018 as shown in [Appendix 3](#).

**Background**

The current policy mandates that all dual-credential degree program proposals must be approved by SCAPA and Senate before execution. At the graduate level, all international dual-doctoral and research master's degree programs are composed of an existing, already approved program.

These agreements do not involve credit transfers, and students must fulfill the currently existing requirements at both institutions before receiving their degrees. Since the existing programs at Western have already been approved by SCAPA and Senate previously, there is no need for SCAPA and Senate to approve the academic merits of these programs. The Office of the Vice-Provost (SGPS) is fully

responsible for the development of these agreements in alignment with existing programs and their corresponding requirements. The credentials of the partnering institutions are reviewed by the Vice-Provost (International) and Western International.

The proposed amendments to the policy shown in [Appendix 3](#) reflect a new approval process for doctoral and research master's international dual-credential degrees. The revisions will place the responsibility for approving these on the Vice-Provost (SGPS) (and other signatories as required by legal requirements), and these agreements will be reported for information to SCAPA and Senate annually.

Due to the more complex nature of the undergraduate dual-credential degree programs, the process of for approval will continue to follow Western's Institutional Quality Assurance Process and will continue to be subject of SCAPA and Senate approval.

REVISED CALENDAR COPY  
<http://westerncalendar.uwo.ca/2017/pg572.html>

**Admission Requirements for the BMus (Honors) programs after Year I Music**

**For Honors Music Education**

Completion of ~~Music 0914 and~~ Ensemble requirement; Music 1800A/B with a mark of at least 70%; Music 1801A/B, 1920, 1710F/G; one of: Music 1711F/G, 2710F/G and 2711F/G; Music 1649A/B, 1650A/B, 1635A/B, 1636A/B, one non-Music elective; a weighted average of at least 70% and no mark less than 60% in Music courses, and a passing grade in the non-Music course.

**For Honors Performance**

Completion of ~~Music 0914 and~~ Ensemble requirement; Music 1801A/B, 1920, 1710F/G; one of: Music 1711F/G, 2710F/G and 2711F/G; Music 1649A/B, 1650A/B, 1635A/B, 1636A/B, one half-course Music elective, one non-Music elective; the recommendation of the department on the basis of a special audition; a weighted average of at least 70% and no mark less than 60% in Music courses, and a passing grade in the non-Music course.

**For Honors Music History**

Completion of ~~Music 0914 and~~ Ensemble requirement; Music 1710F/G with a mark of at least 70%; Music 1801A/B and 1920; one of: Music 1711F/G, 2710F/G and 2711F/G with a mark of at least 70%; Music 1649A/B, 1650A/B, 1635A/B, 1636A/B, one half-course Music elective\*, one non-Music elective; a weighted average of at least 70% and no mark less than 60% in Music courses, and a passing grade in the non-Music course.

\*For students who enroll in the Popular Music stream, completion of Music 1730A/B with a mark of at least 70% is required to fulfill the one half-course Music elective.

**For Honors Music Theory, Honors Composition**

Completion of ~~Music 0914 and~~ Ensemble requirement; Music 1801A/B, 1920, 1710F/G; one of: Music 1711F/G, 2710F/G and 2711F/G; Music 1649A/B and a mark of at least 70% in Music 1650A/B, 1635A/B, 1636A/B, one half-course Music elective, one non-Music elective; a weighted average of at least 70% and no mark less than 60% in Music courses, and a passing grade in the non-Music course.

**Admission requirements for the BMus (Honors) programs after Year II Music**

**For Honors Music Education**

Completion of all courses specified for Years I and II of the program **(except Music 0914)**; a cumulative weighted average of at least 70% in Music courses; no mark less than 60% in senior Music courses, a passing grade in each non-Music course; a mark of at least 70% in Music 1800A/B and Music 2830 or four quarter courses chosen from Music 2860Q/R/S/T through Music 2884Q/R/S/T.

**For Honors Performance**

Completion of all courses specified for Years I and II of the program **(except Music 0914)**; a cumulative weighted average of at least 70% in Music courses; no mark less than 60% in senior Music courses, a passing grade in each non-Music course; a mark of at least 70% in Music 2920 and permission of the Department on the basis of a special audition.

**For Honors Music History**

Completion of all courses specified for Years I and II of the program **(except Music 0914)**; a cumulative weighted average of at least 70% in Music courses; no mark less than 60% in senior Music courses, a passing grade in each non-Music course; a mark of at least 70% in Music 1710F/G, 1711F/G, 2710F/G and 2711F/G.

**For Honors Music Theory, Honors Composition**

Completion of all courses specified for Years I and II of the program (**except Music 0914**); a cumulative weighted average of at least 70% in Music courses; no mark less than 60% in senior Music courses, a passing grade in each non-Music course; a mark of at least 70% in Music 1650A/B, 2649A/B, 2650A/B\*.

\*For students who enroll in the Honors Music Composition program, completion of Music 2629 with a mark of at least 70% is also required.

**Progression Requirements for the BMus (Honors) Programs**

If a student fails to meet admission requirements, permission to proceed in an Honors Music program may be granted by the Dean on the recommendation of the Department concerned; special conditions on future registration may be imposed.

The basic progression and graduation requirement is completion of the previous year's approved program of study, with a weighted average of at least 70% and no grade less than 60% in Music courses, and a passing grade in each non-Music course.

The continued registration of a student ineligible to progress to the subsequent year of an Honors program will be restricted to courses required to complete the BMusA degree or the three-year BA (Music) degree.



REVISED CALENDAR COPY

<http://westerncalendar.uwo.ca/2017/pg1992.html>

**HONORS SPECIALIZATION IN DATA SCIENCE**

**Admission Requirements**

Completion of first-year requirements with no failures. Students must have an average of at least 70% in 3.0 principal courses, including (Calculus 1000A/B or 1500A/B) and (Calculus 1501A/B or (Calculus 1301A/B with a mark of at least 85%)), Mathematics 1600A/B, Computer Science 1026A/B, Computer Science 1027A/B **(with a mark of at least 65%)** plus 0.5 additional principal courses, with no mark less than 60% in any of the 3.0 principal courses.

Recommended course: Statistical Sciences 1023A/B.

Please note: Applied Mathematics 1413 may be substituted for the 1.0 Calculus requirement. Applied Mathematics 1411A/B may be substituted for Mathematics 1600A/B. If not taken in the first year, Mathematics 1600A/B or Applied Mathematics 1411A/B must be completed prior to the second term of second year.

REVISED CALENDAR COPY

<http://westerncalendar.uwo.ca/2017/pg1993.html>

**MAJOR IN DATA SCIENCE**

**Admission Requirements**

Completion of first-year requirements, including the following:

Calculus 1000A/B or 1500A/B plus Calculus 1501A/B (or Calculus 1301A/B with a mark of at least 85%); Mathematics 1600A/B, Computer Science 1026A/B, Computer Science 1027A/B **(with a mark of at least 65%)** plus 0.5 additional principal courses, with no mark less than 60% in any of the 3.0 principal courses. Recommended (but not required) first-year courses: Statistical Sciences 1024A/B and/or Statistical Sciences 1023A/B.

Please note: Applied Mathematics 1413 may be substituted for Calculus requirements. Applied Mathematics 1411A/B may be substituted for Mathematics 1600A/B. If not taken in the first year, Mathematics 1600A/B or Applied Mathematics 1411A/B must be completed prior to the second term of second year.

# **International Dual-Credential Degree Programs**

## **(Undergraduate, Doctoral and Research Master's Programs)**

A list of dual-credential degree programs approved to date is provided at the [bottom](#) of these pages.

### **GUIDELINES FOR ESTABLISHING INTERNATIONAL DUAL-CREDENTIAL DEGREE PROGRAMS (UNDERGRADUATE)**

#### **1. PREAMBLE**

International Dual-Credential Degree Programs provide a unique opportunity to enhance student experience at each of the participating institutions. The development of educational programs with excellent peer universities or institutes in other countries allows students from each partner to gain unique educational exposure and valuable international academic and cultural experiences. The global nature of these International Dual-Credential Degree Programs strengthens students' careers, provides professional opportunities and enhances the stature of Western wherever such partnerships are established.

Western has always welcomed the best students from anywhere in the world to study here. By awarding a Dual-Credential Degree the partner institutions acknowledge the additional international experience and effort of each student. Additionally and more practically it allows the educational background and core competencies of each student to be clear in each jurisdiction.

#### **2. DEFINITION**

##### **International Dual-Credential Degree Program**

An International Dual-Credential Degree Program is defined as a program of study (within the same area of proficiency) offered by The University of Western Ontario (including the Affiliated University Colleges) and one (or more) other peer universities or institutes outside of Canada. Completion of the Dual-Credential Degree requirements is confirmed by awarding a separate degree/diploma document by at least two of the participating institutions, one of which is The University of Western Ontario.

#### **3. PRINCIPLES**

The following guiding principles shall be considered in developing an International Dual-Credential Degree Program at the undergraduate level:

- a. The proposed program shall create a high quality, innovative program of study that provides enhanced opportunities for students.
- b. There shall be consistency with University and Faculty academic standards and regulations.
- c. The International Dual-Credential Degree Program shall satisfy the degree-level expectations of each of the originating programs and include a qualitative and/or quantitative value-added element that distinguishes it from the originating programs.
- d. The initiative should support the Departmental, Faculty and University academic plans and priorities, and be premised on a complementary educational philosophy between the participating programs/institutions.

#### **4. PROCEDURES FOR REVIEW AND APPROVAL**

##### **4.1 Criteria Guiding the Development of an International Dual-Credential Degree Program**

An International Dual-Credential Degree Program at Western may be comprised of an existing program or a newly created one. All proposals will be developed in accordance with the criteria set out below.

In addition, if a new program is established at Western as part of the proposed International Dual-Credential Degree Program, the New Program Evaluation Criteria and approval process also must be followed. The New Program Evaluation Criteria and approval process are set out in documents here: [<http://www.uwo.ca/pvp/vpacademic/igap/index.html>].

**(i) Objectives and Program Content**

Demonstration that:

- The International Dual-Credential Degree Program's content aligns with the unit/faculty/university academic plans.
- The program satisfies the University's established degree-level expectations.
- The degree requirements can be mapped onto an existing Degree-level expectation in the originating program (for example, maps onto an existing Specialization or Honors Specialization).
- If applicable, the proposed program enhances the local program to reflect the qualitative and quantitative elements unique to the Dual-Credential Degree program.

**(ii) Quality Indicators**

- Provide evidence of the excellence of the proposed partner university and the specific unit/department/program.
- Provide information as to how the progress of each student will be monitored, especially for Western students studying abroad.

**(iii) Admission Requirements**

- Demonstration that the existing admission requirements for any existing program will continue to be met, including language proficiencies or demonstration of the appropriateness of the unique admission requirements for the International Dual-Credential Degree program's learning expectations and University degree-level expectation.

**(iv) Structure of the Program**

- Demonstration that the structure of the International Dual-Credential Degree Program will meet the program-level and Degree-level learning expectations.
- Confirmation that the academic requirements of the existing program remain unchanged, or that proposed revisions are necessary and appropriate for the Dual-Credential Degree program.
- Confirmation that students will spend at least one academic year at each institution.
- Confirmation that students will take at least 10.0 courses offered by Western.
- Confirmation that the mode of delivery is unchanged from the existing program(s), including at partner institutions; or provide evidence of the appropriateness of the proposed mode(s) of delivery to meet the specified program learning expectations and University degree-level expectations.

**(v) Assessment of Teaching and Learning**

- Confirmation that the methods for the assessment of student achievement of the International Dual-Credential Degree program learning expectations and University degree-level expectations are substantially similar to that of the existing program; or
- Completeness of plans for documenting and demonstrating the level of performance of students, consistent with the University's established degree-level expectations.

**(vi) Enrolment Projections and Resources**

- Indication of the demand and community interest for the program.
- Inclusion of enrolment projections and the anticipated steady-state enrolment.
- Statements from:
  - Vice-Provost and Chief Librarian confirming the adequacy of library holdings and support;
  - Relevant programs/units confirming consultation on the new program;
  - Approval of the relevant EPC committee or equivalent.

**4.2 Approval Process**

Applicants seeking to establish an International Dual-Credential Degree Program must notify the Office of the Vice-Provost (Academic Programs), who will coordinate the development of the agreement. The Office of the Vice-Provost (Academic Programs) will consult with the Vice-Provost (International) regarding the proposed partnering university and any support needed for prospective international students.

Proposals will be subject to the normal Department and Faculty approval process prior to submission to the Subcommittee on Program Review (Undergraduate (SUPR-U) and/or the Senate Committee on Academic Policy and Awards (SCAPA). SCAPA will evaluate the academic aspects of the proposal and if satisfied, it will forward its recommendation to establish the International Dual-Credential Degree Program to the Senate for final approval.

International **Undergraduate** Dual-Credential Degree Programs will not be implemented and the agreement with the partner institution will not be signed prior to Senate approval of the proposed Program.

## **GUIDELINES FOR ESTABLISHING INTERNATIONAL DUAL-DOCTORAL AND RESEARCH MASTER'S DEGREE PROGRAMS**

### **1. PREAMBLE**

International Dual-Credential Degree Programs provide a unique opportunity to enhance student experience at each of the participating institutions. The development of educational programs with excellent peer universities or institutes in other countries allows students from each partner to gain unique educational exposure and valuable international academic and cultural experiences. The global nature of these International Dual-Credential Degree Programs strengthens students' careers, provides professional opportunities and enhances the stature of Western wherever such partnerships are established.

The term "research master's degree" is used in this document to differentiate between Category 1 research degrees, and Category 2 professional degrees, which are not intended to be covered by this document.

Western has always welcomed the best students from anywhere in the world to study here. By awarding a Dual-Credential Degree the partner institutions acknowledge the additional international experience and effort of each student. Additionally and more practically it allows the educational background and core competencies of each student to be clear in each jurisdiction.

### **2. DEFINITION**

#### **Dual-Doctoral and Research Master's Degree Programs**

An International Dual-Doctoral or Research Master's Degree Program is defined as a program of study (within the same area of proficiency and research expertise) offered by The University of Western Ontario and one other peer university or institute outside of Canada. Completion of the Dual-Doctoral or Research Master's Degree requirements is confirmed by awarding a separate diploma document by each of the participating institutions, one of which is The University of Western Ontario. The University of Western Ontario views doctoral and research master's programs as research-intensive programs.

### **3. PRINCIPLES**

The following guiding principles shall be considered in developing an International Dual-Doctoral or Research Master's Degree Program:

- a. The proposed program shall create a high-quality, innovative program of study that provides enhanced opportunities for students.
- b. There shall be consistency with University and School of Graduate and Postdoctoral Studies academic standards and regulations for all program requirements including the thesis/dissertation.
- c. The Dual-Doctoral and/or Research Master's Degree Programs shall satisfy the doctoral or master's degree-level requirements of each of the participating programs and shall include a qualitative and/or quantitative value-added element that distinguishes them from the originating programs. For example: Dual-Doctoral or Research Master's Degree Programs enhance graduate student development in several areas of the OCAV Graduate Degree Level Expectations. Overseas study and research promotes the development of intercultural competence and provides graduates with experience working in multinational research teams, exposes graduates to multiple disciplinary and research perspectives and contributes to the development of professional capacity/autonomy. The proposal should indicate guidelines for time allocation at each of the institutions.
- d. The initiative should support the Faculty and University academic plans and priorities, and be premised on a compatible educational and research-intensive philosophy between the participating programs/institutions.

- e. Doctoral students will be funded at the appropriate doctoral level during their period of eligibility.

#### **4. PROCEDURES FOR REVIEW AND APPROVAL**

##### **4.1 Criteria Guiding the Development of an International Dual-Doctoral or Research Master's Degree Program**

An International Dual-Doctoral or Research Master's Degree Program at Western will be composed of an existing approved program. All proposals will be developed in accordance with the criteria set out below.

##### **(i) Objectives and Program Content**

Demonstration that:

- The International Dual-Doctoral or Research Master's Degree Program's content aligns with the unit/faculty/university academic plans.
- The program satisfies the University's established doctoral or research master's degree-level expectations.
- If applicable, the program enhances the local program to reflect the qualitative and quantitative elements unique to the Dual-Doctoral Degree program.
- The Dual-Doctoral or Research Master's Degree Program meets all of the requirements and milestones of the program as previously evaluated and approved by the Ontario Council of Graduate Studies or Western's Institutional Quality Assurance Process, including requirements regarding the oral examination of the dissertation.

##### **(ii) Quality Indicators**

- Provide evidence of the excellence of the proposed partner university and the specific unit/department/program.
- Provide information about how the student will be supervised jointly by a supervisor at each university.
- Provide information as to how the progress of each student will be monitored, especially for Western students studying abroad.

##### **(iii) Admission Requirements**

- Demonstration that the existing admission requirements for the existing program will continue to be met, including language proficiencies or demonstration of the appropriateness of the unique admission requirements for the Dual-Doctoral or Research Master's Degree program's learning expectations and University doctoral or research master's degree-level expectations.

##### **(iv) Structure of the Program**

- Demonstration that the structure of the Dual-Doctoral Degree Program will meet the doctoral degree-level learning expectations.
- Confirmation that the academic requirements of the existing program remain unchanged, or that proposed revisions are necessary and appropriate for the International Dual-Doctoral Degree Program.
- Confirmation that students will spend at least three academic terms at each institution.
- Confirmation that students will complete all requirements of the Western doctoral or research master's program.
- Confirmation that the mode of delivery is unchanged from the existing program(s); or provide evidence of the appropriateness of the proposed mode(s) of delivery to meet the specified program learning expectations and University doctoral or master's degree-level expectations.
- Confirmation that the academic requirements of the existing program remain unchanged, or that proposed revisions are necessary and appropriate for the international Dual-Doctoral or Research Master's Degree Program.
- Confirmation that students will be funded appropriately during the full period of eligibility, including when studying abroad (doctoral only – master's-level funding expectations vary by program)
- Detailed description of the tuition payment scheme for participants.

**(v) Assessment and Evaluation**

- Confirmation that the methods for the assessment of student achievement, in terms of coursework, research and major milestones (e.g., qualifying exams and/or comprehensive exams) in the Dual-Doctoral or Research Master's Degree Program are substantially similar to that of the existing program; or
- Completeness of plans for documenting and demonstrating the level of performance and achievement of students, consistent with the University's and the School of Graduate and Postdoctoral Studies' expectations.

**(vi) Enrolment Projections and Resources**

- Indication of the demand and community interest for the program.
- Inclusion of enrolment projections and the anticipated steady-state enrolment.
- Statements from relevant programs/units confirming consultation on the new program.

**4.2 Approval Process**

Applicants seeking to establish a Dual-Doctoral or Research Master's Degree Program must notify the School of Graduate and Postdoctoral Studies and the Vice-Provost (Graduate and Postdoctoral Studies), who will lead the development of the agreement. The School of Graduate and Postdoctoral Studies will consult with the Vice-Provost (International) regarding the proposed partnering university and any support needed for prospective international students. **The verification of the international partner institution's credentials is the responsibility of the Vice-Provost (International) and Western International.**

**Dual-Doctoral and Research Master's agreements based on existing programs at Western do not require approvals by the Senate Committee on Academic Policy and Awards (SCAPA). A list of new agreements will be presented to SCAPA and Senate for information only by the Office of the Vice-Provost (Graduate and Postdoctoral Studies) annually.**

~~Proposals will be subject to the normal Departmental and Faculty approval process prior to submission to the Senate Committee on Academic Policy and Awards (SCAPA). SCAPA will evaluate the academic aspects of the proposal and if satisfied, it will forward its recommendation to establish the Dual-Doctoral or Research Master's Degree Program to the Senate for final approval.~~

~~Dual-Doctoral or Research Master's Degree Programs will not be implemented and the agreement with the partner institution will not be signed prior to Senate approval of the proposed Program.~~

**For a complete list of Dual-Credential Degree Programs visit the website of Western International <http://international.uwo.ca/>.**

***The list below will be removed after the approval of the modifications to this policy.***

**~~DUAL-CREDENTIAL DEGREE PROGRAMS OFFERED BY WESTERN AND OTHER UNIVERSITIES OR INSTITUTES OUTSIDE CANADA~~**

~~Senate has approved the following International Dual-Credential Degree Programs to be offered at the institutions indicated.~~

**~~UNDERGRADUATE PROGRAMS~~**

- ~~• Dual degree agreement allowing qualified students registered in the Bachelor of Management or Bachelor of Economics at Dongbei University of Finance and Economics (DUFE), China, to be admitted into Year 3 of either the Bachelor of Management and Organizational Studies (BMOS) (Honors Specialization in Finance and Administration), or the Bachelor of Arts Honors Economics, at King's University College, and upon successful completion of the program, to qualify for degrees from both Western and DUFE~~

~~Approval – October 2013~~

~~<http://www.uwo.ca/univsec/pdf/senate/minutes/2013/m1310sen.pdf>~~

- Dual degree agreement allowing qualified students registered in the Bachelor of Management or Bachelor of Economics at the International Business School, Chongqing Technology and Business University (CTBU), China, to be admitted into Year 3 of the Bachelor of Management and Organizational Studies (BMOS) with Honors Double Major in either Accounting or Global Commerce (MOS program) and Finance (Economics program), at King's University College, and upon successful completion of the program, to qualify for degrees from both Western and CTBU  
**Approval**—October 2013  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2013/m1310sen.pdf>
- International Collaborative Degree Program in Chemical Engineering with East China University of Science and Technology (ECUST) and with Zhejiang University of Science and Technology (ZJUT) in China  
**Approval**—June 2013  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2013/m1306sen.pdf>
- International Collaborative Degree Program in Chemical Engineering between the Faculty of Engineering (Western) and Zhejiang University in China  
**Approval**—February 2012  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2012/m1202sen.pdf>
- Dual Degree Partnership: BSc Honors Specialization in Computer Science (Western University) and Bachelor of Engineering (Computer Science & Technology) (Central South University, China)  
**Approval**—June 2010  
<http://www.uwo.ca/univsec/senate/minutes/2010/r1006scapa.pdf>

## COMBINED UNDERGRADUATE/MASTER'S PROGRAMS

- B.E./MEng Program leading to a Bachelor of Engineering (BE) from Thapar University, Patiala, Punjab, India and a Master of Engineering Science (MEng) at Western University  
**Approval**—June 2008  
<http://www.uwo.ca/univsec/senate/minutes/2008/r0806scapa.pdf>
- B.Tech./MEng Program leading to a Bachelor of Technology (BTech) from the Indian Institute of Technology Roorkee, Roorkee, Uttaranchal, India and a Master of Engineering Science (MEng) at Western University  
**Approval**—June 2008  
<http://www.uwo.ca/univsec/senate/minutes/2008/r0806scapa.pdf>

## GRADUATE PROGRAMS

- Dual Doctoral Degree Program (PhD) between Chalmers Tekniska Högskola AB and The University of Western Ontario  
**Approval**—October 2017
- Dual Doctoral Degree Program (PhD) between Tongji University (College of Civil Engineering) and Western University (Department of Civil and Environmental Engineering)  
**Approval**—June 2017  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2017/m17jun9sen.pdf>
- Dual-Credential Doctoral Degree Program Agreement between Tianjin University (TJU), Tianjin, China and Western University  
**Approval**—September 2016  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2016/m16sep23sen.pdf>
- Dual-Credential Doctoral Degree Program Agreement between Zhejiang University of Technology (ZJUT), Hangzhou, China and Western University  
**Approval**—September 2016

<http://www.uwo.ca/univsec/pdf/senate/minutes/2016/m16sep23sen.pdf>

- Dual-Credential Doctoral Degree Program Agreement between the University of Campinas (UNICAMP), Campinas-SP, Brasil and Western University  
**Approval**—September 2016  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2016/m16sep23sen.pdf>
- Dual-Credential Doctoral Degree Program Agreement between Flinders University of South Australia, Adelaide, Australia and Western University  
**Approval**—September 2016  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2016/m16sep23sen.pdf>
- Dual-Credential Ph.D. Degree between The Universidade Federal do Rio de Janeiro, Brazil and Western University  
**Approval**—February 2016  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2016/m16feb12sen.pdf>
- Dual Doctoral Degree (PhD) in Synchrotron Radiation Research between Soochow University, China and Western University  
**Approval**—February 2014  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2014/m1402sen.pdf>
- Dual-Credential Master's Degree between The Norwegian School of Economics ("NHH") and Western (Richard Ivey School of Business) leading to a Master of Science in Economics and Business Administration, with a Major in any field from NHH, and a Master of Science in Management from Western (Richard Ivey School of Business)  
**Approval**—October 2013  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2013/m1310sen.pdf>
- Dual-Degree (Master's) Agreement in Engineering between the Politecnico di Milano, Milano, Italy and Western University leading to a "Laurea Magistrale in Ingegneria" between the Politecnico di Milano and a Master of Engineering for programs offered in the Faculty of Engineering at Western University  
**Approval**—June 2012  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2012/m1206sen.pdf>
- Dual-Doctoral Degree Program in Mathematics between the University of Milano—Bicocca, Milano, Italy and Western University  
**Approval**—December 2011  
<http://www.uwo.ca/univsec/senate/minutes/2011/m1112sen.pdf>
- LLM/M.Phil (WESTERN/NALSAR) and LLM/LLM (NALSAR/WESTERN) Dual-Credential Degree Programs with NALSAR University of Law, Hyderabad, India  
**Approval**—September 2011  
<http://www.uwo.ca/univsec/senate/minutes/2011/m1109sen.pdf>  
Minor Amendment to WESTERN/NALSAR program—October 2011  
<http://www.uwo.ca/univsec/senate/minutes/2011/m1110sen.pdf>
- Doctoral Co-tutelage Dual-Credential Degree Program between the University of Padua, Italy and Western University in all fields of study common to both institutions  
**Approval**—September 2011  
<http://www.uwo.ca/univsec/senate/minutes/2011/m1109sen.pdf>
- Dual PhD Program leading to the "PhD in Life Sciences" from the West China School of Medicine, Sichuan University, Chengdu, China and the "Doctor of Philosophy" from programs offered by the Schulich School of Medicine & Dentistry  
**Approval**—May 2011  
<http://www.uwo.ca/univsec/senate/minutes/2011/m1105sen.pdf>



- JD (Western)/MLS (Auckland) Combined Program  
**Approval**—April 2011  
<http://www.uwo.ca/univsec/senate/minutes/2011/m1104sen.pdf>  
~~**Withdrawn** effective September 1, 2013.~~  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2013/m1301sen.pdf>
- Dual Degree (PhD) Program leading to the “Doutor em Ciência da Computação” from the Instituto de Computação, Universidade Estadual de Campinas, São Paulo, Brazil, and the “Doctor of Philosophy” from programs offered by Electrical and Computer Engineering at Western University  
**Approval**—December 2008  
<http://www.uwo.ca/univsec/senate/minutes/2008/r0812scapa.pdf>
- Guidelines for Dual Doctorate (“co-tutelle”) agreements with Universities in France  
**Approval**—October 2010  
<http://www.uwo.ca/univsec/senate/minutes/2010/r1010scapa.pdf>
- JD (Western)/LLM (Auckland) Combined Program  
**Approval**—June 2009  
<http://www.uwo.ca/univsec/senate/minutes/2009/r0906scapa.pdf>  
Suspension of admission to this program was approved by Senate September 2010.  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2010/m1009sen.pdf>  
The revised program was approved by Senate April 2011.  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2011/m1104sen.pdf>  
~~**Withdrawn** effective September 2013.~~  
<http://www.uwo.ca/univsec/pdf/senate/minutes/2013/m1301sen.pdf>
- Dual Degree (PhD) Program between Politecnico di Milano, Milan, Italy, and Western University (Engineering)  
**Approval**—December 2008  
<http://www.uwo.ca/univsec/senate/minutes/2008/r0812scapa.pdf>

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**Handbook Notes:**

See also Procedure for and List of Articulation Agreements:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/articulation\\_agreements.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/articulation_agreements.pdf)

Guidelines for Educational Partnerships:

[http://www.uwo.ca/univsec/pdf/policies\\_procedures/section1/mapp126.pdf](http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp126.pdf)

and List of Educational Partnerships:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/general/educational\\_partnerships.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/general/educational_partnerships.pdf)

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**REPORT OF THE SENATE COMMITTEE ON UNIVERSITY PLANNING**  
**(SCUP)**

Contents	Consent Agenda
<a href="#">Salamander Chair in Environmental Engineering – Revised Terms of Reference</a>	Yes
<a href="#">Report on Faculty Recruitment and Retention</a>	No
<a href="#">Office of the Ombudsperson Annual Review 2016-17</a>	Yes
<a href="#">Chairs Approved by SCUP for Senate</a>	Yes

FOR APPROVAL

1. **Salamander Chair in Environmental Engineering – Revised Terms of Reference**

**Recommended:** That the terms for the Salamander Chair in Environmental Engineering be updated as described in [Appendix 1](#).

FOR INFORMATION

2. **Report on Faculty Recruitment and Retention**

The Report on Faculty Recruitment and Retention is provided in [Appendix 2](#). A presentation will be made by the Vice-Provost (Academic Planning, Policy and Faculty).

3. **Office of the Ombudsperson Annual Review 2016-17**

See [Appendix 3](#).

4. **Chairs Approved by SCUP for Senate**

See [Appendix 4](#).

**Salamander Chair in Environmental Engineering – Revised Terms of Reference**

**FOR APPROVAL**

**Recommended:** That the terms for the Salamander Chair in Environmental Engineering be updated as follows.

**Donor and Funding:** In 1999, the Salamander Foundation made an expendable gift to establish the Chair and since then additional gifts have provided support to endow the Chair and support it on an expendable basis. The Foundation has committed to a further \$1 million donation that will be matched by the University to create an endowment of more than \$3 million to support the Chair.

**Effective Date:** November 1, 2017

**Purpose:** The holder of The Salamander Chair in Environmental Engineering takes a lead role in teaching and research related to environmental engineering in order to develop and expand the Faculty of Engineering's expertise in this area.

The Chair will play a lead role for environmental engineering research in the Faculty of Engineering at Western and provide leadership and coordination for the research being done in this field within the Department of Civil & Environmental Engineering and the Department of Chemical & Biochemical Engineering. The Chair will work with both established and new researchers with the objective of coordinating related activities and seeking opportunities for collaborative research. In addition, the Chair will conduct their own research and supervise graduate students in an area of common interest between the two Departments and of relevance to industry.

The administration of the spending of resources from the endowment, will be the responsibility of the Dean of the Faculty of Engineering.

**Criteria:** The holder of the Chair will have an appropriate background in environmental engineering, will hold a PhD, and will have experience relevant to the needs of the Faculty of Engineering. Research related to water quality and processing, such as wastewater, drinking water, and source water contamination, are strategic research areas within the Faculty of Engineering.

The appointee will hold a full-time joint appointment in the Department of Civil & Environmental Engineering and the Department of Chemical & Biochemical Engineering normally at the rank of Professor. The incumbent will be an equal member of both Departments.

Given the additional administrative and organizational responsibilities associated with the Chair, the Chair holder will be assigned reduced departmental administrative responsibilities and reduced teaching responsibilities.

Appointments to the Chair will be conducted in accordance with the relevant policies and procedures of the University and will normally be for a five-year term, renewable.

Funds available for expenditure from the endowment for the Chair may be directed toward salary and benefits or direct research support, or some mixture thereof.

**Reporting:** The University, through the Faculty of Engineering, will report to the Donor regarding the activities of the Chair and will also provide an annual financial report regarding the endowment.

**Background:**

The Chair has been funded through the generosity of The Salamander Foundation.

The terms of reference have been revised to be consistent with the format currently used for other Chairs. In addition to formatting changes, the following revisions to the terms of reference are proposed:

- The section under “Purpose” describes in generic terms some duties of the Chair as compared to specific information in the original terms about how the Chair would conduct research and supervise students.

This section now also clarifies the oversight over the expenditure of funds.

- The section under “Criteria” now includes the sentence “Research related to water quality and processing, such as wastewater, drinking water, and source water contamination, are strategic research areas within the Faculty of Engineering”. This will provide greater clarity regarding the Faculty’s expectations pertaining to research being conducted by the Chair.

The fifth paragraph of this section now also clarifies how funds from the endowment may be spent.

**Reputational Risk:**     None.



Western  
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# **Report to SCUP on Faculty Recruitment and Retention**

**Office of the Vice Provost (Academic  
Planning, Policy and Faculty)**

**January 2018**

# Contents:

- Probationary and Tenured Faculty
  - Appointments
  - Resignations
  - Retirements
- Limited-Term Faculty
- Part-Time Faculty
- Full-Time Clinical Faculty

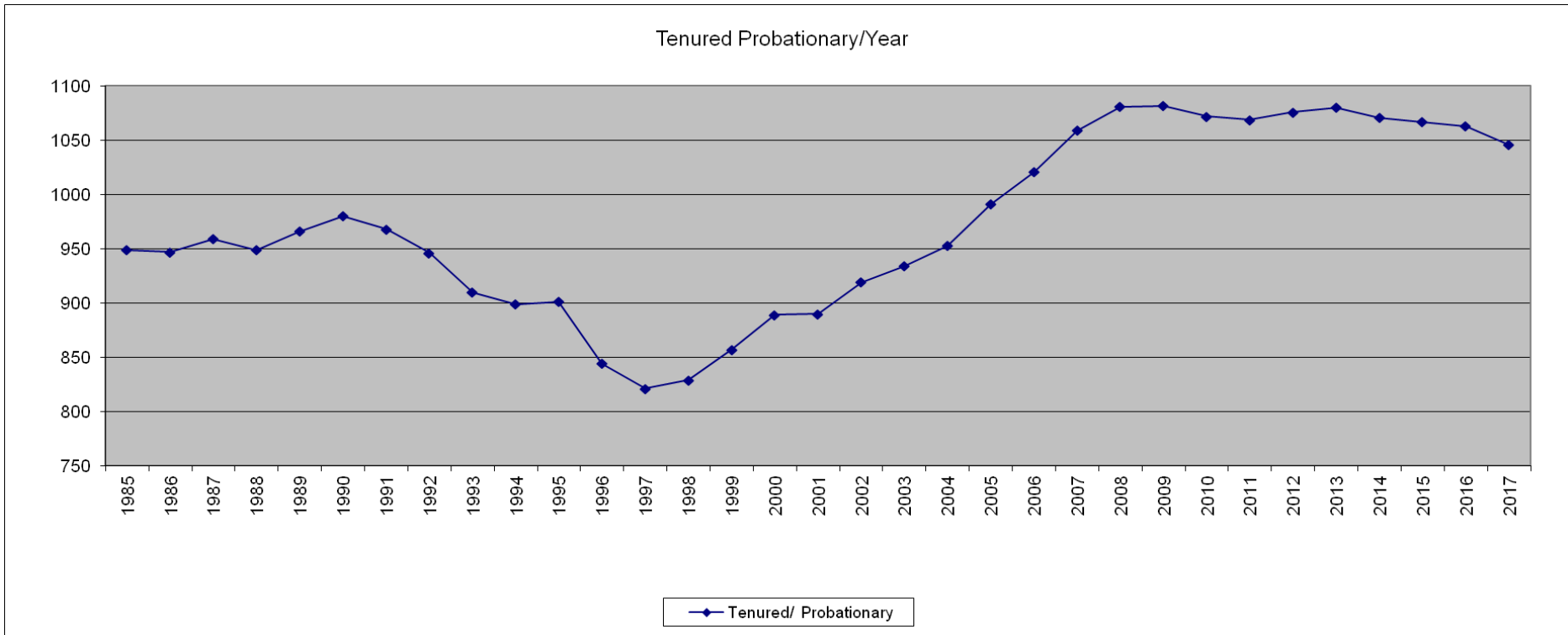
*\*the first slide for each faculty group provides definitions and inclusion criteria for analyses*

# Probationary and Tenured Faculty

- October 1 Count
- Includes all Full-Time Probationary (Tenure-track) and Tenured Faculty
- Includes those in senior administrative roles who are exempt from the UWOFA Collective Agreement provisions



# Probationary and Tenured Faculty at Western 1985 - 2017

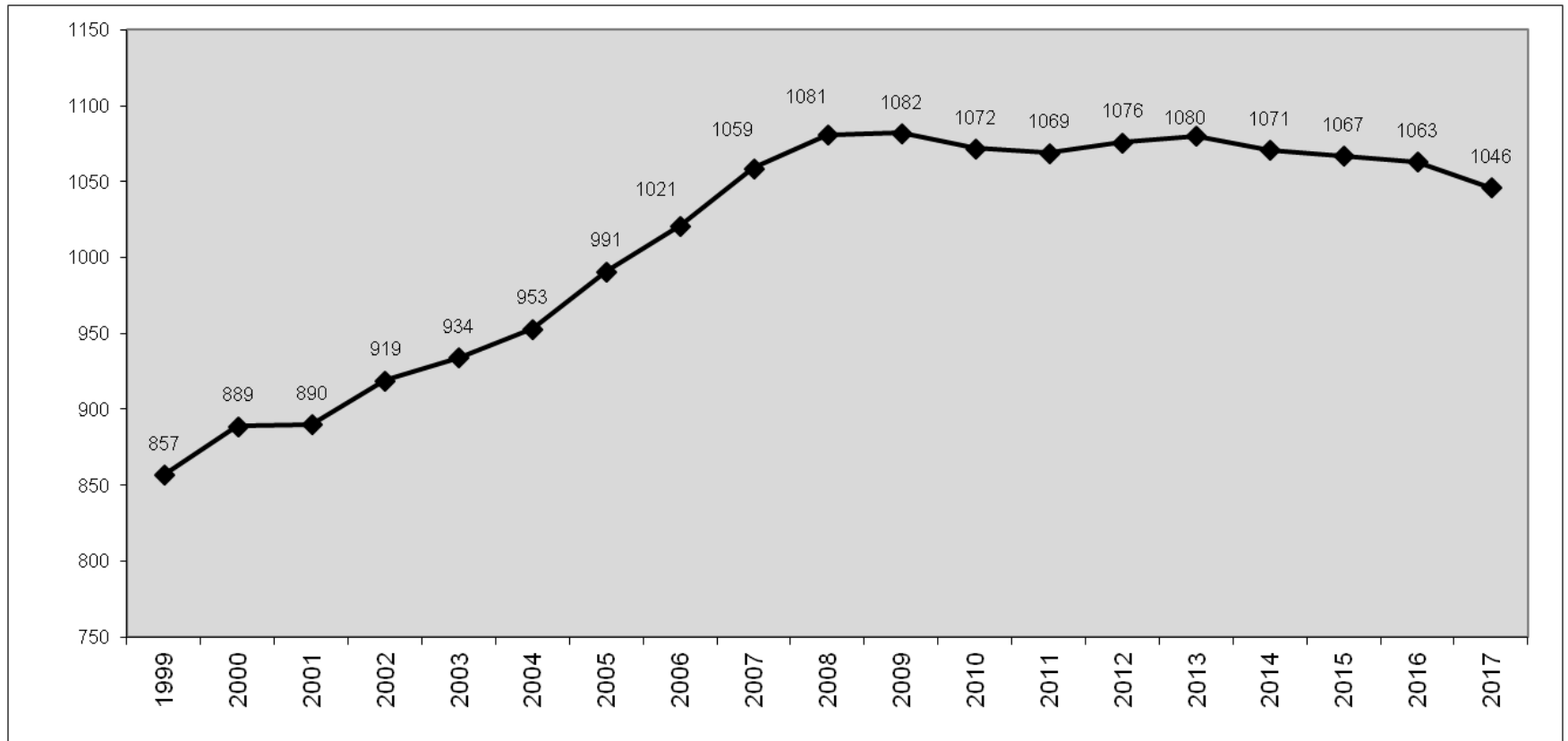


Source: Western Corporate Information 1985 – 1999

UCASS Data 1999 – 2010

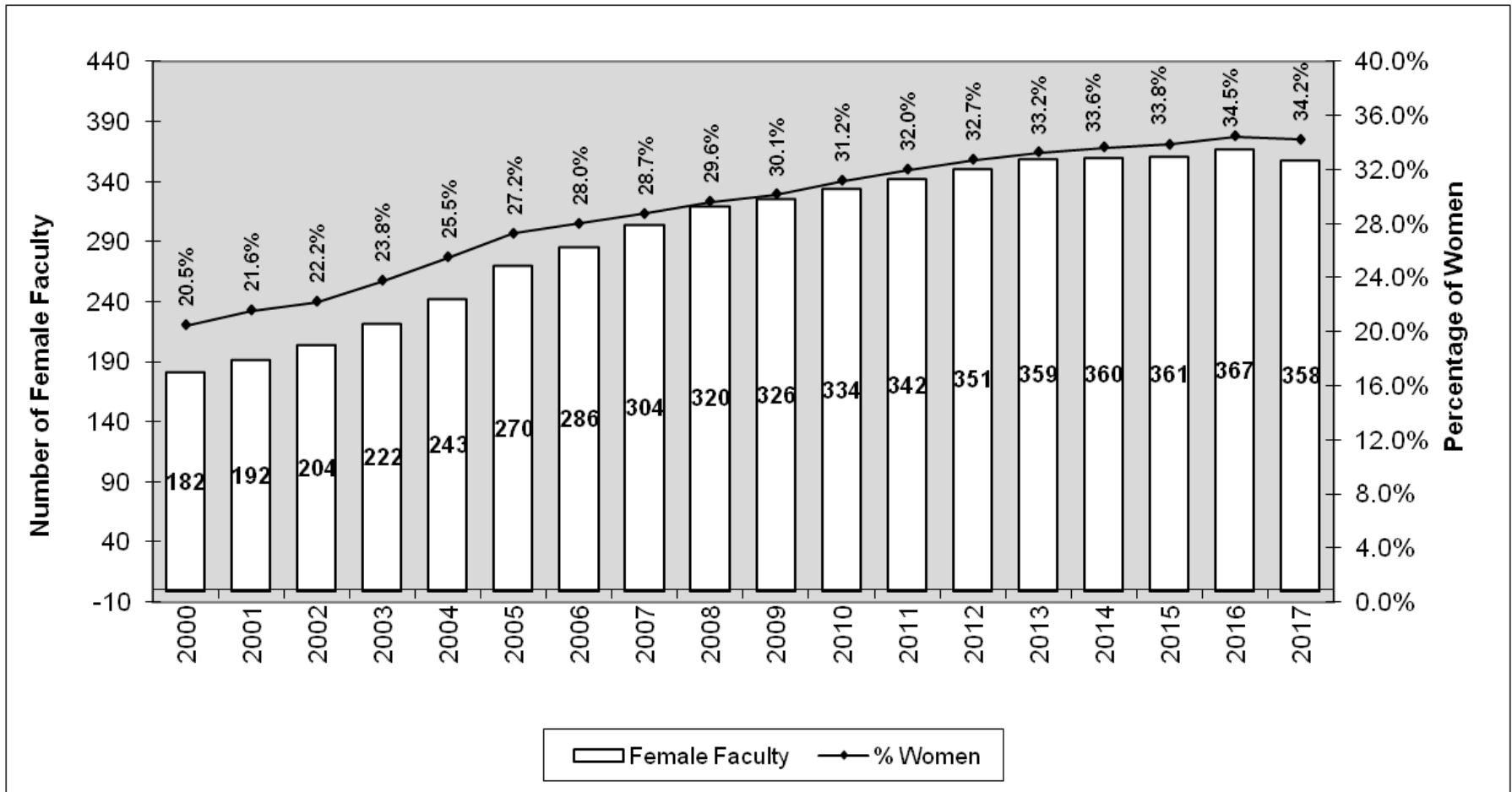
Western Human Resources Information Systems 2011 - 2017

# Probationary and Tenured Faculty at Western, 1999 to 2017



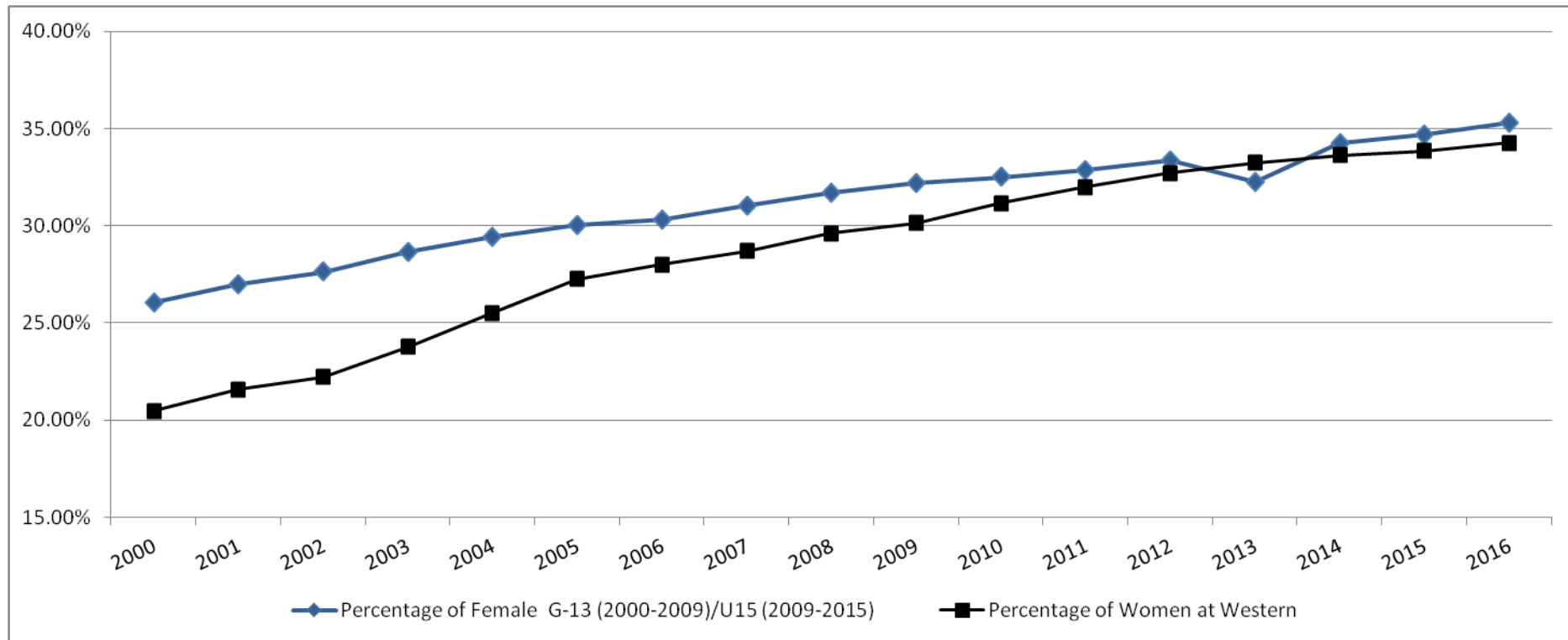
Source: UCASS Data for 1999 – 2010;  
U15 Data for 2011 – 2015, and Western HR Information System for 2017  
The 2007 data and beyond includes Robarts Scientists who became Probationary and Tenured on July 1, 2007.

# Probationary and Tenured Female Faculty at Western, 1999 to 2017



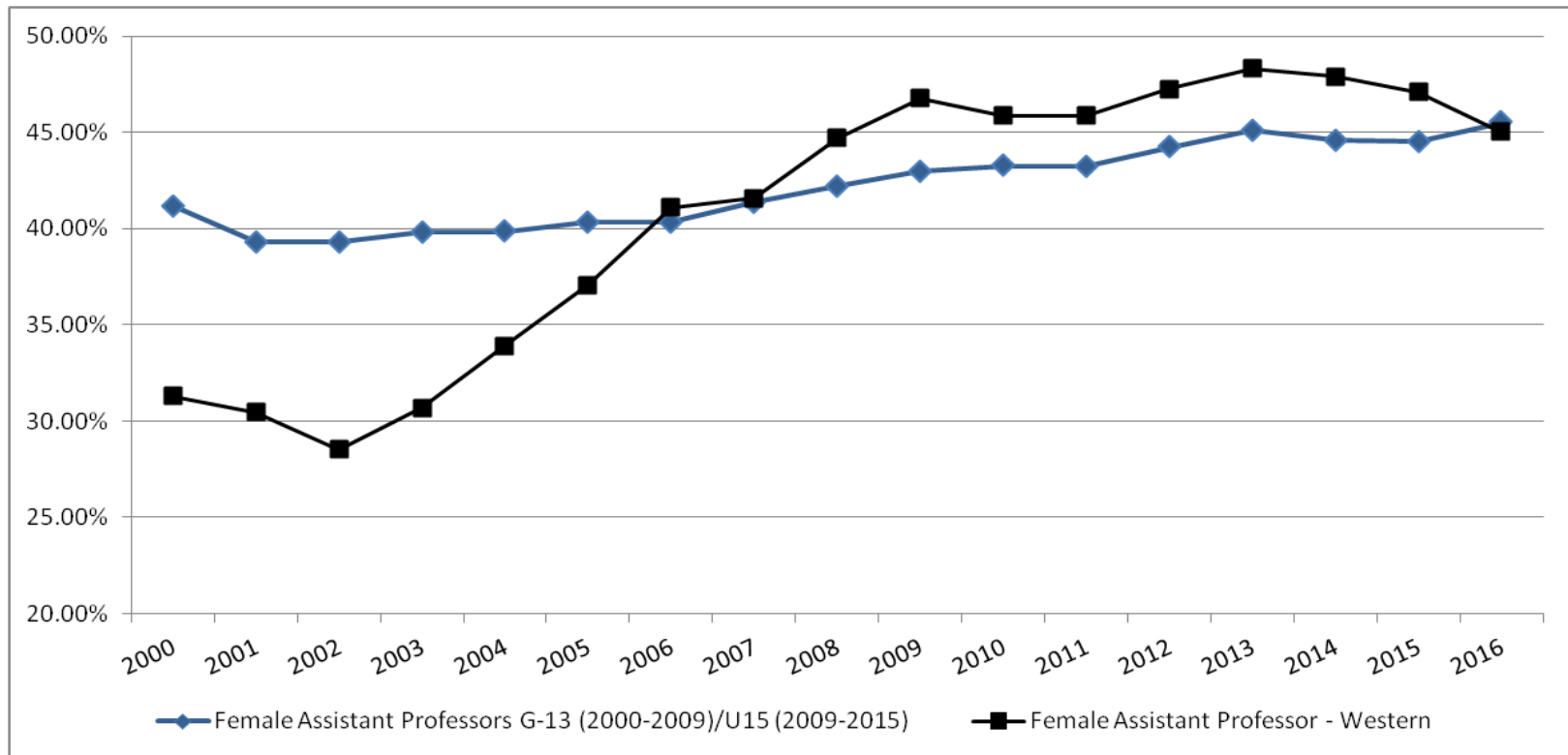
Source: UCASS Data for 1999 – 2010;  
U15 Data for 2011 – 2015, and Western HR Information System for 2017

# Women as a Percentage of Tenured/Probationary Faculty: Western vs other G-13 (2000-2009)/U15 (2009-2016)



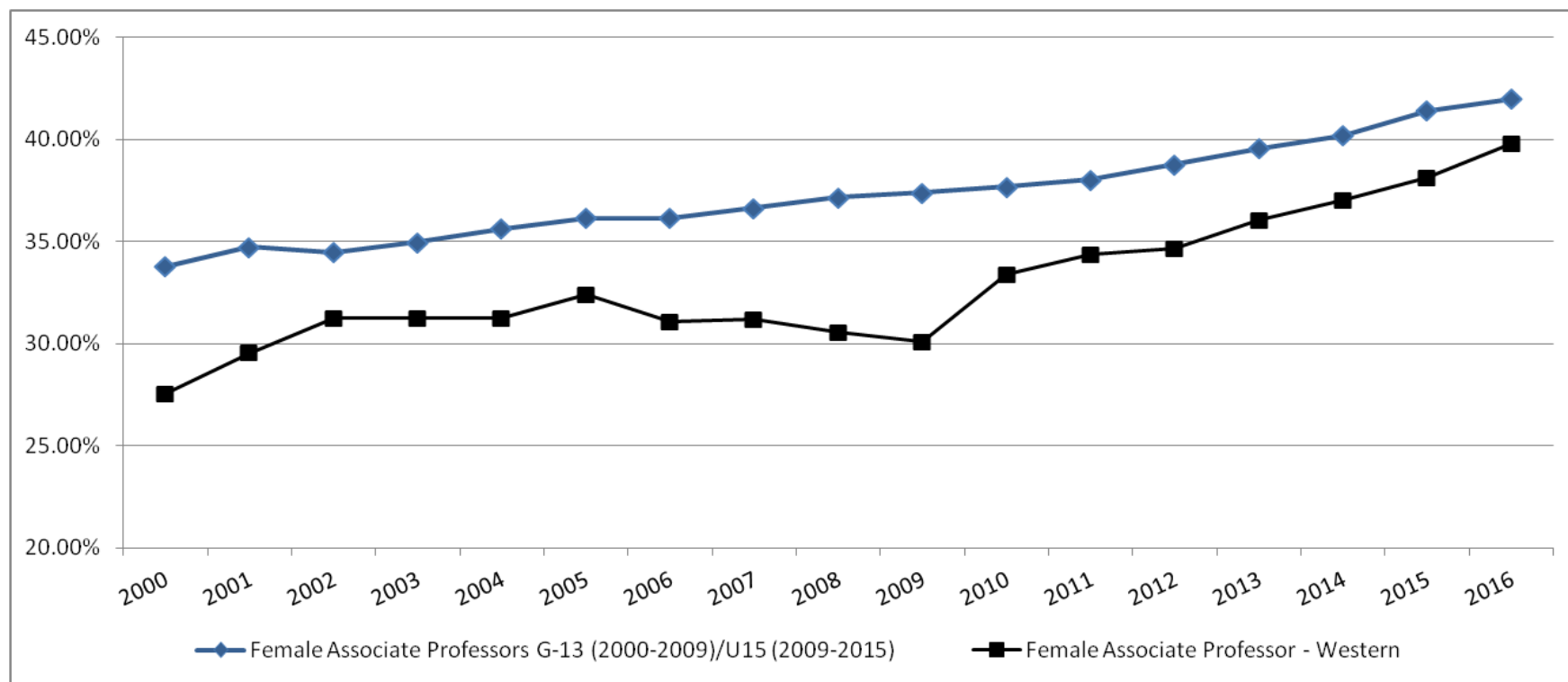
Source: UCASS Data 2000-2009, U15 Data 2009-2016  
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014,  
and Montreal and Saskatchewan, 2015. Montreal data includes Ecole  
Polytechnique & Ecole des Hautes Etudes Commerciales)

# Women as a Percentage of Probationary Faculty, Assistant Professor Rank: Western vs other G-13/U15



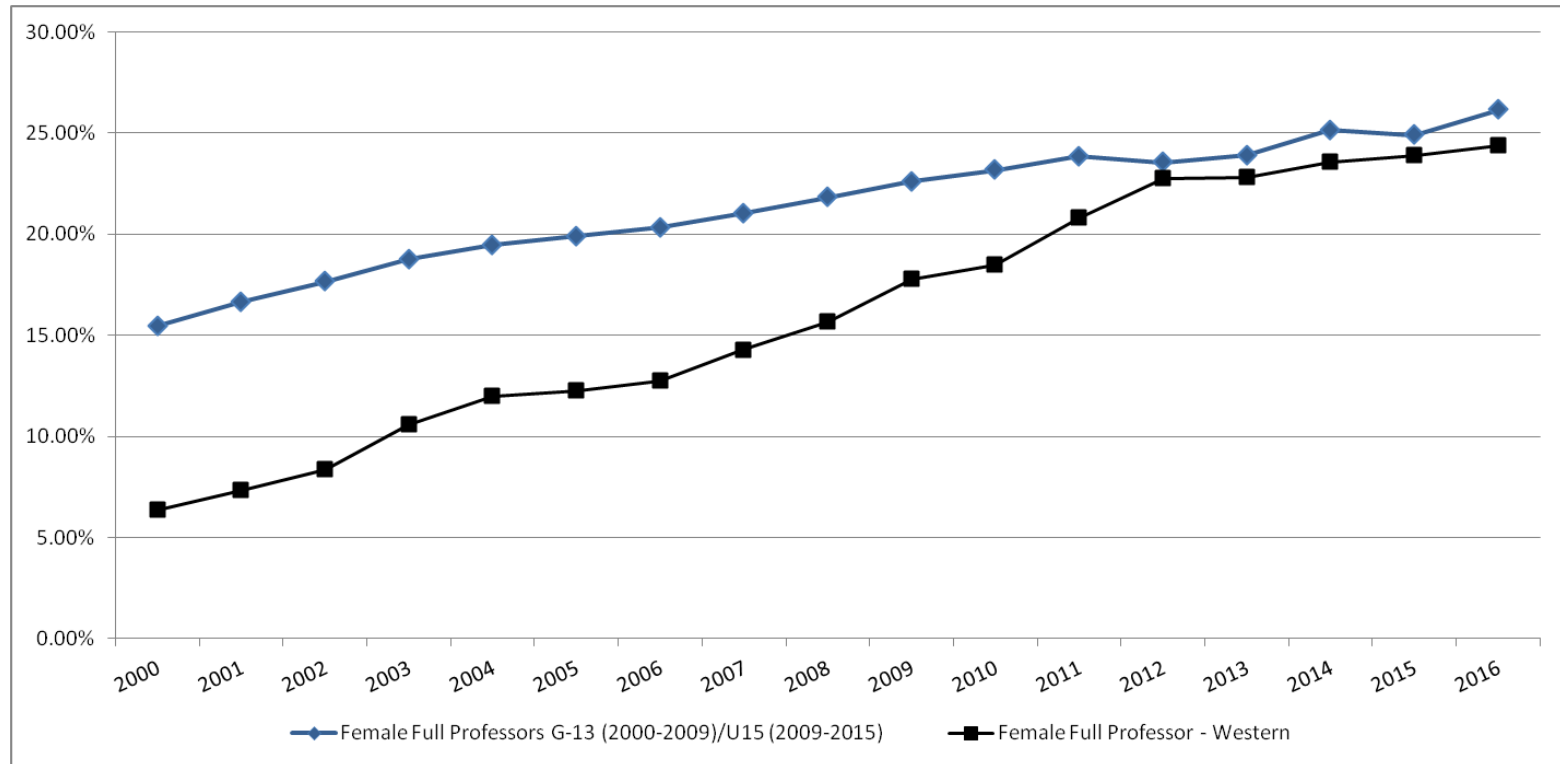
Source: UCASS Data G13 2000-2009, U15 Data 2009-2016  
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

# Women as a Percentage of Tenured/Probationary Faculty, Associate Professor Rank: Western vs other G-13/U15



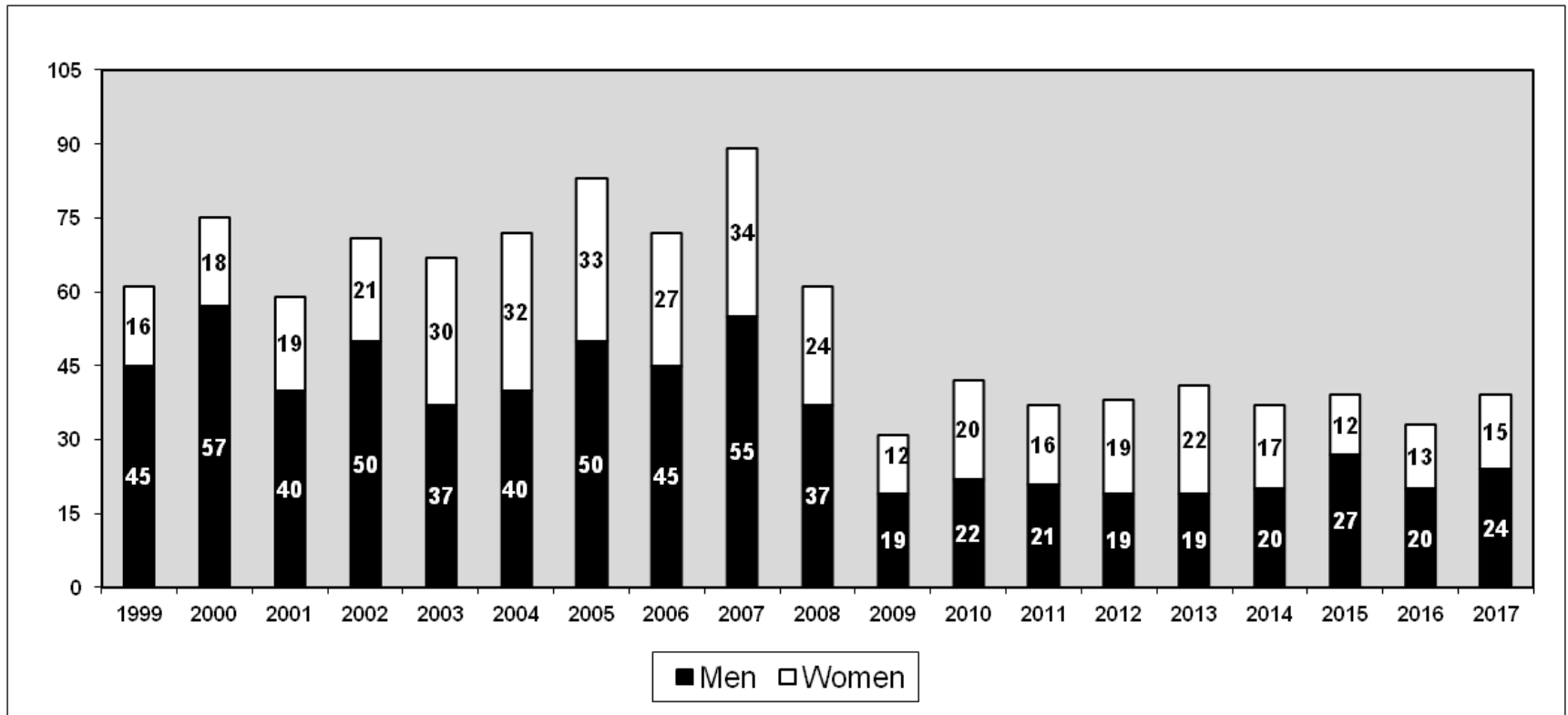
Source: UCASS Data 2000-2009, U15 Data 2009-2016  
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

# Women as a Percentage of Tenured Faculty, Full Professor Rank: Western vs other G-13/U15



Source: UCASS Data G13 2000-2009, U15 Data 2009-2016  
(Data unavailable for: Laval and Montreal for 2012-2013, Montreal for 2014, and Montreal and Saskatchewan, 2015. Montreal data includes Ecole Polytechnique & Ecole des Hautes Etudes Commerciales)

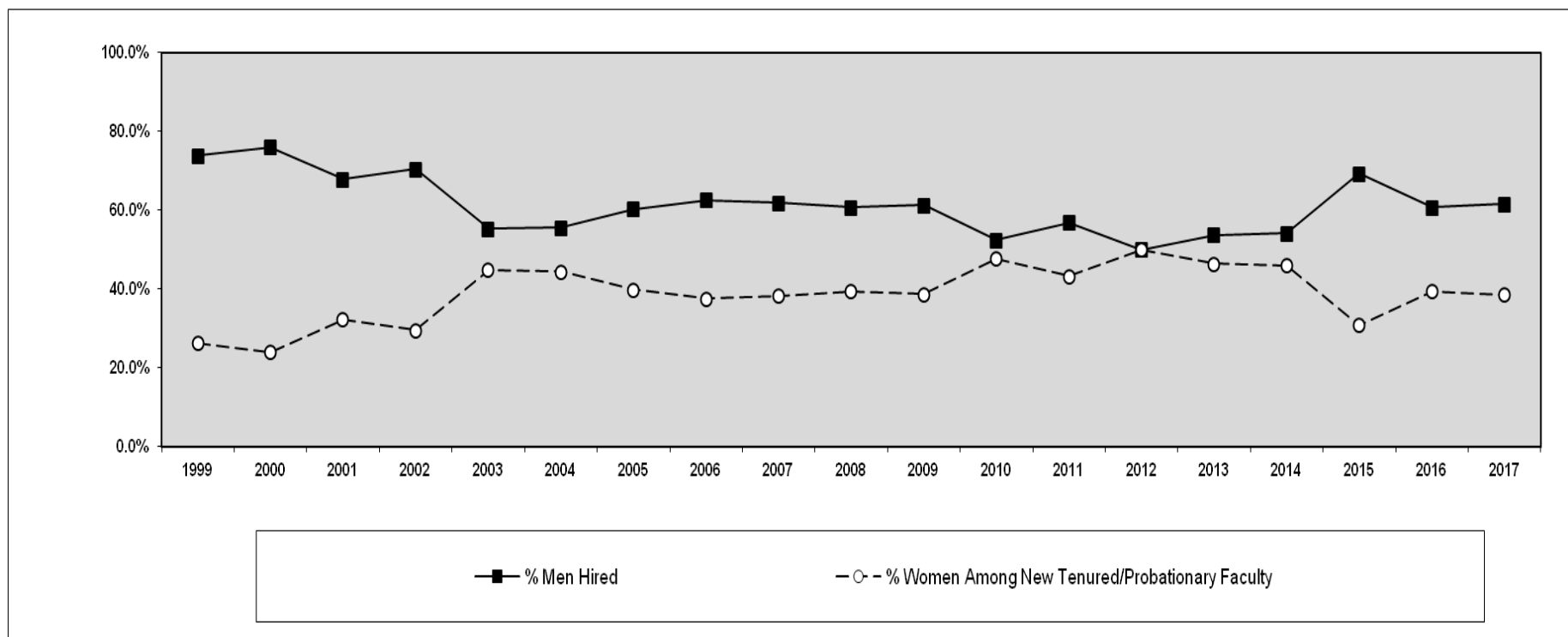
# New Tenured & Probationary Faculty at Western by Gender (including those at Western previously in a Limited Term position): 1999 – 2017 Cohorts



Source: UCASS Data for 1999 – 2010;  
Western Human Resources Information Systems 2011 - 2017 (October)  
Data excludes faculty joining from Robarts.

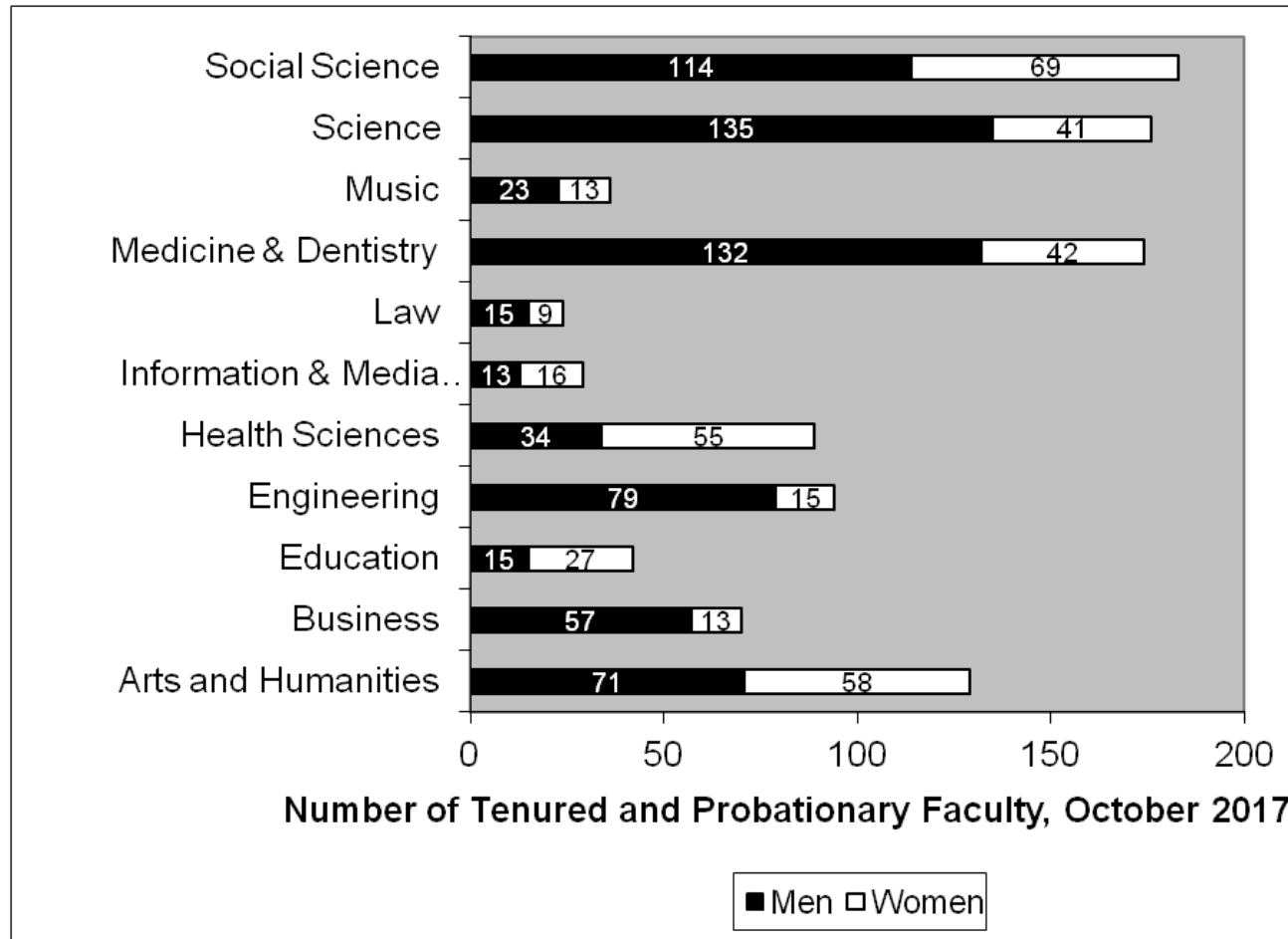


# Percentage of New Tenured and Probationary Faculty at Western by Gender (including those at Western previously in a Limited Term position): 1999 – 2017



Source: UCASS Data for 1999 – 2010  
Western Human Resources Information Systems 2011 - 2017 (October)  
Data excludes faculty joining from Robarts

# Probationary and Tenured Faculty, by Faculty and Gender, October, 2017



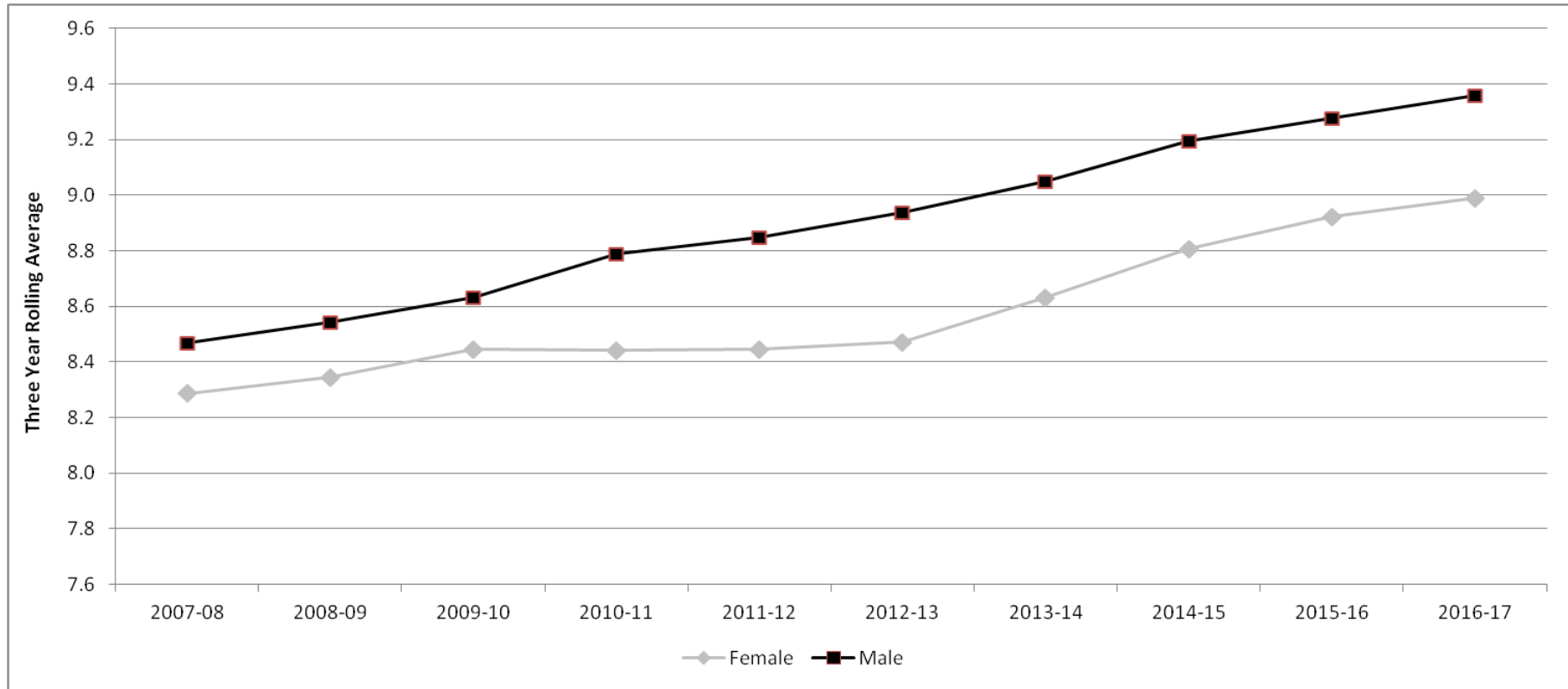
Source: Western Human Resources Information Systems for 2017 (October)

# Percentage of Tenured/Probationary Women Faculty, by Faculty, 2008 to 2017

	Arts and Humanities	Business	Education	Engineering	Health Sciences	Information & Media Studies	Law	Medicine & Dentistry	Music	Science	Social Science
2009	42.0%	21.7%	48.8%	11.6%	58.9%	59.5%	20.7%	19.5%	31.6%	19.1%	30.8%
2010	43.8%	26.1%	48.7%	11.6%	59.1%	58.3%	22.6%	20.0%	32.4%	20.5%	32.2%
2011	45.5%	24.0%	51.4%	11.5%	59.6%	57.1%	24.1%	20.4%	35.1%	21.7%	33.5%
2012	47.1%	25.3%	54.3%	11.4%	61.1%	58.8%	27.6%	21.3%	34.2%	22.5%	32.5%
2013	44.6%	26.9%	55.9%	12.4%	61.1%	58.8%	32.3%	22.6%	31.6%	23.6%	33.7%
2014	44.6%	26.0%	56.8%	12.5%	62.1%	57.6%	31.0%	22.9%	32.5%	23.6%	36.5%
2015	45.7%	22.2%	57.1%	12.6%	63.0%	59.4%	34.5%	24.3%	33.3%	24.4%	36.0%
2016	45.5%	19.7%	60.5%	12.6%	63.7%	56.7%	37.9%	24.4%	36.1%	24.2%	37.3%
2017	45.0%	18.6%	64.3%	16.0%	61.8%	55.2%	37.5%	24.1%	36.1%	23.3%	37.7%

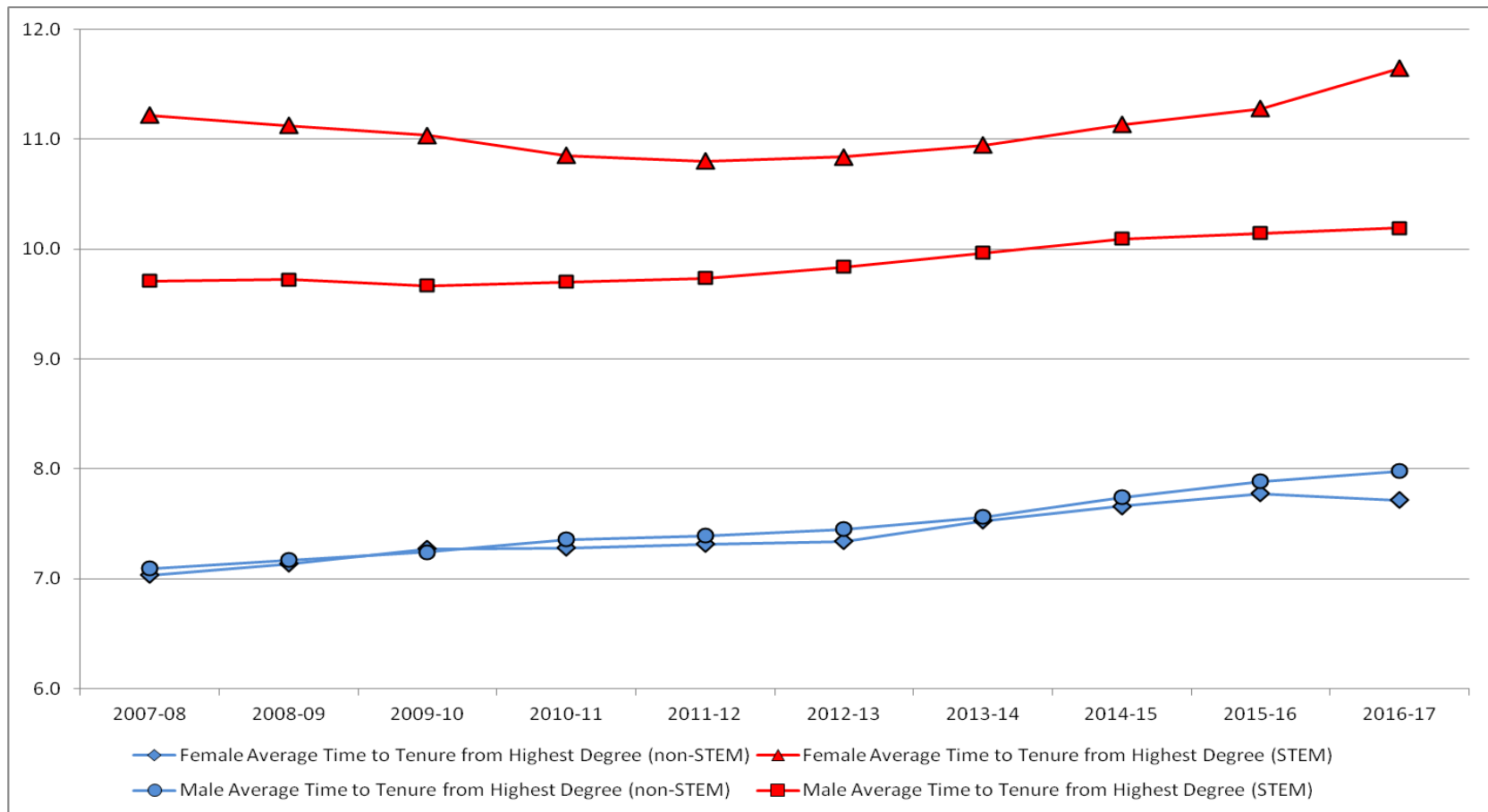
Western Human Resources Information System 2008 - 2017 (October).

# Average Time to Tenure from Highest Degree



Source: Western Human Resources Information System 2006 – 2017  
Excludes those hired into a tenured position

# Time to Tenure from Highest Degree (STEM and non-STEM Disciplines)

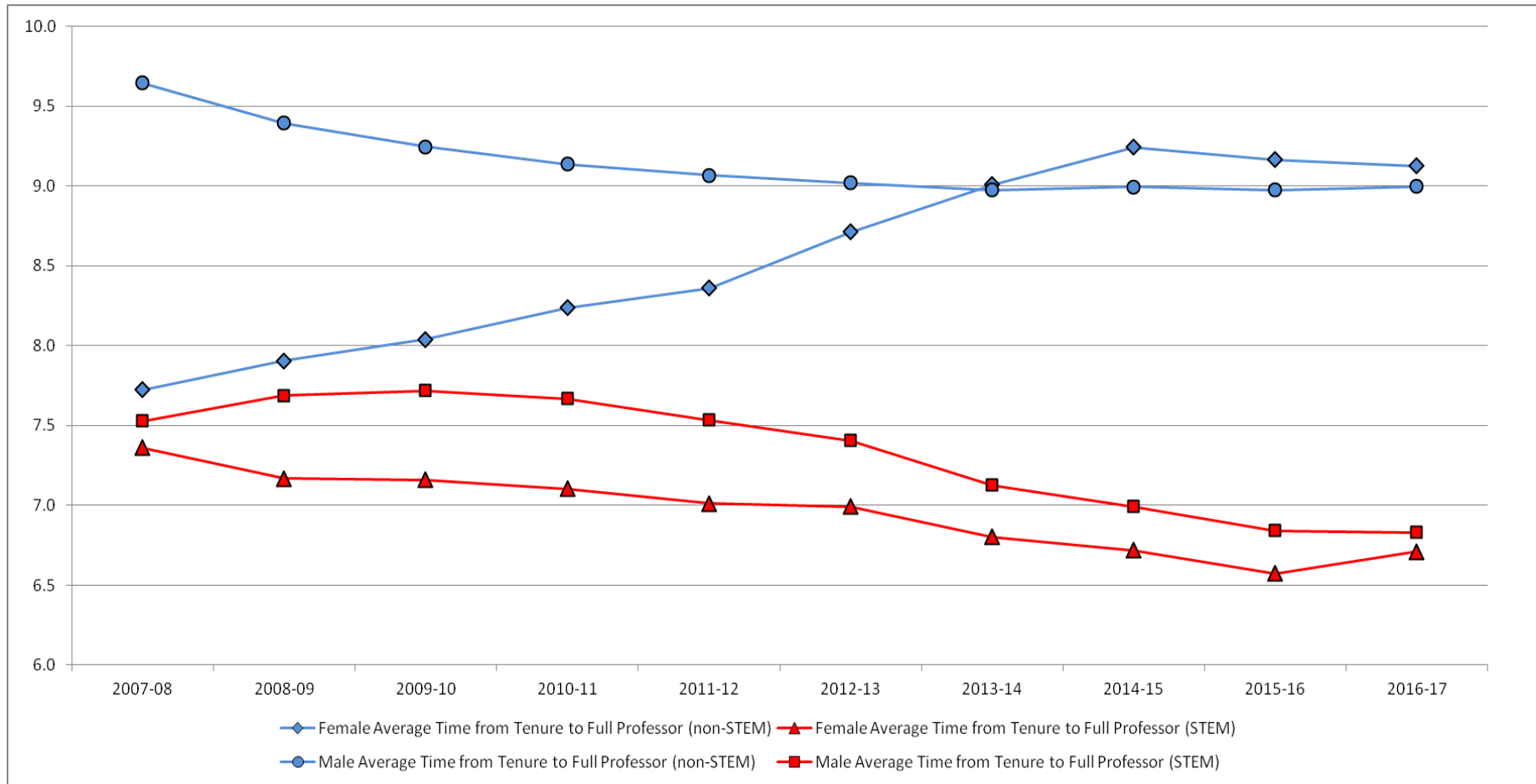


For the purpose of this analysis:

- “STEM” = Faculty of Engineering, Science, Medicine & Dentistry
- Only those with > 3 years from RF to Tenure are included
- Three year rolling average

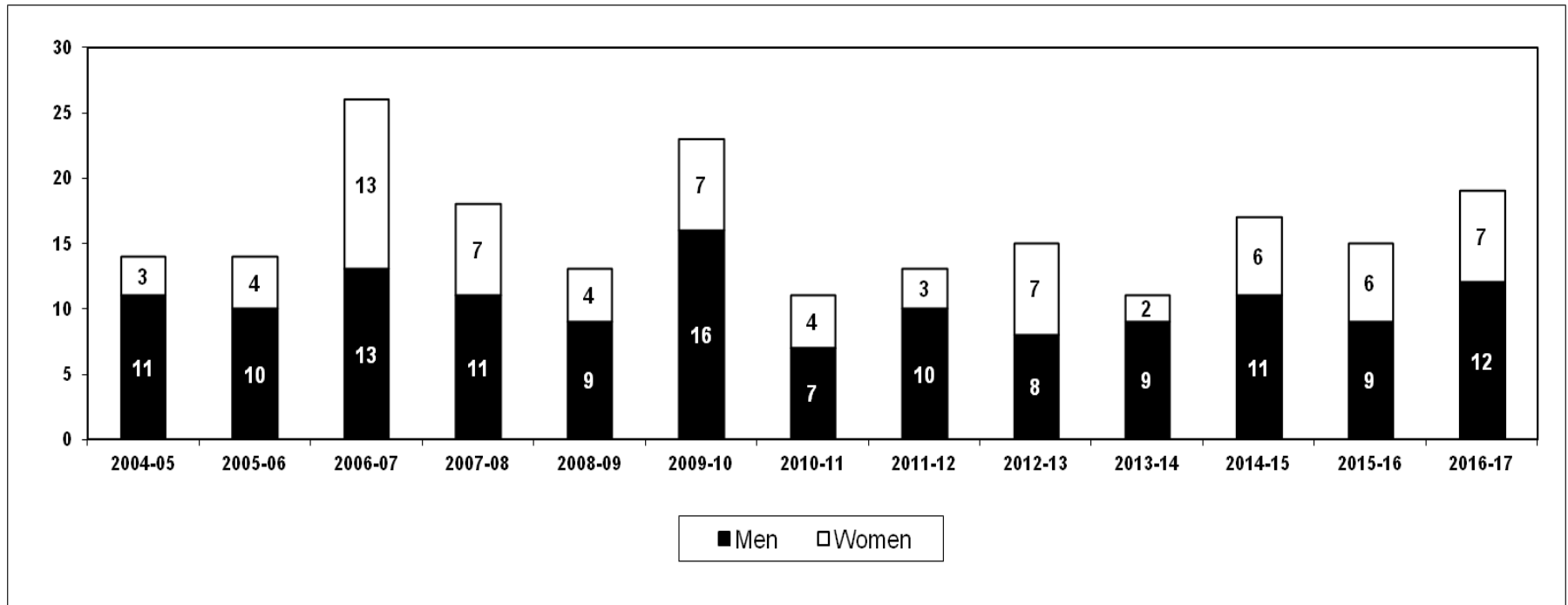
Source: Western HR Information System

# Average Time to Full Professor from Tenure (STEM and non-STEM Disciplines)



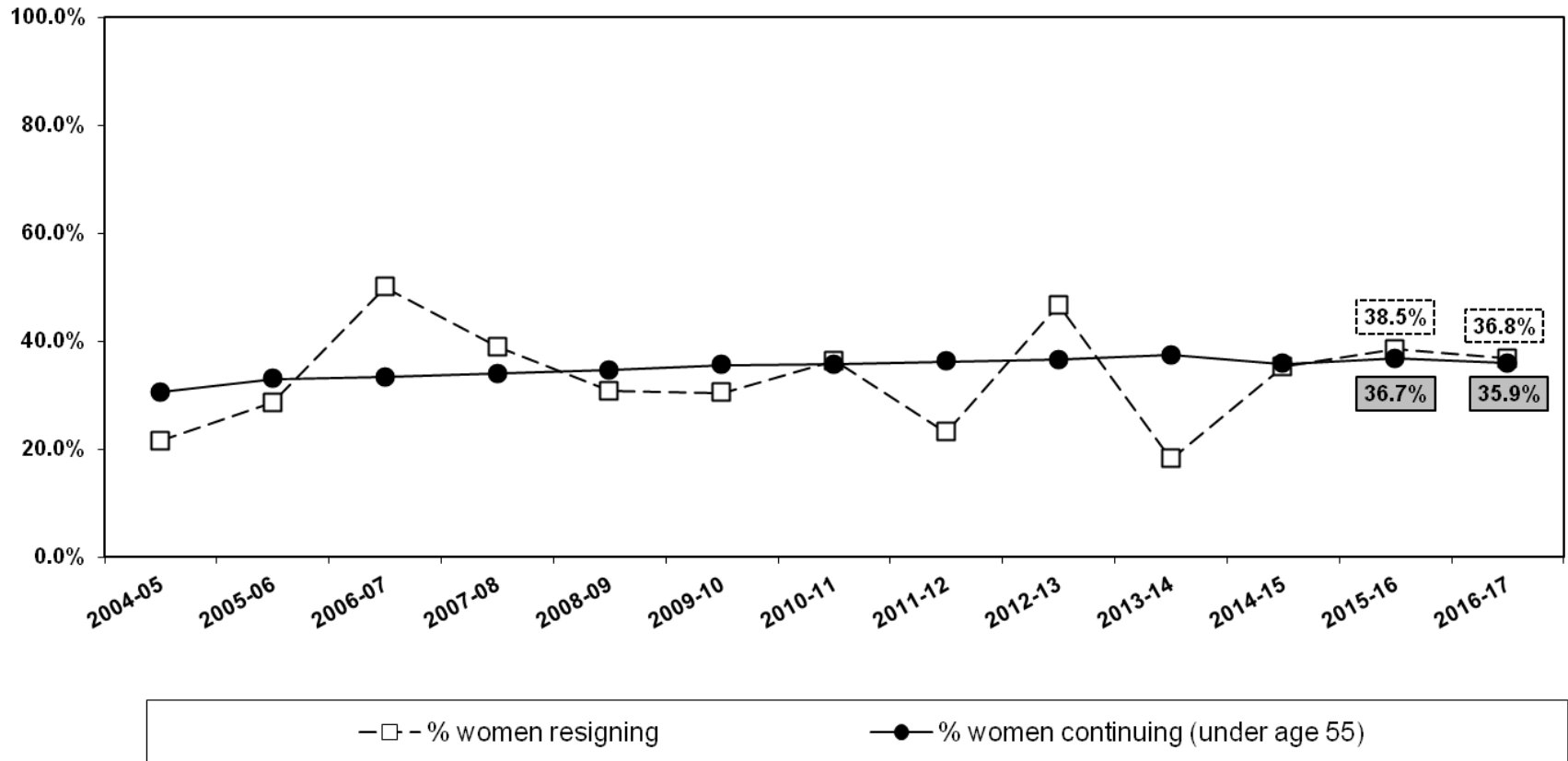
Source: Western Human Resources Information System 2006 – 2017  
Excludes those already Full Professor at time of Tenure

# Probationary & Tenured Faculty Resignations by Gender: 2004-05 to 2016-17



Source: Western Information Systems as of December 2017  
Includes only faculty under age 55 at the time of resignation.

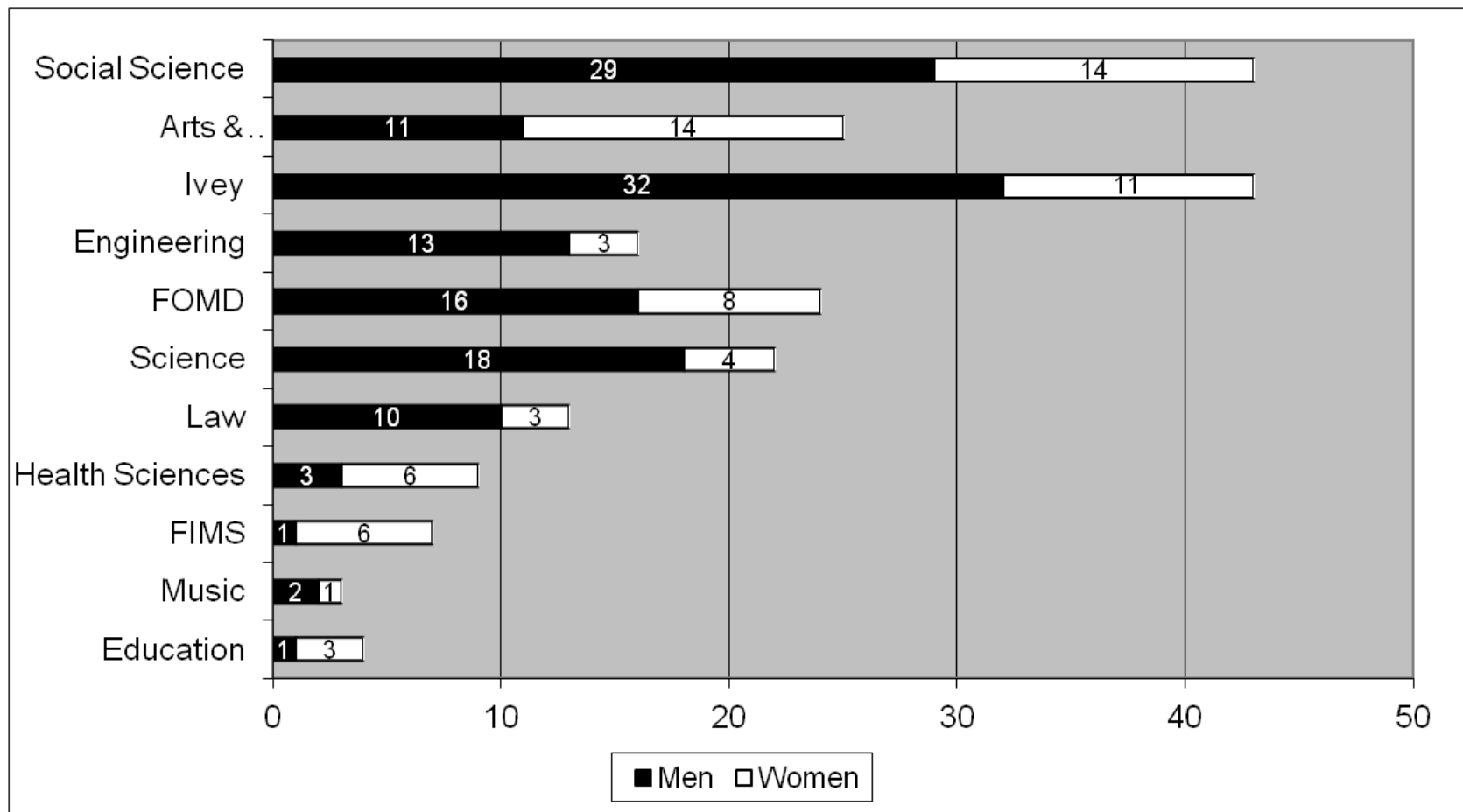
# Women as a Percentage of Probationary & Tenured Faculty Resignations and Women as a Percentage of Continuing Population: 2004-05 to 2016-2017



Source: Western Information Systems

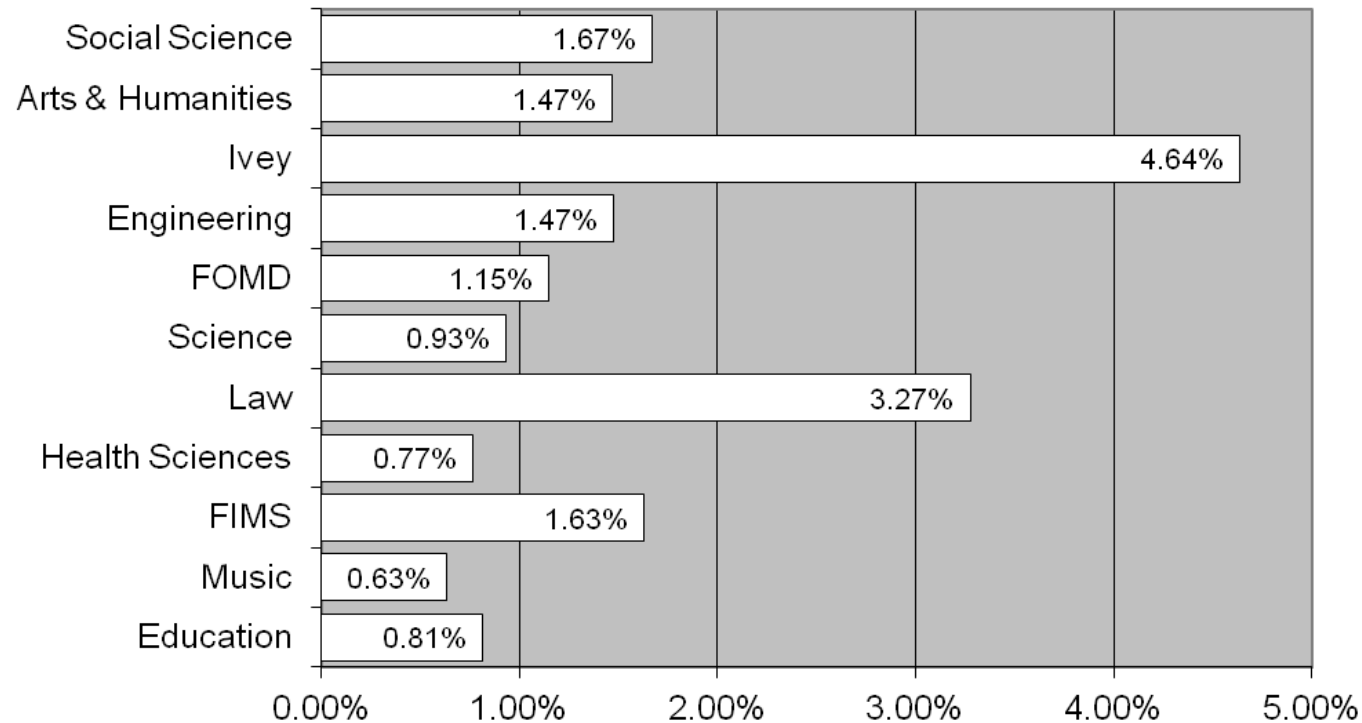


# Total Probationary & Tenured Resignations by Faculty: 2004-05 to 2016-17



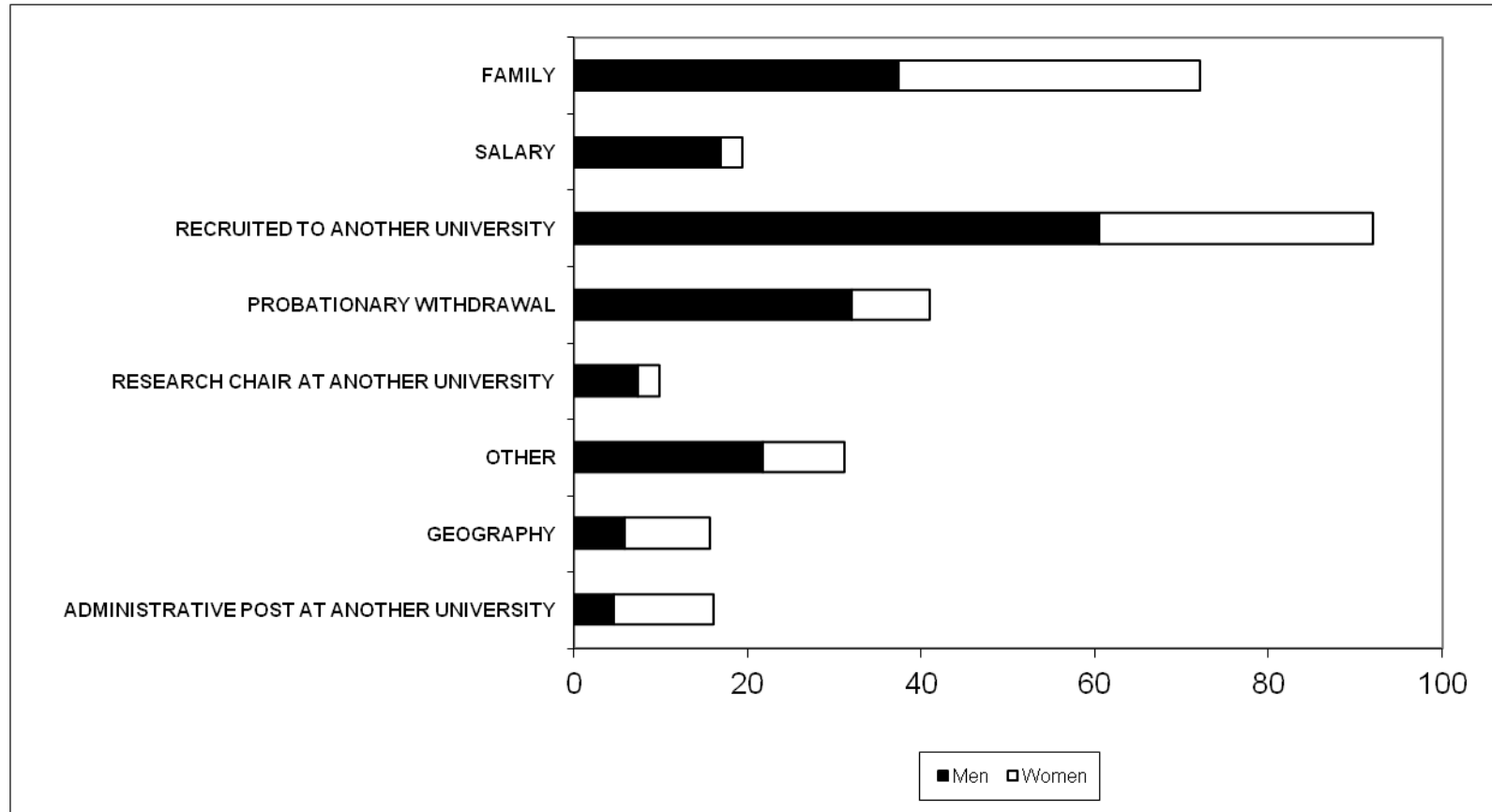
Source: Western's Human Resources Information Systems.  
Percentages based on Tenured/Probationary faculty as of December 2017.

# Total Probationary & Tenured Resignations % by Faculty: 2004-05 to 2016-17



**UWO Total: Resignations 209**  
**1.52% / year (%=annual % turnover)**

# Probationary and Tenured Faculty Reasons for Leaving: 2004-05 to 2016-17



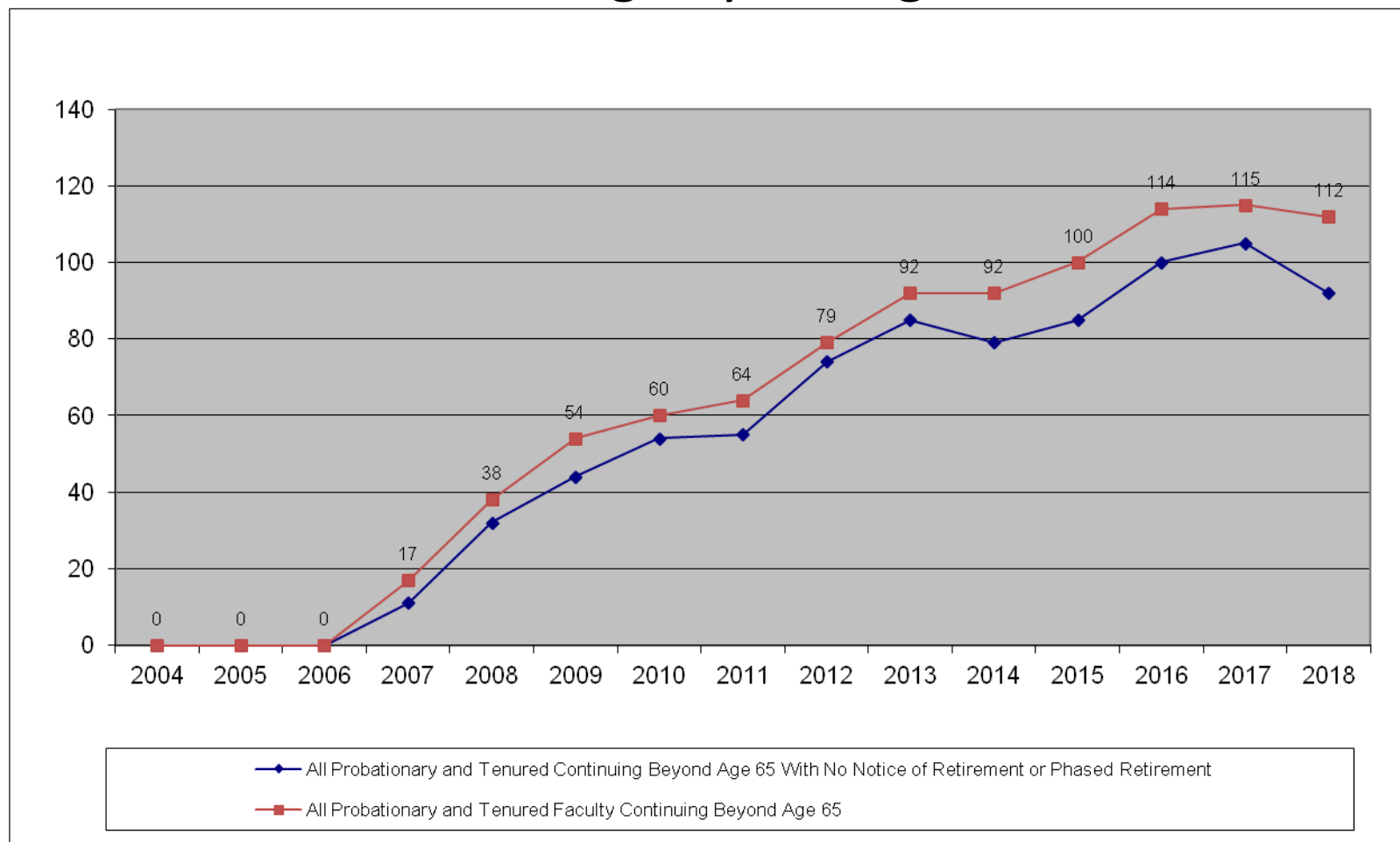
Source: Exit interviews conducted with the Faculty Member or Chair/Dean of the Department/Faculty and letters received from Faculty Member

# Probationary and Tenured Faculty at Western: Cohorts $\geq$ age 60 (retention over time on the diagonal)

Age	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
60	33	36	23	37	25	23	28	38	27	25	17	29	31	31
61	34	30	34	23	33	25	22	29	38	27	23	15	26	30
62	32	33	30	34	22	32	24	21	28	37	25	21	15	26
63	22	31	32	25	31	21	30	23	21	28	37	24	20	15
64	20	21	29	32	23	30	19	30	23	21	27	36	23	18
65	8	6	9	24	26	22	24	13	28	21	18	25	31	20
66	0	0	0	7	20	21	19	19	11	27	20	16	23	31
67	0	0	0	0	4	18	15	14	17	8	24	17	13	16
68	0	0	0	0	0	3	10	13	11	16	7	20	14	11
69	0	0	0	0	0	0	3	8	11	10	9	6	14	11
70	0	0	0	0	0	0	0	3	8	9	7	8	4	11
71	0	0	0	0	0	0	0	0	3	6	7	6	8	3
72	0	0	0	0	0	0	0	0	0	2	5	7	4	7
73	0	0	0	0	0	0	0	0	0	0	2	5	7	4
74	0	0	0	0	0	0	0	0	0	0	0	2	4	5
75	0	0	0	0	0	0	0	0	0	0	0	0	1	2
Total	149	157	157	182	184	195	194	211	226	237	228	237	238	241

Source: UCASS 2004 – 2010  
UWO Data 2011 – 2017

# Probationary and Tenured Faculty at Western: Continuing Beyond Age 65

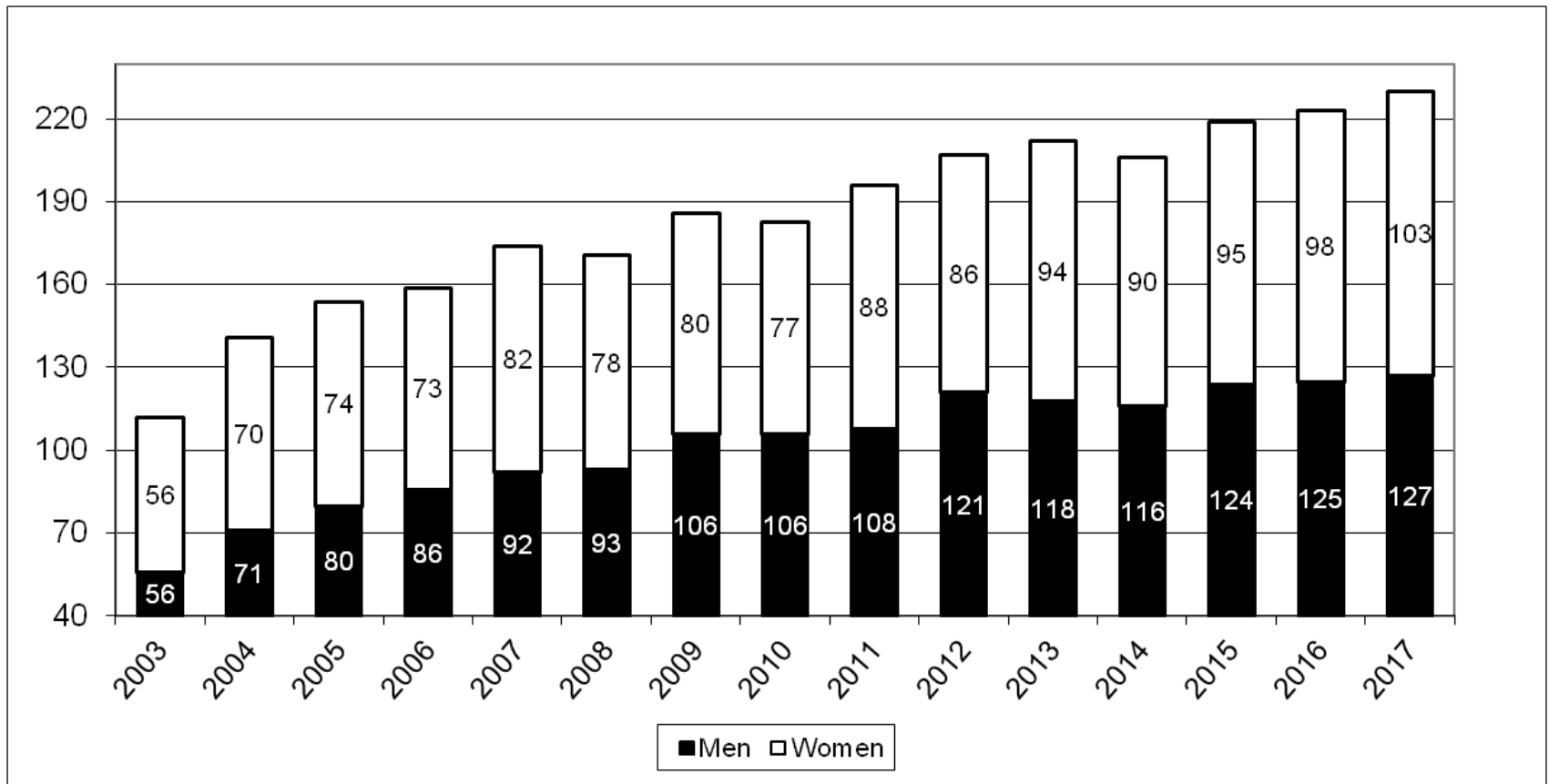


Source: Western Human Resources Information System

# Limited Term Appointments

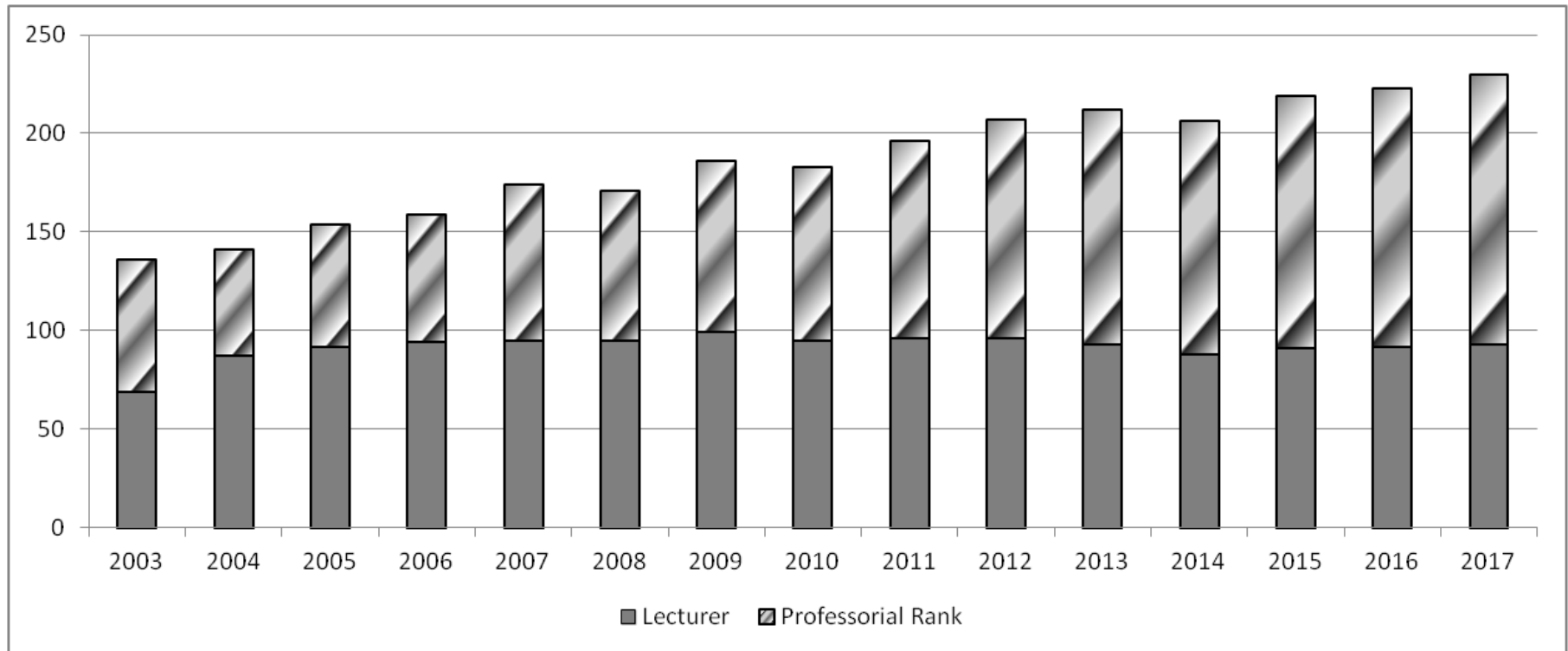
- October 1 count
- Includes Limited Term faculty of the following three contract-types: fixed-term, no-end-date, Permanent

# Number of Limited Term Appointments: 2003 to 2017



Source: Western's Human Resources Information Systems 2008 – 2017 (October)

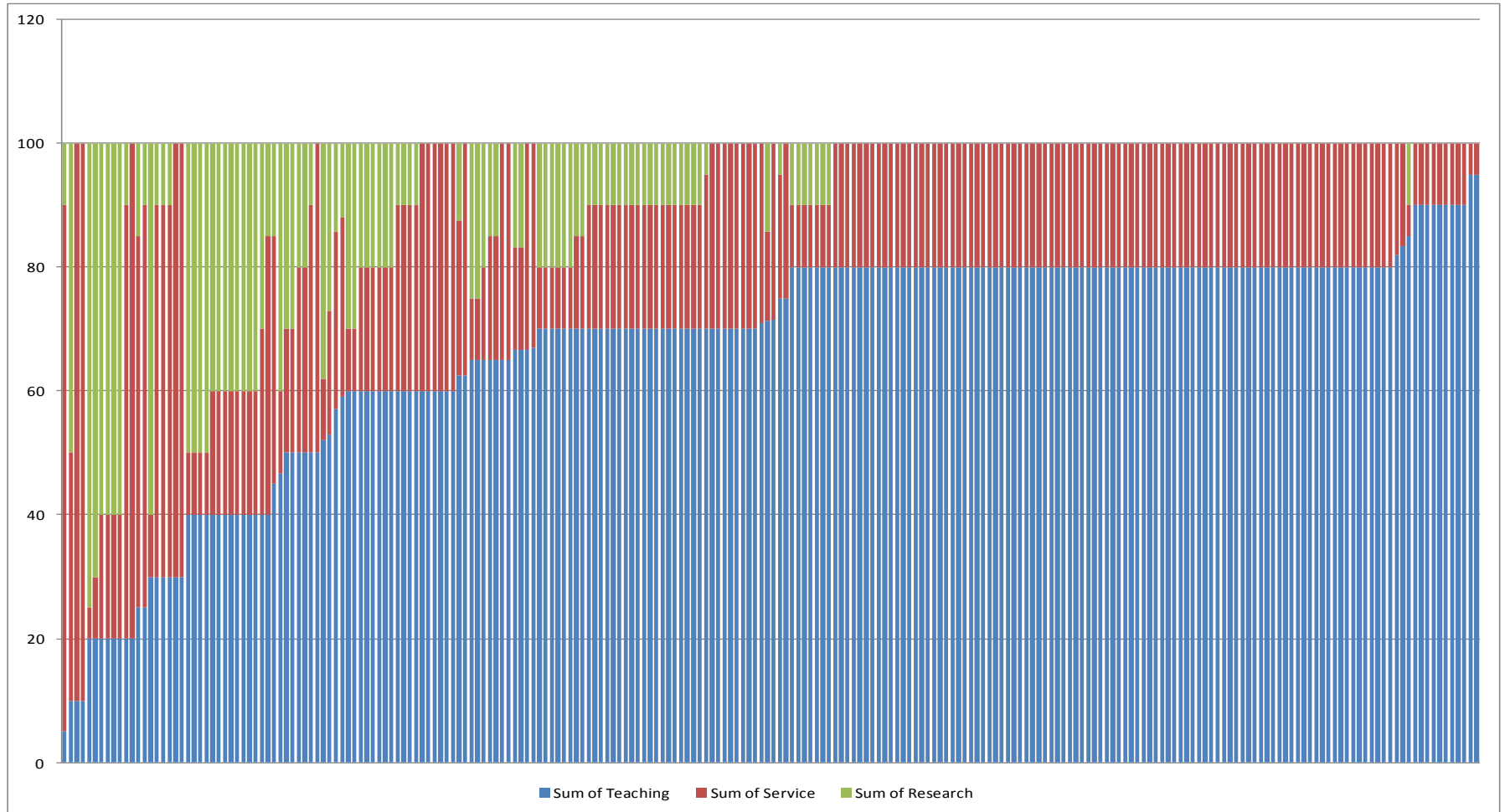
# Number with Limited Term Appointments by Rank as of October, 2003 - 2017



Source: Western's Human Resources Information Systems 2003 - 2017 (October)

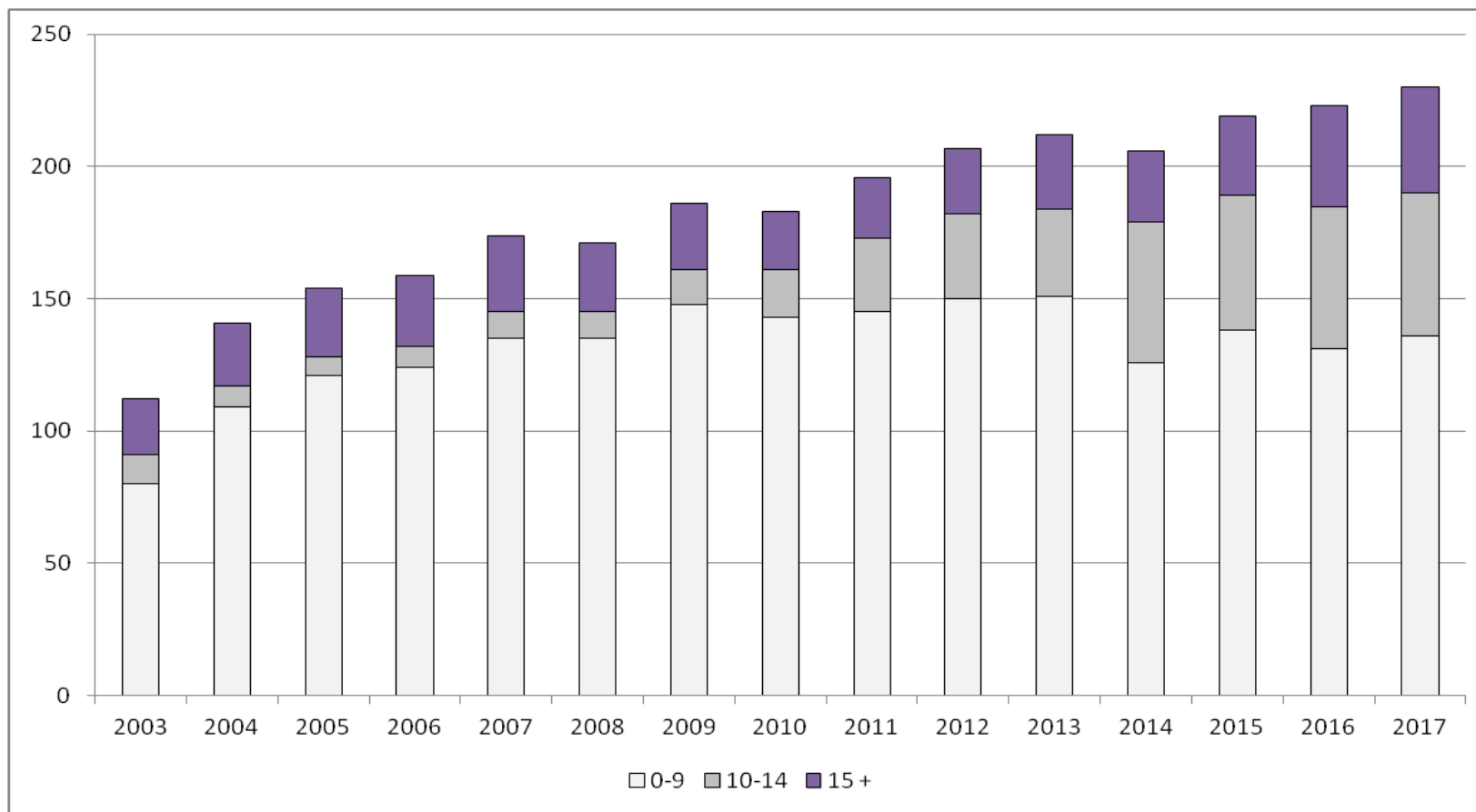


# Workload Percentages for Individual Limited Term Faculty 2016 - 2017



Source: Western's Human Resources Information Systems 2016-17 (October)

# Number of Limited Term Appointments by Years of Service 2003 - 2017

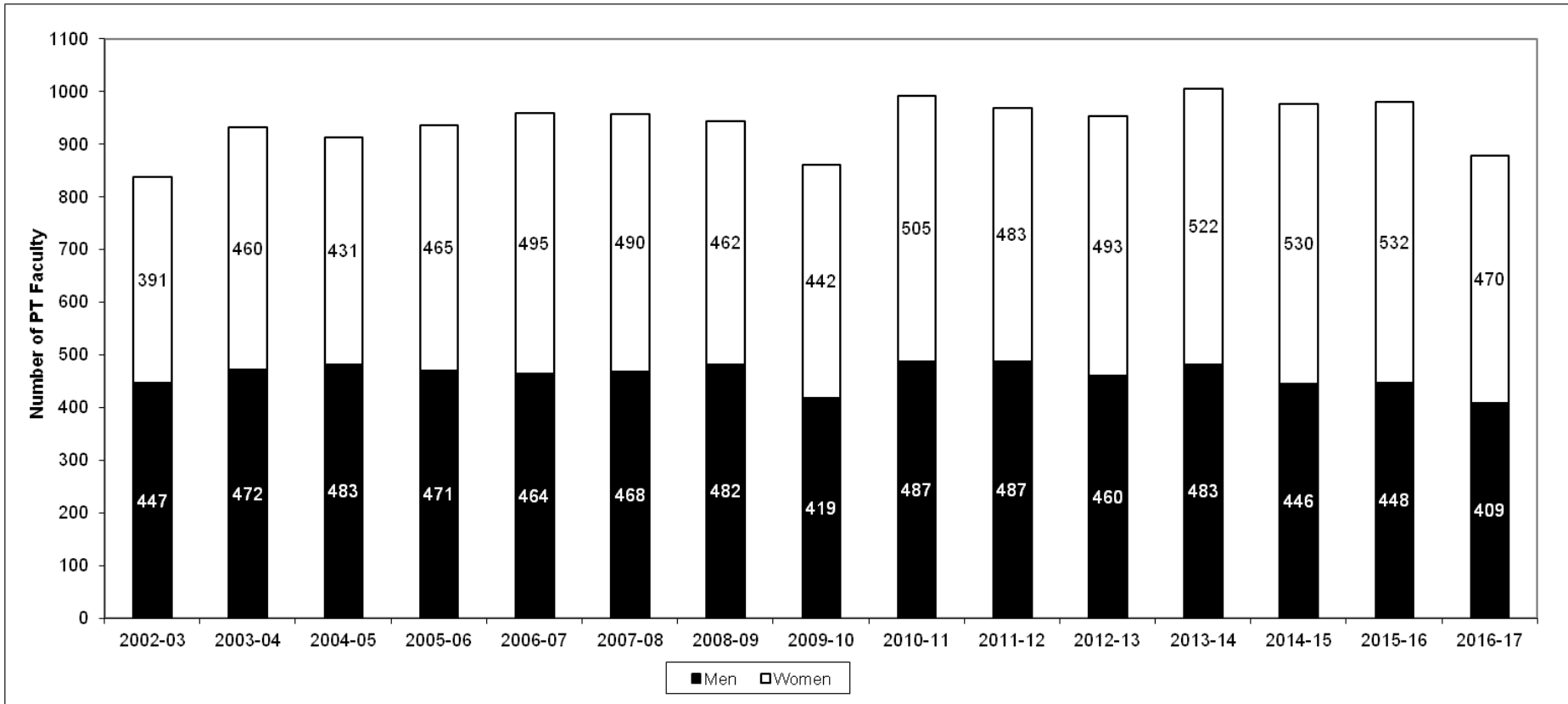


Source: Western's Human Resources Information Systems 2003 - 2017 (October)

# Part-Time Faculty

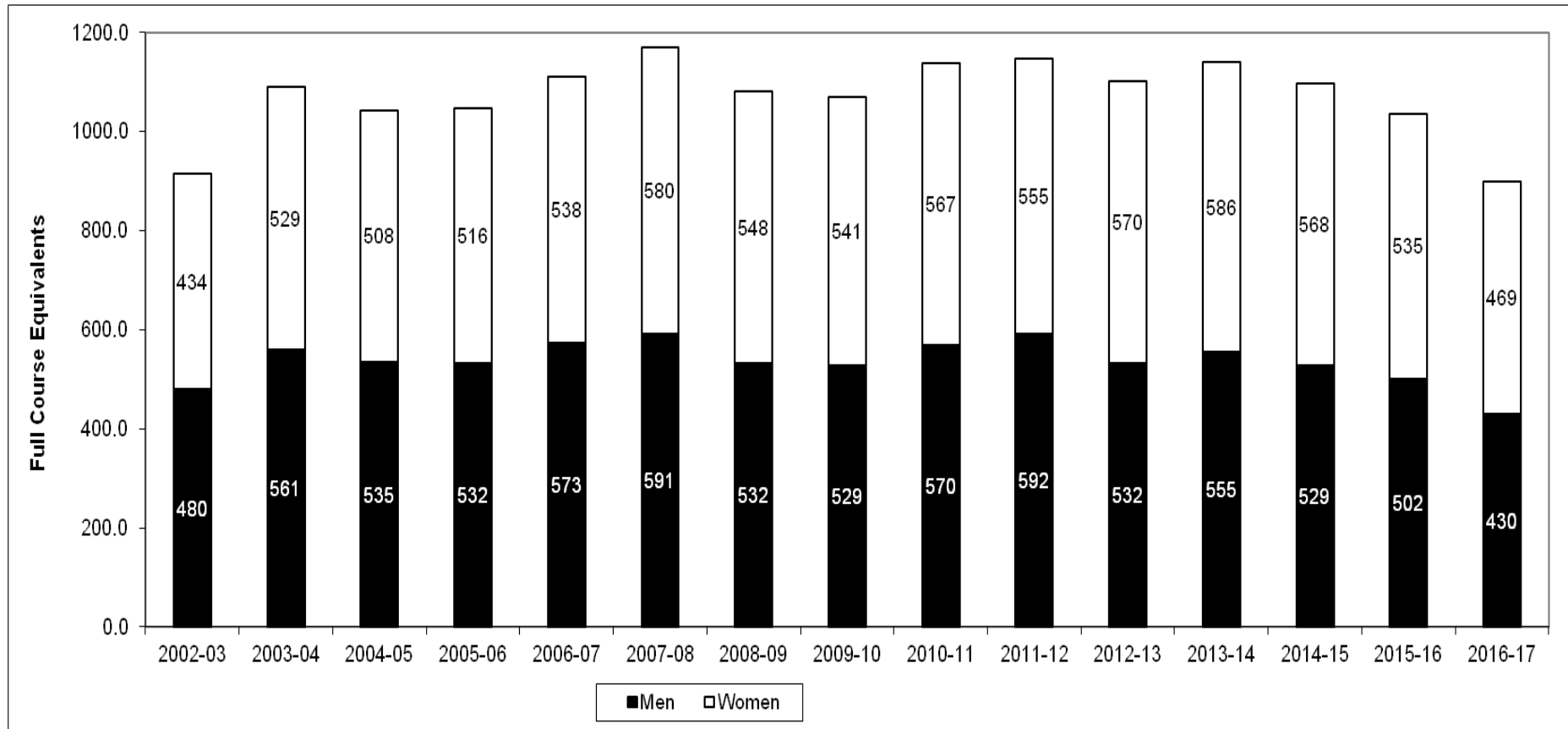
- Count by fiscal year
- Includes:
  - Limited Duties Appointments
    - Includes Regular, Graduate Students, Post Retirement, Extra-Load Limited Duties and Limited Duties Course Authoring
    - Excludes Limited Duties Appointments at Trois Pistoles
  - Standing Assignments
  - Post Doctoral and Graduate Student Teaching Assignments under clause 3(d), *Appointments Article*

# Number of Individuals with Part-Time Faculty Appointments 2002-03 to 2016-17 (by Fiscal Year)



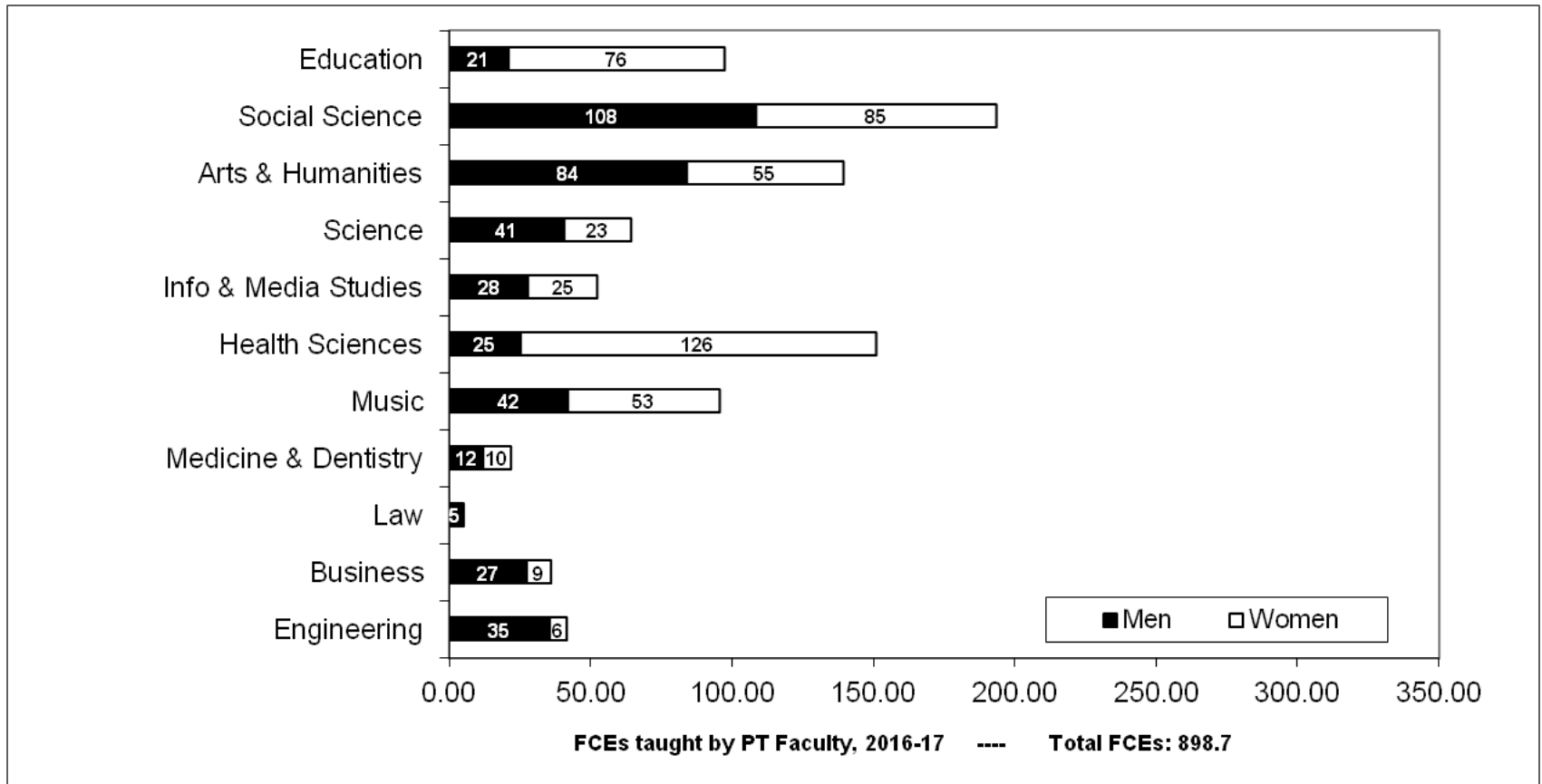
Source: Western Human Resources Information Systems

# Number of Full Course equivalents taught by Part-Time Faculty 2002-03 to 2016-17 (by Fiscal Year)



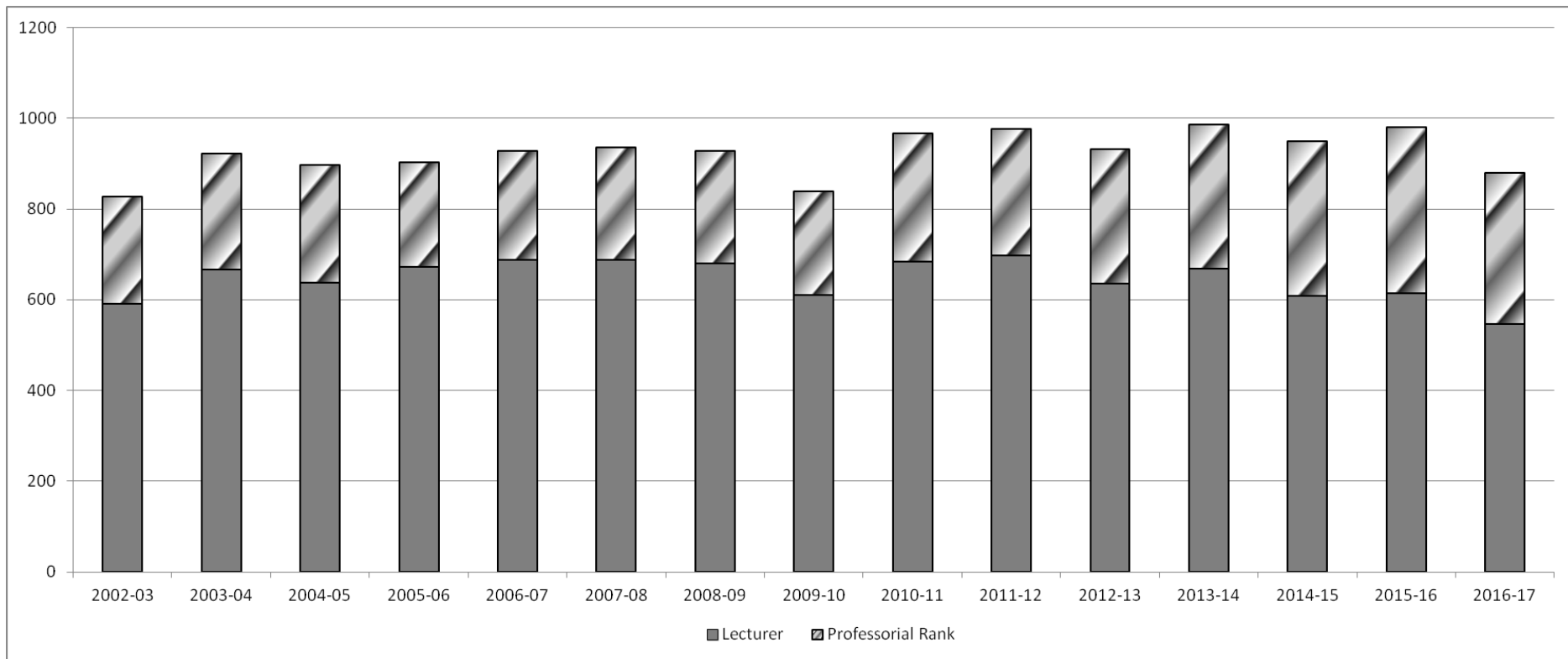
Source: Western Human Resources Information Systems

## Degree Credit Courses taught by Part-Time Faculty by Faculty and Gender: 2016-17 (Fiscal Year)



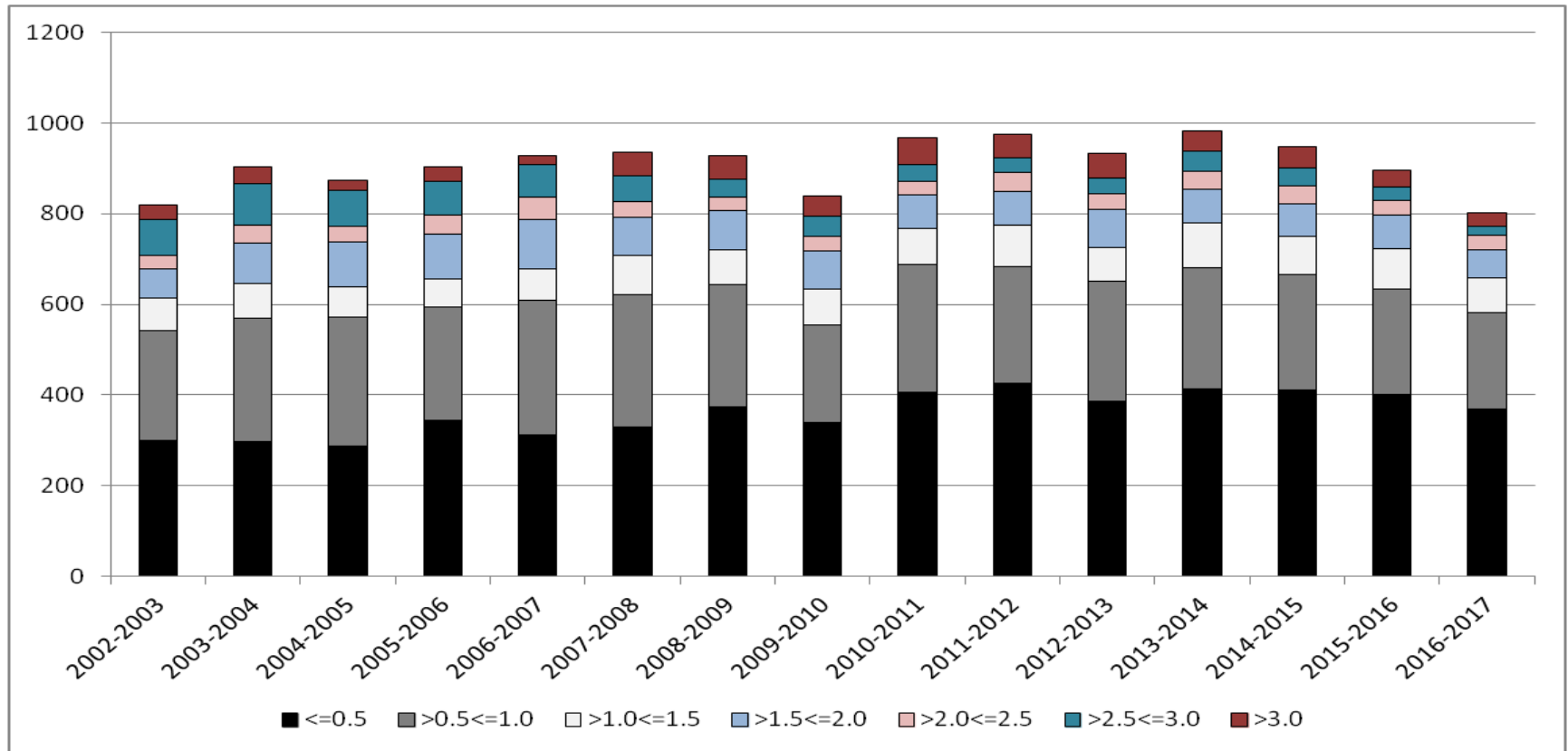
Source: Western Information Systems

# Number of Individuals with Part-Time Faculty Appointments by Rank 2002-03 to 2016-17 (by Fiscal Year)



Source: Western Human Resources Information Systems

# Number of Individuals with Part-Time Faculty Appointments by Range of Full Course Equivalents (FCE) Taught 2002-03 to 2016-17 (by Fiscal Year)

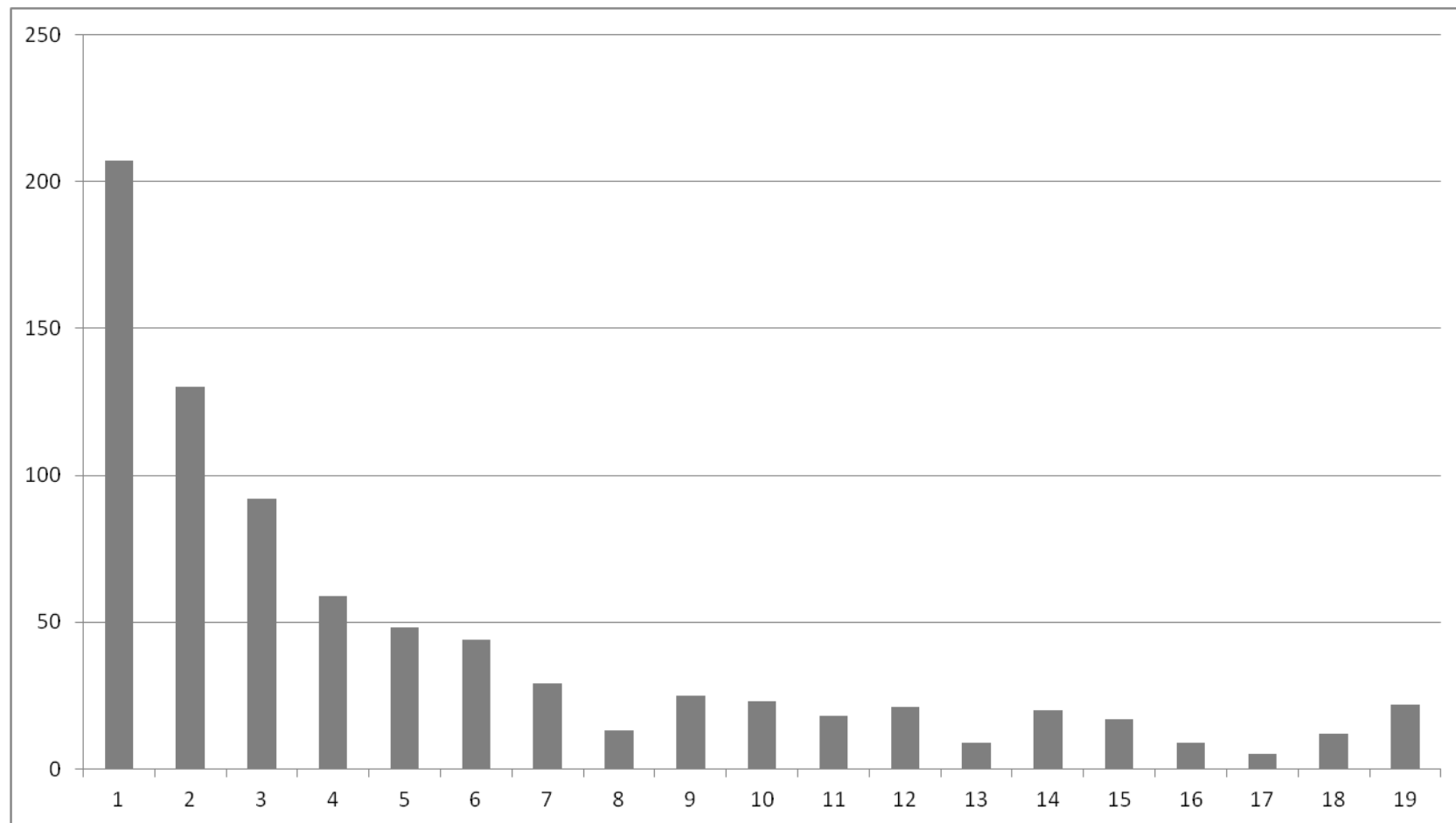


Source: Western Human Resources Information Systems  
Excludes Extra Load Teaching and Course Authoring Appointments



# Years of Service

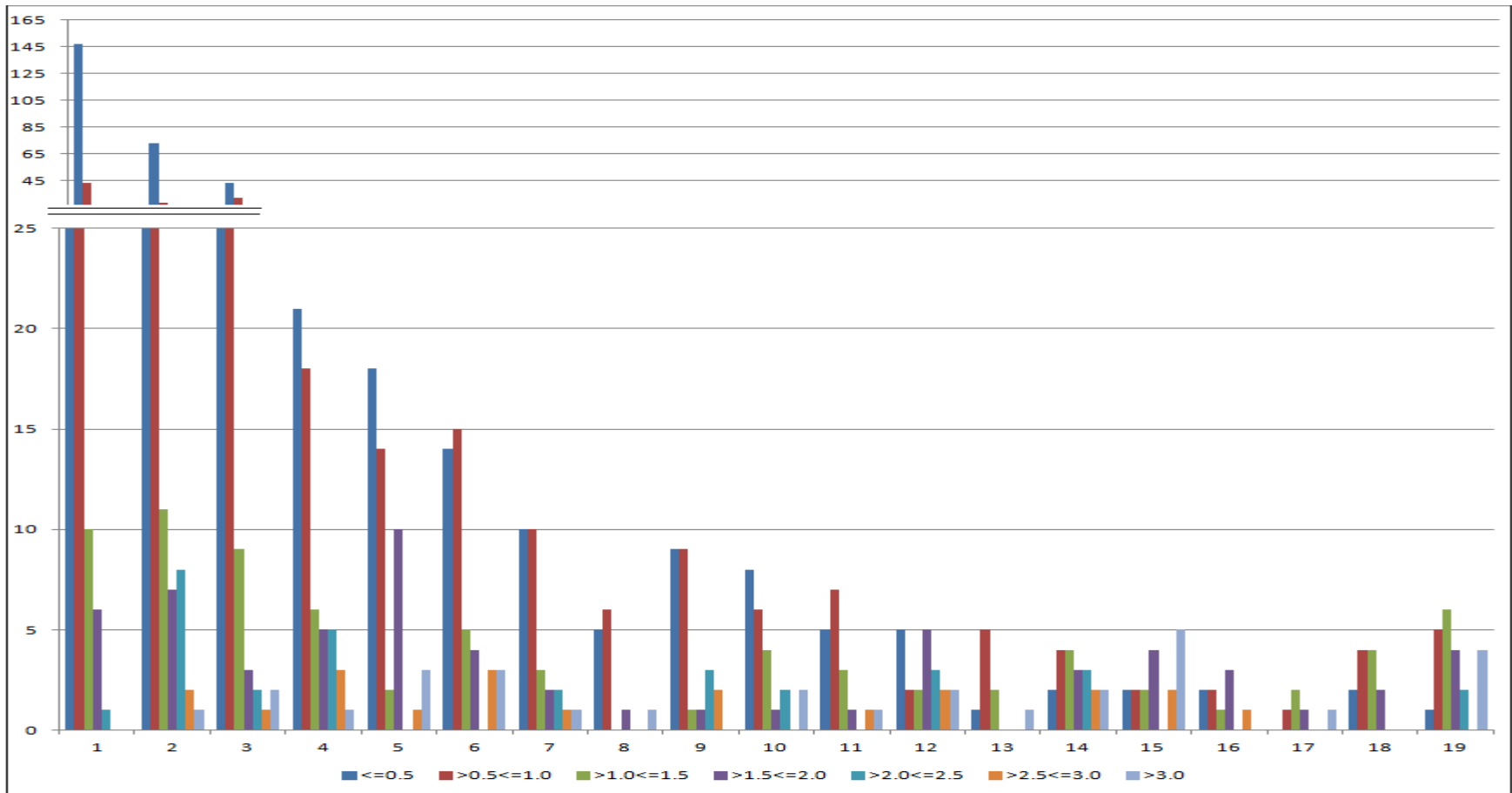
## Part-Time Faculty Active in 2016-2017



Source: Western Human Resources Information Systems  
Includes Consecutive Years of Service, allowing for one single year gap  
Excludes Extra Load Teaching and Course Authoring Appointments

# Average Range of FCEs Taught by Years of Service

## Part-Time Faculty Active in 2016-2017



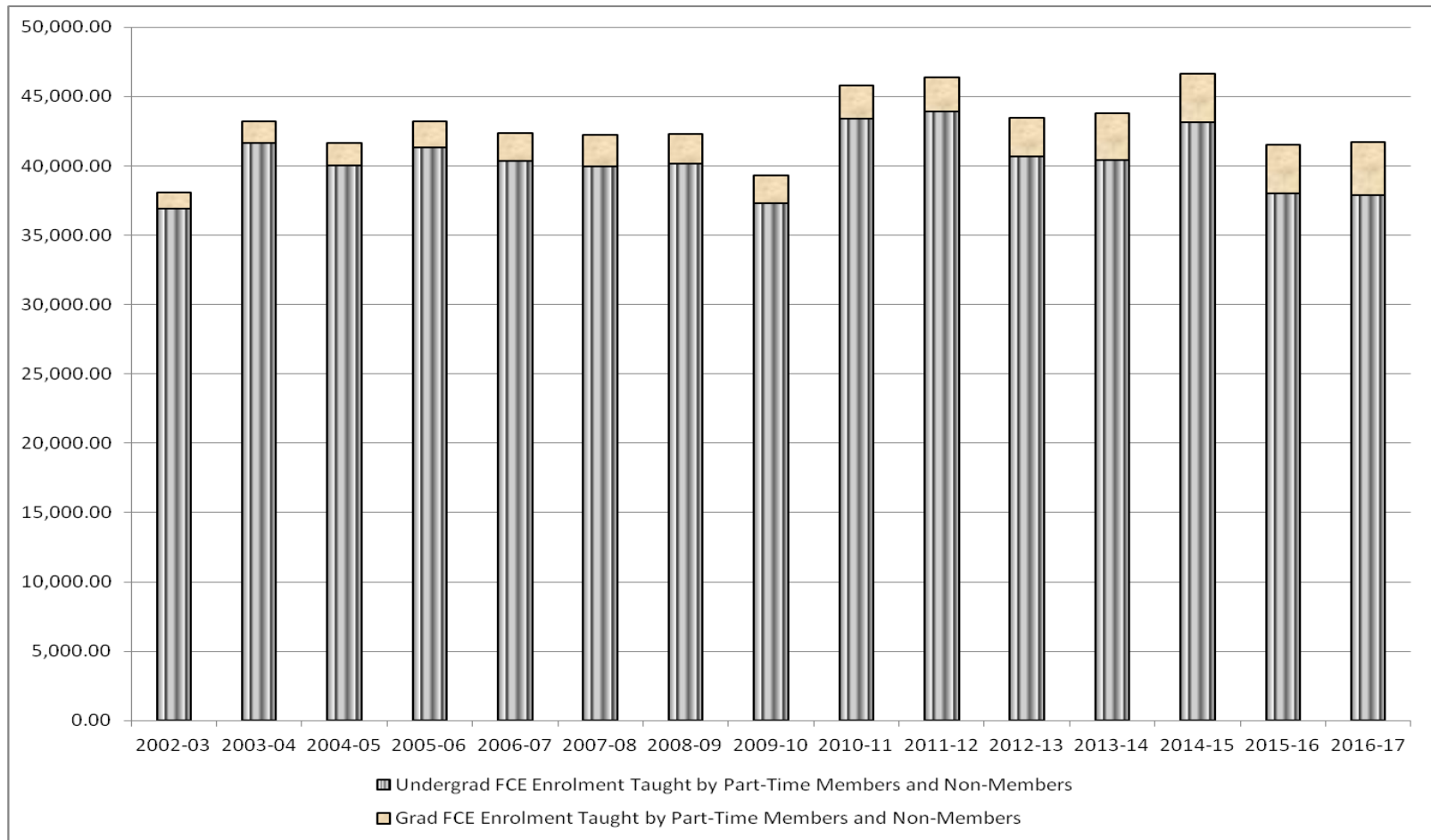
Source: Western Human Resources Information Systems  
Excludes Extra Load Teaching and Course Authoring Appointments

# Teaching Data

## Categories:

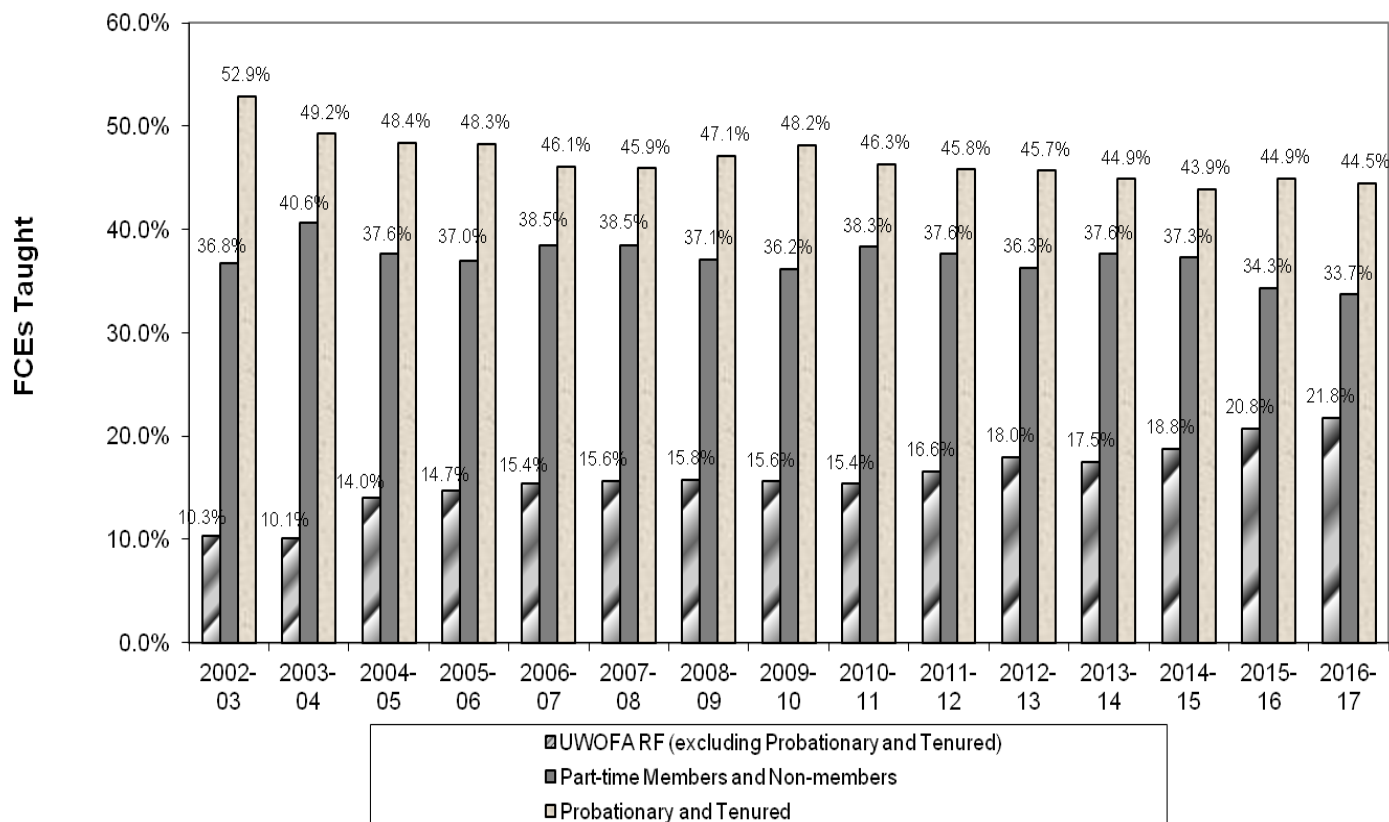
- **Part-time Members and Non-Members**
  - Includes teaching under Limited Duties Appointments, Standing Assignments, Graduate Student Teaching Assignments, GTAs, Adjunct Appointments, Visiting part-time, Medical Clinical Faculty, Guest Lecturers
- **UWOFA RF (excluding Probationary and Tenured)**
  - Includes Full-Time Visiting Appointments, Externally Funded Appointments, Limited Term and Permanent Appointments
- **Probationary and Tenured**
  - Includes all Full-Time Probationary (Tenured-track) and Tenured Faculty. Includes those in senior administrative roles who are exempt from the UWOFA Collective Agreement provisions

# Number of FCE Graduate and Undergraduate Enrolments taught from 2002-03 to 2016-17 (by Fiscal Year) by Part-Time Members and non-Members



Source: Western Human Resources Information Systems

# Degree Credit Courses Taught (in FCEs) 2002-03 to 2016-17 (by Fiscal Year)



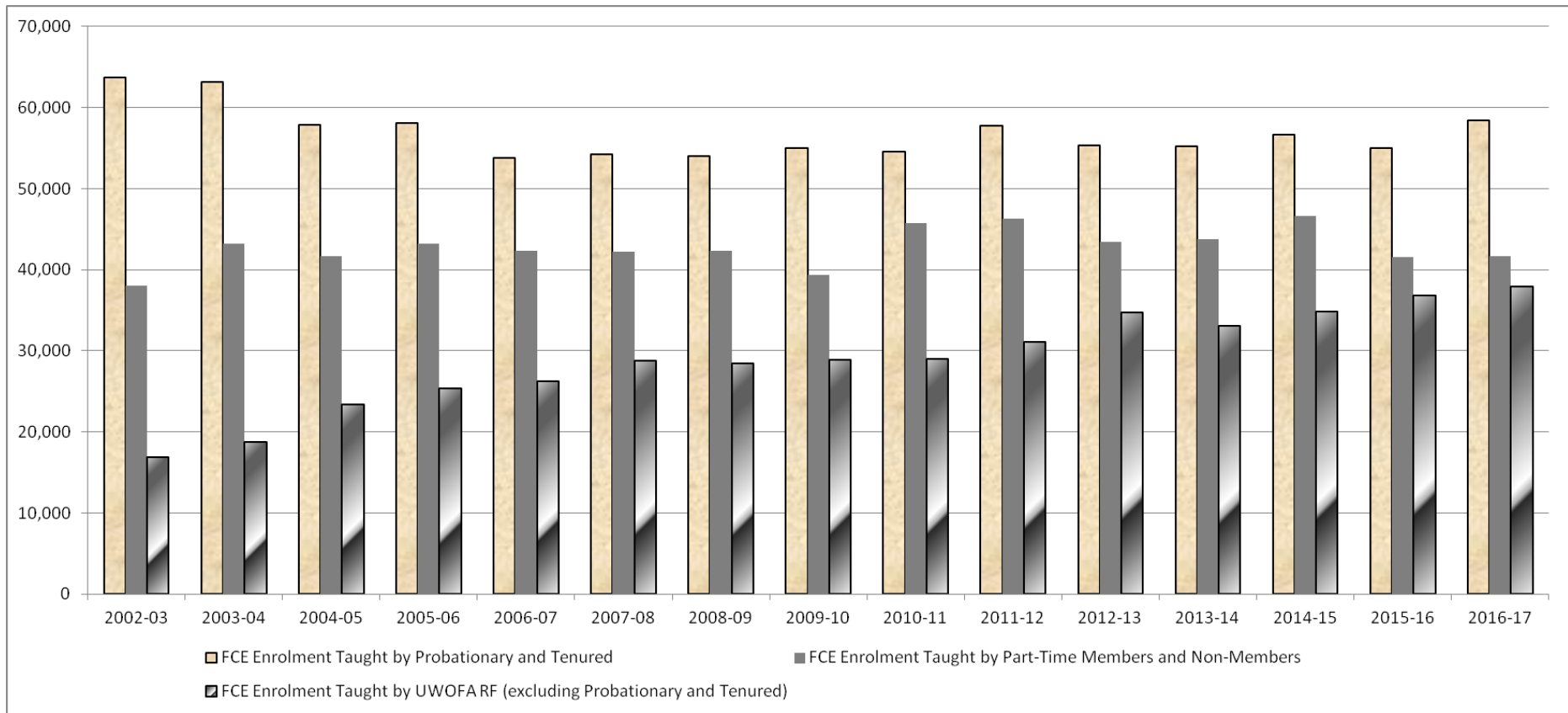
Note: Instructor data is unavailable for 3.7% of courses in 2002-03; 1.1% in 2003-04; 1.2% in 2004-05; 0.8% in 2005-06, 0 % in 2006-07, through 2015-16.

Course data for undergraduate, graduate and professional degree credit course teaching are included, with the exception of independent studies, directed research, exams, theses, clinical courses, etc.

**These data do not include Undergraduate or Graduate research or theses supervision**

Source: Western Information Systems

# FCE Enrolments Taught 2002-03 to 2016-17 (by Fiscal Year)

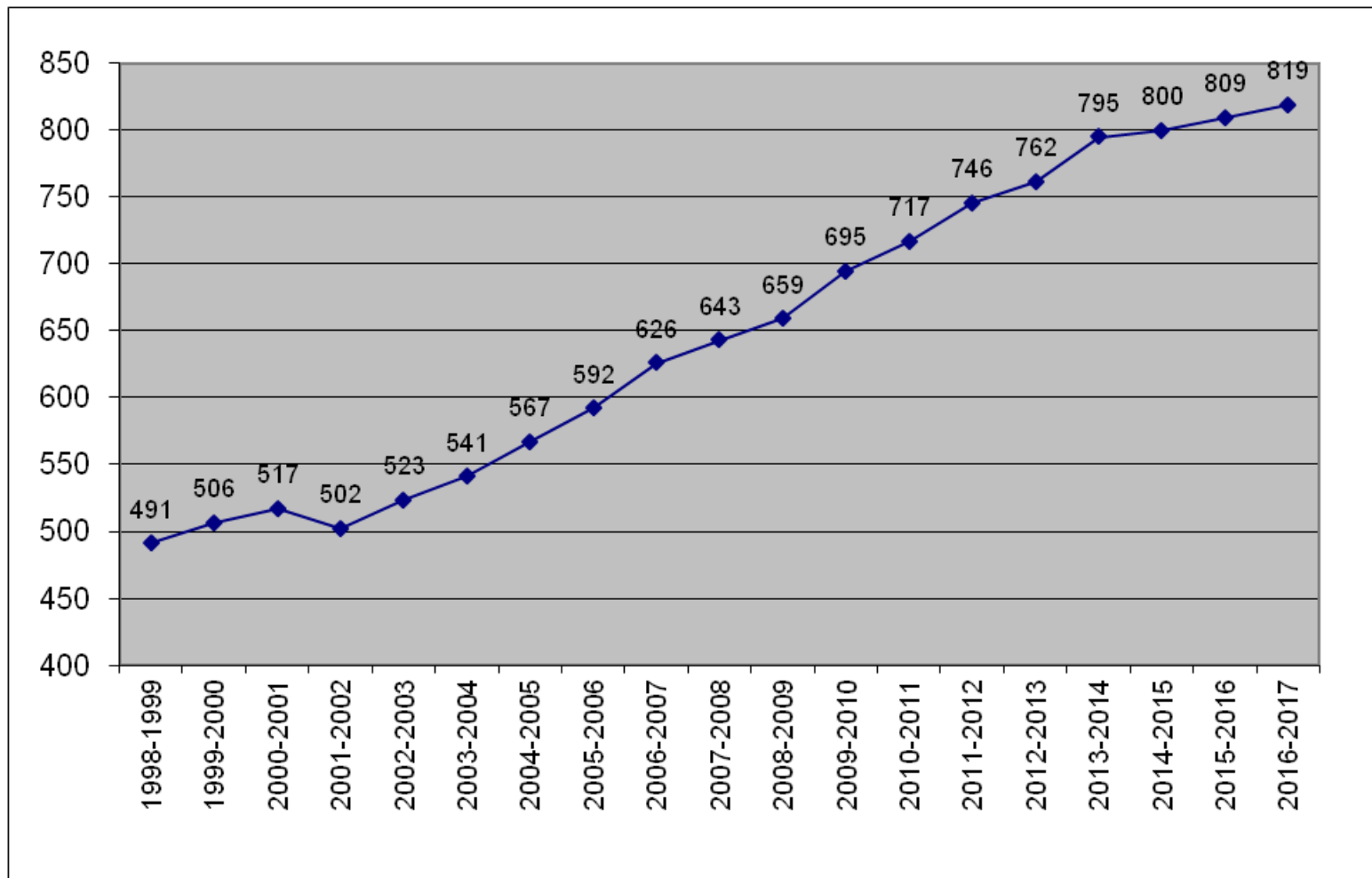


Source: Western Information Systems  
(appointment status and course data).

# Clinical Full-Time Faculty

- October 1 Count
- Includes Physicians in Schulich:
  - Continuing Clinical Appointment
  - Clinical Limited Term Appointment

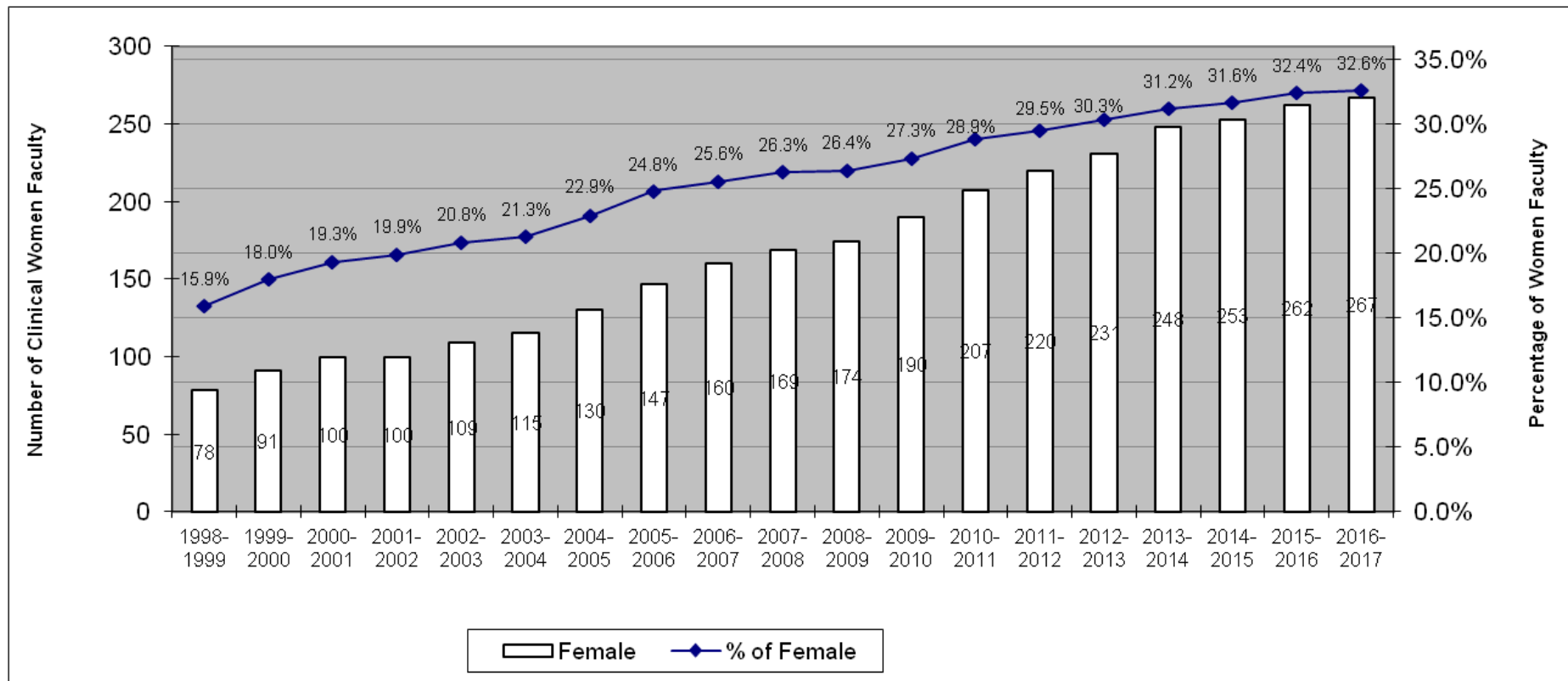
# Full Time Clinical Faculty (Physicians in Schulich) at Western, 1999 – 2017



Source: Western Human Resources Information Systems

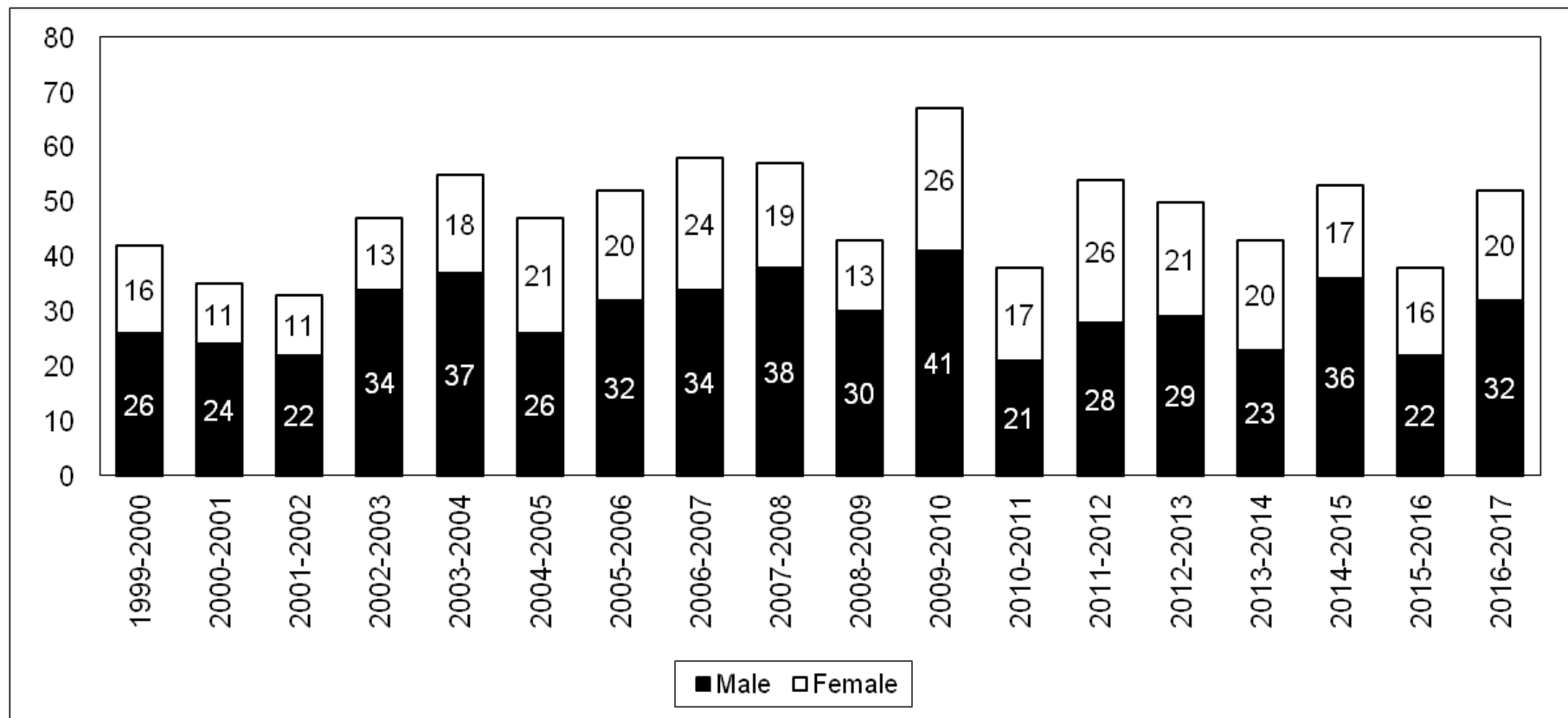


# Full-Time Female Clinical Faculty at Western, 1999 – 2017



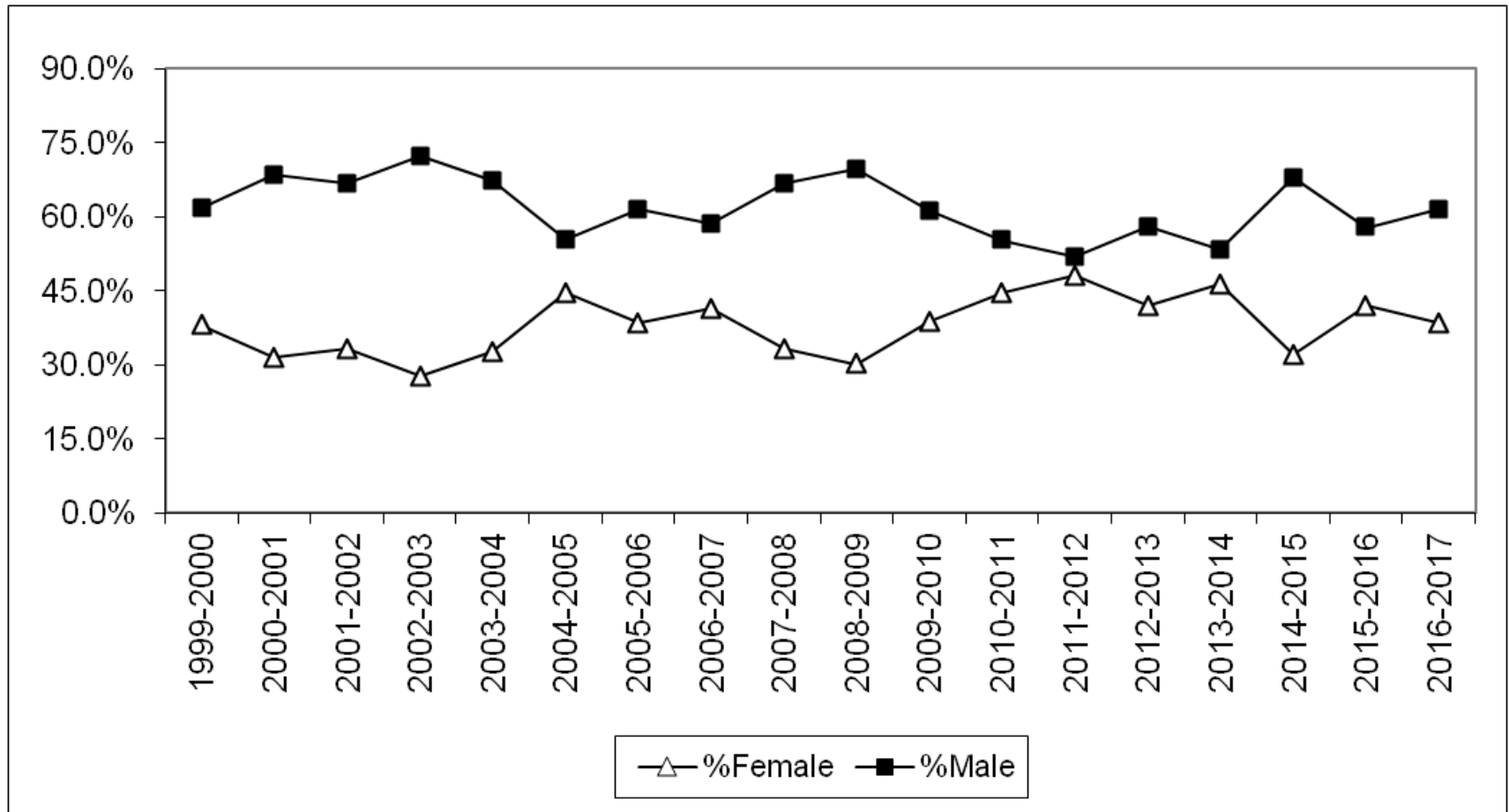
Source: Western Human Resources Information Systems

## New Clinical Full Time Faculty by Gender: 1999-2000 to 2016-17



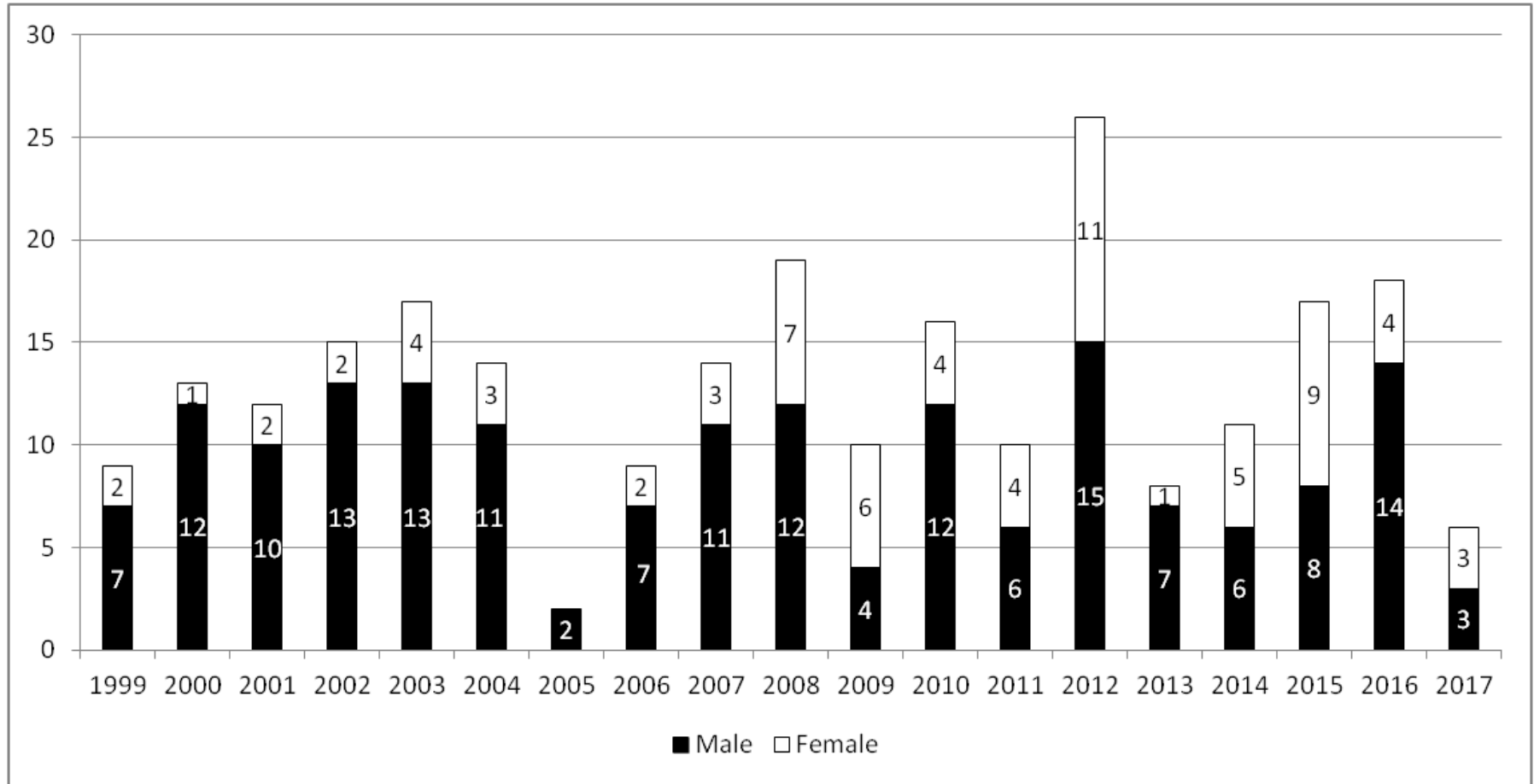
Source: Western Human Resources Information Systems

## New Full Time Clinical Faculty by Gender: 1999-00 – 2016-17



Source: Western Human Resources Information Systems

# Full Time Clinical Faculty Resignations by Gender, 1999-00 – 2016-2017



Source: Western Human Resources Information System

# Data

- This report can be found at:
  - [http://uwo.ca/facultyrelations/academic\\_planning/Recruitment\\_Retention\\_Report\\_2018.pdf](http://uwo.ca/facultyrelations/academic_planning/Recruitment_Retention_Report_2018.pdf)
- For additional information on full-time faculty, Institutional Planning and Budgeting's website contains data and facts updated annually and can be found at <https://www.ipb.uwo.ca/>

***(Please note: In comparing data from different sources, consider the date for which data are reported and the specific definitions under which they were analyzed.)***



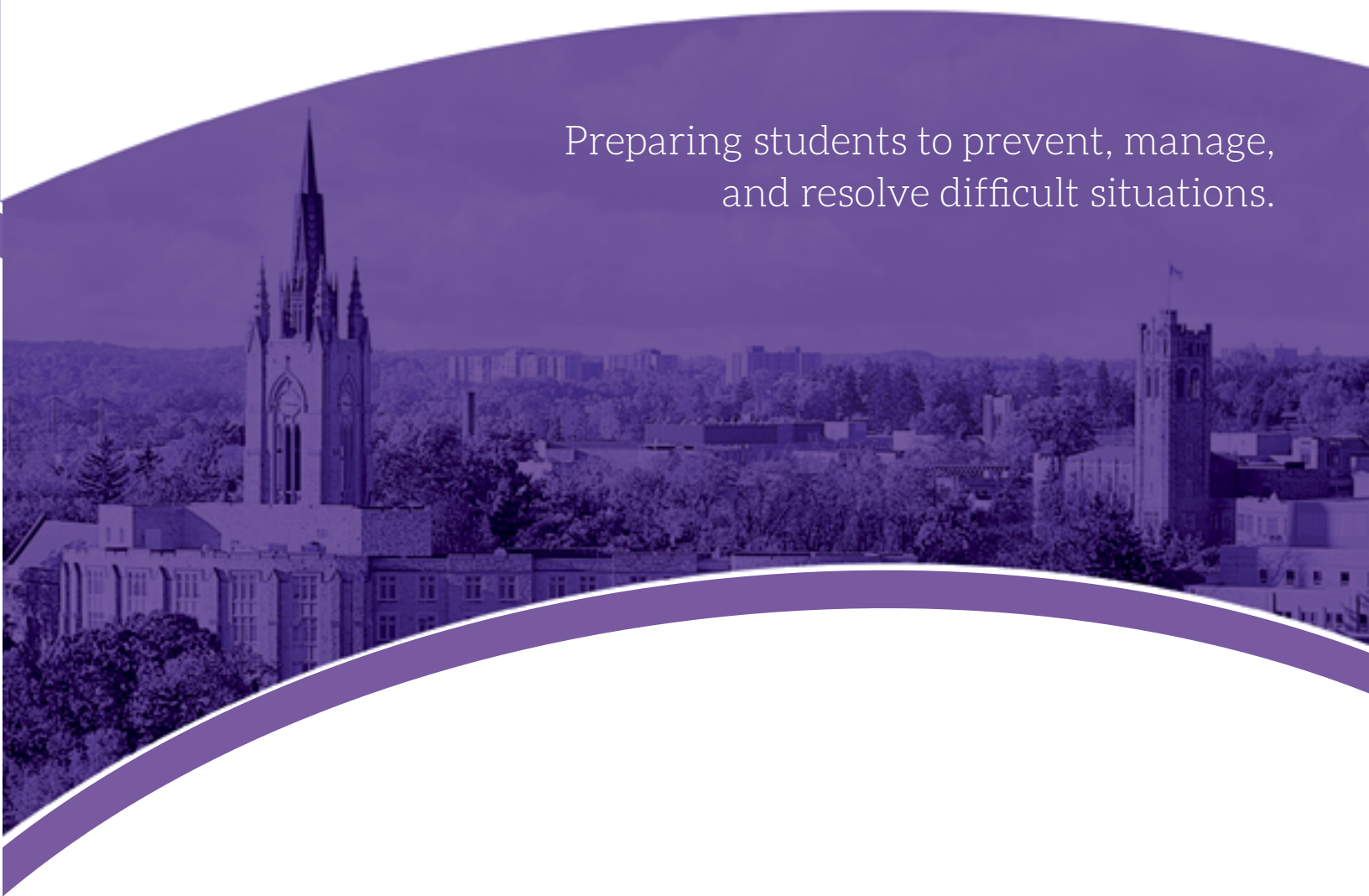
OFFICE  
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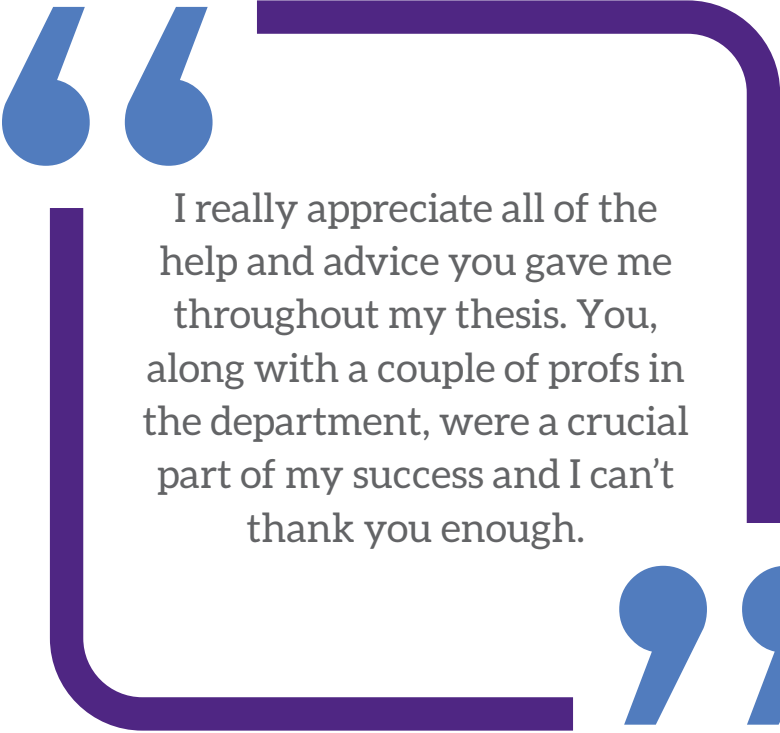
**OMBUDSPERSON**

# **ANNUAL REVIEW**


## 2016/2017

Preparing students to prevent, manage,  
and resolve difficult situations.

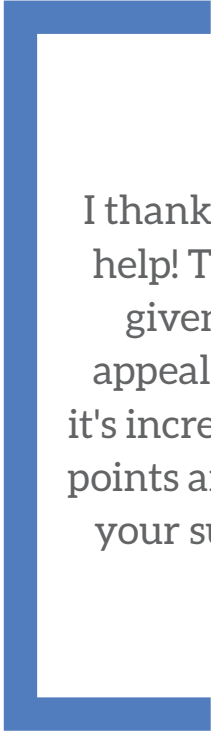




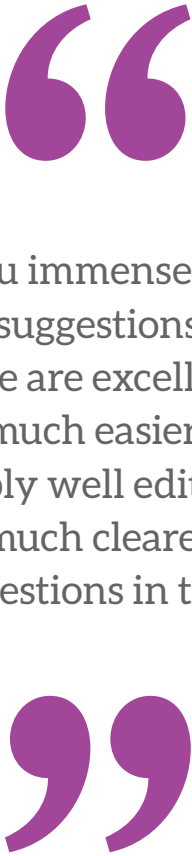
I really appreciate all of the help and advice you gave me throughout my thesis. You, along with a couple of profs in the department, were a crucial part of my success and I can't thank you enough.



“You have no idea how much you’re helping me! I appreciate you and everything you do.”



I thank you immensely for your help! The suggestions you have given me are excellent! The appeal is much easier to follow, it's incredibly well edited, and the points are much clearer. I will use your suggestions in the appeal.



# ABOUT THE OMBUDSPERSON

## **INDEPENDENT.**

We do not report to any administrative office at the University.

## **IMPARTIAL.**

We are co-funded by students and the University.

## **CONFIDENTIAL.**

We will only speak about a case if we have a student's permission to do so.

## **INFORMAL.**

We are not an office of record for the University and make minimal notes. We figure out what happened, discuss what you would like to see happen next and then figure out what you/we can do to make that possible.





# THANK YOU

**for picking up, or clicking on, the Ombudsperson's 2016/17 Annual Review.** Western's Office of the Ombudsperson is a confidential office that guides ALL students – main campus, affiliate, grad and undergrad – through difficulties on campus. A student's concern might pertain to a disappointing grade, a conflict with their graduate supervisor, or the termination of their residence contract. We point students in the right direction, review appeal letters, and sometimes just provide an empathetic ear. We do intervene sometimes – but only with the student's written consent, and when we feel it is appropriate.

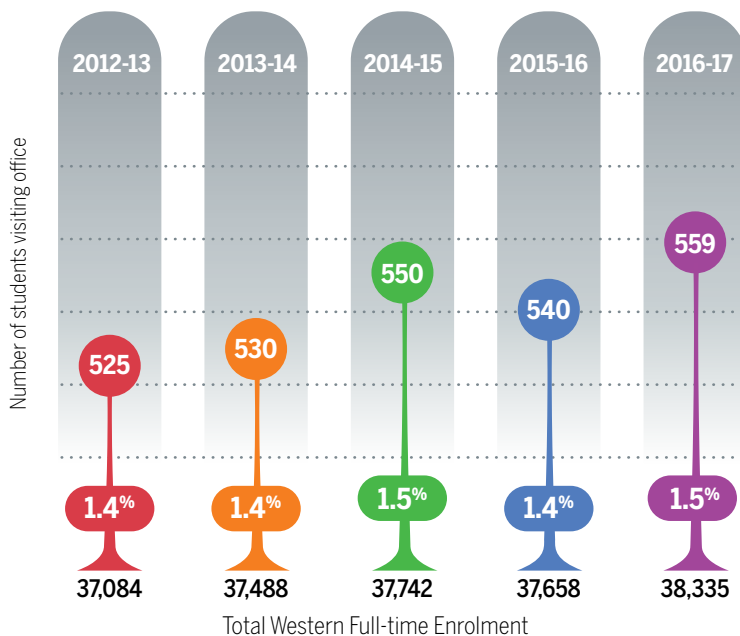
An important element of what makes an ombuds office unique is that we do not report to any administrative office at Western. Instead, the Office of the Ombudsperson Advisory Committee meets three times a year to review strategic initiatives the Ombudsperson proposes. Thank you to the members of the 2016/17 advisory committee: Jamie Cleary, Tamara Hinan, Curtis Jenkin, Ken Meadows, Joe Michalski, and Dan Shrubsole (Chair).

I hope you will enjoy reviewing this snapshot of who visited the Office of the Ombudsperson between August 1, 2016 and July 31, 2017 and what type of issues they brought.

# VISITOR OVERVIEW

## Visitors over time

The Office of the Ombudsperson addressed 596 student issues between August 1, 2016 and July 31, 2017. We saw 559 students or one point five percent of the total student population (graduate; undergraduate; main campus; and Brescia, Huron and King's University Colleges.) This percentage has remained consistent over time and is slightly higher than the percentage of the total student population seen by Ombudspeople at other Canadian universities and colleges. This is not to say Western students have more concerns than any other institution. Rather, we work hard in the Office of the Ombudsperson to get the word out about our services.



## Degree level of students

Of the students that came to our office in 2016-17, 12% were graduate students and 87% were undergraduate students.

87%

Undergraduate

8%

Master's

4%

Doctoral

1%

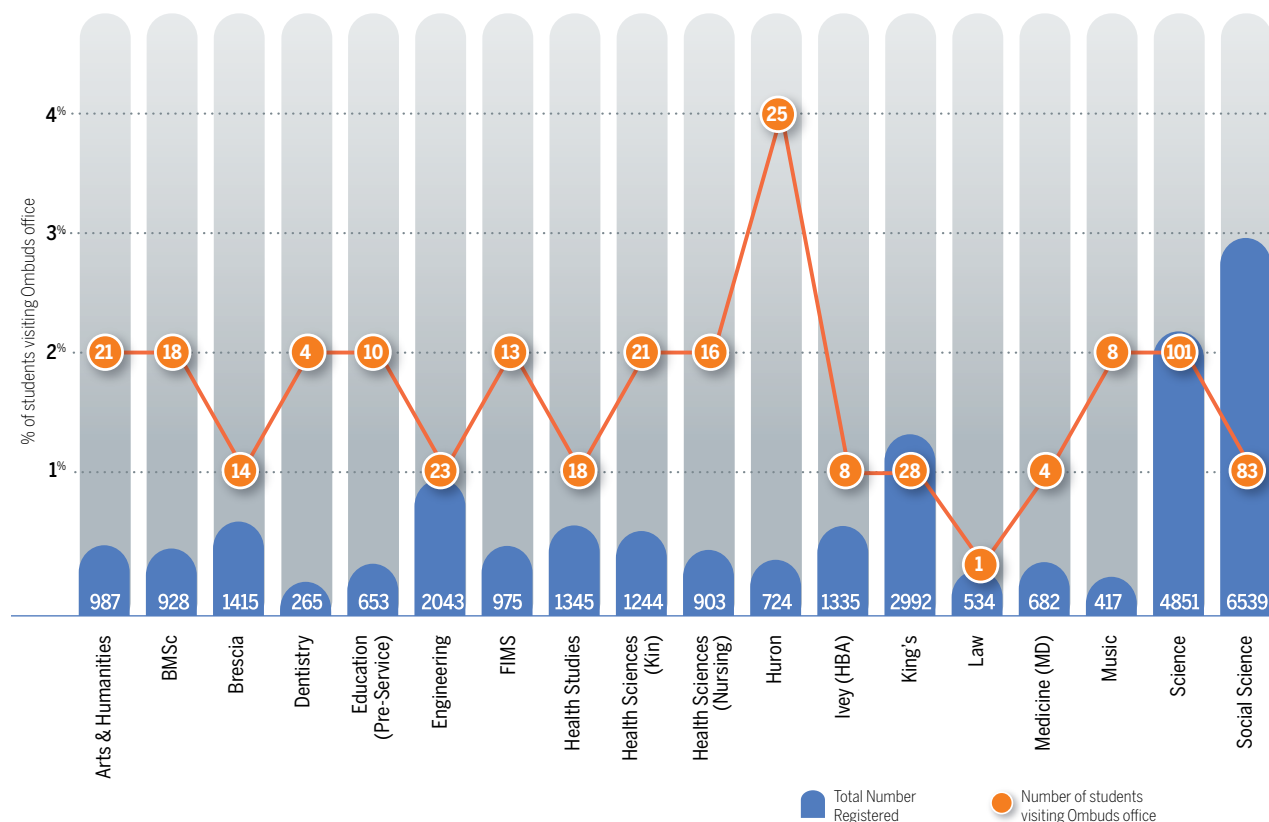
Unidentified

# ACADEMIC DATA

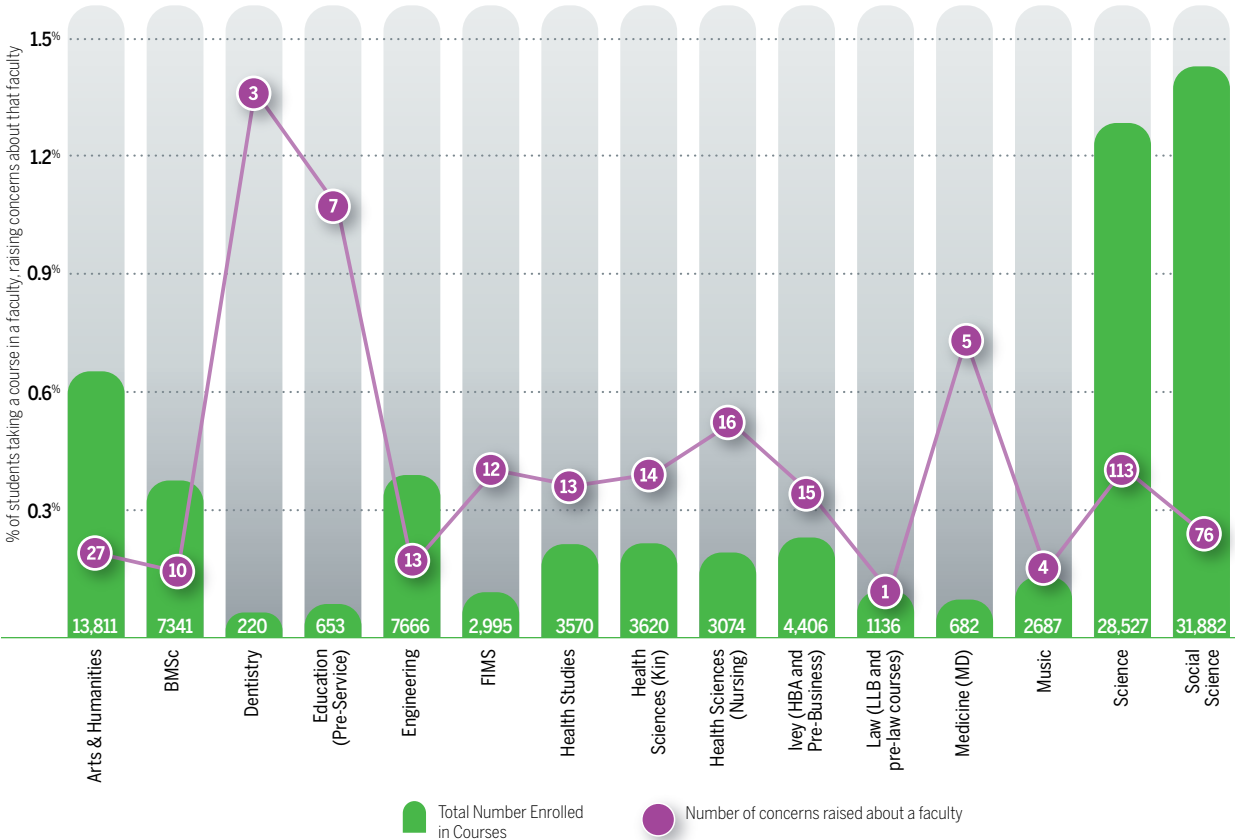
## Undergraduate Students

The following two graphs illustrate the number of undergraduate students visiting the Office of the Ombudsperson. The first illustration is the number of students from each faculty that we provided service to in the 2016/17 year. The second is the number of students who raised concerns about a specific faculty. Note that Brescia (eight concerns), Huron (24 concerns) and King's (24 concerns) are not included in the latter graph because the number of students taking their courses is not commonly available. There were five concerns raised regarding Continuing Studies courses and four Continuing Studies students visiting the Office.

### Undergraduate student visits by home faculty



# Undergraduate students by faculty of concern



## Undergraduate concerns – academic and financial

The following chart illustrates the academic and financial concerns that were raised by undergraduate students who visited the Office of the Ombudsperson.

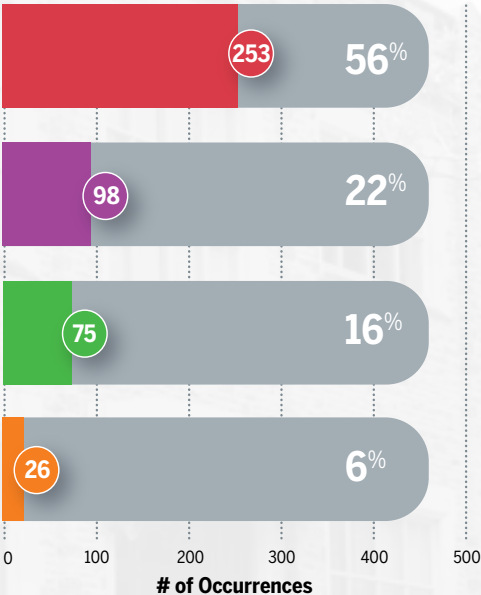
### Category of concern

General academic related, e.g. course management, grade issues, program requirements, scholastic offenses

Administrative procedures other than appeals, e.g. admission, readmission, required to withdraw

Academic appeals

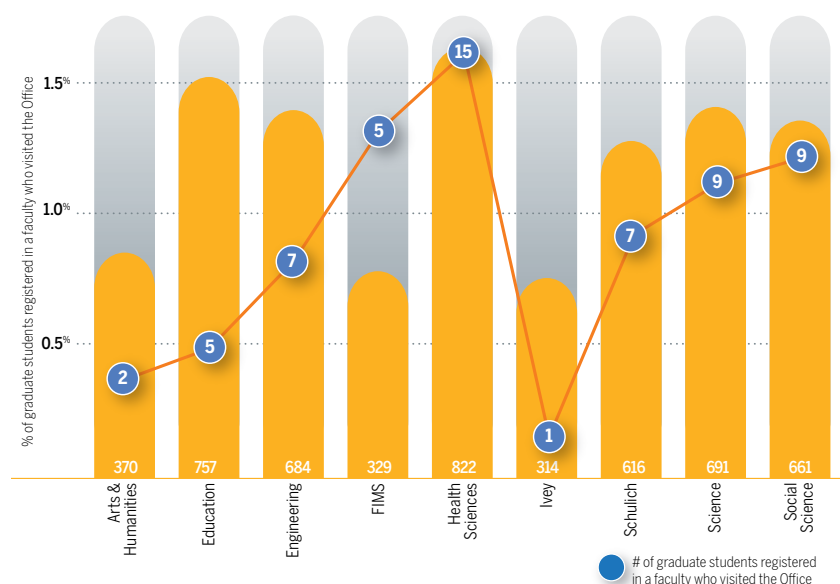
Financial including fees, financial aid, scholarships, work placement



## Graduate Students

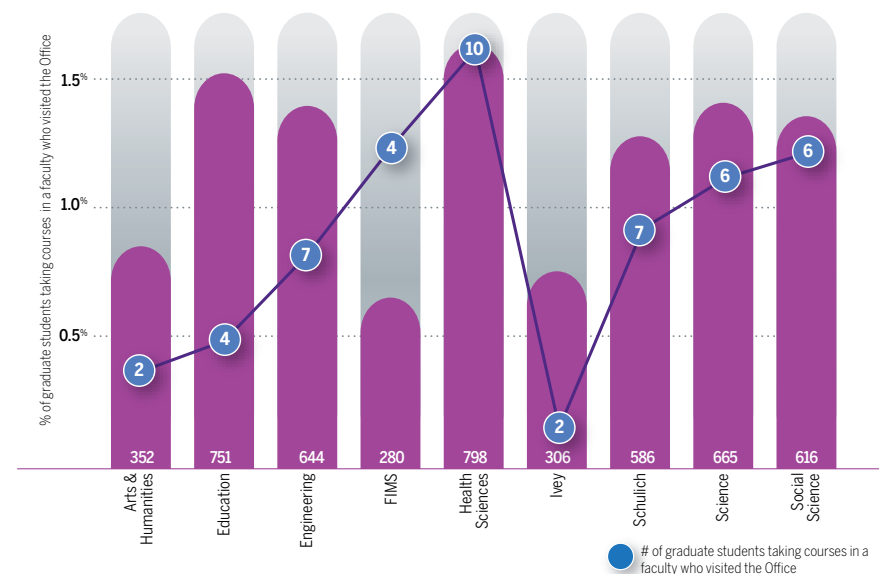
Although graduate students register in the School of Graduate and Postdoctoral Studies, when they visit the Office of the Ombudsperson we record the faculty hosting their program. The first graph below shows the number and percentage of Doctoral and Master's students visiting the Office from various disciplinary faculties. Note: There were 14 students who did not identify their discipline.

### Concerns per student's home faculty



### Concerns per course faculty

The next graph represents the number and percentage of Master's and Doctoral students taking courses in a faculty, raising concerns about that faculty.



### Graduate concerns – academic and financial

The following chart illustrates the academic and financial concerns raised by graduate students who visited the Office of the Ombudsperson.



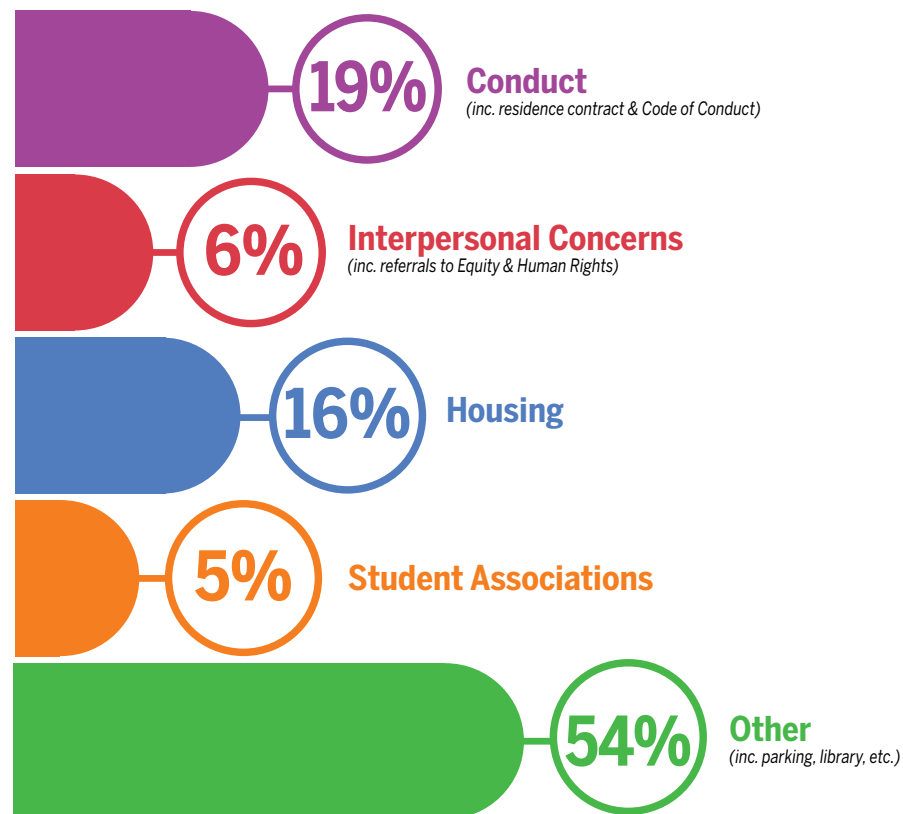
\*Note that some of the academic issues pertain to supervisory issues. In turn, some of these may involve funding. Therefore, the number of financial concerns may actually be higher.

# UNDERGRADUATE AND GRADUATE

## Non-Academic Concerns

The Office of the Ombudsperson also guides students through non-academic concerns, including Code of Conduct violations, residence and residence conduct issues, and library and parking experiences.

As a % of total non-academic and financial occurrences (59)



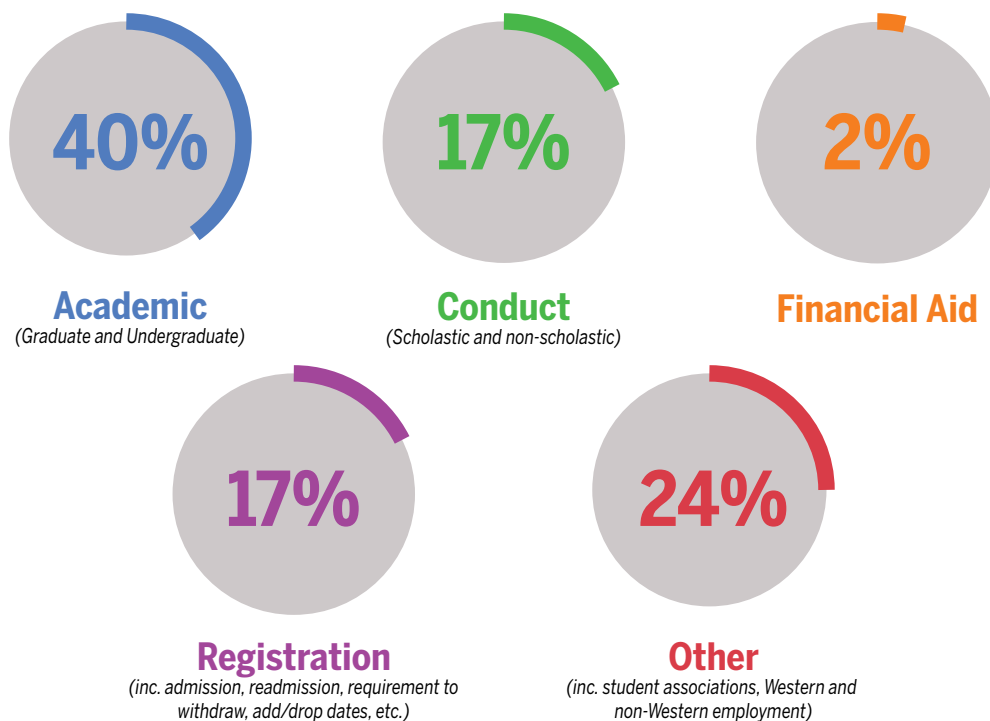


# NON-STUDENT DATA

Staff in the Office of the Ombudsperson also provide advice to faculty members and administrators on specific student-related concerns. Often decision makers will contact us concerning requirements related to withdrawal or granting of Dean's Waivers. Sometimes the administrator will have made a decision but wants to ensure it is fair before notifying the student. Parents of students who have questions about a policy or something their student is experiencing also contact us. We do not speak to parents about a specific situation without their student's permission, although we will give general information regarding university policies.

In 2016/17 we heard from 42 faculty, staff, family members of students, and members of the London community. Below are the categories of individuals and the concerns they had.

As a % of total non-academic occurrences (42)





# SCENARIOS

Students and administrators often ask what type of cases we deal with. Following are two scenarios we dealt with in the period between August 2016 and July 2017. All identifying information has been removed to ensure confidentiality.

## A Caring University

Graduate studies can be stressful at the best of times, but throw in conflict with a supervisor and it can be unbearable. The School of Graduate and Postdoctoral Studies (SGPS), the Society of Graduate Students (SOGS), Equity and Human Rights Services and the Office of the Ombudsperson (OO), work hard to ensure conflict is addressed early on so that students have a good experience at Western. In fact, SGPS provides a graduate supervision handbook with clear guidelines regarding the responsibilities of the program, supervisor and committee. This past year, the Graduate Education Council passed revised student and supervisor guidelines. Regardless, sometimes the relationship breaks down as in the following example.

Matheus was a student in the second year of his

PhD program. He had done well in his course work, but as the time came closer to write his comprehensive exams his supervisor told him that he didn't have what it takes to do a PhD and should withdraw. A friend and fellow student referred Matheus to the Office of the Ombudsperson to discuss how he could address the problem. Matheus and an Ombuds staff member discussed the conflict, creating a chronology of events. The supervisor's opinion of the student seemed to have changed when he asked to go home to Brazil for a few weeks in the summer to attend his sister's wedding and visit family. Matheus explained that he had asked his supervisor for the time off as vacation and that he felt he would be able to study for his comprehensives while at home. OO staff pointed out that he had done nothing wrong by asking for vacation and that all full-time graduate students may take two weeks



of vacation at a time mutually agreed upon by the student and supervisor. Matheus said that his supervisor started commenting on his English skills soon after he arranged to take his vacation. The supervisor suggested his English was not good enough to study at a North American school, which confused Matheus because he had attained undergraduate and Master's degrees in English-language universities in the United States. Even with his supervisor's negativity, Matheus decided to write his comprehensive exams during the scheduled time. Matheus passed the exams but was told by his supervisor that he had barely passed and that many members of the examining committee didn't want to pass him, that his supervisor had stood up for him.

Feeling increasingly disillusioned, Matheus mentioned his concerns to another graduate student. The student, who was almost finished their degree, was not surprised. According to this student, Matheus's supervisor did not like working with International students.

Staff in the Office of the Ombudsperson suggested Matheus meet with his supervisor to discuss the conflict, focusing on common interests such as the benefits of the research the student was doing; and that Matheus outline to his supervisor some of the things he was feeling. OO staff suggested that if the meeting did not result in changes, Matheus should speak with the graduate chair. A week later, Matheus came back to the OO saying that the supervisor had become aggressive in the meeting and suggested that Matheus should admit he isn't cut out for a doctoral program and shouldn't be coming up with excuses. The OO sent Matheus to the graduate chair to discuss the situation, but Matheus wasn't confident anyone in the program would listen. With that in mind, and with the student's permission, the OO contacted the Associate Dean of Graduate Studies in the Faculty hosting the program and

discussed the problem. The Associate Dean was upset that this was happening in his faculty and asked to meet with the student and graduate chair to better understand the problem. Following the meeting with the student, the Graduate Chair spoke with the supervisor and the supervisor stated their opinion that Matheus was not capable of completing a PhD. When the Graduate Chair mentioned that Matheus had passed his comprehensive exams and had a high average in his course work, the supervisor became angry, saying that the Graduate Chair would have to find Matheus a new supervisor.

Discouraged by the outcome, the Graduate Chair asked the Graduate Coordinator to retrieve Matheus's comprehensive exam. The Grad Chair read it and thought it was quite good. There certainly weren't many language problems. The Graduate Chair then spoke to someone on the comprehensive committee to determine what exactly happened at the comprehensive meeting. The Graduate Chair was told that in fact the supervisor had been very negative toward the student, saying Matheus did not have the academic skills needed to be a doctoral student and that he was worried about Matheus's commitment to the program.

The Graduate Chair spoke to the Associate Dean and together they decided it was probably best for the Graduate Chair to find Matheus another supervisor. It wouldn't be overly difficult because Matheus had just begun the research component of his degree. The program found another supervisor for Matheus and his funding was maintained. Matheus may take a bit longer to complete his degree, but if he does he can speak to his supervisor or the Graduate Chair about additional funding given that the switch in supervisor could have been a contributing factor in his progression delays.



## The case of the Winter holiday

Emily was a third year undergraduate student. She had a plane ticket to travel to the Caribbean with her family for a one-week vacation prior to Christmas. Her ticket was for December 15. When the Registrar's Office released the exam schedule in November, Emily found out that she had an exam scheduled for December 17. Emily spoke to the professor who was willing to let her write the make up in January; and the previous summer, academic counseling had allowed Emily to move an exam so she could attend a concert. Given those facts, Emily was surprised that this time academic counseling was not permitting her to move the exam.

When Emily visited the Office of the Ombudsperson, staff told her that travel reservations (whether for vacation or a trip home) were not grounds for having an exam moved. However, the fact that academic counseling had permitted Emily to move a summer exam, and that the professor was willing to allow her to write the makeup, convinced the OO staff to contact the associate dean in the student's home faculty to

discuss the situation. The associate dean explained that the academic counseling office had been overrun with requests to move exams because of pre-arranged travel plans and would not budge on any of them. The associate dean also explained that rules are lax in the summer because there are fewer exams being written.

This situation is a good example of 'practice' vs 'policy'. There is no written policy that says students can not use travel plans as a reason to write a make-up exam. There are sometimes statements on academic counseling website and the Registrar's web site but a student could argue that the University is not being procedurally fair by enforcing a practice rather than a procedure or policy. Practices need to be enshrined in policy.

As a side note to this, the Registrar's Office has released the final examination schedule for December 2017 significantly earlier than in the past, allowing plenty of time for students to make travel arrangements. Also, at the time of publishing this annual review in December 2017, faculties were considering deferred exam requests more broadly.

# GETTING THE WORD OUT

Associate Ombudsperson Anita Pouliot and Ombudsperson Jennifer Meister enjoy getting out of the office and talking about how we can guide students through their concerns. You may have seen us at one of the following events during the 2016/17 year:

## Booth Participation

New Faculty Orientation  
Residence Staff Orientation  
Graduate Student Orientation  
SOGS Amazing Race event  
Student Success Centre Concrete Beach Orientation Week event  
Mental Health Awareness Day

## Presentations


Coordinator of Summer Academic Leaders Conference panel on appeals

## Courses/Conferences

Association of Canadian Colleges and University Ombudspersons (ACCUO)/Forum of Canadian Ombudsman Joint Conference, Ottawa  
CACUSS webinar on students with episodic disabilities


## Other programs

Regular meetings with SGPS  
Participation in graduate studies Own Your Future program



Thanks for all the support  
you gave me this summer.  
I truly appreciate it.

“I cannot thank you enough for your  
kind assistance and support throughout  
this ongoing ordeal.”



“Thank you for all your help! I  
really appreciate it. This appeal  
was really hard on me, and you  
were really nice to me.”

Office of the Ombudsperson  
Room 3135 Western Student Services Building  
Western University  
London, Ontario, Canada  
N6A 3K7  
t. 519-661-3575  
ombuds@uwo.ca  
[www.uwo.ca/ombuds](http://www.uwo.ca/ombuds)  
@westernuOmbuds

The Office of the Ombudsperson is jointly funded by the University of Western Ontario,  
the Affiliated University Colleges, the University Students' Council and  
Student Councils of the Affiliated University Colleges,  
the Society of Graduate Students and the MBA Association.

**Designated Chairs, Professorships and Faculty Fellowships approved on behalf of the Senate  
by the Senate Committee on University Planning**

**FOR INFORMATION**

Name	Year Established	Faculty/School
Dancap Private Equity Chair in Change and Innovation	2017	Faculty of Social Science
Dancap Private Equity Chair in Consumer Behavior	2017	Faculty of Social Science
Dancap Private Equity Chair in Corporate Governance	2017	Faculty of Social Science Faculty of Law
Jack Cowin Chair in Epilepsy Research	2017	Schulich School of Medicine & Dentistry
TD Professorship in Data Analytics	2017	Faculty of Science

**Background:**

Some years ago, Senate delegated to SCUP authority to approve designated chairs and professorships on its behalf on those occasions when there was a desire on the part of the donor and the university to reserve the announcement of the gift and the position's establishment to a particular time. As part of the delegation, it was determined that SCUP would provide a summary report on such approvals to Senate from time to time. Similarly, the Board of Governors has authorized the Property & Finance Committee to approve designated chairs, professorships and fellowships on its behalf, and to report such approvals for the information of the Board.

The above-noted chairs, professorships and faculty fellowships were approved on behalf of Senate by a 2/3 majority vote of SCUP. They were also approved by the Property & Finance Committee on behalf of the Board.

**Report to Senate of the Academic Colleague, Council of Ontario Universities**

**Erika Chamberlain, January 2018**

<b>Contents</b>	<b>Consent Agenda</b>
<b>Academic Colleague Report On December 2017 Meeting</b>	<b>No</b>

**FOR INFORMATION**

The Academic Colleagues met in Toronto on 12-13 December 2017. The following items may be of interest to Senators.

OCAV Task Force on Quality Indicators: this Task Force helped to develop the metrics that were included in the recent SMA2 process, and has noted the importance of developing better metrics for SMA3 (since they are likely to be attached to performance-based funding). The Task Force has proposed a series of pilot projects for SMA3 metrics; some are focused on existing or available metrics, and some are exploratory projects. These pilot projects include: addressing under-engagement among high-needs student populations, employer feedback, text analytics of student views and priorities revealed in graduate and undergraduate surveys, and the University of Victoria Competency Framework for evaluating experiential learning opportunities. Universities have been asked to volunteer for pilot projects, which are expected to launch in winter 2018.

Graduate Programs Outcomes Survey: this survey was completed for MAESD by CCI Research in 2017. It included all Master's and PhD cohorts from 2009-2014, and asked graduates about employment, income, and student satisfaction. The response rate was 35%. The overall results are positive: the median salary for PhD graduates is about \$95,000, and for Master's graduates is about \$88,000. Employment rates across the cohorts averaged 97%. Universities will receive a summary of provincial results as well as institution-specific data.

Faculty at Work Project: the updated version of this report includes data collected from 25,000 full and part-time faculty in Ontario, in the areas of teaching, research and service. The report also includes information on the composition of the workforce. The data show that the academic workforce is very diverse, particularly in terms of part-time faculty (which include graduate students, professionals who are employed full-time in their fields, and university staff members). A technical report has been prepared for some sector stakeholders, and a public-facing report is currently being developed.

Landscape of Accessibility Project: this project is being conducted through the National Education Association of Disabled Students, and seeks to close the gap in postsecondary attainment between Ontarians with disabilities and those without. It is intended to provide information about best practices, especially in areas like experiential learning and co-curricular activities. It also asks questions about "essential requirements" in academic programs: what are students being asked to do, why are these tasks important, and can they be completed in multiple ways?

**ANNOUNCEMENTS**

<b>Contents</b>	<b>Consent Agenda</b>
<b>Election Results – Selection Committee for the Vice-President (External)</b>	<b>Yes</b>
<b>Academic Administrative Appointment</b>	<b>Yes</b>

**FOR INFORMATION**

1. **Election Results – Selection Committee for the Vice-President (External)**

The election results for the student member on the Selection Committee for the Vice-President (External) are attached as **Appendix 1**.

2. **Academic Administrative Appointment**

The Office of Faculty Relations provided the following list of academic administrative post(s) approved on behalf of the Board of Governors during the month of December 2017.

Name	Department/School	Faculty	Admin Post	Effective Date	End Date
Daniel Belliveau	Health Studies	Health Sciences	School Director	July 1-2018	June 30-2020



December 15, 2017

Western University Secretariat  
Western University  
Room 4101, Stevenson Hall  
London, ON  
N6A 5B8 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack  
President  
Simply Voting Inc.

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## VP External Selection Cttee - Student Member

**Start:** 2017-12-13 09:00:00 Canada/Eastern

**End:** 2017-12-14 17:00:00 Canada/Eastern

**Turnout:** 49 (48.5%) of 101 electors voted in this ballot.

### VP External Selection Cttee - Student Member

Option	Votes
Haishan Qian	26 (53.1%)
Yazan Hassan	23 (46.9%)

### VOTER SUMMARY

<b>Total</b>	49
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**Proposed Intellectual Property Policy and Procedures [MAPP 7.xx]**

<b>Contents</b>	<b>Consent Agenda</b>
<b>Proposed Intellectual Property Policy and Procedures [MAPP 7.xx]</b>	<b>No</b>

**FOR DISCUSSION**

Further to the email of December 10, when Senate was first provided with the draft Intellectual Property Policy and Procedures, please find attached for ease of reference:

1. The blackline version of the proposed new IP Policy and Procedures ([Appendix 1](#))
2. The clean version of the proposed new IP Policy and Procedures ([Appendix 2](#));
3. The current MAPP policies – MAPP 7.3 and 7.4 – regarding IP, as one document ([Appendix 3](#)).

Senate is asked to review these materials in preparation for a discussion at the January meeting. The Board will have an opportunity to consider Senate's input at an upcoming meeting.



## Manual of Administrative Policies and Procedures

### POLICY 7.XX – Intellectual Property

<b>Policy Category:</b>	Research
<b>Subject:</b>	Intellectual Property
<b>Approving Authority:</b>	Board of Governors
<b>Responsible Officer:</b>	Vice-President (Research)
<b>Responsible Office:</b>	Research Services
<b>Related Procedures:</b>	<a href="#">Procedures for Commercialization of Intellectual Property</a>
<b>Related University Policies:</b>	
<b>Effective Date:</b>	
<b>Supersedes:</b>	Policy 7.3 Copyrights and 7.4 Patents

#### I PURPOSE

1. [The University recognizes as a fundamental principle that it should maintain complete freedom of research and unrestricted dissemination of information. Research done solely in anticipation of profit is incompatible with the aims of the University.](#)

[Nevertheless, the University recognizes that in the course of its research activities, ideas or processes may be developed on which, in the public interest, dissemination may best be achieved through the protection of Intellectual Property rights and the commercial development of those rights. The University and the Creator have a responsibility to promote the effective development and utilization of such discoveries, and to ensure that they will not be restricted in their use in a way that is detrimental to the public interest.](#)

[The University recognizes that the payment to the Creator of revenue from Intellectual Property is a desirable incentive towards discovery. It also recognizes that the effective development of Intellectual Property based on its research activities can be a source of revenue that makes possible the encouragement of further research, both in the field in which the invention was developed and in the University as a whole.](#)

This policy has the following objectives:

- (a) to encourage and provide an incentive for creativity and innovation among University Members;
- (b) to facilitate the translation of knowledge for the greatest possible public benefit, including by commercialization through development of Intellectual Property into commercial products or processes;
- (c) to provide the rights and obligations of the University and its Members in protecting and exploiting any newly created or discovered Intellectual Property;
- (d) to ensure the University meets its obligations to funding sponsors;

## POLICY 7.XX – Intellectual Property

### II APPLICATION

1. This policy forms a broad, general basis for the conduct of all matters pertaining to Intellectual Property within The University of Western Ontario's (University) activities and functions. As such, it applies to all University faculty, librarians, archivists, staff, post-doctoral fellows and students (Members).

### III DEFINITIONS

1. **Creator** means a University Member who is the originator of Intellectual Property and includes artists, authors, designers, composers, inventors and other similar designations.
2. **Intellectual Property** means the actual, tangible or communicable result of any and all intellectual or creative undertaking, effort or endeavour and includes, but is not necessarily limited to, scientific, artistic, literary and/or any creative endeavor. It encompasses, in part, discoveries, inventions, designs, patents, copyright, trademarks, manuscripts, books, monographs, papers, esquisse, paintings, drawings sculptures, productions, software and presentations.
3. **Agreement to the Contrary** means any Agreement to which a Creator and the University are signatories, including an Agreement between the University and a third party sponsor, which has the effect of altering the ownership rights of Creators as set out in this Policy.

### IV POLICY

1. This Policy applies to all Intellectual Property created by a Member in the course of employment, academic studies, or using, other than incidentally, University resources.
2. Any applicable collective agreement between the University and its Members shall take priority over this Policy in the event of any conflict in terms and conditions or definitions.
3. Subject to any Agreement to the Contrary, ownership of Intellectual Property shall be determined in accordance with the following principles:-
  4. (a) Intellectual Property created by a faculty Member during the course of his or her academic duties shall be owned by the faculty Member.
  - (b) Intellectual Property created by a Librarian or Archivist Member during the course of his or her employment duties shall be owned by the librarian or archivist Member.
  5. (c) Intellectual Property created by a student Member as part of his or her academic studies at the University, shall be owned by the student, subject to a non-exclusive license in favour of the University for the purposes of satisfying the academic requirements of any course or program to which the work relates.
  6. (d) Intellectual Property created by a postdoctoral fellow Member in the course of his or her activities at the University shall be owned by the postdoctoral fellow Member(s).
  7. (e) Intellectual Property created by a staff Member in the normal course of his or her employment duties at the University shall be owned by the University.
48. It is the responsibility of the Member who is the owner of Intellectual Property (unless assigned to the University in accordance with "Procedures for Commercialization of Intellectual Property") to take such steps as they deem appropriate to protect their interest in his or her Intellectual Property.

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## POLICY 7.XX – Intellectual Property

59. Those Members involved in collaborative work or research with other Members (whether student, faculty, librarian, archivist or staff) that may result in the creation of Intellectual Property should take— reasonable steps to ensure that all parties to the collaboration are aware of —and agree to a —methodology for determining ownership.
640. Any owner of Intellectual Property to which this Policy applies who wishes to exploit his/her Intellectual Property for commercial gain shall make full and complete disclosure to the University by submitting a report of innovation to WORLDdiscoveries without unreasonable delay. The forms for the report of innovation can be obtained from:  
<http://worlddiscoveries.ca/files/sites/roi-software-02m17y-v2.2.pdf>  
<http://worlddiscoveries.ca/files/sites/roi-innovation-02m17y-v3.10.pdf>
741. Commercialization of Intellectual Property to which this Policy applies shall take place in accordance with the Procedures for Commercialization approved from time to time by the Vice-President (Research).
842. If a dispute should arise between a University Member and the University with regard to University Intellectual Property matters, and this cannot be resolved through reference to the Vice-President (Research) then the question shall be referred for decision to a single arbitrator for final and binding arbitration conducted in accordance with the Arbitrations Act, 1991.
943. The Vice-President (Research) is responsible for administration of this Policy and is authorized to approve related guidelines and procedures.



PROCEDURE FOR POLICY 7.XX – Intellectual Property

PROCEDURES FOR COMMERCIALIZATION OF INTELLECTUAL PROPERTY

I. BY UNIVERSITY

1. Creator(s) may assign their rights in any Creator owned Intellectual Property to the University if the Creator(s) of said Intellectual Property wish for the University to take full responsibility for the legal protection and/or commercialization of said Intellectual Property and if the University desires assignment. The University reserves the right to conduct any prudent assessment, commercial or otherwise, of the Intellectual Property before deciding whether to accept assignment.

2. Where the University owns or has been assigned rights in Intellectual Property, it will consider assigning or reassigning those rights to the Creator(s), provided it is satisfied that doing so is in the best interests of the University and the Creator(s).

32.

43-3. Net Revenue will be shared between the University and the Intellectual Property Creator(s) according to the following mechanism:

a) Any Net Revenue from licensing of non-copyright material (including software) will be shared equally between the University and the Intellectual Property Creator(s).

b) Any Net Revenue from licensing of copyright material (excluding software) will be shared as agreed upon between the University and the Intellectual Property Creator(s)

c) Any Net Revenue from equity in a spin-off company will be shared equally between the University and the Intellectual Property Creator(s).

II. BY CREATOR

1. Prior to assignment to the University or following reassignment from the University, a Creator may elect to proceed with commercialization of Creator owned Intellectual Property on their own at their own expense.

2. Net Revenue will be shared between the University and the Intellectual Property Creator(s) according to the following mechanism:

a) Any Net Revenue from licensing of non-copyright material or equity in a spin-off company will be shared 85% to the Intellectual Property Creator(s) and 15% to the University.

b) Any Net Revenue from licensing of software will be shared 93% to the Intellectual Property Creator(s) and 7% to the University, unless said software was not created with significant use of University resources in which case Net Revenue will be shared 97% to the Intellectual Property Creator(s) and 3% to the University.

## **POLICY 7.XX – Intellectual Property**

<b>Policy Category:</b>	Research
<b>Subject:</b>	Intellectual Property
<b>Approving Authority:</b>	Board of Governors
<b>Responsible Officer:</b>	Vice-President (Research)
<b>Responsible Office:</b>	Research Services
<b>Related Procedures:</b>	<a href="#">Procedures for Commercialization of Intellectual Property</a>
<b>Related University Policies:</b>	
<b>Effective Date:</b>	
<b>Supersedes:</b>	Policy 7.3 Copyrights and 7.4 Patents

### **I PURPOSE**

1. The University recognizes as a fundamental principle that it should maintain complete freedom of research and unrestricted dissemination of information. Research done solely in anticipation of profit is incompatible with the aims of the University.

Nevertheless, the University recognizes that in the course of its research activities, ideas or processes may be developed on which, in the public interest, dissemination may best be achieved through the protection of Intellectual Property rights and the commercial development of those rights. The University and the Creator have a responsibility to promote the effective development and utilization of such discoveries, and to ensure that they will not be restricted in their use in a way that is detrimental to the public interest.

The University recognizes that the payment to the Creator of revenue from Intellectual Property is a desirable incentive towards discovery. It also recognizes that the effective development of Intellectual Property based on its research activities can be a source of revenue that makes possible the encouragement of further research, both in the field in which the invention was developed and in the University as a whole.

This policy has the following objectives:

- (a) to encourage and provide an incentive for creativity and innovation among University Members;
- (b) to facilitate the translation of knowledge for the greatest possible public benefit, including by commercialization through development of Intellectual Property into commercial products or processes;
- (c) to provide the rights and obligations of the University and its Members in protecting and exploiting any newly created or discovered Intellectual Property;
- (d) to ensure the University meets its obligations to funding sponsors;

## II APPLICATION

1. This policy forms a broad, general basis for the conduct of all matters pertaining to Intellectual Property within The University of Western Ontario's (University) activities and functions. As such, it applies to all University faculty, librarians, archivists, staff, post-doctoral fellows and students (Members).

## III DEFINITIONS

1. **Creator** means a University Member who is the originator of Intellectual Property and includes artists, authors, designers, composers, inventors and other similar designations.
2. **Intellectual Property** means the actual, tangible or communicable result of any and all intellectual or creative undertaking, effort or endeavour and includes, but is not necessarily limited to, scientific, artistic, literary and/or any creative endeavor. It encompasses, in part, discoveries, inventions, designs, patents, copyright, trademarks, manuscripts, books, monographs, papers, esquisse, paintings, drawings sculptures, productions, software and presentations.
3. **Agreement to the Contrary** means any Agreement to which a Creator and the University are signatories, including an Agreement between the University and a third party sponsor, which has the effect of altering the ownership rights of Creators as set out in this Policy.

## IV POLICY

1. This Policy applies to all Intellectual Property created by a Member in the course of employment, academic studies, or using, other than incidentally, University resources.
2. Any applicable collective agreement between the University and its Members shall take priority over this Policy in the event of any conflict in terms and conditions or definitions.
3. Subject to any Agreement to the Contrary, ownership of Intellectual Property shall be determined in accordance with the following principles:
  - (a) Intellectual Property created by a faculty Member during the course of his or her academic duties shall be owned by the faculty Member.
  - (b) Intellectual Property created by a Librarian or Archivist Member during the course of his or her employment duties shall be owned by the librarian or archivist Member.
  - (c) Intellectual Property created by a student Member as part of his or her academic studies at the University, shall be owned by the student, subject to a non-exclusive license in favour of the University for the purposes of satisfying the academic requirements of any course or program to which the work relates.
  - (d) Intellectual Property created by a postdoctoral fellow Member in the course of his or her activities at the University shall be owned by the postdoctoral fellow Member.
  - (e) Intellectual Property created by a staff Member in the normal course of his or her employment duties at the University shall be owned by the University.
4. It is the responsibility of the Member who is the owner of Intellectual Property (unless assigned to the University in accordance with "Procedures for Commercialization of Intellectual Property") to take such steps as they deem appropriate to protect their interest in his or her Intellectual Property.
5. Those Members involved in collaborative work or research with other Members (whether



## POLICY 7.XX – Intellectual Property

student, faculty, librarian, archivist or staff) that may result in the creation of Intellectual Property should take reasonable steps to ensure that all parties to the collaboration are aware of and agree to a methodology for determining ownership.

6. Any owner of Intellectual Property to which this Policy applies who wishes to exploit his/her Intellectual Property for commercial gain shall make full and complete disclosure to the University by submitting a report of innovation to WORLDDiscoveries without unreasonable delay. The forms for the report of innovation can be obtained from:  
<http://worlddiscoveries.ca/files/sites/roi-software-02m17y-v2.2.pdf>  
<http://worlddiscoveries.ca/files/sites/roi-innovation-02m17y-v3.10.pdf>
71. Commercialization of Intellectual Property to which this Policy applies shall take place in accordance with the Procedures for Commercialization approved from time to time by the Vice-President (Research).
8. If a dispute should arise between a University Member and the University with regard to University Intellectual Property matters, and this cannot be resolved through reference to the Vice-President (Research) then the question shall be referred for decision to a single arbitrator for final and binding arbitration conducted in accordance with the Arbitrations Act, 1991.
9. The Vice-President (Research) is responsible for administration of this Policy and is authorized to approve related guidelines and procedures.



**PROCEDURE FOR POLICY 7.XX – Intellectual Property**

**PROCEDURES FOR COMMERCIALIZATION OF INTELLECTUAL PROPERTY**

**I. BY UNIVERSITY**

1. Creator(s) may assign their rights in any Creator owned Intellectual Property to the University if the Creator(s) of said Intellectual Property wish for the University to take full responsibility for the legal protection and/or commercialization of said Intellectual Property and if the University desires assignment. The University reserves the right to conduct any prudent assessment, commercial or otherwise, of the Intellectual Property before deciding whether to accept assignment.
2. Where the University owns or has been assigned rights in Intellectual Property, it will consider assigning or reassigning those rights to the Creator(s), provided it is satisfied that doing so is in the best interests of the University and the Creator(s).
3. Net Revenue will be shared between the University and the Intellectual Property Creator(s) according to the following mechanism:
  - a) Any Net Revenue from licensing of non-copyright material (including software) will be shared equally between the University and the Intellectual Property Creator(s).
  - b) Any Net Revenue from licensing of copyright material (excluding software) will be shared as agreed upon between the University and the Intellectual Property Creator(s)
  - c) Any Net Revenue from equity in a spin-off company will be shared equally between the University and the Intellectual Property Creator(s).

**II. BY CREATOR**

1. Prior to assignment to the University or following reassignment from the University, a Creator may elect to proceed with commercialization of Creator owned Intellectual Property on their own at their own expense.
2. Net Revenue will be shared between the University and the Intellectual Property Creator(s) according to the following mechanism:
  - a) Any Net Revenue from licensing of non-copyright material or equity in a spin-off company will be shared 85% to the Intellectual Property Creator(s) and 15% to the University.
  - b) Any Net Revenue from licensing of software will be shared 93% to the Intellectual Property Creator(s) and 7% to the University, unless said software was not created with significant use of University resources in which case Net Revenue will be shared 97% to the Intellectual Property Creator(s) and 3% to the University.

### **POLICY 7.3 – Copyrights**

**Policy Category:** Research  
**Effective Date:** August 1, 2003  
**Supersedes:** July 1, 1988

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#### **POLICY**

##### **The Ownership of Copyrights**

- 1.00 In certain instances, copyrights may be owned jointly by an author and the University. In such cases, the division of ownership should be settled by negotiation.

##### **Royalties**

- 2.00 In the distribution of royalties, the following three cases would include all possible situations:
- (a) work not involving a publisher, undertaken as a teaching aid by a member of the faculty at the request of the University.
  - (b) work involving a publisher undertaken as a teaching aid by a member of the faculty at the request of the University;
  - (c) independent work involving a publisher.
- 3.00 In case 2.00(a), any material sold should be distributed through the University Book Store with no royalties and no costs to the Faculty or member(s) involved.
- 4.00 In case 2.00(b), the division of costs/royalties should be negotiated on an individual basis by the faculty member and the University.
- 5.00 In case 2.00(c), all royalties should accrue to the author. Where the University provides funds to assist in the publication of manuscripts, it is entitled to obtain such funds back from the author.
- 6.00 The general practice of faculty members keeping their Chairs informed of any project should be a sufficient safeguard for the interests of all concerned. If the Chair considers the project of the Department member inappropriate, the matter should be referred to the Dean of the Faculty and, upon the advice of the Dean, the Chair shall inform the member that, in the interests of the University, the work should be discontinued.
- 7.00 It is in the interests of the University as a whole to encourage research and creative writing that ultimately result in publication. Thus it would be undesirable to establish any regulations that would tend to limit this activity.

**PROCEDURE**

- 8.00 A government brochure on Copyrights is available from the University's Research Development Services.



## **POLICY 7.4 – Patents**

**Policy Category:** Research

**Effective Date:** April 28, 1983

**Supersedes:** March 15, 1974

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### **1. Research Objectives and Patenting**

The University recognizes as a fundamental principle that it should maintain complete freedom of research and unrestricted dissemination of information. Research done solely in anticipation of profit is incompatible with the aims of the University.

Nevertheless, the University recognizes that in the course of its research activities, ideas or processes may be developed on which, in the public interest, patents should be sought. The University and the inventor have a responsibility to promote the effective development and utilization of such discoveries, and to ensure that they will not be restricted in their use in a way that is detrimental to the public interest.

The University recognizes that the payment to the inventor of revenue from an invention is a desirable incentive towards invention. It also recognizes that the effective development of inventions based on its research activities has occasionally provided revenues that have made possible the encouragement of further research, both in the field in which the invention was developed and in the University as a whole.

### **2. Applicability Within the University**

This policy statement forms a broad, general basis for the conduct of all matters pertaining to patents within the University's activities and functions. As such, it applies to all of its organizational elements, faculty, staff and students.

### **3. Equity in Inventions**

The University acknowledges that, with the possible exception of externally sponsored research, it has no direct equity in any invention developed by a member of its faculty, staff or student body (notwithstanding that the invention might be intellectually conceived and developed in the course of University supported research and utilizing University facilities and equipment).

### **4. Procedural Choice of the University Inventor**

If a University member in the course of his normal University activities makes an invention or discovery which has patent possibilities, and that person wishes to apply for a patent, he may do so as an individual independent of the University, or he may proceed through the University's Patent Plan. In this regard, the University draws attention to the fact that it cannot accept responsibility for the exercise of discretion by one of its members in respect of retention or revelation of confidential information imparted to him by the inventor.



**5. The University's Patent Plan**

An invention submitted to the University and accepted for inclusion in the University Patent Plan will be subject to the provisions of an existing agreement between the University and a patenting agency or to the provisions of such other agreements as may be made from time to time between the University, the University inventor, and third parties who support research projects in the University.

From the date of such assignment to the University by the inventor, the University or outside agency (as the case may be) shall thereafter be responsible for the legal and other expenses and costs involved in the prosecution of patent proceedings, and possible subsequent further developments and promotion.

**6. Sharing of Net Invention Profits by the University**

The University affirms that it will provide recognition to inventors in order to encourage incentive, and that a portion of revenues from patentable inventions will normally be devoted to the further support of research.

Net monies shall mean the net profits derived from licensing or commercialization of the patented product, equipment or process after deduction of all expenses incurred for all patent matters (searches, obtaining and maintaining patent protection) and all licensing costs.

The apportionment of net revenues to the University from invention, received in a given University fiscal year, will be as follows:

- (a) For net revenue from a given invention up to \$1,000.00 all revenue shall go to the University inventor.
- (b) For net revenue from a given invention exceeding \$1,000.00, but not exceeding \$30,000.00, the amount in excess of \$1,000.00, but not exceeding \$30,000.00, the amount in excess of \$1,000.00 will be shared equally between the University inventor and the University.
- (c) For net revenue from a given invention exceeding \$30,000.00, the amount in excess of \$30,000.00 will be shared 30% to the University inventor and 70% to the University.

The share of net profits from invention as apportioned to the University by the above Plan will be placed in a university research fund. Allocation from this fund to University research projects will be by grant awards, with priority given to support of projects whose inventions provided the research fund. Unallocated balances in the fund shall be invested, and interest earned thereon shall accrue to the benefit of the fund. The fund may also be used at the discretion of the Assistant Vice-President (Research) or the Vice-President (Operations & Finance), to finance further patents or agreements on a recoverable basis.

**EXAMPLE**

Total Net Revenue from Invention to the University	Revenue to the Inventor	Revenue to the University Research Fund
\$	\$	\$
1,000	1,000	--
1,200	1,100	100
2,000	1,500	500
10,000	5,500	4,500
30,000	15,500	14,500
32,000	16,100	15,900
50,000	21,500	28,500
100,000	36,500	63,500
1,000,000	306,500	693,500
2,000,000	606,500	1,393,500

**7. Disputes**

If a dispute should arise between a University inventor and the University with regard to University patent matters, and this cannot be resolved through reference to the Assistant Vice-President (Research) then the question shall be referred for decision to a Board of Arbitration composed of one representative nominated by the University inventor, one by the University, and a third member selected by the two representatives thus chosen, who shall be Chair. The majority decision of such a Board shall be binding on both parties.

**8. Administration of Patent Policy**

The Assistant Vice-President (Research) is responsible for general surveillance of the University's Patent Policy.

The following procedures apply in all instances where a member of the University may have a potentially patentable invention or discovery.

- (a) The University member will complete a "Report of an Invention by a University Inventor" that is similar in scope and content to the one appended.
- (b) The Report will be forwarded to the Assistant Vice-President (Research). The University inventor should also notify his Department Chair of this action.
- (c) The Assistant Vice-President (Research) will review the Report and ascertain that the proprietary rights are as claimed in the Report. The Assistant Vice-President (Research) will then ascertain the wishes of the University inventor in proceeding with the patent application. If the inventor wishes to participate in the University Patents Plan, he will then enter into an agreement with the University whereby he assigns all rights on the discovery to the University.
- (d) Selection of the agency to assist in the further evaluation of the invention to determine its patentability and possible subsequent commercial development shall be the responsibility of the Assistant Vice-President (Research) after consultation with the inventor and the Vice-President (Operations & Finance). Licensing agreements stemming from patents or other know how will be submitted to the Vice-President (Operations & Finance) for approval.

## **POLICY 7.4 - Patents**

- (e) Initial correspondence with the patent or development agency shall be through the office of the Assistant Vice-President (Research). Further correspondence may be directly between the inventor and the agency but copies of all correspondence shall be sent to the Assistant Vice-President (Research).

NOTE: See also the **Appendix - "Report on an Invention"** which follows.



1. Title of Invention (Non-Confidential):

2. Name(s), Citizenship(s), Department(s) and Social Insurance Number(s) of Inventor(s)

Principal Inventor: \_\_\_\_\_ Citizenship: \_\_\_\_\_

(Note: Person to whom inquiries for additional information should be made)

Permanent Address: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_

University Address: \_\_\_\_\_ Office: \_\_\_\_\_

e-mail/internet: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Co Inventor: \_\_\_\_\_ Citizenship: \_\_\_\_\_

(Note: Person to whom inquiries for additional information should be made)

Permanent Address: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_

University Address: \_\_\_\_\_ Office: \_\_\_\_\_

e-mail/internet: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Co Inventor: \_\_\_\_\_ Citizenship: \_\_\_\_\_

(Note: Person to whom inquiries for additional information should be made)

Permanent Address: \_\_\_\_\_ S.I.N.: \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_

University Address: \_\_\_\_\_ Office: \_\_\_\_\_

e-mail/internet: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE to Principal Inventor: If more Co-Inventors, please add separate sheet.

Dean \_\_\_\_\_ Chair \_\_\_\_\_

Please fill in names of your Dean and Chair.

3. Detailed Description of Invention (Please use additional sheets if necessary.)  
Enclose sketches, drawings, photographs, screen prints and other materials that help illustrate the description. (Rough artwork, flow sheets, photographs and penciled graphs are satisfactory as long as they tell a clear and understandable story.)

4. Advantages and Unique Features  
Please identify and expand on the novel and unusual features of the Invention. How does it differ from the existing technology? What problems does it solve, or what advantages does it possess?

Use additional sheets to elaborate, or attach descriptive materials

5. Application of the Invention  
List the potential applications you envision resulting from this invention.

6. If not covered in 4. above, please:  
(a) Describe alternate technologies/products which you are aware accomplish the same purpose as this invention, along with the companies that market, manufacture or make use of them.

7. Are written and dated laboratory records and data available? Give reference dates and physical location, but do not enclose.

8. Invention History:

	Date (approx.)	Location and Comments
Initial idea		
First description of complete invention, oral or written		
Proof of principle, reduction to practice; successful demo or prototype		
First publication (oral, written, e-mail) which describes the invention (may bar patent)		
Subsequent publications		

9. Future Publications

Are there any planned publications (theses, reports, preprints, reprints, abstracts etc.) pertaining to the invention? Please list with expected publication dates, and attach copies. Include manuscripts for publication (hardcopy and electronic disk) (submitted or not), news release, feature articles and items for internal publications.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

10. Prior Art

- a) Has a recent literature search been performed. If so, with what result? Please include names of databases search strategy used.
- b) Has a recent patent search been performed, and if so, with what result? Please include names of databases search strategy used.

11. Funding

Was all work done at UWO? How was the work that led to the invention funded? Please provide name of funding agencies/ companies and year(s) of funding.

12. Future Research Plans

- a. Does the invention possess disadvantages or limitations? Can they be overcome? How? Is there further research planned or underway to address these issues?
- b. List any key competing research groups currently engaged in research and development in this area.

13. Commercial Interest

Has there been any commercial interest shown at this stage? Name companies and contact information if possible. Do you know of any others that might be interested.

14. Has the invention ever been available for sale?

15. Will you consider assigning this technology to UWO in exchange for a share of the revenue which might be generated by UWO's commercialization of this technology?

Acknowledgement of Receipt by THE UNIVERSITY OF WESTERN ONTARIO

\_\_\_\_\_ Date: \_\_\_\_\_

Doug Gill, Director – OFFICE of INDUSTRY LIAISON

OIL Representative handling this file.: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Note: To be completed by the Office of Industry Liaison.