

**REPORT OF THE OPERATIONS AGENDA COMMITTEE**

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**Casual Academic Appointments of Faculty**

**SCITS, SUWWW, SUIS to be Disbanded;  
SCUP Subcommittee on Information Technology (SUIT) to be Created;  
SCUP Terms of Reference and Composition to be Revised**

**Senate Rules of Order and Procedures for New Business**

**Attendance at Meetings of Senate by Ex Officio Members**

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**FOR APPROVAL**

1. **Casual Academic Appointments of Faculty**

**Recommended:** That Senate approve and recommend to the Board of Governors, through the Vice-Chancellor, that the policy on *Casual Academic Appointments of Faculty* be amended as shown in **Appendix 1**.

**Background:**

Prior to the establishment of the policy on *Casual Academic Appointments of Faculty* in 2001, the appointment category of Adjunct Professor was used to describe faculty with loose affiliations with the University. These affiliations were designed to allow recognition of mutually beneficial scholarly collaborations between members of Western's community and individuals from outside of the university, and enabled these external individuals to apply for and hold tri-council research grants through the University. The ratification of the first collective agreement between the University and UWOPA in 2000 saw the introduction of the rank of Adjunct Professor for PhD-qualified individuals in Limited-Duties appointments. To clarify the distinction between Adjunct Professors created by the collective agreement, and the Adjunct Professors existing before the creation of the bargaining unit rank, the policy on *Casual Academic Appointments of Faculty* was developed.

We have now had nearly three years of experience with the policy and two shortcomings have become apparent. One is that it is occasionally of advantage to the University for a Casual Academic appointee to hold a parallel Limited-Duties appointment to teach a course. The current policy prohibits this. The second shortcoming is that the language of the policy has led one of the federal granting councils to question whether Casual Academic Appointees are eligible to apply for research grants through the University. The proposed amendments [removal of "minimal" from Definitions 6, 7 and 8] are designed to overcome these shortcomings.

2. **SCITS, SUWWW, SUIS to be Disbanded; SCUP Subcommittee on Information Technology (SUIT) to be Created; SCUP Terms of Reference and Composition to be Revised**

**Recommended:**

- 1) That the Senate Committee on Information Technology and Services (SCITS), and its subcommittees, the Subcommittee on Information Security (SUIS) and the Subcommittee on the World Wide Web (SUWWW) be disbanded,
- 2) That the Subcommittee on Information Technology (SUIT) be created as a Subcommittee of the Senate Committee on University Planning (SCUP) with Terms of Reference and Composition as outlined in **Appendix 2**, and,

- 3) That effective July 1, 2004, the Terms of Reference and Composition of SCUP be revised, as outlined in [Appendix 3](#).

**Background:**

The proposal to dissolve the Senate Committee on Information Technology Services arises from a recent discussion within SCITS itself, stimulated by the report of the Provost and Vice-Presidents Administration and Research entitled “The Senior Administrative Organization and Leadership of Information Technology Services at Western”<sup>1</sup>. This discussion reflected on the fact that recent experience within SCITS suggested that its work might more efficiently and effectively be performed by a judicious extension of SCUP’s direct responsibilities in the policy domain. This would also allow the retention in a somewhat different structure of two critical working groups that have made such important contributions to IT functioning in recent years, SUIIS for Information Security and SUWWW for Web policy. SCITS also generally agreed with the conclusion of the Vice-Presidents’ report that the distributed IT environment that has evolved at Western would be better served by the various active consultation processes described in that document than was possible by a single standing committee.

More specifically, the current proposal envisions SCUP, with its broad representation of all elements of Western’s community, playing the key policy role in the IT area. Consultation and new policy directions will emerge from a number of areas.

- An IT Advisory Council was recently established by the Director of ITS and comprises all Deans (or their designates) and senior representatives of all non-academic units (including the Research Office and the Teaching Support Centre) and the Director of the Western Information Systems Group. The central place of IT in the annual planning process provides another route for such impetus for timely policy and operational change.
- The ITS Senior Steering Committee, comprising the Provost, the Vice-President Research and Administration, and the Associate Vice-President (Institutional Planning and Budgeting) will assume responsibility for overseeing operations and strategic planning at the senior level.
- A system of technical subcommittees of SUIIT will handle the more detailed operational issues, much like the current subcommittee system of SCITS. The responsibilities of SUIIS and SUWWW will continue in reconstituted working groups under the SUIIT, and the highly effective TUMS group (IT Users Managers and Support Staff) which has been meeting regularly since 1992, will continue in its role of promoting ongoing communication and cooperation among the IT operations across campus, including the central ITS.

SUIIT will be accountable to Senate through SCUP under the proposed terms outlined in Appendix 2.

Changes to the Terms of Reference of SCUP, outlined in Appendix 3, are essentially housekeeping. Changes to the Composition will reduce the membership from 20 to 18 voting members. The recommendation includes the discontinuation of elected representation from the Senate Committees on Academic Policy and Awards (SCAPA) and Information Technology and Services (SCITS). The Chair of SCAPA will continue as an ex officio member who, according to Senate by-laws, may designate another person to serve on SCUP; in other words, SCAPA will continue to be represented on SCUP. With the proposed disbanding of SCITS, the membership of the elected member will be discontinued immediately.

The 6 resource members will be reduced to 4 by removing the Director, Facilities Planning and the Manager, Occupational Health & Safety. These individuals may be invited to any SCUP meeting at which their presence would be helpful to the Committee with regard to specific agenda item(s) but neither position needs to be listed in the membership.

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<sup>1</sup> This report was received by Senate in November 2003 (S.03-216)

3. **Senate Rules of Order and Procedures for New Business** (S.04-54)

**Recommended:** That item 4 of Senate's Rules of Order be amended as follows:

4. When any member wishes a definite decision on a topic **that is not included on the Agenda**, he/she may secure recognition from the Chair and make a motion specifying what it is proposed that the Senate decide. **Such a motion will be a Notice of Motion that will be referred to the Operations/Agenda Committee or to another appropriate Committee. The Committee will consider the Notice of Motion and report to the next meeting of Senate. If the Committee does not include the motion as a matter of business at the next Senate meeting, the motion will be debated at that meeting if it is duly moved and seconded.**

The Chair may request motions when he/she believes motions will aid the discussion.

When a motion properly made is seconded and stated by the Chair, it becomes the business on the floor, and all discussion must apply to it until it is disposed of, except as provided below.

**Background:**

At the Senate meeting on March 19, the Report of the Operations/Agenda Committee included an "information" item under the heading "Procedures for New Business." The procedure described was challenged (see Senate Minutes, March 19, 2004, S.04-54) and as a result the matter was taken back to the Committee for further review. The Committee now proposes the above-noted amendment to Senate's Rules of Order.

**FOR INFORMATION**

1. **Attendance at Meetings of Senate by Ex Officio Members** (S.04-72)

At the Senate meeting on March 19, 2004, a Senator questioned the differential attendance requirements for *ex officio* Senators and elected Senators (see Senate Minutes, March 19, 2004, S.04-72). He raised in particular the absence of the Vice-President (External) from Senate meetings in the past year.

As noted by the Senator, attendance requirements are set out in the *University of Western Ontario Act*, sections 24.(3) and (4), and *ex officio* members are clearly excluded from them:

- (3) Where within any membership year a member of the Senate, other than an ex officio member, not having been granted leave of absence by the Senate attends less than 50 per cent of the regular meetings of the Senate, the Senate may by resolution declare such membership vacant.
- (4) Where within any membership year a member of the Senate, other than an ex officio member, not having been granted leave of absence by the Senate attends less than 25 per cent of the regular meetings of the Senate, the Senate shall by resolution declare such membership vacant.

The Senate has determined that all of the Vice-Presidents will be *ex officio* members of Senate, as permitted in section 24.(1) of the *Act*, and therefore the attendance requirements do not apply.

THE UNIVERSITY OF WESTERN ONTARIO  
London Canada



**PROCEDURES FOR  
CASUAL ACADEMIC APPOINTMENTS  
OF FACULTY\* AT  
THE UNIVERSITY OF WESTERN ONTARIO**

\* Excludes physicians appointed in the Faculty of Medicine & Dentistry

Approved by Senate: June 21, 2001

Approved by the Board of Governors: June 28, 2001

Updated: January 24, 2002

# PROCEDURES FOR CASUAL ACADEMIC APPOINTMENTS OF FACULTY\*

## AT THE UNIVERSITY OF WESTERN ONTARIO

\* Excludes physicians appointed in the Faculty of Medicine & Dentistry

### PREAMBLE

These *Procedures for Casual Academic Appointments of Faculty at The University of Western Ontario* (hereafter *Procedures for Casual Appointments*) set forth the academic ranks, terms and procedures for appointment, reappointment, and termination affecting non-bargaining unit faculty with the exception of physicians appointed in the Faculty of Medicine & Dentistry.

The University of Western Ontario recognizes that a faculty member is free to criticize the University and to take controversial stands on public issues. The appointee, however, shall not purport to speak for, or on behalf of, the University unless specifically authorized to do so, nor will he or she use his or her appointment or rank at the University in the furtherance of any position taken by such an appointee. Such freedom does not confer legal immunity or legal defense in respect of positions taken.

Faculty members appointed under these *Procedures for Casual Appointments* are required to comply with the policies, rules and regulations of the University and to declare any real or potential conflict of interest.

The policies and procedures below shall apply to those individuals:

- who have no other academic appointment with the University other than outlined in this document;
- whose sole relationship to the University is as outlined in a Letter of Appointment for a Casual Appointment;
- who ordinarily receive no remuneration from The University of Western Ontario although in exceptional cases may receive a small stipend; and
- who are not, and will not be, eligible for Membership in the Bargaining Unit of The University of Western Ontario in the fiscal year(s) (May 1 to April 30) of the appointment.

**Notwithstanding the above, on occasion an individual appointed under this policy may hold a Limited-Duties appointment to teach at the University provided that the provisions of the Collective Agreement have been followed for that appointment.**

### Definitions

1. The "University" means The University of Western Ontario as established in the *University of Western Ontario Act* ("the Act").
2. The terms "academic staff," "Faculty," "Provost," "Dean," "Department," and related terms shall be interpreted in accordance with the Act and policies approved by the Senate and the Board of Governors.
3. "Academic unit" means a Department or School; in a Faculty without Departments, it shall refer to the Faculty. For purposes of these *Procedures for Casual Appointments* it shall also refer to an academic centre (e.g., Centre for Women's Studies and Feminist Research) or program (e.g., Bachelor of Administrative and Commercial Studies).
4. "Appointment" means appointment to an academic unit at The University of Western Ontario and ordinarily does not entail any remuneration from the University.
5. "Reappointment" means the renewal of a Casual Appointment in accordance with the provisions set out below. A reappointment in accordance with these *Procedures for Casual Appointments* does not ordinarily entail any remuneration from the University.
6. A "Continuous" Casual Appointment involves a ~~minimal~~ contribution to the University over a period of time not to exceed five years and may not extend past the effective date of retirement. Casual Appointments are renewable. Tenure does not apply to such appointments.
7. A "Post-Retirement" Casual Appointment involves a ~~minimal~~ contribution to the University over a period of time not to exceed three years and may be renewed.

8. An appointment at the rank of "Adjunct Clinical Professor" is reserved for those who do not otherwise hold an academic appointment at the University. Such an appointment involves ~~minimal~~ responsibilities to an academic unit relating to clinical activity ancillary to the appointee's principal occupation or area of specialization.
9. An appointment at the rank of "Adjunct Research Professor" is reserved for those who do not otherwise hold an academic appointment at the University. Such an appointment involves minimal responsibilities within an academic unit relating to research ancillary to the appointee's principal occupation or area of specialization.
10. An appointment at the rank of "Honorary Professor" is reserved generally for those who have attained academic or professional distinction in their field. Appointment as an Honorary Professor recognizes a mutually beneficial scholarly association between the University and the appointee. An honorary appointment need not entail any teaching or other academic responsibilities on the part of the appointee.
11. "Letter of Appointment or Reappointment" means the letter to the prospective appointee signed by the Dean of the Faculty. This document specifies the academic contract type (Casual), the status of the contract (Continuous or Post-Retirement), the starting and end date of the appointment, the academic rank, and the expected duties of the appointee.
12. "Rank" means the academic rank of Lecturer, Adjunct Clinical Professor, Adjunct Research Professor, Assistant Professor, Associate Professor, Professor or Honorary Professor.
13. "Bargaining Unit" means all persons employed as members of the academic staff at The University of Western Ontario and represented by The University of Western Ontario Faculty Association, as defined by the Certificate of the Ontario Labour Relations Board, 4482-97-R dated May 26, 1998, as amended from time to time.
14. "Collective Agreement" means the legal document covering terms and conditions of employment between the University of Western Ontario Faculty Association and The University of Western Ontario, as ratified by the Board of Governors on June 28, 2000, and as amended from time to time.

## A - APPOINTMENTS

### Appointments and Reappointments

- (1) Appointments and reappointments shall have a contract type of:

Casual

- (2) Each contract shall be either:

Continuous (i.e., up to five years in duration); or  
Post-Retirement (i.e., up to three years in duration)

- (3) Academic ranks shall be:

Lecturer  
Adjunct Clinical Professor  
Adjunct Research Professor  
Assistant Professor  
Associate Professor  
Professor  
Honorary Professor

- (4) At the discretion of the University, Casual Appointments shall be made at any rank and will take into account the Appointee's qualifications, experience, and achievements.

- (5) Failure to reappoint to any position does not constitute dismissal. Reappointment is neither promised nor guaranteed.
- (6) A Casual reappointment may include a change of rank, for example, from Lecturer to Assistant Professor, Assistant Professor to Associate Professor, or Associate Professor to Professor.
- (7) A Casual Appointment at any academic rank made under the provisions of these *Procedures for Casual Appointments* does not carry tenure.

#### Appointment Procedures

- In the case of each Casual Appointment made under these *Procedures for Casual Appointments*, the appointment will be initiated by the Dean (or Chair in a Faculty with Departments) and recommended by the Dean to the Provost.
- In the case of each appointment under these *Procedures for Casual Appointments*, the academic responsibilities shall be clearly specified at the time of appointment in the Letter of Appointment or Reappointment.

### B - RESIGNATION AND DISCONTINUANCE OF APPOINTMENT

#### Resignation

Where an appointee wishes to resign from the University, the appointment may be terminated by the appointee with three months' notice in writing to the University. Except in extraordinary circumstances, the resignation will take place at the end of the academic year, i.e., June 30.

#### Discontinuance of Appointment

The University reserves the right to discontinue or cancel any appointment on reasonable notice which shall be two calendar weeks.

**With the exception of Limited-Duties appointments,** should the Appointee accept another position within the University and by doing so become eligible for Membership in the Bargaining Unit, the Casual Appointment will be terminated on the effective date of assuming the new appointment. In such cases, the appointment will be covered by the terms of the Collective Agreement.

Should the Appointee's conduct or level of performance violate the University's minimum acceptable standards for the academic staff of the University, the University reserves the right to terminate the academic appointment immediately with no further obligation of any nature to the Appointee.

**Subcommittee on Information Technology (SUIT)**

**Terms of Reference:**

To report to SCUP on security issues relating to Information Technology , including:

- mechanisms for monitoring and maintaining security, developed in collaboration with Faculties, Departments and support units across campus.
- security-related policies for University-owned networks and systems and those attached to the campus Internet
- computing security standards designed to support University Security policies
- systems interruptions and security incidents investigated
- initiatives to educate the campus community regarding computer security issues and policies

To report to SCUP on issues relating to the World Wide Web at Western, including:

- acceptable use of the Web
- official Web sites

To create on-going working groups to monitor, review, update and/or develop policies in the area of Information Technology.

To report annually to SCUP.

**Composition:**

Two members of faculty elected by SCUP.

Ex Officio:

Director of Information Technology Services (Chair)  
Chair of SCUP  
Provost & Vice-President (Academic)  
Vice-President (Administration)  
Vice-President (Research)  
Vice-President (External)  
Associate Vice-President (Institutional Planning & Budgeting)  
Director of the Western Information Systems Group



## **Senate Committee on University Planning (SCUP)**

### **Terms of Reference:**

To act as the chief forum for critical appraisal and coordination of long-term plans for the University and to make recommendations concerning these to Senate, with appropriate commentary.

To ensure that the University budget and financial planning have taken full consideration of the planned priorities and programs of the University.

To approve, on behalf of the University, briefs for presentation to external bodies.

To transmit to Senate such reports of its subcommittees, and recommendations relating thereto, as are necessary to discharge effectively the duties of SCUP and its subcommittees, **including enrollment forecasting, capital planning, and information technology.**

To approve allocations from the Academic Development Fund.

To ~~propose~~ **recommend** to Senate annual University Operating and Capital Budgets for recommendation to the Board of Governors through the Vice-Chancellor.

To ~~propose~~ **recommend** to Senate a long range capital project plan for recommendation to the Board of Governors through the Vice-Chancellor.

To receive amendments to the capital plan on a quarterly basis.

To invite presentations by units requesting major projects.

To approve on behalf of Senate, for recommendation to the Board of Governors through the President & Vice-Chancellor, the establishment of designated chairs, professorships, and faculty fellowships consistent with University policy, subject to approval by a two-thirds majority of members present.

To receive and forward to Senate, the annual report of the University Librarian.

### **Composition:**

Six members to be elected by Senate, including: one graduate student; one member of administrative staff; and four members of faculty who are members of Senate at the time elected. The President of the Society of Graduate Students shall qualify as a student for this purpose. The term of elected members (faculty) is three years, non-renewable.

~~Senate Committees on Academic Policy and Awards (SCAPA) and Information Technology and Services (SCITS) each shall appoint one member:~~

Two representatives of the Board of Governors, appointed by the Board.

Ex officio:

President & Vice-Chancellor  
Provost & Vice-President (Academic)  
Vice-President (Administration)  
Vice-President (Research)  
Chair of SCAPA

Academic Colleague  
Dean, Faculty of Graduate Studies  
Principal of an Affiliated College (appointed on a rotating basis)  
President, University Students' Council  
University Librarian

Policy Planning Officer [Executive Officer] (non-voting)  
Secretary of Senate (non-voting)

Resource (non-voting):

Associate Vice-President (Financial Services)  
Associate Vice-President (Physical Plant & Capital Planning Services)  
Associate Vice-President (Institutional Planning & Budgeting)  
Vice-Provost (Policy, Planning & Faculty)  
~~Director, Facilities Planning (n-v)~~  
~~Manager, Occupational Health & Safety (n-v)~~

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