

MEMBERSHIP AND FUNCTIONS OF SENATE STANDING COMMITTEES

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Nature and Role of Senate Standing Committees

The Senate standing committee structure has as its objective to facilitate debate on the floor of Senate itself and to make that debate as pertinent, concise and efficient as possible while ensuring that the responsibilities of Senate are fully carried out. Standing committee reports allow Senators to familiarize themselves as completely as possible with the matters to be discussed and to satisfy themselves that necessary questions have been asked and that answers have been obtained. A functioning standing committee structure of this nature supposes that in those cases where, on the floor of Senate, there is a feeling that questions remain unanswered, the matter should be referred back to the appropriate standing committee for the work to be carried out to the satisfaction of Senators. The Senate standing committees will from time to time need technical and administrative expertise in the matters under study and this service will be provided for Senate and its standing committees by an appropriate sector of the University Administration. The appropriate Vice-President is responsible for ensuring that technical and administrative expertise is available where necessary.

Circulation of Documentation

Every effort shall be made to ensure that all documentation for consideration by Senate standing committees shall reach the members of the standing committee in sufficient time to permit due consideration prior to the meeting. Under normal circumstances, the agenda and supporting documents shall be circulated no later than one week prior to the meeting.

Senate Standing Committees

The standing committee structure is as follows:

1. Steering Committee
2. Academic Planning and Priorities Committee
3. Academic Programs Committee
4. Research Committee
5. Library Committee
6. Finance Committee
7. Special Graduation Awards Committee
8. Distinguished Professor Emeritus Committee
9. Ethics Committee

The President is a voting member of all standing committees of Senate and counts for quorum only in Steering Committee, which is chaired by the President. The voting and quorum-determination status of the Provost and Vice-President, Academic Affairs, and the Vice-President, Research and Graduate Studies vary according to their roles and direct report representation on each standing committee and is outlined below.

Non-voting members of Senate standing committees shall not be counted in the determination of quorum.

All standing committee positions filled by nomination shall be ratified by Senate.

Eligibility to serve on Senate standing committees is subject to the following requirements:

- a) Faculty members and librarians elected to Senate who take a leave during their term of office shall be replaced by their Faculty Council for the duration of their leave, or by the professional librarians, in the case of librarians.
- b) Student members elected to Senate standing committees shall be registered in a course or other for-credit activity, be registered in an undergraduate or graduate program, and be in acceptable academic standing (such standing to be verified semi-annually, normally in September and January).
- c) Suspension or expulsion from the University shall immediately render student members ineligible to serve on Senate standing committees. Suspension or termination of employment at the University shall immediately render faculty members and librarians ineligible to serve on Senate standing committees. Constituencies that appoint individuals as their representative members are expected to conduct appointment processes in view of the duties and obligations of members specified in the *Code of Ethics and Conduct applicable to Members of Senate and Members of Committees Established by Senate* (US-1). A constituency may request, in writing, that the seat of one of its appointees be vacated. Vacated seats shall be filled as specified in the membership of Senate standing committees.

*Committee members marked with an asterisk are voting members who do not count for quorum.

1. Steering Committee

1.1 Membership:

- The President and Vice-Chancellor - Chair;
- The Provost and Vice-President, Academic Affairs;
- The Vice-President, Research and Graduate Studies;
- Two faculty Senators who are full-time faculty members from the Faculty of Arts and Science;
- One faculty Senator who is a full time-faculty member from each of the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, and the John Molson School of Business;
- One faculty Senator who is a part-time faculty member;
- Two undergraduate student Senators, normally from different Faculties;
- One graduate student Senator.

The Secretary of Senate is Secretary (non-voting) of the Committee.

Faculty Senators who are full-time faculty member representatives on Steering Committee shall be nominated by their respective Faculty Councils for a given academic year no later than May 31. The faculty Senator who is the part-time faculty member representative shall be nominated by the part-time faculty association for a given academic year no later than May 31. All faculty Senators on Steering Committee shall have served on Senate in a previous year. Student Senators shall be nominated by their respective student associations. All appointments to Steering Committee are for a one-year term.

1.2 Mandate:

- Consider and recommend the agenda for Senate meetings;
- Assign all matters deemed routine and uncontroversial to the consent agenda;
- Review resolutions and recommendations submitted to Senate by Faculty Councils and the Council of the School of Graduate Studies;
- Ensure that reports and recommendations arising out of different standing committees of Senate are submitted in a form permitting effective debate;
- Monitor the work of the standing committees of Senate;
- Prepare such reports and other documentation as Senate may require of it;
- Meet on a regular basis with the Executive Committee of the Board of Governors to discuss matters of mutual concern and report to Senate on the outcome of such meetings;
- Make any recommendations to Senate that it judges appropriate.

2. Academic Planning and Priorities Committee (APPC)

2.1 Membership:

- The President and Vice-Chancellor*;
- The Provost and Vice-President, Academic Affairs - Chair;

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- The Vice-President, Research and Graduate Studies;
- The Dean of the School of Graduate Studies;
- The University Librarian;
- Four faculty members, one each from the Faculty of Arts and Science, the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, and the John Molson School of Business;
- Two undergraduate students, normally from different Faculties;
- One graduate student;
- The Chief Financial Officer (non-voting);
- The Executive Director, Institutional Planning and Analysis (non-voting);
- The Vice-Provost, Faculty Relations (non-voting).

Faculty member representatives on APPC shall be nominated by their respective Faculty Councils. Faculty member appointments are for a three-year term. In order to ensure robust representation at Senate of discussions held in APPC, an attempt will be made to have two of the four faculty member representatives at any given time be Senators by inviting Faculties to nominate Senators to open seats. Student representatives shall be nominated by their respective student associations, which are encouraged to designate their nominees from among Senators. Student appointments are for a one-year term.

APPC is empowered to nominate, on an annual basis, up to two additional faculty Senators as members-at-large to fill a perceived gap in either expertise or representation.

2.2 Mandate:

- Study all planning and priority proposals created by Faculties and other academic units, and evaluate their implications;
- Consult Faculties and other academic units concerning proposals regarding academic development and priorities;
- Support the academic planning function of the University;
- Make reports and recommendations to Senate on academic planning and academic priorities, including the development of the University in relation to its external context;
- Submit an annual report to Senate on the state of the University's academic development;
- Undertake any other function that may be delegated to it by Senate;
- Make any recommendations to Senate that it judges appropriate within the scope of its mandate.

3. Academic Programs Committee (APC)

3.1 Membership:

- The President and Vice-Chancellor*;
- The Vice-Provost, Teaching and Learning - Chair;
- The Associate Deans responsible for curriculum from each Faculty;
- The Associate Dean responsible for curriculum from the School of Graduate Studies;

**Committee members marked with an asterisk are voting members who do not count for quorum.*

- The University Librarian;
- Four faculty members, one each from the Faculty of Arts and Science, the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, and the John Molson School of Business;
- Two undergraduate students, normally from different Faculties;
- One graduate student;
- The Director, Centre for Continuing Education (non-voting);
- The University Registrar (non-voting).

Faculty member representatives on APC shall be nominated by their respective Faculty Councils. Faculty member appointments are for a three-year term. In order to ensure robust representation at Senate of discussions held in APC, an attempt will be made to have two of the four faculty members at any given time be Senators by inviting Faculties to nominate Senators to open seats. Student representatives shall be nominated by their respective student associations, which are encouraged to designate their nominees from among Senators. Student appointments are for a one-year term.

3.2 **Mandate:**

In the area of credit programs:

- Coordinate all activities pertaining to new program curricula;
- Study the academic implications of proposals for new program curricula and for modifications to existing curricula and make appropriate recommendations to Senate;
- Study the operation of existing program curricula, ensure their coordination, and make appropriate recommendations to Senate;
- Make recommendations to Senate concerning the revision of undergraduate academic regulations;
- Develop policy with regard to all prizes based on academic achievement, review the academic implications of proposals for establishing such prizes and make appropriate recommendations to Senate;
- Undertake any other function that may be delegated to it by Senate;
- Make any recommendations to Senate that it judges appropriate within the scope of its mandate.

In the area of non-credit programs, receive for information the detailed description of any new program curricula and any modifications to existing curricula to ensure that there is no conflict with credit programs.

4. **Research Committee**

4.1 **Membership:**

- The President and Vice-Chancellor*;
- The Provost and Vice-President, Academic Affairs*;
- The Vice-President, Research and Graduate Studies - Chair;
- The Associate Deans responsible for research from each Faculty;

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- The Dean of the School of Graduate Studies;
- Four faculty members, one each from the Faculty of Arts and Science, the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, and the John Molson School of Business;
- Two faculty Senators;
- One undergraduate student;
- Two graduate students, normally from different Faculties;
- The Associate Vice-President, Strategy and Operations (non-voting);
- The Director of Administration, Office of the Vice-President, Research and Graduate Studies (non-voting).

Faculty member representatives on the Research Committee shall be nominated by their respective Faculty Councils. Faculty member appointments are for a three-year term. Faculty Senators shall be nominated by Steering Committee from among the faculty Senators. Faculty Senators appointments are for a one-year term. Student representatives shall be nominated by their respective student associations, which are encouraged to designate their nominees from among Senators. Student appointments are for a one-year term.

The Research Committee is empowered to nominate, on an annual basis, up to two additional tenured or tenure-track faculty members as members-at-large to give a balanced representation to important research areas.

4.2 Mandate:

- Identify current research issues and propose ways and means of responding to these challenges at various levels in the University;
- Study and make recommendations to Senate concerning:
 - o the development of research in the University, and internal resources to support research;
 - o the administration of such research;
 - o policy regarding ethical conduct of research;
- Undertake any other function that may be delegated to it by Senate;
- Make any recommendations to Senate that it judges appropriate within the scope of its mandate.

5. Library Committee

5.1 Membership:

- The President and Vice-Chancellor*;
- The Vice-President, Research and Graduate Studies*;
- The University Librarian - Chair;
- The Associate University Librarian, Collection Services, who shall act as Chair in the absence of the University Librarian;
- Three faculty members from the Faculty of Arts and Science, one each from the Social Sciences, Humanities and Sciences disciplines;

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- One faculty member from each of the Faculty of Engineering and Computer Science, the Faculty of Fine Arts and the John Molson School of Business;
- One professional librarian;
- Two undergraduate students from different Faculties;
- One graduate student.

Faculty member representatives on the Library Committee shall be nominated by their respective Faculty Councils. Faculty member appointments are for a three-year term. Student representatives shall be nominated by their respective student associations, which are encouraged to designate their nominees from among members Senators. Student appointments are for a one-year term.

The professional librarian shall be nominated by and from among the corps of professional librarians. This appointment is for a three-year term.

5.2 Mandate:

- Act as an advisory body of the Senate to the University Librarian and the Senate with particular regard to:
 - o library objectives, policies, and budget;
 - o the development of Library services and collections to meet the instructional, research and cultural needs of the University;
- Act as a vehicle for communication from academic units to the Library;
- Act as an advocate for the Library, reviewing external and internal indicators and comparative statistics in order to help frame the library's needs;
- Review University policies that affect the Library;
- Consider any matters submitted to it by the Senate;

6. Finance Committee

6.1 Membership:

- The President and Vice-Chancellor*;
- Two faculty members from the Faculty of Arts and Science;
- One faculty member from each of the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, and the John Molson School of Business;
- One undergraduate student;
- One graduate student;
- The Chief Financial Officer;
- The Vice-Provost, Planning and Positioning (non-voting);
- The Executive Director, Institutional Planning and Analysis (non-voting).

Faculty member representatives on the Finance Committee shall be nominated by their respective Faculty Councils. Faculty member appointments are for a three-year term. In order to ensure robust representation at Senate of discussions held in the Finance Committee, an attempt will be made to have two of the five faculty members at any given time be Senators by inviting Faculties to nominate Senators to open seats. Student

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representatives shall be nominated by their respective student associations, which are encouraged to designate their nominees from among Senators. Student appointments are for a one-year term.

The Chief Financial Officer convenes the first meeting of the Committee, at which the Chair is selected. The Chair shall be a faculty Senator and shall be selected by and from among the faculty member representatives of the Committee.

6.2 **Mandate:**

The Finance Committee's mandate is to analyze the relevant operating and capital budgets and to inform Senate discussion thereof, and more specifically to:

- analyze the proposed budget(s) from the perspective of academic priorities;
- produce a document that draws out the academic implications of the budget(s), to be tabled at the same time as the budget document(s) so that it may inform Senate's annual discussion of the budget(s);
- suggest to Senate any other recommendations regarding the budget(s) which the Committee considers important, provided they are consistent with the mandate of Senate;
- undertake any other function related to its mandate that may be delegated to it by Senate;
- make any recommendations to Senate that it judges appropriate within the scope of its mandate.

7. **Special Graduation Awards Committee**

7.1 **Membership:**

- The President and Vice-Chancellor*;
- The Dean of Students - Chair;
- Two faculty Senators;
- One undergraduate student;
- One graduate student;
- A member of the alumni (non-voting);
- A Student Services Director (non-voting);
- The Director of Alumni Affairs (non-voting).

The University Registrar is Secretary (non-voting) of the Committee.

Faculty Senators on the Special Graduation Awards Committee shall be nominated by Steering Committee from among the faculty Senators. Student representatives shall be nominated by their respective student associations, which are encouraged to designate their nominees from among Senators. The alumnus or alumna shall be nominated by the Concordia Alumni Association. The Student Services Director shall be nominated by the Associate Vice-President, Enrolment and Student Services. All appointments to the Special Graduation Awards Committee are for a one-year term.

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7.2 **Mandate:**

The Committee's mandate is to solicit and review nominations and to recommend recipients to Senate for the following Special Graduation Awards:

- The Concordia Medal
- The First Graduating Class Award
- The Malone Medal
- The O'Brien Medal
- The Stanley G. French Award
- The Lieutenant-Governor's Award
- The Provost's Medal for Outstanding Achievement
- The Dean of Students Medal

8. **Distinguished Professor Emeritus Committee**

8.1 **Membership:**

- The President and Vice-Chancellor*;
- The Provost and Vice-President, Academic Affairs - Chair;
- The Vice-President, Research and Graduate Studies;
- Three faculty members from the Faculty of Arts and Science, one each from the Social Sciences, Humanities and Sciences disciplines;
- One faculty member from each of the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, and the John Molson School of Business.

The faculty member representatives on the Distinguished Professor Emeritus Committee shall hold the rank of Professor and shall be nominated by their respective Faculty Councils. Their appointments are for a three-year term.

8.2 **Mandate:**

- Assess the nominations for the title of Distinguished Professor Emeritus submitted by the Faculty Councils in accordance with the criteria established by Senate, as reproduced hereunder:
 - o the nominee will have retired or will have chosen to retire from full-time service to the University;
 - o the nominee will normally have held the rank of Professor and will normally have been a member of the faculty at Concordia for at least ten years; and
 - o over the course of his or her career, up to retirement, the nominee will have made a demonstrably outstanding contribution to either teaching or research; or will have combined a distinguished academic career with an outstanding contribution to academic administration/service.
- Select from among the nominees the retiring professors whom it deems merits the designation Distinguished Professor Emeritus and make recommendations to Senate accordingly.

**Committee members marked with an asterisk are voting members who do not count for quorum.*

9. Ethics Committee

9.1 Membership:

- The President and Vice-Chancellor;
- One Senator who is a senior academic administrator;
- One faculty Senator;
- One student Senator.

The Secretary of Senate is Secretary (non-voting) of the Committee.

The Committee may invite any other member of the University to a meeting to provide input on a particular issue. Nominations for the members of the Committee shall be made by Steering Committee from among Senators from the relevant constituency. All appointments to the Committee are for a one-year term.

The Chair shall be selected by and from among the members of the Committee on an annual basis.

9.2 Mandate:

The Committee's mandate is to oversee and enforce the application of the *Code of Ethics and Conduct Applicable to Members of Senate and Members of Committees Established by Senate (US-1)* as provided for in the Code.

as approved by the Board of Governors on September 6, 1973; and revised by the Board of Governors on March 20, 1986 (effective July 1, 1986);

and as amended by Senate on September 26, 1986; December 19, 1986; May 8, 1987; May 29, 1987; December 18, 1987; January 22, 1988; May 6, 1988; September 13, 1991; December 4, 1992; October 28, 1994; September 15, 1995; September 13, 1996; February 7, 1997; March 7, 1997; June 9, 2000; January 18, 2002; December 8, 2006; February 12, 2010 (effective June 1, 2010); May 21, 2010 (effective June 1, 2010), April 15, 2011; February 17, 2012; September 14, 2012, April 17, 2015 (effective June 1, 2015), December 9, 2016, March 16, 2018

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