



TABLE OF CONTENTS

1. About this Senate Handbook
2. Senate Meeting Dates
3. List of Senators 2022-23
4. Senate and the Statutes of Bishop's University
 - 4.1. Composition of Senate
 - 4.2. Terms of Senate Membership
 - 4.3. Powers of Senate
 - 4.4. Rules of Senate
5. Guiding Principles and Procedures of Senate
6. Senate Committees
 - 6.1. Standing Committees with mandates and composition
 - 6.2. Ad-hoc Committees with mandates and composition

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.

Denise Lauzière, LL.B.
Secretary of Senate
Secretary General (Interim)

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 - 2022-2023

The following meeting dates were approved at the 640th meeting of Senate on January 28, 2022 (Document 640/8.1):

2022

- ◆ Friday, September 16th
- ◆ Friday, October 28th
- ◆ Friday, December 2nd

2023

- ◆ Friday, January 27th
- ◆ Friday, February 24th
- ◆ Friday, April 14th
- ◆ Friday, May 19th

Meetings will normally be held in-person in Tomlinson Hall, McGreer 100 at 2:30 p.m. Meetings may be held remotely when circumstances make it preferable or required.

3. LIST OF SENATORS – 2022-23

	Members	Appointed/Elected by	Term
1	Michael Goldbloom	Principal, Chair	<i>ex officio</i>
2	Andrew Webster	Vice-Principal Academic & Research, Vice-Chair	<i>ex officio</i>
3	Michele Murray	Dean of Arts	<i>ex officio</i>
4	Kerry Hull	Dean of Science*	<i>ex officio</i>
5	Julie Desjardins	Dean of Education	<i>ex officio</i>
6	Reena Atanasiadis	Dean of the Williams School of Business	<i>ex officio</i>
7	Claire Grogan	Associate Vice-Principal Academic*	<i>ex officio</i>
8	Catherine Lavallée-Welch	University Librarian	<i>ex officio</i>
9	Hans Rouleau	Registrar*	<i>ex officio</i>
10	Michael Teed	Div. of Business	2022-25
11	Yanan Wang	Div. of Business	2020-23
12	Dawn Wiseman	Div. of Education	2021-24
13	Gregory Brophy	Div. of Humanities	2020-23
14	Jessica Riddell	Div. of Humanities	2022-25
15	Elizabeth Prusak	Div. of Natural Sciences	2020-23
16	Brad Willms	Div. of Natural Sciences	2021-24
17	Darren Bardati	Div. of Social Sciences	2020-23
18	Marianne Vigneault	Div. of Social Sciences	2022-25
19	Alexandre Drouin	Faculty Council – full-time	2021-24
20	Hafid Agourram	Faculty Council – full-time	2022-25
21	Jordan Tronsgard	Faculty Council – full-time	2021-24
22	Bruno Courtemanche	Faculty Council – contract faculty	2021-24
23	Julien Collin	Faculty Council – contract faculty	2021-24
24	Victoria Perak	SRC - Vice-President Academic	2022-23
25	Nick Veenstra	SRC - Div. of Business	2022-23
26	Genny LeClaire	SRC - Div. of Education	2022-23
27	Emily Demers	SRC - Div. of Humanities	2022-23
28	Gaby Loupiac	SRC - Div. of Natural Sciences	2022-23
29	Tiffany Farouse	SRC - Div. of Social Sciences	2022-23
30	Jay Dasani	SRC – Graduate Student Rep.	2022-23

* The Registrar, the Dean of Science and the Associate Vice-Principal Academic are non-voting members

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 Division I, Section 5 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;
- c) the Academic Deans;
- d) the University Librarian;
- e) fourteen (14) members of the faculty, comprising:
 - i. six (6) faculty members, comprised of two (2) faculty members appointed by each of the three (3) Divisions of Arts and Science;
 - ii. two (2) faculty members appointed by the Williams School of Business;
 - iii. one (1) faculty member appointed by the School of Education; and
 - iv. five (5) faculty members elected by the Faculty Council, comprised of three (3) elected in such manner and with such proportional representation by 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 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;
- h) the Registrar, in a non-voting capacity; and
- i) the Dean of Science and the Associate Vice-Principal Academic, in a non-voting capacity³.

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 May 1, 2020.

³ The Board of Governors approved the creation of the positions of Dean of Science and Associate Vice-Principal Academic on August 31, 2020 and the 624th meeting of Senate on September 11, 2020, refers to the non-voting participation of the Dean of Science and the Associate Vice-Principal Academic on Senate until the positions are reviewed.

4.2. Terms of Senate Membership

In accordance with Division I, Section 5 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 Division I, Section 5 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 faculties, schools, 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, 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 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 SENATE⁴

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 597th meeting of Senate on October 22, 2018, it was decided that the meetings would be held on Fridays at 2:30 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

⁴ 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, Division 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

Academic Appeals Committee
Academic Integrity Committee
Academic Review Committee
Academic Standing Admission Policy Committee
Continuing Education Committee
Experiential Learning Committee
Graduate Studies Committee
Institutional Repository Committee
Senate Committee on Prizes
Senate Committee on Statistics
Senate Committee on Student Accessibility and Accommodation Services
Senate eLearning Committee
Senate Library Committee
Senate Nominating Committee
Senate Planning Committee
Senate Program Academic Review Committee
Senate Research Committee
Senate Research Ethics Committee
Senate Research Space Committee
Senate Teaching and Learning Centre Initiative Committee
Senate Teaching Evaluation Committee
Senate Timetable Committee

ACADEMIC APPEALS COMMITTEE

Mandate and functions of the Academic Appeals Committee⁵

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 reasons⁶:

- 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 Committee⁷:

- ◆ 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.

⁵ As approved at the 461st meeting of Senate in January 2004.

⁶ 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>

⁷ As approved at the 461st meeting of Senate

ACADEMIC INTEGRITY COMMITTEE

Mandate and Functions of the Academic Integrity Committee⁸

To assess the current climate of Academic Integrity at Bishop's University, review current procedures for educating, processing, and enforcing matters of Academic Integrity, consult broadly both inside and outside the University community on these matters, and make recommendations to Senate.

Composition and membership of the Academic Integrity Committee⁹

- ◆ One member of faculty from each of the four Divisions and the School of Education;
- ◆ Two full-time students, appointed by the SRC;
- ◆ One graduate student, appointed by the SRC;
- ◆ One academic officer, selected by the Principal.

⁸ As revised at the 466th Senate held on May 13, 2004.

⁹ As revised at the 643rd Senate held on May 20, 2022.

ACADEMIC REVIEW COMMITTEE

Mandate and Functions of the Academic Review Committee¹⁰

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.

¹⁰ As approved by Senate at its 461st meeting, January 2004

ACADEMIC STANDING AND ADMISSIONS POLICY COMMITTEE

Mandate and Functions of the Academic Standing and Admissions Policy Committee¹¹

1. To make recommendations to Senate on policies affecting admissions and scholarships, and 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 receive, review and decide upon all student appeals with respect academic standing and / or scholarships.

Composition and membership of the Academic Standing and Admissions Policy Committee¹²

- ◆ Vice-Principal Academic & Research (voting)
- ◆ Dean of Arts (voting)
- ◆ Dean of Science (voting)
- ◆ Dean of the Williams School of Business (voting)
- ◆ Dean of the School of Education (voting)
- ◆ Vice-President Academic of the Students' Representative Council (voting)
- ◆ Registrar & Director of Admissions, Chair (non-voting)
- ◆ Director of Recruitment & Retention (voting)
- ◆ Associate Registrar - Admissions, Secretary of Committee (non-voting)
- ◆ Ombudsperson (non-voting)
- ◆ Dean of Student Affairs (non-voting)
- ◆ Faculty Member elected by Faculty Council (voting)

¹¹ As approved at the 604th Senate on September 20, 2019.

¹² As approved at the 637th Senate on October 22, 2021.

SENATE LIFE-LONG LEARNING COMMITTEE¹³

Mandate and Functions of the Senate Life-Long Learning Committee¹⁴

The Committee will consider and bring forward to Senate recommendations for strategic and tactical planning as well as policy and organization for the Bishop's Centre for Life-Long Learning.

Composition and Membership of the Senate Life-Long Learning Committee¹⁵

- The Vice-Principal Academic and Research or designate
- The Registrar or designate
- The Coordinator of the BU Life-Long Learning Centre or designate
- One faculty member from each Division and School named by the Nominating Committee
- One undergraduate student (full-time or part-time) named by the Nominating Committee
- One graduate student (full-time or part-time) named by the Nominating Committee

¹³ Formerly named the Senate Continuing Education Committee

¹⁴ As revised at the 642nd meeting of Senate on March 25, 2022.

¹⁵ As revised at the 642nd meeting of Senate on March 25, 2022.

EXPERIENTIAL LEARNING COMMITTEE

Mandate and Functions of the Experiential Learning Committee¹⁶

- ◆ To oversee the development of experiential learning at Bishop's University.
- ◆ To promote its integration into programs in diverse and appropriate ways.
- ◆ To produce and to distribute to the university community guidelines and information on best practices in experiential learning.
- ◆ To disburse funds for experiential learning courses and projects in a fair and impartial manner.
- ◆ To report to Senate from time to time, but at least once per year, on the state of experiential learning at Bishop's, on its own activities and to make specific recommendations for the future development of experiential learning.

Composition and membership of the Experiential Learning Committee¹⁷

- ◆ Vice-Principal Academic
- ◆ One representative for each Division
- ◆ The Director of the ETRC
- ◆ One Student Services representative
- ◆ One student from SRC

¹⁶ As approved at the 495th meeting of Senate on May 17, 2007.

¹⁷ As approved at the 495th meeting of Senate on May 17, 2007.

SENATE COMMITTEE ON GRADUATE STUDIES

Mandate and Functions of the Senate Committee on Graduate Studies ¹⁸

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 ¹⁹

- ◆ 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)

¹⁸ As revised at the 643rd meeting of Senate on May 20th 2022.

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

INSTITUTIONAL REPOSITORY COMMITTEE

Mandate and functions of the Institutional Repository Committee²⁰

- ◆ 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 Committee²¹

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

²⁰ As approved at the 525th meeting of Senate on April 19th 2010.

²¹ As approved at the 525th meeting of Senate on April 19th 2010.

SENATE COMMITTEE ON PRIZES

Mandate and Functions of the Senate Committee on Prizes²²

- ◆ To recommend Senate policies governing the awarding of academic prizes and scholarships (other than admissions scholarships)
- ◆ To receive, review and recommend to Senate proposals for new prizes and scholarships
- ◆ To recommend to Senate at the end of each academic year the winners of academic prizes and scholarships

Composition and membership of the Senate Committee on Prizes²³

- ◆ One member of faculty from each Division/School
- ◆ One student nominated by the SRC
- ◆ Director of Development (ex-officio)
- ◆ Registrar (ex-officio; Chair)

²² As approved at the 389th meeting of Senate on November 25th 1996.

²³ As approved at the 389th meeting of Senate on November 25th 1996.

SENATE COMMITTEE ON STATISTICS

Mandate and Functions of the Senate Committee on Statistics²⁴

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 Statistics²⁵

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

²⁴ As approved at the 485th meeting of Senate on May 17th 2006.

²⁵ As approved at the 485th meeting of Senate on May 17th 2006.

SENATE COMMITTEE ON STUDENT ACCESSIBILITY AND ACCOMMODATION SERVICES

Mandate and Functions of the Senate Committee on Student Accessibility and Accommodation Services²⁶

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 Services²⁷

- 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

²⁶ As approved at the 392nd meeting of Senate on February 24th 1997.

²⁷ As revised at the 606th meeting of Senate on November 22nd 2019.

SENATE E-LEARNING COMMITTEE

Mandate and Functions of the Senate E-Learning Committee²⁸

The e-Learning Committee will provide guidance on the use of technology, in enhancing the quality of teaching and learning, and the overall academic experience of Bishop's students. An effective e-Learning strategy must enable Bishop's to leverage its traditional strengths for on-campus students as well as for distance learners.

The e-Learning Committee will develop and implement a procedure for evaluating requests for fully supported software. This Committee should also develop, communicate and implement a policy outlining levels of IT support offered for different teaching tools, so that instructors and students know who to consult when they have issues with a specific product.

Composition and membership of the Senate E-Learning Committee²⁹

- ◆ The Associate Vice-Principal, Continuing Education (Chair), *ex officio*
- ◆ One faculty member from each of the Divisions and Schools
- ◆ One undergraduate student
- ◆ One graduate student
- ◆ One member of the contract faculty
- ◆ The Registrar, *ex officio*
- ◆ The University Librarian, *ex officio*
- ◆ a representative of Information Technology Services
- ◆ the Manager of Student Accessibility and Accommodations Services (or their delegate) *ex officio*

²⁸ As revised at the 636th meeting of Senate on September 24th 2021.

²⁹ As revised at the 636th meeting of Senate on September 24th 2021.

SENATE LIBRARY COMMITTEE

Mandate and Functions of the Senate Library Committee³⁰

- 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 Committee³¹

- ◆ 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

³⁰ As revised at the 643rd meeting of Senate on May 20th 2022.

³¹ As revised at the 643rd meeting of Senate on May 20th 2022.

SENATE NOMINATING COMMITTEE

Mandate and Functions of the Senate Nominating Committee³²

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 Committee³³

- ◆ 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

³² As approved at the 389th meeting of Senate on November 12th 1996.

³³ As approved at the 633rd meeting of Senate on May 21st 2021.

SENATE PLANNING COMMITTEE

Mandate and Functions of the Senate Planning Committee³⁴

1. The SPC will make recommendations to Senate which will attempt to deliver all academic programmes within the overall academic budget of \$10,600,000 as of July 1,1997.
2. In its deliberations concerning 1., The SPC is invited to assume that it will be possible to reduce the costs of academic programmes through the process of attrition and by reducing or eliminating the use of part-time credits given the collaboration of faculty and its willingness to be innovative and to demonstrate flexibility. The preparation of such a plan will require the SPC to exercise great creativity in order to ensure that academic restructuring yields high-quality academic programs which will permit Bishop' s to attract new students and retain them in numbers large enough to meet our enrolment goals.
3. In considering any academic restructuring, the SPC should, among other considerations, take cognizance of the net revenue contribution of different programs as well as the differential workload between programs.
4. The starting point for the SPC deliberations should be the state of continuing faculty positions as of 1995-96.
5. The SPC should consider changes to all academic programmes following full consultation with those concerned.
6. The SPC should meet with members of the departments in open discussion as part of the process of preparing an interim report for presentation to Senate in mid-January of 1997 with a view to providing an interim report to the Executive Committee at its January meeting.

Composition and membership of the Senate Planning Committee³⁵

- ◆ Vice-Principal Academic
- ◆ One faculty member from each Division/School
- ◆ One full-time student

³⁴ As approved at the 388th meeting of Senate on October 21st 1996.

³⁵ As revised at the 429th meeting of Senate on October 16th 2000.

SENATE PROGRAM ACADEMIC REVIEW COMMITTEE

Mandate and Functions of the Senate Program Academic Review Committee³⁶

The main purpose of program review is the continuous improvement of the academic programs at Bishop's University with respect to their quality and breadth of offerings. The review will also ensure that programs conform to provincial government requirements as well as national and international norms specific to each discipline.

Reviews will also assess how a program enacts specific internal University-wide objectives including those articulated in the University's Mission and Vision Statements and its Strategic Plan. Reviews also provide information that may be used in academic planning and for budgetary purposes.

The implementation of the Senate-approved procedures for program review will also allow the University to meet its responsibility to account for its resources and to make efficient use of them.

These review procedures relate to the individual 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 on any other matter covered by the Collective Agreement.

Composition and membership of the Senate Program Academic Review Committee³⁷

- ◆ Vice-Principal Academic & Research (Chair)
- ◆ One faculty member nominated by each Division/School
- ◆ One student nominated by the SRC

³⁶ As approved at the 639th meeting of Senate on December 10th 2021.

³⁷ As approved at the 451st meeting of Senate on November 18th 2002.

SENATE RESEARCH COMMITTEE

Mandate and Functions of the Senate Research Committee³⁸

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 ³⁹

- ◆ 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.

³⁸ As revised at the 642nd meeting of Senate on March 25, 2022.

³⁹ As revised at the 642nd meeting of Senate on March 25, 2022.

**SENATE RESEARCH ETHICS COMMITTEE
(Policy on the responsible conduct of research)**

Mandate and Functions of the Senate Research Ethics Committee⁴⁰

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 Committee⁴¹

- ◆ 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.

⁴⁰ As approved at the 392nd meeting of Senate on February 24th 1997.

⁴¹ As approved at the 392nd meeting of Senate on February 24th 1997.

SENATE RESEARCH SPACE COMMITTEE

Mandate and Functions of the Senate Research Space Committee⁴²

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 Committee⁴³

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
- ◆ Assistant Vice-Principal Finance and Administration or delegate (non-voting)
- ◆ Director of Buildings and Grounds (non-voting)

⁴² As approved at the 523rd meeting of Senate on February 22nd 2010.

⁴³ As revised at the 571st meeting of Senate on September 14th 2015.

SENATE TEACHING AND LEARNING CENTRE INITIATIVE COMMITTEE

Mandate and Functions of the Senate Teaching and Learning Centre Initiative Committee (TLCI)⁴⁴

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.

⁴⁴ As approved at the 569th meeting of Senate on March 11th 2015.

Composition and membership of the Senate Teaching and Learning Centre Initiative Committee⁴⁵

- ◆ 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)
- ◆ 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

⁴⁵ As approved at the 607th meeting of Senate on December 13th 2019.

SENATE TEACHING EVALUATION COMMITTEE

Mandate and Functions of the Senate Teaching Evaluation Committee⁴⁶

To oversee that the procedures and the instrument for student teaching evaluations are evaluated and revised or updated as needed.

Composition and membership of the Senate Teaching Evaluation Committee⁴⁷

- ◆ One faculty member from each Division/School
- ◆ One part-time student
- ◆ One full-time student
- ◆ One part-time faculty member

⁴⁶ As revised by Senate at the 578th meeting of Senate on May 18th 2016.

⁴⁷ As approved by Senate at the 400th meeting of Senate on November 24th 1997.

SENATE TIMETABLE COMMITTEE

Mandate and Functions of the Senate Timetable Committee⁴⁸

To make recommendations to Senate for the construction of a timetable system which would provide a balance between:

1. Diverse pedagogical practices, needs, and styles
2. Efficiency in the utilization of classroom space
3. Uniformity across all academic divisions, so that students continue as far as possible to share a common timetable and thus share access to all University programs.

Composition and membership of the Senate Timetable Committee⁴⁹

- ◆ Vice-Principal Academic
- ◆ Faculty member from each of the five Divisions
- ◆ Student Senator
- ◆ Staff member from the Record's Office
- ◆ Registrar

6.2 Ad-hoc Committees

Senate Ad-hoc EWP Writing Centre

Senate Ad-hoc Committee on Reconciliation and Decolonization

⁴⁸ As revised at the 510th meeting of Senate on October 20th 2008.

⁴⁹ As revised at the 510th meeting of Senate on October 20th 2008.

SENATE AD-HOC COMMITTEE FOR THE EWP/WRITING CENTRE

Mandate and Functions

As approved at the 603rd Senate held on May 23rd 2019, the mandate of the Ad-hoc Committee for the EWP / Writing Centre is to:

- ◆ identify a validated writing exam to be used for diagnostic and placement purposes only;
- ◆ make a recommendation about a potential new graduation requirement in academic writing;
- ◆ examine the feasibility of identifying writing-intensive courses across the curriculum to ensure that students' academic writing is developed and assessed as part of all academic programs at Bishop's;
- ◆ make a recommendation relating to the resources allocated to the Writing Centre, including the possibility of a full-time Coordinator for the Writing Centre.

Composition and membership

As approved at the 603rd meeting of Senate held on May 23rd 2019, the composition of the Ad-hoc Committee for the EWP / Writing Centre:

- ◆ The Vice-Principal Academic;
- ◆ One academic Dean;
- ◆ The Coordinator of the EWP Writing Centre and one other member;
- ◆ One representative from each division and school of the University;
- ◆ The University Librarian;
- ◆ One student Senator;
- ◆ One student representative (preference given to a part-time student).

SENATE AD-HOC COMMITTEE FOR RECONCILIATION AND DECOLONIZATION

Mandate and Functions

As approved at the 597th meeting of Senate held on October 22nd 2018, the mandate of the Ad-Hoc Committee for Reconciliation and Decolonization is to work with the research findings and recommendations of the *Research and Recommendations for Reconciliation and Decolonization at Bishop's University* (Document 597/6.2) and, in consultation with the various programs and departments, pursue ways of:

- developing opportunities for Indigenous students;
- improving the culture at Bishop's for these students; and
- fostering cross-cultural learning opportunities.

Composition and membership

As approved at the 597th meeting of Senate held on October 22nd 2018, the Ad-Hoc Committee for Reconciliation and Decolonization will be composed of:

- Five (5) faculty members (One member from each school/division) named by the Senate Nominating Committee
- One (1) student named by the SRC
- One (1) student member of the Indigenous Cultural Alliance
- The Indigenous Student Support and Liaison Officer
- One (1) academic officer