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1. ABOUT THIS SENATE HANDBOOK

Bishop’s University has a bicameral governance structure composed of the Board of Governors and the Senate. The academic work and life of the University are governed by the Senate, which prepares and recommends plans and policies for academic development and advises the Board of Governors concerning the academic needs of the University. The Board of Governors is responsible for general oversight of the overall management of the affairs of the University.

At the 605th Meeting of Senate on October 18, 2019, an Ad-hoc Committee on Senate By-Laws and Policies was established and staffed.¹ This Committee decided at its meeting on December 19, 2019, to develop a Senate handbook to serve as a guide and reference source for Senators to assist them in their important role.

On May 11, 2021, the Committee reviewed a draft Senate Handbook prepared by Secretary General Trygve Ugland. This draft was presented to Senate at its 633rd meeting on May 21, 2021.

Faculty Council and the Students’ Representative Council (SRC) were also consulted on the draft Senate Handbook.

The Senate Handbook is intended to be a “living” document that will be revised annually by the Secretary General prior to the first meeting of Senate in the Fall.

Geneviève Gagné, LL.B., MBA, CPA
Secretary of Senate
Secretary General

¹ The members of the Ad-hoc Committee on Senate By-Laws and Policies were: Philippe Gravel (Student Senator), Miles Turnbull (Vice-Principal Academic & Research), Trygve Ugland (Secretary General and Vice-principal Government Relations and Planning), Marianne Vigneault (Faculty Senator), David Webster (Faculty Senator) and Dawn Wiseman (Chair of the Senate Nominating Committee). Sufia Langevin (SRC Vice-President of Academic Affairs) replaced Philippe Gravel on the Committee from May 1, 2021.

2. SENATE MEETING DATES - 2025-2026

The following meeting dates were presented at the 669th meeting of Senate on January 24, 2025 (Document 669/6.5). The Senate meets on Friday afternoon at 1:30 p.m.:

- September 12, 2025
- October 24, 2025
- November 14, 2025
- December 5, 2025
- January 23, 2026
- March 13, 2026
- April 10, 2026
- May 22, 2026

Meetings will normally be held in-person in Tomlinson Hall, McGreer 100.

Meetings may be held remotely when circumstances make it preferable or required.

3. LIST OF SENATORS – 2025-26

	Members	Appointed/Elected by	Term
1.	Sébastien Lebel-Grenier	Principal, Chair	<i>ex officio</i>
2.	Kerry Hull	Interim Vice-Principal Academic & Research, Vice-Chair	<i>ex officio</i>
3.	Matthew Perros	Interim Associate Vice-Principal, Research and Dean of Social Sciences	<i>ex officio</i>
4.	Jean Manore	Interim Associate Vice-Principal Learning and Teaching and Dean of Humanities	<i>ex officio</i>
5.	Julie Desjardins	Dean of the School of Education	<i>ex officio</i>
6.	Margaret BK Shepherd	Dean of the Williams School of Business	<i>ex officio</i>
7.	Valerio Faraoni	Interim Dean of Natural Sciences and Mathematics	<i>ex officio</i>
8.	Catherine Lavallée-Welch	University Librarian	<i>ex officio</i>
9.	Hans Rouleau	Registrar*	<i>ex officio</i>
10.	Calin Valsan	Williams School of Business	2025-28
11.	Jonas Goliash	William School of Business (Interim)	2025-26
12.	Eva Bures	School of Education	2024-27
13.	Anthony Di Mascio	School of Education	2023-27
14.	Steven Woodward	Faculty of Humanities (Interim)	2025-26
15.	Linda Morra	Faculty of Humanities	2025-28
16.	John Ruan	Faculty of Natural Sciences and Mathematics	2023-26
17.	Jade Savage	Faculty of Natural Sciences and Mathematics (Interim)	2025-26
18.	Heather Lawford	Faculty of Social Sciences	2024-27
19.	Maxime Trempe	Faculty of Social Sciences	2024-27
20.	Adrianna Mendrek	Faculty Council – full-time faculty	2025-28
21.	Cranmer Rutihinda	Faculty Council – full-time faculty	2024-27
22.	Dawn Wiseman	Faculty Council – full-time faculty	2024-27
23.	Bruno Courtemanche	Faculty Council – contract faculty	2024-27
24.	Julien Collin	Faculty Council – contract faculty	2024-27
25.	Mirana Iliza	SRC - Vice-President	2025-26
26.	Vivienne Webster	SRC – Williams School of Business	2025-26
27.	Emily Miller	SRC – School of Education	2025-26
28.	Sonoma Brawley	SRC – Faculty of Humanities	2025-26
29.	Rosalyn French	SRC – Faculty of Natural Sciences and Mathematics	2025-26
30.	Liam Stewart	SRC – Faculty of Social Sciences	2025-26
31.	Grace Cordeiro Ferrigno	SRC – Graduate Student Rep.	2025-26

*The Registrar is a non-voting member.

The Secretary General serves as Secretary of Senate.

4. SENATE AND THE STATUTES OF BISHOP'S UNIVERSITY²

4.1 Composition of Senate

In accordance with Part I, Section 5.1 of the *Statutes of Bishop's University*, the Senate shall be composed of the following members:

- a) the Principal and Vice-Chancellor, who shall be the Chair;
- b) the Vice-Principal Academic and Research;
- c) the Academic Deans;
- d) the University Librarian;
- e) fifteen (15) members of the faculty, comprising:
 - i. two (2) faculty members appointed from and by each Academic Divisions;
 - ii. five (5) faculty members elected by the Faculty Council, comprised of three (3) elected in such manner and with such proportional representation by Academic Division as may be decided upon from time to time by the Faculty Council and two (2) elected from the contract faculty.
- f) six (6) full-time undergraduate students who shall be the Vice-President, Academic of the Students' Representative Council, or equivalent, and five (5) others elected by the full-time student body, in such manner and with such proportional representation as may be decided upon from time to time by the full-time student body, provided that only students in good standing may be members of Senate;
- g) one (1) graduate student who shall be named by the Students' Representative Council, provided that such graduate student is in good standing; and
- h) the Registrar, in a non-voting capacity.

The Secretary General shall be the Secretary of Senate.

² Based on the *Statutes* of Bishop's University, incorporating revisions approved by the Board of Governors on September 27, 2024.

4.2 Terms of Senate Membership

In accordance with Part I, Section 5.3 of the *Statutes of Bishop's University*, the terms of office of members of Senate shall be as follows:

- a) if a member of the faculty, three (3) years, renewable once; and
- b) if a student, one (1) year, renewable for so long as the student continues to be a full-time or part-time student in good standing and to be elected or named as such.

Appointments to the Senate shall be staggered in such manner as to provide as much continuity as possible.

4.3 Powers of the Senate

Subject to the oversight and approval of the Board of Governors, the powers and responsibilities of the Senate are identified in Part I, Section 5.4 of the *Statutes of Bishop's University*:

- a) to govern the academic work and life of the University; and
- b) to prepare and recommend plans and policies for the academic development of the University, including by way of example, the following:
 - i. areas of study;
 - ii. organization of academic activities (such as Academic Divisions, programs and departments);
 - iii. graduate studies policy;
 - iv. methods of teaching and study;
 - v. educational standards;
 - vi. library and other academic services;
 - vii. conduct of examinations;
 - viii. recommending to Convocation the granting of all degrees in course;
 - ix. nature of all scholarships, fellowships and awards;
 - x. admissions; and
 - xi. size and composition of faculty.

4.4 Rules of the Senate

Committees

In any academic committee created by the Senate, there shall be student representation if the recommendations of such group would affect students, unless student representatives on the Senate specifically choose not to be represented.

Chair

The Principal and Vice-Chancellor shall be Chair of the Senate, shall preside at the meetings thereof and shall bring the recommendations of the Senate to the Board of Governors. In the absence of the Principal and Vice-Chancellor, the Vice-Principal Academic shall act as Chair. In the absence of both the Principal and Vice-Chancellor and the Vice-Principal Academic, or during the vacancy of these offices, the member of the Senate senior by length of appointment to the faculty shall preside.

Meetings

The Senate shall meet at least six (6) times a year at the call of the Principal and Vice-Chancellor or the Vice-Principal Academic or more often as may be required.

Meetings at the Call of Senate Members

Any seven (7) members of the Senate who desire the calling of a special meeting may make a request in writing to the Principal and Vice-Chancellor (or the Vice-Principal Academic and Research, as the case may be) setting out the objects of the proposed meeting, and, upon a default of the Principal and Vice-Chancellor or Vice-Principal Academic and Research to call a special meeting within forty-eight (48) hours of receipt of the said request, they may themselves convene a meeting of the Senate.

Quorum

The quorum at any meeting of Senate shall be twelve (12) members of Senate, including the Chair, at least seven (7) of whom must be members of the faculty and, when the meeting is held while classes are in session at the University, at least two (2) of whom must be students in good standing.

Courses and Terms of Study

The courses of study shall consist of such academic requirements and subjects as are prescribed by the Senate. The period allotted to study in each year shall be divided into terms, the opening and closing dates of which are in each case determined by the Senate.

Examinations and Graduation

All matters dealing with examinations and graduation shall be determined from time to time by the Senate, which shall cause the appropriate announcements to be published in the University Calendar.

5. GUIDING PRINCIPLES AND PROCEDURES OF SENATE³

Senate Meetings

Senate operates in a default mode of openness and transparency, and the meetings are open to the public, except for designated in-camera (confidential) sessions. Senate meetings are normally held in Tomlinson Hall, McGreer 100.

By the decision of the Chair, Senate meetings may be held through audio/video conferencing.

In lieu of a meeting, Senate votes may exceptionally be taken by e-mail, if deemed required by the Chair of the Senate.

Senate Meeting Times

The Statutes do not provide guidance concerning the specific time and day of Senate meetings. However, at the 662nd meeting of Senate on April 12, 2023, it was decided that the meetings would be held on Fridays at 1:30 p.m.

Senate normally holds meetings from September through May. The Senate meeting times for the upcoming academic year are brought to Senate for information in the Winter semester, and are included in the Senate Handbook.

Conduct of Meetings

Robert's Rules of Order shall govern Senate procedures in all cases where they are applicable and where they are consistent with the rules outlined in this document: <https://robertsrules.com/>

Order of Business

The order of business at Senate meetings shall normally be as follows:

1. Approval of Agenda
2. Approval of Minutes
3. Communications from the Chair
4. Business Arising
5. Committee Items (reports and discussion related to committees)
6. Other Business/Recommendations
7. Information Items

³ These guiding principles and procedures are advisory in nature, and they are based on prior decisions, recommendations and practice of Senate.

Call for Agenda Items

A call for agenda items will be issued at least twenty (20) days prior to a regularly scheduled meeting of Senate. The procedure for calling a special meeting of Senate is found in Section 4 of this Handbook. Complete details are available in the Statutes, Part I, section 5.8.

Submitting Items to the Agenda

Ideally, all discussion items, motions and other matters that a Senator wishes to have placed on the Senate agenda should be submitted to the Secretary General at least ten (10) days prior to the Senate meeting.

Proposed agenda items submitted after this date may be deferred by the Secretary of Senate to a subsequent meeting of Senate.

Issues for Discussions

Before bringing an issue to Senate for discussion, it is recommended that the Senator consult with the Chair of the relevant Senate sub-committee, if there is one. The Senate sub-committee may already be working on the issue in question.

Discussion items should be forwarded to the Secretary General in response to the Call for Items within the specified period. This ensures that time has been allocated for the discussion. It is a good idea to produce and circulate a written document that provides background information on the issue. The discussion at Senate will include if any action should be taken and suggestions for logical next steps.

Motions and Voting

Motions are how Senate makes decisions. Proposed motions and supporting materials should be in writing and, ideally, be provided to the Secretary General no later than ten (10) days prior to the Senate meeting at which the motion will be presented to ensure that Senators have sufficient time to read the documentation and to consult with the relevant constituency groups.

For Senate to consider a motion, a Senator must “move” or “propose” the motion, and another Senator must “second” the motion. When a motion has been moved and seconded the Chair opens the floor for debate. The Chair, or a Senator, may call for a vote on the motion. When a call for a vote has been made, the Chair asks Senators to indicate their support for the motion by voting: in favour, opposing or abstaining. The Secretary General tabulates the votes and informs the Chair of the results.

If there is a large majority in favour, the Secretary General may so inform the Chair, without a formal count. Members who wish their abstentions or oppositions to be recorded in the Minutes can so inform the Chair.

Sometimes a Senator may not agree with a motion that is introduced, but the Senator would be in favour of a modified form of the motion. In that case, the Senator may propose an “amendment” to the motion on the floor. The Senators who proposed and seconded the motion can accept or reject the amendment before the motion is put to a vote.

Distribution of Senate Documents

As specified at the 540th meeting of Senate on November 21, 2011, the objective is to distribute the agenda and all related documents at least five (5) days in advance of the meeting.

All Senate documents can be accessed by Senators on the Senate Portal under MyBU.

Senators are encouraged to review the documents and contact the author if they have comments or questions before the Senate meeting.

Senators may also contact the Secretary General prior to the meeting if they have comments or corrections to the Senate Minutes.

Senate Minutes

Approved Minutes of Senate may be accessed at: <https://www.ubishops.ca/about-bu/bishops-university-leadership-and-vision/governance-and-administration/senate/senate-minutes/>

The Minutes will be uploaded to the website as soon as possible after they have been approved by Senate and signed by the Secretary General and the Chair of the meeting.

Summary Table of Recommended Deadlines

What?	When?	Action
Call for agenda items	20 days prior to the meeting	Call will be made by the Office of the Secretary General
Submission of agenda items	10 days prior to the meeting	The Office of the Secretary General receives the submission of proposed agenda items
Submission of proposed motions and documentation	10 days prior to the meeting	The Office of the Secretary General receives the proposed motions and documentation
Distribution of Senate agenda and documents	At least five (5) days prior to the meeting	The Office of the Secretary General will upload the agenda and all supporting documents to the Senate Portal as soon as they are received
Upload of Senate Minutes to the website	As soon as the Minutes are approved and signed	The Office of the Secretary General will submit the Minutes to the University Webmaster to upload

6. SENATE COMMITTEES, MANDATES AND MEMBERSHIP

Ideally, the mandates of the Senate committees should be reviewed by the committees every three years.

Senate can appoint standing and ad-hoc committees necessary for the proper exercise of its authority. An ad-hoc committee is normally dissolved automatically upon receipt of its final report.

6.1 Standing Committees

1. [Academic Appeals Committee](#)
2. [Academic Review Committee](#)
3. [Academic Standing and Admissions Policy Committee \(ASAP\)](#)
4. [Decolonization Circle](#)
5. [Senate Committee on Graduate Studies](#)
6. [Institutional Repository Committee](#)
7. [Senate Committee on Statistics](#)
8. [Senate Committee on Student Accessibility and Accommodation Services](#)
9. [Senate Library Committee](#)
10. [Senate Nominating Committee](#)
11. [Senate Planning Committee \(SPC\)](#)
12. [Senate Program Academic Review Committee \(SPARC\)](#)
13. [Senate Research Committee](#)
14. [Senate Research Ethics Committee](#)
15. [Senate Research Space Committee](#)
16. [Senate Teaching and Learning Centre Initiative Committee](#)
17. [Senate Academic and Curriculum Committee \(SACC\)](#)

1. ACADEMIC APPEALS COMMITTEE

Mandate and functions of the Academic Appeals Committee⁴

Where an appeal of the decision of the Academic Review Committee has been submitted, the Senate shall either:

- i. Receive and accept the report of the Academic Review Committee
- ii. Receive the report of the Academic Review Committee and refer the case to the Academic Appeals Committee.

In both cases debate on Senate's decision must be held in-camera, and any member of Senate who is a party to the case must recuse him- or herself from the discussion. The content of the debate shall be confidential and Senate shall limit itself to discussion of material contained in the report of the Academic Review Committee and the request for appeal. Members of Senate who are also members of the Academic Review Committee shall abstain from voting.

The Academic Appeals Committee has the power to hear an appeal from a decision of the Academic Review Committee for the following reasons⁵:

- i. errors of fact in information used by the ARC which could affect the decision rendered,
- ii. new evidence not available to a party at the time of the decision of the ARC was made,
- iii. errors of interpretation of any University academic policy or regulation,
- iv. serious procedural error,
- v. action by the ARC beyond its jurisdiction.

Composition and membership of the Academic Appeals Committee

Composition of the Academic Appeals Committee⁶:

- ◆ One faculty member who is not a member of Senate named by Faculty Council,
- ◆ One student who is not a member of Senate named by the SRC, and
- ◆ One academic officer of the Senate (Dean or Vice-Principal) named by the Principal.

Two alternate members shall also be named, one faculty member and one student.

⁴ As approved at the 461st meeting of Senate in January 2004.

⁵ Academic Review and Appeals, as approved by Senate at its 461st meeting, January 2004, <https://www.ubishops.ca/wp-content/uploads/Academic-Review-and-Appeals.pdf>

⁶ As approved at the 461st meeting of Senate

2. ACADEMIC REVIEW COMMITTEE

Mandate and Functions of the Academic Review Committee⁷

The function of the Academic Review Committee is to hear complaints against any academic decision taken in the University by a faculty member, a Departmental Chairperson, a Dean or the Vice-Principal, and to adjudicate all infractions of University academic policy referred to it by any member of the University community.

- i. The Committee year extends from May 1st through April 30th of the following calendar year. The Committee shall remain constituted for the entire year.
- ii. Faculty members shall serve a term of two years, renewable once, after which they must step down for at least one full year. Student members shall serve a term of one year, renewable once. Senate shall make provisions (through its Nominating Committee) for timely replacement of members whose terms are expiring.
- iii. The Committee is authorized by Senate to select which alternate members will replace regular members who must leave the Committee before the end of their term or who are unavailable during the summer months.

Composition and membership of the Academic Review Committee

Composition of the Academic Review Committee:

- ◆ Two faculty members of Senate (2);
- ◆ Two student members of Senate (2);
- ◆ One academic officer selected by the Principal.

⁷ As approved by Senate at its 461st meeting, January 2004.

3. ACADEMIC STANDING AND ADMISSIONS POLICY COMMITTEE (ASAP)

Mandate and Functions of the Academic Standing and Admissions Policy Committee⁸

1. To make recommendations to Senate on the general academic regulations of the University;
2. To determine how specific academic regulations are to be interpreted and/or applied in relation to the academic standing of students;
3. To make recommendations to Senate on policies affecting admissions and scholarships;
4. To receive, review and decide upon all student appeals with respect to academic standing and/or scholarships.

Composition and membership of the Academic Standing and Admissions Policy Committee⁹

- ◆ Vice-Principal Academic & Research (voting)
- ◆ Dean of Humanities (voting)
- ◆ Dean of Social Sciences (voting)
- ◆ Dean of Natural Sciences and Mathematics (voting)
- ◆ Dean of the Williams School of Business (voting)
- ◆ Dean of the School of Education (voting)
- ◆ Vice-President of the Students' Representative Council (voting)
- ◆ Registrar & Director of Admissions, Chair (non-voting)
- ◆ Associate Registrar - Admissions, Secretary of Committee (non-voting)
- ◆ Ombudsperson (non-voting)
- ◆ Vice-Principal Student Affairs (non-voting)
- ◆ Faculty Member elected by Faculty Council (voting)

⁸ As approved at the 604th Senate on September 20, 2019; as revised at the 666th Senate on October 11, 2024.

⁹ As approved at the 637th Senate on October 22, 2021; as revised at the 666th Senate on October 11, 2024.

4. DECOLONIZATION CIRCLE

Decolonization Circle: Terms of Reference¹⁰

Preamble

As a standing Committee of the Senate, the Decolonization Circle replaces the Ad Hoc Committee on Reconciliation and Decolonization (established by Senate on October 22, 2018).

This change works to address the pressing need for decolonization and indigenization at Bishop's University and to realize an enduring commitment to the processes of reconciliation, decolonization, and indigenization.

Mandate and Functions

The Decolonization Circle is a standing Senate Committee. The mandate of the Decolonization Circle is to shape the long-term vision and direction of Bishop's University regarding decolonization and indigenization, including its strategic planning.

Centering and prioritizing Indigenous knowledges, ways of knowing, and world views, the Decolonization Circle shall:

- Develop and implement opportunities and initiatives that improve the climate and circumstances at Bishop's University for Indigenous students, staff, and faculty.
- Take actions toward decolonization and indigenization at Bishop's University, informed by established Indigenous approaches and practices.
- Foster avenues for cross-cultural learning opportunities, emphasizing culturally diverse solutions to entrenched injustices and global challenges.

Composition and Membership

The Decolonization Circle shall be responsible for determining its composition and membership with the following criteria:

- The Decolonization Circle and its work is Indigenous-led and directed.
- The Decolonization Circle's structure is non-hierarchical, with no permanent chair position and with shared responsibility.
- Indigenous members form the core membership for the Circle.
- Permanent membership will be available for Indigenous staff and faculty at Bishop's University, including:
 - Associate Director of Indigenous Initiatives
 - Coordinator(s) of Indigenous Student Support Services
 - Dr. Genner Llanes-Ortiz, Canada Research Chair in Digital Indigenities
 - Dr. Colette M. Yellow Robe (Tsitsistas & Suhtai), Assistant Professor
 - BUSRC Indigenous Representative

¹⁰ As revised by Senate at the 659th Senate Meeting on December 8, 2023

- Indigenous Cultural Alliance (ICA) representative
- The Circle will invite Indigenous students to join, with at least one Indigenous student participating regularly.
- The Circle may invite Indigenous advisors from outside Bishop's University to participate temporarily or on a longer-term basis.
- Non-Indigenous students, staff, faculty, or administrators may be invited to participate for a two-year term with the possibility of renewal or early termination. This invitation aims to cover a broad range of perspectives and strengths of the departments and programs at Bishop's University.

The Circle will meet at least thrice yearly and report to the Senate annually or more often as needed.

As revised by Senate at the 659th Senate Meeting on December 8, 2023

5. SENATE COMMITTEE ON GRADUATE STUDIES

Mandate and Functions of the Senate Committee on Graduate Studies ¹¹

The mandate of the Senate Committee on Graduate Studies (SCGS) is to support Bishop's in the development and maintenance of graduate programs.

The Committee, chaired by the Vice-Principal Academic and Research, will provide guidance, context and resources, and promote and advocate for graduate programs across campus for Bishop's University.

The tasks of the Committee include:

- ◆ Reviewing, revising and developing University-wide policies for graduate studies with the goal of excellence in programming and delivery.
- ◆ Developing, reviewing and revising general graduate studies components of the Academic Calendar.
- ◆ Reviewing and assessing graduate program proposals to provide feedback, advice and guidance to departments/schools/divisions before their approval by the Senate Planning Committee and Senate.
- ◆ Developing and promoting funding opportunities for graduate students, such as internal and external graduate awards, scholarships, and prizes, mentoring and peer-teaching and funds for conferences.
- ◆ Advocating with the Foundation for funds for graduate students.
- ◆ Providing a liaison role between Bishop's University and any internal working group at the divisional level.
- ◆ Providing a liaison role between Bishop's University and external working such as (but not limited to) the Canadian Association for Graduate Studies (CAGS), and the *Association des doyens des études supérieures au Québec* (ADESAQ).
- ◆ Advocating, supporting, and developing policies that encourage, recognize, and support graduate research at Bishop's University.
- ◆ Reviewing and moving the approval of individualized M.A./M.Sc.

Composition and membership of the Senate Committee on Graduate Studies ¹²

- ◆ Vice-Principal Academic & Research (Chair, ex officio, voting member)
- ◆ Registrar (ex officio, voting member)
- ◆ Director of Research and Graduate Studies (ex officio, voting member)
- ◆ Graduate program coordinators (or delegate) from Divisions/Schools with graduate programs; Divisions/Schools without graduate programs may nominate someone to act as a divisional representative on the Committee (voting members)
- ◆ One graduate student from a course-based program enrolled at Bishop's University named by the Students' Representative Council (voting member)
- ◆ One graduate student from a thesis-based program enrolled at Bishop's University named by the Students' Representative Council (voting member)

¹¹ As revised at the 643rd meeting of Senate on May 20th 2022.

¹² As revised at the 643rd meeting of Senate on May 20th 2022.

6. INSTITUTIONAL REPOSITORY COMMITTEE

Mandate and functions of the Institutional Repository Committee¹³

- ◆ To develop and oversee the implementation of policies relating to the content and quality control of the documents contained in the repository, the management of intellectual property rights and the long term viability of the database.

Composition and membership of the Institutional Repository Committee¹⁴

- ◆ Librarian (Chair)
- ◆ Three faculty members
- ◆ One contract faculty member
- ◆ Director of Research Services
- ◆ One student

¹³ As approved at the 525th meeting of Senate on April 19th 2010.

¹⁴ As approved at the 525th meeting of Senate on April 19th 2010.

7. SENATE COMMITTEE ON STATISTICS

Mandate and Functions of the Senate Committee on Statistics¹⁵

Reporting to Senate, the Senate Committee on Statistics (SCS) will maintain an inventory of all teaching of statistics on campus (specific courses, use of statistics within courses, tutoring), will consider ways to improve the teaching of statistics on campus, will consider ways to encourage research collaboration in statistics on campus.

Composition and membership of the Senate Committee on Statistics¹⁶

- ◆ All faculty teaching statistics courses or their designates
- ◆ One student

¹⁵ As approved at the 485th meeting of Senate on May 17th 2006.

¹⁶ As approved at the 485th meeting of Senate on May 17th 2006.

8. SENATE COMMITTEE ON STUDENT ACCESSIBILITY AND ACCOMMODATION SERVICES

Mandate and Functions of the Senate Committee on Student Accessibility and Accommodation Services¹⁷

This Committee originated as an ad hoc committee of Senate mandated to formulate a University policy on students with special needs. Once Senate adopted the policy (October, 1993), its members recommended that, in order to fulfill one item of the policy statement “Bishop’s University will endeavour to continue to work towards the removal of barriers to students with disabilities”, the Committee meet on an annual basis to review and identify gaps in services to students with disabilities and make recommendations where appropriate. This, then, is the current mandate of this Committee.

Composition and membership of the Senate Committee on Student Accessibility and Accommodation Services¹⁸

- Manager of Student Accessibility and Accommodation Services (Chair)
- One Coordinator of Student Accessibility and Accommodation Services
- One Coordinator of Student Accessibility and Accommodation Services (alternate)
- Two faculty representatives
- One full-time student nominated by SRC
- One part-time student nominated by SRC
- The Dean of Student Affairs
- The Director of English Writing Proficiency Program
- One consultant specifically invited
- One student user of Accessibility and Accommodations Services

¹⁷ As approved at the 392nd meeting of Senate on February 24th 1997.

¹⁸ As revised at the 606th meeting of Senate on November 22nd 2019.

9. SENATE LIBRARY COMMITTEE

Mandate and Functions of the Senate Library Committee¹⁹

- To assist in the development and review of those library policies which affect the academic life of the University. The Committee shall bring to Senate for consideration and recommendation such matters as:
 - general plans and policies for the development and maintenance of collections, services and facilities;
 - library operating policies which affect faculty and students;
 - long range planning.
- To advise the chief Librarian on matters which affect the academic life of the University and College. These matters include especially:
 - academic needs of faculty and students;
 - internal budgetary priorities for the library collections to ensure fair and equitable consideration of the academic needs of all departments and programs.
- To serve as a liaison between the academic community and the library administration and as advocate for the library within University and College.
- To report and make recommendations to Senate at such times as may be deemed necessary and at least annually (at the February meeting of Senate) on those aspects of the Library operation which concern the academic life of the University, including:
 - implementation of current policies;
 - priorities for the future;
 - budget priorities, including personnel.

Composition and membership of the Senate Library Committee²⁰

- ◆ University Librarian
- ◆ One Librarian elected from professional Librarians
- ◆ One member of faculty, from each division or school, named by Senate
- ◆ A representative of Champlain College, elected by the SECCL (faculty union) and approved by the Campus Director
- ◆ Two students, named by SRC
- ◆ Two Champlain College students named by the Champlain Students' Association (CSA)
- ◆ One Staff Council member

¹⁹ As revised at the 643rd meeting of Senate on May 20th 2022.

²⁰ As revised at the 643rd meeting of Senate on May 20th 2022.

10. SENATE NOMINATING COMMITTEE

Mandate and Functions of the Senate Nominating Committee²¹

To nominate in an open, fair, and democratic manner the names of individuals willing to be appointed to Senate Committees.

Composition and membership of the Senate Nominating Committee²²

- One faculty Senator from each division
- One contract faculty Senator
- One full-time student Senator
- One part-time student Senator
- One Librarian other than the University Librarian

²¹ As approved at the 389th meeting of Senate on November 12th 1996.

²² As approved at the 633rd meeting of Senate on May 21st 2021.

11. SENATE PLANNING COMMITTEE (SPC)

Mandate and Functions of the Senate Planning Committee²³

The Senate Planning Committee shall advise and make recommendations to the Senate on the allocation of resources for the academic areas of the University. These recommendations are based upon considerations of the University's goals and needs consistent with the University's vision, mission and values, and may be used to inform the overall academic budget approved annually by the Board of Governors. These recommendations take into account the University's long and short-term planning objectives, including those reflected in its Strategic Framework and other strategic plans.

The Committee shall advise and make recommendations to the Senate on:

1. New tenure stream appointments
2. Limited term appointments
3. The allocation of part-time courses
4. Changes to existing academic areas with financial or resource implications
5. The viability and sustainability of the financial case of proposals for new academic areas and initiatives
6. The viability and sustainability of existing academic areas, activities and initiatives
7. Any other matter on which it is directed by the Senate

Composition and membership of the Senate Planning Committee²⁴

- Vice-Principal Academic and Research, as Chair
- One (1) tenured full-time faculty member from each Academic Division
- One (1) student, appointed by the Student Representative Council
- Registrar, or designate (non-voting)

Elections to the Senate Planning Committee shall take place before the Senate meeting concerning graduating students in May.

The student member must be a full-time or part-time student in good standing and will serve a term of one (1) year, renewable once.

²³ As approved at the 388th meeting of Senate on October 21st 1996, as revised at the 663rd Senate on May 17, 2024.

²⁴ As revised at the 429th meeting of Senate on October 16th 2000, as revised at the 663rd Senate on May 17, 2024.

12. SENATE PROGRAM ACADEMIC REVIEW COMMITTEE (SPARC)

Mandate and Functions of the Senate Program Academic Review Committee²⁵

The main purpose of academic program review is the improvement of the academic programs at Bishop's University with respect to their quality and breadth of offerings. The review process aims to:

1. Ensure that academic programs conform to national and international norms specific to each discipline
2. Assess how an academic program enacts specific internal University-wide objectives including those articulated in the University's Mission and Vision Statements and its Strategic Plan
3. Provide information that may be used for academic planning and budgetary purposes

The following procedures ensure that the university's review process and practices are compliant with the *Bureau de Coopération interuniversitaire* (BCI) framework for the periodic evaluation.²⁶ These review procedures relate to academic programs and shall not be used for the evaluation of a particular faculty member for the purposes of administrative decisions on renewal of contract, tenure, promotion, or dismissal or any other matter covered by the Collective Agreement.

Composition and membership of the Senate Program Academic Review Committee²⁷

- Vice-Principal Academic & Research (Chair)
- One (1) faculty member nominated by each Faculty or School; and
- One (1) student nominated by the SRC

²⁵ As approved at the 663th meeting of Senate on May 17th 2024.

²⁶ Cadre de référence du BCI pour l'évaluation périodique des programmes universitaires existant. BCI; 14 décembre 2023.

²⁷ As approved at the 663th meeting of Senate on May 17th 2024.

13. SENATE RESEARCH COMMITTEE

Mandate and Functions of the Senate Research Committee²⁸

The purpose of the Senate Research Committee (SRC) is to encourage, support, develop, and promote research at Bishop's University. The SRC main activities are also include the following:

- ◆ Develop the Strategic Research Plan for the University.
- ◆ Hold open and objectively adjudicated competitions for the allocation of available funds. These funds are supplied mainly by the Bishop's Foundation.
- ◆ Promote equity, diversity and inclusion (EDI) in Research and ensure equitable access to funding opportunities for all researchers.

The Senate Research Committee is composed of one representative from each division and school, the Vice-Principal Academic and Research (or a designated academic officer), one librarian and the Director of Research and Graduate Studies. In order to ensure an unbiased review process, all members of the Senate Research Committee shall complete EDI training.

Composition and membership of the Senate Research Committee ²⁹

- ◆ Vice-Principal Academic and Research (ex officio, voting member)
- ◆ One (1) representative from each division/school (voting members)
- ◆ One (1) Librarian (voting member)
- ◆ Director of Research and Graduate Studies (ex officio, voting member)
- ◆ Two (2) Student representatives (one undergraduate and one graduate), as named by the Students' Representative Council (voting members). The student representatives will not participate in adjudication of faculty submissions.

²⁸ As revised at the 642nd meeting of Senate on March 25, 2022.

²⁹ As revised at the 642nd meeting of Senate on March 25, 2022.

14. SENATE RESEARCH ETHICS COMMITTEE

(Policy on the responsible conduct of research)

Mandate and Functions of the Senate Research Ethics Committee³⁰

The mandate of the Senate Research Ethics Committee is to receive allegations of misconduct in scholarly research. Upon receipt of such allegations, it will determine

- a) whether the allegations have sufficient substance to warrant investigation or
- b) shall be dismissed without further action.

In cases where the Committee finds that the allegations warrant investigation, it shall make available all relevant documents to a special committee, independent of the Senate Research Ethics Committee, composed of three tenured members of faculty selected by the Principal from a panel of six agreed to by the Corporation, the Senate and the Faculty Association. This special committee shall undertake the formal investigation of the allegations following the procedures outlined in the Policy on Research Integrity.

Composition and membership of the Senate Research Ethics Committee³¹

- ◆ Three faculty members of Senate
- ◆ The Dean of the Division to which the individual named in the allegation is attached (if a Dean is involved or an individual is not attached to one of the four Divisions, then the Vice-Principal will act as a member of the Committee instead of the Dean)

The Committee will elect its own Chairperson.

³⁰ As approved at the 392nd meeting of Senate on February 24th 1997.

³¹ As approved at the 392nd meeting of Senate on February 24th 1997.

15. SENATE RESEARCH SPACE COMMITTEE

Mandate and Functions of the Senate Research Space Committee³²

The mandate of the committee is:

- ◆ To create an inventory of research space on campus and its present utilization
- ◆ To survey research space allocation practices at other universities with the view to creating a best practices guide for an institution of our size and type
- ◆ To construct recommendations for research space allocation priorities in consultation with the office of the VP, Deans and faculty
- ◆ To construct recommendations for criteria and procedures for the allocation of research space
- ◆ To recommend to Senate the proper mandate and composition of a standing Research Space Committee of Senate

Composition and membership of the Senate Research Space Committee³³

The composition of the committee is:

- ◆ Vice-Principal Academic
- ◆ Director of Research Services
- ◆ One Dean
- ◆ Four faculty nominated by Senate Nominating Committee, two of which must be from the Division of Natural Sciences and Mathematics
- ◆ Assistant Vice-Principal Finance and Administration or delegate (non-voting)
- ◆ Director of Buildings and Grounds (non-voting)

³² As approved at the 523rd meeting of Senate on February 22nd 2010.

³³ As revised at the 571st meeting of Senate on September 14th 2015.

16. SENATE TEACHING AND LEARNING CENTRE INITIATIVE COMMITTEE

Mandate and Functions of the Senate Teaching and Learning Centre Initiative Committee (TLCI)³⁴

Regarding Pedagogical Development: Support for scholarly teaching

- ◆ To foster strong collaborative ties with students in order to enhance student learning;
- ◆ To consult with students about various topics related to higher education;
- ◆ To build capacity for teaching excellence amongst members of our Bishop's community, for fulltime contract, and part-time faculty, librarians, and staff (and, when appropriate, to build relationships with community educators, e.g. from Champlain, BCS, and the Eastern Townships School Board);
- ◆ To support teachers to develop evidence-based teaching practices;
- ◆ To facilitate reflective teaching practices;
- ◆ To provide teaching resources for pedagogical development in the following areas: student learning outcomes, student motivation, assessment design, teaching innovation, classroom management, student evaluation, competency development, design of course syllabi, program evaluation, curriculum design, teaching across a range of abilities, using educational technology.

Regarding Scholarship of Teaching and Learning: Research on scholarly teaching

- ◆ To support educational practitioners as they identify possible research questions, design systematic studies of teaching and/or learning, and disseminate their research to the educational community;
- ◆ To provide resources for researchers as they design projects through workshops and retreats;
- ◆ To build communities of practice and connect researchers as they explore interconnected themes and research questions;
- ◆ To promote perceptions of SoTL as a valuable research endeavor;
- ◆ To encourage SoTL research through various vehicles/opportunities of dissemination;
- ◆ To engage in research around teaching and learning as members of the TLCI;
- ◆ To draw attention to opportunities for internal and external funding.

Regarding Educational Leadership: Supporting educational leaders to enact change and innovation in an educational context

- ◆ Educational leadership involves
 - Working with and guiding educators to improve educational processes in our institution and communities;
 - Building leadership capacities in students, faculty, and staff;
 - Acting in an advisory capacity for conversation around institutional and governmental policies.

Composition and membership of the Senate Teaching and Learning Centre Initiative Committee³⁵

- ◆ One tenure-stream or tenured faculty member (Chair, elected by the members of the Committee)
- ◆ One faculty member from each Division/School (elected by their Division/School)
- ◆ One Librarian (elected by librarians)
- ◆ One community member (chosen by consensus through the committee)

³⁴ As approved at the 569th meeting of Senate on March 11th 2015.

³⁵ As approved at the 607th meeting of Senate on December 13th 2019.

- ◆ One full-time student (voting, SRC VP Academic, pending amendment to the SRC Constitution, or their designated representative)
- ◆ University Librarian (ex-officio, non-voting)
- ◆ Vice-Principal Academic (ex-officio, non-voting)
- ◆ One Academic Dean (ex-officio, non-voting, chosen by the Executive Team)
- ◆ Educational Technology Support Specialist (ITS Manager or their designated representative, ex-officio, non-voting)
- ◆ One part-time faculty member (voted by the Faculty Council)
- ◆ Two additional full-time faculty members (voted by the Faculty Council)
- ◆ Two (2) representatives from Student Services (appointed by the Dean of Student Affairs)
- ◆ One (1) part-time continuing faculty member (appointed by the Senate Nominating Committee)
- ◆ The Stephen A. Jarislowsky Chair for Undergraduate Teaching Excellence (Ex-officio member)
- ◆ One graduate student named by the SRC

17. SENATE ACADEMIC AND CURRICULUM COMMITTEE (SACC)³⁶

Mandate and Functions of the Academic and Curriculum Committee

In keeping with the University's vision, mission and values, and its strategic priorities, the Senate Academic and Curriculum Committee (SACC) shall advise and make recommendations to the Senate on the academic activities of the University, with the goal of supporting the continuous development of an educational culture committed to teaching excellence and the highest quality academic programs.

1. The Senate Academic and Curriculum Committee will coordinate the development of policies, guidelines and recommendations on learning and teaching affecting the academic activities of the University for consideration by Senate. This will include:
 - i. Assessment, class scheduling
 - ii. Experiential learning
 - iii. Technology-enhanced learning, including on-line delivery
 - iv. Academic integrity and misconduct

In determining its priorities for the development of the above, the SACC will report to Senate every September, outlining its plans for the year and seeking Senate's approval of them. Senate may also, at the request of its members, ask the SACC to address certain issues within its mandate, regardless of the priorities that have been approved.

2. The Senate Academic and Curriculum Committee will participate in the annual academic planning cycle of the University by:
 - a. Assessing and making recommendations to Senate on the academic case for new academic offerings, changes to existing offerings, and the discontinuation of existing offerings including changes to:
 - i. Degrees
 - ii. Degree components (egs. Honours, Majors, Concentrations, Minors, Certificates, Micro-certificates, Micro-programs)
 - iii. Courses

If the proposed changes include a new resourcing component, these changes will be forwarded to the Senate Planning Committee (SPC) to assess and make recommendations to Senate on the financial feasibility of the changes.

- b. Coordinating and monitoring the implications of curricular changes on other academic units and ensuring that changes are accurately reflected in the Academic Calendar.
 - c. Ensuring that course and program changes align with current and future academic policies adopted by Senate and recommending to Senate any exceptions to these policies.
3. When directed by Senate, the Senate Academic and Curriculum Committee will advise and make recommendations to Senate on:
 - a. Broader issues to do with curriculum design, innovation and development
 - b. Any other strategic matters relevant to learning and teaching, curriculum or the academic offerings of the University

³⁶ As approved at the 677th meeting of Senate on November 14, 2025.

Coordination with other Committees

The SACC shall coordinate its activities with the following committees:

Academic Standing and Admissions Policy Committee

The Academic Standing and Admissions Policy (ASAP) committee is currently responsible for recommending general academic regulations and applying them, for considering eligible candidates for admission and scholarships and for reviewing student appeals. Any recommendations coming from SACC that may overlap with the responsibilities of ASAP will be discussed with the members of ASAP before they are presented to Senate.

Senate Program Academic Review Committee

The duties of the Senate Program Academic Review Committee (SPARC) are to oversee the review of every academic program offered by the University. During the review process, recommendations for program quality and improvement are an integral part of the review and hence liaising between SACC and SPARC would benefit both. Note that the VPAR or delegate chairs both SACC and SPARC.

Senate Planning Committee

The SACC and the SPC will coordinate their respective responsibilities regarding the academic review process. However, if the VPAR delegates responsibility for SACC to an AVP, the AVP and VPAR will ensure coordination between the activities of the two committees.

Teaching and Learning Centre Initiative

The Teaching and Learning Centre Initiative Committee (TLCI) has taken on the responsibility of supporting professors' teaching and learning responsibilities and activities. Because the overall guidance and structure to learning and teaching will be provided by the SACC, the TLCI chair will be an *ex officio* member of the SACC to ensure coordination between the two committees.

The SACC may establish appropriate working groups to discuss relevant learning and teaching issues, as it deems necessary. These working groups will be formed through a call for volunteers from the AVPLT, with the goal of having representation from a broad spectrum of faculty, students, and academic staff. The working group may also bring in experts as needed.

Composition and membership of the Senate Academic and Curriculum Committee³⁷

The Senate Academic and Curriculum Committee (SACC) shall consist of the following members:

- ◆ Vice-Principal Academic and Research, or delegate, as Chair,
- ◆ One (1) full-time Faculty member from each Academic Division,
- ◆ One (1) member of the Contract Faculty,
- ◆ One (1) Librarian,
- ◆ One (1) undergraduate student and one (1) alternate,
- ◆ One (1) representative from the Decolonization Circle,
- ◆ Registrar, or delegate (non-voting),
- ◆ Chair of the Senate Teaching and Learning Centre Initiative Committee (TLCI) *ex officio* (non-voting)
- ◆ Representative from the Equity, Diversity, and Inclusion (EDI) and Anti-Racism (AR) Office (non-voting).

³⁷ As approved at the 677th meeting of Senate on November 14, 2025.

Quorum for the Committee shall be five (5) voting members.

Committee members from the full-time Faculty, Contract Faculty and Librarians shall be appointed by the Senate Nominating Committee and shall serve for terms of two (2) years, renewable once. Student members shall be appointed by the Students Representative Council, one of whom will serve on the Committee and the other will serve as the alternate when the principle member is not able to attend. Student members must be full-time or part-time students in good standing and shall serve terms of one (1) year, renewable once. The representative of the Decolonization Circle will be appointed by the members of that Circle. The EDI and AR representative will be chosen by the Vice Principal Student Affairs and Equity, Diversity and Inclusion.

6.2 Ad hoc Committees

1. senate task force on the use of generative artificial intelligence (ai)

1. SENATE TASK FORCE ON THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)³⁸

Mandate and Functions of the Senate Task Force on the Use of Generative Artificial Intelligence (AI)

The mandate of the Senate Task Force on the Use of Generative Artificial Intelligence is to investigate the challenge presented by generative AI to teaching and learning at Bishop's University and to provide principled guidance and actionable recommendations for faculty and students.

The Task Force will:

1. Develop guidelines and provide advice on the use of artificial intelligence
2. Investigate and provide resources for faculty that enable them to make informed decision regarding the use of generative AI in their teaching approaches, including regarding learning activities and assessment design
3. Draft guidelines and compile resources for students that familiarize them with generative AI tools to build digital literacy skills and also their ethical and appropriate use for learning
4. Determine risks to academic integrity that may arise from the use of generative AI and recommend strategies to mitigate those risks, including possible amendments to the University's Academic Regulations concerning disciplinary measures
5. Propose suggested types of training, learning opportunities or additional courses that might be offered to faculty and students, to develop and enhance a deeper understanding of generative AI's impact on learning and teaching
6. Investigate whatever other issues or opportunities may be deemed appropriate by the committee

Composition and membership of the Senate Task Force on the Use of Generative Artificial Intelligence (AI)

- ◆ Vice-Principal Academic and Research (or delegate of the Vice-Principal Academic and Research)
- ◆ Three (3) members of the University Full-Time Faculty
- ◆ One (1) member of the Contract Faculty
- ◆ One (1) student recommended by the Student Representative Council
- ◆ One (1) Librarian or member of academic staff appointed by the Faculty Council

³⁸ As approved at the 669th meeting of Senate on January 24th, 2025.