



Senate Governance Committee

TERMS OF REFERENCE

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Approved by the Senate: January 2009; September 2010, September 2013, May 2014, October 2015, October 2017

Reviewed: April 2018

Membership

- Five (5) Senate members as appointed by the Senate (each constituency group must have one representative)
Student Member – Senate Member or Student Representative of a Senate Subcommittee. In the event that a Student Senator is not available to serve on the Governance Committee, a student member, or designate, on a Senate Subcommittee or from the Student Union, is eligible to be nominated to serve on the Governance Committee.
- Executive Director, Student Services + Registrar / Secretary of Senate (ex officio)
- President + Vice Chancellor / Chair of Senate (ex officio)
- VP, Academic + Provost / Vice Chair of Senate (ex officio)
- University Secretary (ex officio)
- Any other member of the University Community whose expertise would be of benefit to the Committee, as appointed by, or by invitation of, the Chair of the Committee

Should more Senate members volunteer to be appointed to this Committee than there are positions, the Senate may call for a ballot vote to be held immediately, or vote to increase membership on the Committee to accommodate the total number of candidates.

Membership on the Committee will be for a two (2) year renewable term approved at the September meeting of the Senate, or as soon as possible after the beginning of the academic term.

Support

Support for the Committee will be provided by the Executive Assistant to the President + Vice Chancellor.

Chair

The Chair will be elected by the Committee members.

Mandate

Authority

This Committee reports to the Senate. It has authority to make recommendations for approval by the Senate.

General Responsibilities

- Liaises with the Senate Executive on all governance and policy issues.
- Acts as the primary review body for all governance and policy issues that do not specifically fall under the authority, as approved by Senate, of the Academic Planning and Priorities Committee (APP); Curriculum Planning and Review Committee (CPR); or the Senate Appeals Committee.
- On a periodic basis, this Committee reviews Senate Bylaws and makes recommendations for updating.
- Recommends and oversees an evaluation process for the Senate.
- Recommends professional development for Senate members based on evaluation responses.

Senate Evaluation and Professional Development

- Recommends the process for Senate self-evaluation and Senate member self-evaluation.
- Develops any survey/form to obtain evaluation information, coordinates distribution and collection of data.
- Presents a summary to the Senate for information with recommendations for any course of action required as indicated in the evaluations.
- Makes recommendations to the Senate for professional development sessions.
- Develops new Senate Member orientation sessions and content of the Senate Handbook for new members.

Cyclical Reviews (Academic)

In the event of a formal external Cyclical Review, the members of the Senate Governance Committee will review reports generated from the review prior to submission of those reports to the Senate, Board or University Community.

Senate Policies & Procedures (Responsibility: Senate as per Legislation)

- Drafts, or reviews submitted drafts, of Senate governance policies and procedures that fall under the responsibility of the Senate as outlined in the *University Act*.
- Presents Senate policies and procedures to the Senate for final approval.

Senate Bylaws

Reviews Senate Bylaws on a periodic basis and recommends any amendments/changes for Senate approval.

Conflict of Interest

Senate members must consider the Conflict of Interest and Code of Conduct Bylaws prior to any discussion or resolution being considered that would involve budget adjustments affecting the closure of a specific instructional program, area or Faculty, reductions in their operations, or other situations that might constitute any real, potential or apparent conflict of interest.

Meetings

At the call of the Chair of the Committee. A quorum of the Committee shall consist of 50% plus one of the eligible voting members.