

# Senate Bylaws 2022-2023

## CHAPTER I – DEFINITIONS In these bylaws:

- (1) "Academic unit" means either the Library and Archives or a Department or School which offers programs of study and which is comprised of faculty members who share teaching and research interests;
- (2) "Board" means the Board of Governors of Laurentian University of Sudbury;
- (3) "Chair" means presiding officer as in Chair of Senate, Committee Chair or Department Chair;
- (4) "Dean" means dean of a faculty
- (5) "Department" means a department of a faculty;
- (6) "Director" means a director of a school;
- (7) "Designate" means a person formally delegated by a regular ex officio voting member of Senate or of one of its Committees to participate and vote at all meetings of Senate or that Committee for a specific Senate year or Committee term;
- (8) "Faculty" means a faculty of the University
- (9) "Faculty Member" means Master Lecturers or Full-time employees appointed through tenured, probationary, or limited term appointments to perform duties of Teaching/Librarianship, Scholarly Activity, and University Governance and Administrative Duties
- (10) "Leader" means the Chair or Director of an academic unit;
- (11) "Senate" means the senate of Laurentian University of Sudbury;
- (12) "School" means a school of the University;
- (13) "School-based faculty membership" means all full-time faculty who are voting members of the senate, either ex officio as leaders of academic units or as faculty members elected by and from their academic units
- (14) "Student" means either a full-time or part-time student of the University, as defined by the University;
- (15) "The two official languages" are English and French;
- (16) "University" means Laurentian University of Sudbury.
- (17) "Part-time Faculty Member" means an individual holding a Sessional or Clinical Sessional position as defined by the Collective Agreement;
- (18) "Roster Member" means a Part-time Faculty Member that has establishment or seniority as defined by the Collective Agreement.

## CHAPTER II – COMPOSITION

### 1. The Senate of the University shall be composed of:

- (1) an ex officio voting membership including faculty, administrators, students, and significant university groups;
- (2) an ex officio non-voting membership;
- (3) an elected faculty voting membership.

### 2. The ex officio voting membership of Senate shall be composed as follows:

#### A. Members of the Senior Administration:

1. The minimum number of ex officio voting Senior Administrators shall be 9 and shall include the following:
  - a. the Laurentian University President, who shall be Chair of Senate;
  - b. the Provost and Vice-President, Academic;

- c. the Vice-President Research;
- d. the Associate Vice-President, Academic and Indigenous Programs;
- e. the Associate Vice-President, Francophone (or a Francophone Senior Academic Leader);
- f. the Dean of Science, Engineering and Architecture;
- g. the Dean of Education and Health Sciences;
- h. the Dean of Arts; and
- i. the Dean of Management.

(2) While the minimum number of ex officio voting Senior Administrators shall be 9, the number of Senior Administrators shall be equal to the number of the School-based faculty membership of the Senate divided by 3.5 (rounded to the nearest whole number). To meet this ratio, the Senior Administrator members of the Senate may designate the appropriate number of non-voting Senior Administrator members of the Senate to be voting members for one year.

#### **B. Faculty members**

(1) The Leader of each Academic Unit (or their designate, with the consent of a majority of the full-time members of the Academic Unit).

(a) Notwithstanding the above:

(i) If the Vice-President Academic and a Dean/University Librarian have appointed an Acting Leader, the full-time members of the Academic Unit shall elect a full-time member of the Academic Unit to be a member of the Senate in place of this Acting Leader, until such time as a Leader is appointed according to the procedures outlined in the Collective Agreement.

(ii) If a Dean/University Librarian is not prepared to accept a Selection Committee's recommendation for the Leader of an Academic Unit, the full-time members of the Academic Unit shall elect one additional full-time member of the Academic Unit to be a member of the Senate in place of their Leader, for a three-year term.

#### **C. Members of significant university groups**

- (1) one member appointed by the Laurentian University Native Education Council;
- (2) the President of the Laurentian University Faculty Association or designate;
- (3) one member appointed by and from the Laurentian University Alumni Association;
- (4) one member appointed by and from the Board of Governors;

#### **D. Students:**

- 1. The minimum number of ex officio voting Students shall be 11 and shall include the following:

(a) the Presidents (or designates) of the students' associations: Students' General Association, Indigenous Student Circle, Association des étudiantes et étudiants francophones; and the Graduate Students' Association;-

(b) the Vice President, Education, from the Student's General Assembly; and

(c) one student appointed by and from each Faculty Council and one additional student appointed by and from each of the Faculty of Health and Education and the Faculty of Science, Engineering, and Architecture Faculty Councils.

2. While the minimum number of ex officio Student voting members of the Senate shall be 11, the number of ex officio Student voting members shall be equal to the number of the School-based faculty membership of the Senate divided by 3.5 (rounded to the nearest whole number). To meet this ratio, the Faculty Council which has appointed only one student member to the Senate and which has the highest number of students enrolled in its courses (by FTE) shall appoint a second student to the Senate.

### **3. The ex officio non-voting membership of Senate shall be composed as follows:**

#### **A. Senior administrators:**

- (1) the Vice-President, Finance and Administration
- (2) the Associate Vice-President Academic (Student Success) & University Librarian
- (3) the Registrar, who shall be Secretary of Senate
- (4) the Director of the Centre for Continuing Learning

#### **B. Officers of the Senate**

- (1) the Speaker of Senate;
- (2) the Deputy Speaker of Senate; and
- (3) the Secretary of Senate (when that office is not performed by the Registrar).

#### **C. Significant University Groups**

- (1) the President of the Laurentian University Staff Union (or designate).

### **4. The Speaker**

(a) There shall be a Speaker of Senate, who shall be chosen in June by Senate from the University community after a call for nominations from the University Community by the Secretary of Senate. The Speaker shall act as chair during meetings of Senate and be responsible for the orderly conduct of business at Senate meetings and for the interpretation of Senate bylaws. The mandate shall be 1 year.

In deciding points of order or privilege, the judgments of the Speaker shall be subject to appeal to Senate only as to the interpretation of the bylaw in question or if the question is not specified in the bylaws. The Speaker shall not be a member of Senate or chair of any Committee of Senate. The Speaker shall be designated as an observer on the Senate Executive Committee.

(b) There shall be a Deputy Speaker of Senate who shall be chosen in September by Senate from the University community. The Deputy Speaker of Senate shall replace the Speaker when the Speaker is absent. The mandate shall be 1 (one) year. When sitting as Speaker of Senate the Deputy Speaker of Senate shall have all the powers, privileges and responsibilities of the Speaker of Senate.

The Deputy Speaker of Senate may be a member of Senate. But when sitting as Speaker of Senate, the Deputy Speaker of Senate shall not have a vote on matters before Senate.

**5. Faculty membership** (both ex officio and elected) in the Senate shall constitute at least 60 per cent of the voting membership of the Senate.

(a) At the beginning of the Winter term, the Secretary of Senate shall determine the number of elected faculty members (as explained below) needed for faculty members to constitute at least 60 per cent of the voting members of senate. This number shall be the elected faculty membership of the Senate.

**6. The elected faculty voting members shall be composed as follows:**

(a) It shall include a number of full-time members elected from and by the full-time members of each academic unit, equal to the number of the unit's full-time members divided by 20 (with the quotient rounded to the nearest whole number).

(i) the table below can be taken as a guide for determining the number of Senators that Academic Units of varying size will elect

Number of full-time faculty in Academic Unit	Number of elected senators
1-9	0
10-29	1
30-49	2
50-69	3
70-89	4

(b) It shall include a number of Francophone full-time faculty members equal to 10 per cent of the School-based faculty membership (rounded to the nearest whole number).

(a) These seats shall not be filled by the leaders of academic units, or by faculty members elected by and from the members of academic units. The secretary of senate shall issue a separate call for nominations to fill these seats. If any of these seats remain unfilled after the first call, the secretary of senate shall issue a second call for nominations. If any of these seats remain unfilled after the second call:

(i) These seats shall be filled, on an interim basis, by non-Francophone full-time faculty members until the end of the current senate year;

(ii) These unfilled seats shall be taken as an indication that the university's ability to fulfill its bilingual and tricultural educational mandate is at risk. At the next regular meeting of the senate, the Vice-President Academic and Provost shall present an assessment of this risk to the university's bilingual and tricultural

mandate and shall make appropriate recommendations to senate on how to address this risk.

(c) It shall include a number of Indigenous full-time faculty members equal to 10 per cent of the School-based faculty membership (rounded to the nearest whole number).

(a) These seats shall not be filled by the leaders of academic units, or by faculty members elected by and from the members of academic units. The secretary of senate shall issue a separate call for nominations to fill these seats. If any of these seats remain unfilled after the first call, the secretary of senate shall issue a second call for nominations. If any of these seats remain unfilled after the second call:

(i) These seats shall be filled, on an interim basis, by non-Indigenous full-time faculty members until the end of the current senate year;

(ii) These unfilled seats shall be taken as an indication that the university's ability to fulfill its bilingual and tricultural educational mandate is at risk. At the next regular meeting of the senate, the Vice-President Academic and Provost shall present an assessment of this risk to the university's bilingual and tricultural mandate and shall make appropriate recommendations to senate on how to address this risk.

(d) It shall include as many additional faculty members, elected by and from part-time and full-time faculty, as needed for faculty members (including School-based faculty members, elected Francophone faculty members, elected Indigenous faculty members, and not including senior academic leaders, LUNEC appointee, or the President of LUFA) to constitute at least 60 per cent of the voting members of the Senate. One of the Senator-at-Large voting member will preferably be a Roster Member.

(e) Each member of the complement of a constituency may vote to elect the representatives of that constituency. Each elector may cast one vote for, as many of the candidates in that constituency as there are seats allotted to it.

(f) Elections to Senate shall be conducted in the Winter Term by the Executive Committee. The Secretary of Senate shall be the Returning Officer.

(g) Elected faculty members of Senate cannot delegate their membership.

(h) The Senate year shall be from the date of the first regular meeting of Senate in September to the day prior to the first regular meeting of Senate in September of the succeeding year.

(i) The Secretary of Senate shall maintain a list of incumbents on both Senate and all Senate Councils and Committees, including the length of their terms, on the Intranet. All faculty vacancies on Senate or on any Standing Committee shall be filled according to the bylaws, the Policy for Faculty Elections to Senate, and Procedures for the Appointment of Senate representatives, which appears on the Intranet.

(j) Except for ex-officio members, any member of Senate who misses three regularly scheduled meetings during an academic year without good reason as determined by the Senate Executive shall be deemed to have resigned from Senate.

(k) Faculty elected to Senate shall be for a two-year term, with annual renewal of 50% of the membership.

### **CHAPTER III- ACADEMIC SEAL OF THE UNIVERSITY**

1. The academic seal shall be the seal of the University for academic purposes and shall be under the charge of the Secretary of Senate.

### **CHAPTER IV - MEETINGS**

(1) Regular meetings of Senate shall be held on the third Tuesday of each month except in February and December.

(2) In February and December, the regular meeting shall be held on the second Tuesday of the month except that the Executive Committee of Senate may give notice that the regular meeting is cancelled.

(3) In July and August there shall be no regular meeting.

(4) Dates of regular meetings shall be included in the Academic Calendar of the University.

(5) A special meeting of the Senate may, and on the requisition in writing of not fewer than five (5) members, be called by the President, or his designate; with forty- eight (48) hours notice to be given to each member of the Senate. Such meetings shall consider only business which is specified in the notice of the meeting, except that new business may be introduced by unanimous consent of the members present and voting.

(6) In conformity with the Act of Incorporation, either the English or the French language may be used at any meeting of the Senate and in any Senate correspondence. The official version of the record of Senate motions, reports and proceedings shall be in the language in which these are presented or taken; the agenda, minutes and other Senate documentation will be sent electronically to all Senators and that at the request of the individual Senators to the Secretary of Senate a printed hard copy, in English or French or both.

(7) Simultaneous interpretation shall be available during each meeting of Senate including those held in camera where technology permits.

(8) All meetings of Senate shall be open, except that they may be closed by a vote of Senate or by a ruling of the Speaker.

(9) Quorum shall consist of at least one third of the total voting membership (including vacant seats) provided for in these bylaws but shall not be fewer than 20 voting members.

(10) All motions, to be valid and effective, must be adopted at a meeting of Senate by a simple plurality of ayes over noes, unless otherwise specified in these bylaws.

(11) Meetings of Senate shall begin at 2:30 p.m. If quorum is not present after the lapse of a quarter of an hour, the Secretary shall call the roll after which Senate shall stand adjourned. Should the agenda not be completed or quorum lost before 6:00 p.m., the Senate shall recess to reconvene at 2:30 p.m. the following Tuesday to consider the remaining items on the agenda.

(12) The Secretary shall distribute an agenda to each member of Senate seven (7) days prior to each meeting.

(13) Proceedings of all meetings of the Senate shall be recorded in a book kept for that purpose. A copy of the minutes of the previous meeting of Senate will accompany the Senate agenda. At this meeting, after amendment as necessary, the minutes shall be adopted. They shall be signed by the President or by his designate and by the Secretary of Senate. The signed copy shall constitute the official minutes of Senate and shall be available to each member of Senate on request. Unofficial copies of the minutes of Senate, except for motions that are classified by Senate as confidential, shall be available for consultation without restriction during regular office hours in the Office of the Secretary of Senate and on the University's intranet.

(14) With the exception of the proposer of a substantive motion, who shall be allowed to reply, no member may speak more than once to a question, unless in explanation of a material part of his speech in which he may have been misunderstood, and then must not introduce new matter.

(15) Anyone not a member of Senate who wishes to speak must first be recognized by the Speaker, who shall have sole discretion in granting or denying such a request.

(16) No member shall speak more than ten minutes at one time, except by leave of Senate, which shall be granted or refused without debate.

(17) For all matters of procedure not dealt with by these bylaws, Senate's authority shall be the latest edition of Robert's Rules of Order.

(18) No motion introducing matter other than that listed in the Agenda shall be taken into consideration at any regular meeting of Senate.

## **CHAPTER V – MEETINGS**

### **1. In bringing matters before Senate the following order of business shall be observed at all meetings:**

(1)(i) Approval of Agenda

(2) Decision Items

(i) Approval of Minutes of Previous Senate

(ii) Amendments to the Bylaws

(iii) Recommendations of Councils and Committees

iv) Other Decisions

(3) Discussion Items

(i) President's Report

(ii) Report of Senate Representative on the Board of Governors

(iii) Report of the Senate Representative on the Finance Committee of the Board of Governors

(iv) Report from the Academic Colleague to COU

(v) Reports Mandated by Senate

(vi) Question Period

(vii) Items Arising from Previous Minutes

(viii) Other

(4) Information Items

(i) Communications

(ii) Announcements

(iii) Monthly Reports from the Executive Committee

(a) Attendance Report

(b) Schedule of Call for Nominations for the year

(c) Schedule of Reports for the Year

(d) Minutes Senate Executive Committee

(iv) Reports of Councils and Committees submitted for information

(v) New Business

### **2. The Agenda for each meeting shall be prepared by the Executive Committee of Senate.**

Agenda items must be given to the Secretary of Senate no less than sixteen (16) days before the meeting in question.

### **3. Committee Reports**

- (a) Reports should be clear and concise;
- (b) A report containing no recommendations shall be treated as a report for information only and received without formal motion;
- (c) A report containing recommendations shall be dealt with formally by way of motions, with the motions to be presented stated on a covering sheet at the front of the report;
- (d) A report containing recommendations shall be distributed with the agenda, seven (7) days prior to the meeting at which it is to be presented;
- (e) Although Senate may not in any way alter a report presented to it, it may amend or otherwise alter motions recommended to it in a report, unless otherwise stipulated in these bylaws;
- (f) Should Senate wish to consider formally a report but reserve judgment on recommendations in it, Senate may vote to receive the report. A vote to receive a report in no way binds Senate to the recommendations in the report.

### **4. Question Period**

At each meeting of Senate, there shall be a question period of up to ten minutes. Questions should be submitted in writing to the Secretary of Senate at least one day prior to the meeting.

### **5. Announcements**

The announcement period shall be used by the Chair to bring to the attention of Senate relevant items of concern.

## **CHAPTER VI -AMENDMENT OF BYLAWS**

- (1) Bylaws of Senate shall be adopted or amended by a majority containing not less than one-half of all voting members of Senate upon notice of motion duly made at the previous regular meeting, provided only that the proposed amendment has been circulated to members with the agenda, seven days prior to the meeting at which it is to be presented.
- (2) Creation / deletion / changes to the composition of faculties require the same procedure as an amendment to the Bylaws.
- (3) Once adopted, unless otherwise specified in a motion, by-laws shall take effect in September of the following academic year.
- (4) Whenever Senate bylaws are changed, Senate mandates the Secretary of Senate to update whatever Senate documents are affected by the changes, consulting as necessary, and, upon completion, to submit the updates to Senate as information items.
- (5) When changes to the titles of individuals occur, in course of administrative changes, the Secretary of Senate shall update the bylaws and, upon completion, submit the updates to Senate as information items.

## **CHAPTER VII -COMMITTEES OF SENATE**

### **1. There shall be the following Committees of Senate:**

#### **(1) Academic Councils**

- (a) Faculty Councils, one per faculty
- (b) Graduate Studies Council
- (c) Library and Archives Council
- (d) University Councils
- (e) Research, Development and Creativity Council
- (f) Conseil des programmes en français
- (g) Council of English Language Programs

Each University Council may establish a sub- committee to coordinate changes in courses and programs within its terms of reference in light of the University's current Academic Plan.

## **(2) Standing Committees**

- (a) Executive Committee of Senate
- (b) Academic Planning Committee
- (c) Committee on Student Appeals
- (d) Committee on Academic Regulations and Awards
- (e) Committee on Teaching and Learning
- (f) Committee on Emeritus/a Professorships
- (g) University Accounts Committee
- (h) Committee on Continuing Education and Part- Time Studies

## **(3) Joint Senate/Board Committees**

- (a) Joint Committee on Bilingualism
- (b) Joint Committee on Honorary Degrees

## **(4) Ad hoc Committees**

Senate shall be empowered to form ad hoc committees to deal with items of a non- recurring nature. The motion of Senate striking such a committee shall at the same time define its composition and terms of reference. An ad hoc committee shall serve until discharged by Senate.

## **(5) Committee Terms of Reference**

(a) The quorum of each Committee of Senate shall be one-third of the membership of that Committee, unless otherwise specified in the bylaws.

(b) Vacancies occurring in any Senate Committee or appointed representation shall be filled by a motion of Senate, except between the regular meetings of June and September, when such vacancies shall be filled by a motion of the Senate Executive Committee, to be ratified by Senate at its next regular meeting.

(c) Each Senate Committee shall have the power to appoint consultants. Persons so named shall not be members or have any of the privileges of members.

(d) The procedures of all Committees of Senate shall be those of Senate, unless otherwise stated in the bylaws.

(e) Each Committee of Senate shall normally meet, at least once a month throughout the academic year.

(f) Each Committee shall report only to Senate, through the Executive Committee. In carrying out its terms of reference, however, each Committee should work in cooperation with other committees having areas of common interest.

(g) Except for the Executive Committee, faculty appointments to Senate Committees shall be for a two-year term, with annual renewal of 50% of the membership.

(h) Except for the Executive Committee, the first meeting of each Senate Committee, including newly elected members, will be held during the month following its appointment.

(i) Student Representation on Senate Committees All Committees of Senate as defined in Chapter VII, Article 1. (1) (i) shall have, at a minimum, one student from each department/school which is represented by a faculty member and/or chair/director. All other committees of Senate as defined in Chapter VII, Article I. (2), (3) and (4) shall have, at a minimum, one-sixth (1/6) of its voting membership derived from students appointed by Senate.

## **2. Election of faculty members to standing committees of Senate and joint committees of Senate and the Board of Governors**

Election of faculty members to standing committees of Senate (as per provision (2) of Article 1) and to committees of the Board of Governors (as per provision (3) of Article 1) will be held following a call for nominations by the Secretary of Senate to members of the university community.

## **CHAPTER VIII - CHAIR OF SENATE COMMITTEES**

(1) Except as otherwise specified in these bylaws, each committee of Senate shall elect its own chair at the first meeting following its constitution.

(2) The Chair shall be responsible for ensuring full consultation with those affected by changes proposed by his committee prior to circulation to Senate of a report recommending changes.

(3) The Chair shall be responsible for circulating minutes of each Committee meeting, upon approval, to members of the Committee and to the Office of the Secretary of Senate who shall be responsible for placing these minutes on the university's Intranet.

(4) At the June meeting of Senate, the Chair shall be responsible for submitting a short report of Committee activities for the previous year based on a Senate-approved template available on the Intranet.

## **CHAPTER IX - ACADEMIC COUNCILS**

### **1. Faculty Councils**

(1) Composition

(a) The Dean of the Faculty (Chair)

(b) The Director/Chair of each Department or School

(c) One faculty member from each Department or School

(d) Coordinators of interdisciplinary programs not based out of any department or schools as determined by Faculty Councils

(e) One student from each Department or School. The student will be named by the Department or School's student association or club for the September meeting of the Faculty Council. Should a student association or club not exist in that Department or School, names of interested students will be collected by the Chair or Director and be brought to Senate for decision at the September meeting of Senate.

(2) Terms of Reference

Each Faculty Council shall make recommendations to Senate or, as appropriate, through Senate Committees, concerning all academic matters pertaining to departments, schools, programs, institutes, and centres, which it represents. Each Faculty Council in making recommendations to Senate shall, where appropriate, engage in a consultative process with other Faculty and University Councils and Committees of Senate. In any unresolved conflicts within or between Faculty and/or University Councils, Senate shall act as arbitrator and final authority. The quorum of the Faculty of Education Council shall be 50% of eligible members.

## **2. Graduate Studies Council**

(1) Composition

- (a) Vice-President, Research, or designate (Chair)
- (b) One representative, normally the Graduate Program Coordinator, from each department or school or program teaching graduate programs
- (c) One graduate student from each faculty

(2) Terms of Reference

To make recommendations to Senate, or, as appropriate, through Senate Committees, concerning all academic matters pertaining to graduate programs:

- (a) to develop and maintain appropriate guidelines for the offering of graduate programs;
- (b) to facilitate the development of new graduate program initiatives;
- (c) to recommend on long-term academic planning in graduate studies.

## **3. Library and Archives Council**

(1) Composition

- (a) University Librarian (Chair)
- (b) All librarians, archivists and supervisors
- (c) Three faculty members, one teaching in an English program, one teaching in a French program and one teaching from an indigenous perspective
- (d) One graduate student
- (e) Three undergraduate students \*

\*Among the four students, there shall be at least one Anglophone, one Francophone and one self-identifying as Indigenous

(2) Terms of Reference

The Library and Archives Council shall make recommendations to Senate or, as appropriate, through Senate Committees, concerning all academic matters pertaining to the Library and Archives. In making recommendations to Senate, the Library and Archives Council shall, where appropriate, engage in a consultative process with other Faculty and University Councils and Committees of Senate. In any

unresolved conflicts within or between Faculty and/or Councils, Senate shall act as arbitrator and final authority.

#### **4. University Councils**

##### **(A) Research, Development and Creativity Council**

###### (1) Composition

- (a) Vice-President, Research (Chair)
- (b) Director of Research, Development and Creativity (Alternate Chair)
- (c) One faculty member from each faculty appointed by Senate
- (d) Two faculty members from the recognized institutes and centres of research and two from among the Canada Research Chairs or other Research Chairs at Laurentian University who shall be appointed by Senate from different faculties
- (e) One faculty member teaching from an Indigenous perspective appointed by Senate
- (f) The University Librarian or designate
- (g) One professional librarian or archivist appointed by Senate
- (h) One student enrolled in a master's degree program, appointed by Senate\*
- (i) One student enrolled in a doctoral degree program, appointed by Senate\*

\*The students shall be appointed from different Faculties, one of whom shall be a member of the Graduate Students' Association Executive.

###### (2) Terms of Reference

- (a) To make recommendations to Senate, or, as appropriate, through Senate Committees, concerning any question regarding research, development and creativity issues, including relevant policies and guidelines, facilitation of new research programs and long term orientation and planning for research, development and creativity.
- (b) To make recommendations to Senate on the creation or dissolution of research centres.

##### **(B) Conseil des programmes en français**

###### (1) Composition

- (a) Vice-President, Academic and Provost, or designate (Chair)
- (b) One faculty member, from each Faculty and the Library/Archives who teaches/offers library/archival service in French language programs
- (c) Two students who are enrolled in French language programs
- (d) One representative from the Centre for Continuing Education and Part-Time Studies
- (e) Associate Vice-President Academic (Student Success) & University Librarian or designate

###### (2) Terms of Reference

To recommend directly to Senate, or as appropriate, through Senate Committees, concerning all academic matters pertaining to teaching in the French language:

- (a) to receive the Faculty Councils' comments and to consider for approval their recommendations concerning courses and existing programs offered in French;
- (b) to receive new programs/concentrations (specializations) proposals from the Faculty Councils and provide recommendations, as required, to the Academic Planning Committee, as appropriate;

- (c) to coordinate, within its terms of reference and in light of the University's Academic Plan, changes in courses and programs proposed by and/or in consultation with Faculty Councils;
- (d) to work in conjunction with other University bodies concerned to reinforce and improve all aspects of the Francophone community within the University;
- (e) to submit recommendations to the appropriate Universities bodies in order to ensure the maintenance of good relations with the Francophone community outside the University and contribute to its development.

**(C) Council of English Language Programs**

(1) Composition

- (a) The Vice-President, Academic and Provost or designate (Chair)
- (b) One faculty member ; from each Faculty and the Library/Archives
- (c) Two students who are enrolled in an English language program
- (d) One representative from the Centre for Continuing Education and Part-Time Studies
  
- (e) The Associate Vice-President, Indigenous Programs or designate
- (f) One additional faculty representative chosen by the Chair
- (g) Associate Vice-President Academic (Student Success) & University Librarian or designate
- (h) One additional student who is enrolled in a graduate program

(2) Terms of Reference

To advance excellence in teaching and learning by review and approval, as appropriate, of all courses and programs offered or proposed to be offered completely or in part in the English language at Laurentian University.

- (a) to receive the Faculty Councils comments and to consider for approval their recommendations concerning new courses, existing courses, existing programs offered wholly, or in part, in the English language;
- (b) to receive proposals for new programs and/or concentrations (specializations) from the Faculty Councils and provide recommendations to the Academic Planning Committee;
- (c) to coordinate, within its terms of reference and in light of the University's Academic Plan, changes in courses and programs proposed by and/or in consultation with Faculty Councils.
- (d) to facilitate and, as appropriate, provide educational materials and consultations for faculty members, curriculum committees, Faculty Councils and other committees to enhance excellence in teaching and learning.

**CHAPTER X - SENATE STANDING COMMITTEES**

**1. Executive Committee**

(1) Composition

- (a) President (Chair)
- (b) Vice-President, Academic and Provost
- (c) Vice-President, Research
- (d) Associate Vice-President, Academic and Francophone Affairs
- (e) Four faculty members nominated and elected by and from Senate
- (f) Two students nominated and elected by and from Senate
- (g) The Deans of each faculty (non-voting)
- (h) University Librarian (non-voting)
- (i) Speaker of Senate (non-voting)

- (j) Deputy Speaker of Senate (non-voting)
- (k) Secretary of Senate (non-voting)

#### (2) Terms of Reference

- (a) The Committee shall be responsible for calling meetings of Senate and determining the agenda, and for approving Senate minutes prior to circulation for adoption by Senate.
- (b) The Committee shall be responsible for assisting the Speaker in ensuring the smooth transaction of business.
- (c) The Committee shall be responsible for ensuring that bylaws and regulations of Senate are followed, and that the decisions of Senate are properly recorded and implemented.
- (d) The Committee shall ensure that the work of all Senate Committees is carried out with dispatch and communicated as required.
- (e) If an emergency meeting of Senate cannot achieve quorum, the Committee may act for the Senate as required between Senate meetings on condition that quorum is 50% plus 1 of voting members. Such actions shall be reported to the Senate at the next regular meeting.
- (f) The Committee will be responsible for conducting elections when so requested by Senate.
- (g) The Committee shall have other such powers as may be assigned to it from time to time by Senate.

## **2. Academic Planning Committee**

### (1) Composition

- (a) Vice-President, Academic and Provost (Chair)
- (b) Associate Vice-President, Academic and Francophone Affairs
- (c) Associate Vice-President, Academic and Indigenous Programs
- (d) Associate Vice-President Academic (Student Success) & University Librarian
- (e) Seven faculty members whose composition is as follows: one professional librarian or archivist and one from each faculty including at least two of whom teach in French Language programs and at least two of whom teach in English language programs
- (f) One faculty member who teaches in an Indigenous program
- (g) One faculty member from each University Council (i.e. Research, Development and Creativity Council, Conseil des programmes en français, and Council of English Language Programs)
- (h) Two students from the Students' General Association
- (i) One student from the Indigenous Students Circle
- (j) One student from the Association des étudiantes et étudiants francophones
- (k) one from the Graduate Students' Association
- (l) One member of the Board of Governors (ex-officio non-voting)
- (m) The President of the Laurentian University Faculty Association or designate (ex-officio, non-voting)
- (n) Registrar (ex officio, non-voting member)
- (o) Director, Institutional Planning (ex officio, non-voting member)

### (2) Terms of Reference

- (a) The Academic Planning Committee is responsible for the regular updating of the Academic Plan as approved by Senate to ensure that it is consistent with the University's overall purpose and appropriate to the evolving environment in which the University is set
- (b) The Academic Planning Committee is responsible for review of new academic programs and has the authority to recommend new programs for Senate approval per the Institutional Quality Review Process (IQAP) approved by Senate.

(c) The Academic Planning Committee is responsible for reviewing and providing to Senate the substantive outcomes of cyclical review of existing academic programs per the Institutional Quality Review Process approved by Senate.

(d) The Academic Planning Committee is responsible for reviewing the IQAP document and making recommendations to Senate from time to time.

(e) The Academic Planning Committee is responsible for making recommendations to Senate on the academic restructuring of faculties or units within faculties as well as the termination of programmes.

### **3. Committee on Student Appeals**

(1) The Student Appeals Committee shall follow the Senate appeal procedures, as amended from time to time by Senate, and make such procedural rules as may be necessary for the orderly and proper conduct of the Appeal Panels

#### **(2) Composition of the Appeal Panel**

(1) Upon receipt of a Notice of Appeal from the decision of a Faculty Appeals Committee, the Secretary of Senate, shall constitute a panel to hear the appeal. The Appeal Panel shall be composed of:

- (a) a Dean or designate who shall serve as Chair,
- (b) two faculty who are members of the Student Appeals Committee, and
- (c) two students who are named by their student association

#### **(3) Terms of Reference of the Appeal Panels**

(a) The Appeal Panels of the Committee shall hear appeals of decisions of Faculty Committees from a **student** on the grounds that:

- (i) a mention of academic dishonesty will be entered on the student's record, **OR**
- (ii) the Committee committed a substantive error of procedure or a substantive breach of fairness during the conduct of the appeal;

(b) The Appeal Panels of the Committee shall hear appeals of decisions of Faculty Committees from a **faculty member** on the grounds that:

- (i) when it is alleged that the Committee committed a substantive error of procedure or substantive breach of fairness during the conduct of the appeal;

(c) Neither an Appeal Panel nor Committee shall hear appeals from decisions of the Senate Committee on Academic Regulations and Awards.

(d) In dealing with academic offences, the Appeal Panel has authority to:

- (i) Set aside the decision of the lower Appeals Committee and/or send the matter back, with or without directions, to the lower Appeals Committee;
- (ii) Confirm the decision of the lower Appeals Committee.

(iii) An Appeal Panel may substitute a lesser penalty than that assessed by the lower Appeals Committee only if a mention of academic dishonesty will be entered on the student's record.

### **4. Committee on Academic Regulations and Awards**

#### **(1) Composition**

- (a) The University Registrar
- (b) One representative from the Office of Admissions
- (c) The Directors of Schools, or their designates

(d) One representative from Academic Advising

(e) Three students

(f) Associate Vice-President Academic (Student Success) & University Librarian

(2) Terms of Reference

(a) To review and formulate policies, for recommendation to Senate, with respect to the admission of all students to the University.

(b) To review and formulate policies, for recommendation to Senate, with respect to the transferability of credits from other educational institutions.

(c) The Committee shall advise the University Registrar on the implementation of Senate policy on matters specified in (a) and (b) above, in cases where there is some ambiguity with respect to policy.

(d) To decide on the admissibility of candidates lacking admission requirements, who, in the opinion of the Registrar, deserve special consideration. \*

(e) The Committee shall consider requests for exceptions to University academic regulations. \*

(f) The Committee shall recommend candidates to Senate for the conferring of degrees, diplomas and certificates and the awarding of prizes.

(g) The Committee shall recommend to Senate, the conditions and terms on which scholarships, bursaries, medals, prizes, and other awards shall be awarded.

\*The decisions of the Committee referred to in (d) and (e) shall not be subject to appeal

### **Sub-Committee on Undergraduate Academic Awards**

(1) Composition

(a) The Director of Student Awards (Chair)

(b) The University Registrar or designate

(c) Four members of faculty

(d) Three students

(2) Terms of Reference

The Committee shall examine and recommend the conditions and terms on which academic awards shall be determined.

### **5. Committee on Teaching and Learning**

(1) Composition

(a) Associate Vice-President Academic (Student Success) & University Librarian (Chair)

(b) Director, Faculty Engagement

(c) The University Librarian, or designate

(d) The Chief Information Officer, or designate

(e) One faculty member from each Faculty and the Library/Archives

(f) One representative from the Laurentian University Faculty Association

(g) One representative from each student association

(2) Terms of Reference

(a) The Committee, where feasible and appropriate, will actively promote the improvement of all modes of teaching and learning at Laurentian;

(b) The Committee will report yearly to Senate on means of improving teaching and learning at Laurentian as well as the results of follow-up assessments for previous interventions.

## **6. Committee on Online Learning, Continuing Education and Part-Time Studies**

### **(1) Composition**

(a) Associate Vice-President Learning and Teaching or Designate (Chair)

(b) Associate Vice-President, Academic and Indigenous Programs, or designate

(c) Associate Vice-President, Academic and Francophone Affairs, or designate

(d) One faculty member from each faculty and the library

(e) One Part-time faculty member on the roster of at least one department/school

(f) Four students who are or have been enrolled in online and/or part-time studies, at least one of whom shall be a francophone

(g) Director, Faculty Engagement

### **(2) Terms of Reference**

To examine and recommend to the Conseil des programmes en français, the Council of English Language Programs and the Teaching and Learning Committee on matters involving online learning, continuing education and part-time studies throughout the Laurentian University System. Recognizing the initiative and leadership required in setting direction for the Teaching and Innovation and Laurentian Online Units within the Centre for Academic Excellence and in developing the services it offers, the Committee will:

(a) consider and if necessary, request from the Director/Manager(s) policy recommendations for the development and delivery of programs and courses, (including via online and hybrid delivery) for part-time students, both on campus and by distance education/online learning. The Committee will then make its recommendations to the Conseil des programmes en français, the Council of English Language Programs and the Teaching and Learning Committee, as applicable.

(b) consider and, if necessary, request from the Director/Manager(s) recommendations for guidelines to be used in the operation of programs and courses in continuing education (including via online and hybrid delivery) throughout the Laurentian University System. The Committee will then make its recommendations to the Conseil des programmes en français, the Council of English Language Programs and the Teaching and Learning Committee, as applicable.

## **7. Committee on Emeritus/a Professorships**

### **(1) Composition**

(a) The Vice-President, Academic and Provost (Chair)

(b) Associate Vice-President, Academic and Francophone Affairs

(c) Four tenured members of faculty at the rank of associate or full professor

(d) One tenured librarian/archivist at the rank of associate or full librarian/archivist

(e) One emeritus/a professor/ librarian/archivist

(f) One student

All members of the committee are to be chosen by Senate and should reflect a gender and language balance. The Committee is to be reconstituted each year; but there is no limit on the number of years which any member of the committee can serve.

### **(2) Terms of Reference**

(a) Determine the eligibility of retired faculty members and award the title of Professor/Librarian/Archivist Emeritus/a to eligible candidates and report annually to Senate, for information, on those faculty members who have been awarded this title.

- (b) Make recommendations to the appropriate University Officer on the privileges related to these titles.

## **8. University Accounts Committee**

### **(1) Composition**

- (a) President of LUFA or designate
- (b) Four faculty members
- (c) One staff member from LUSU elected by LUSU
- (d) One student

### **2) Terms of Reference**

The Committee shall review the expenditures of the University for the previous year. The work of the Committee will be done between September and December of each year. The Committee shall:

- (a) Make recommendations to the Finance Committee of the Board;
- (b) Report to Senate for information the recommendations sent to the Finance Committee along with the response received from the Finance Committee of the Board.

## **CHAPTER IX – BOARD-SENATE COMMITTEES**

### **1. Joint Committee on Bilingualism**

#### **(1) Composition**

- (a) The Vice-President, (Francophone Affairs) (ex officio)
- (b) Four members of the Board of Governors,
- (c) Four members appointed by Senate, including one faculty member, one student and one member of the non-academic support staff.

#### **(2) Terms of Reference**

Generally speaking, to promote bilingualism at Laurentian University and to make appropriate recommendations to Senate and to the Board of Governors and more specifically:

- (a) advise the President on official language matters at the University;
- (b) make recommendations to Senate and the Board of Governors on official language matters at the University;
- (c) review the annual report of the Vice- President, Francophone Affairs, justifying exceptions to the policy with respect to the staffing of bilingual positions;
- (d) periodically review (and at least every five years) the University's Policy on Bilingualism and propose changes, as required;
- (e) undertake any other function which may unfold from its mandate.
- (f) The Joint Committee on Bilingualism will meet at least once per semester (fall and winter).
- (g) Quorum for the Joint Committee on Bilingualism is five members, including three voting members of the Board of Governors.
- (h) Secretarial support for the Committee is provided by the Office of the Vice-President, (Francophone Affairs).
- (i) In the course of its duties, the Joint Committee on Bilingualism can create subcommittees.

### **2. Joint Committee on Honorary Degrees**

#### **(1) Composition**

- (a) The President
- (b) Two members of the Board of Governors

- (c) One member of the LU Alumni Association
- (d) Four faculty members, named by Senate
- (e) Two students, named by Senate

(2) Terms of Reference

- (a) To issue a call for honorary degree nominations to the university community, including alumni and external partners.
- (b) To receive, review and evaluate every nomination to ensure they are complete and meet the criteria for the awarding of an honorary degree.
- (c) To recommend to Senate and the Board of Governors a slate of candidates for honorary degrees.
- (d) To develop and maintain a standing list of nominees from which candidates may be drawn over time by the President. Names placed on the Standing List shall remain there for a period of three years, after which time, if the nominee has not been slotted for a particular ceremony, the name shall be deleted.
- (e) To review periodically the guidelines and procedures for the awarding of honorary degrees.

**CHAPTER XII – ADMISSIONS TO DEGREES IN COURSE**

**1. Persons to Confer Degrees**

All degrees shall be conferred by the Chancellor or by the President; in case of their absences, or of there being a vacancy in both offices, by an academic Vice- President, or, in the case of their absence, or of their offices being vacant, by a member of a faculty of the University, appointed for the purpose by Senate.

**2. Place of Conferring all degrees**

Shall be conferred in such place as may from time to time be designated by the Senate.

**3. Persons Upon whom Conferred**

Senate shall award all degrees and diplomas on the recommendation of the Committee on Academic Regulations and Awards.

**CHAPTER XIII- MATTERS NOT PROVIDED FOR**

**1. Analogy**

As to all matters not provided for in these Bylaws, the practice and procedure shall be regulated by analogy thereto.

**CHAPTER XIV – SUSPENSION OF BYLAWS**

Except for CHAPTER VI, a specified bylaw may be suspended for a stated purpose at any meeting by a majority of votes cast which contains not less than one- third of all voting members of Senate.

**Revised October 31, 2022**