



UNIVERSITY OF
SASKATCHEWAN

University Council Handbook

September, 2011

Office of the University Secretary
University of Saskatchewan

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Attachments:

- [Committee membership list](#)
- [Council Bylaws and Regulations](#)

See the website for agendas, documents, news, committee reports and so forth
www.usask.ca/university_secretary/council/

Reference Information about University Council

Schedule of Council meetings for 2011-12

2:30 pm in ARTS 241 (Neatby-Timlin Theatre)

Thursday, September 22, 2011

Thursday, October 20, 2011

Thursday, November 17, 2011

Thursday, December 15, 2011

Thursday, January 26, 2012

Thursday, February 16, 2012

Thursday, March 1, 2012 (special meeting to endorse Integrated Plan 3)

Thursday, March 15, 2012

Thursday, April 19, 2012

Thursday, May 17, 2012

Thursday, June 21, 2012

The Council Agenda is posted online at

www.usask.ca/university_secretary/council/meetings/agenda.php

Council members will usually receive their agenda and other materials on the Friday before the meeting.

Deadline for receipt of committee reports to be copied for the next agenda is

10 am on the Monday one week prior to the meeting. Deliver or email reports to Alex Oster (phone 4632) or Norma McBain (phone 4635) at the Office of the University Secretary.

Events on Council agendas

Operations Forecast, Enrolment reports October

New and revised programs December and January

Approval of the Third Integrated Plan March

Nominations to Council committees May

Annual reports of committees May or June

Discussion and approval of other initiatives (new and revised programs, policies, research centres and so forth) are brought to Council throughout the year

Other events

Council Orientation September 20, 2011; 12:30 to 3 pm; room 105 Library

Academic Integrity Week October 3-7, 2011

Technology Week October 30 to November 4, 2011

Council elections March 2012

University Senate meetings Saturday, October 15, 2011

Saturday, April 21, 2012

Saturday, October 20, 2012

General Academic Assembly Monday, April 9, 2012

Council Membership – 2011/12

Any member of the University community may attend and participate in Council meetings.

Ex Officio

President Peter MacKinnon
Provost and VP Academic: Brett Fairbairn

College Faculty Representatives

<u>Name</u>	<u>College</u>	<u>Term Expires</u>
Mary Buhr	Dean, Agriculture and Bioresources	June 30, 2014
TBA	Agriculture and Bioresources	June 30, 2014
Peter Stoicheff	Dean, Arts and Science	June 30, 2014
TBA	Arts and Science	
Daphne Taras	Dean, School of Business	June 30, 2014
John Rigby (Vice-Chair)	Management and Marketing	June 30, 2014
Gerry Uswak	Dean, Dentistry	June 30, 2014
Maged Etman	Dentistry	June 30, 2014
Cecilia Reynolds	Dean, Education	June 30, 2014
TBA	Education	June 30, 2014
Ernie Barber	A/Dean, Engineering	June 30, 2014
TBA	Engineering	June 30, 2014
Lawrence Martz	Dean, Graduate Studies and Research	June 30, 2014
Trever Crowe	Graduate Studies and Research	June 30, 2014
Carol Rodgers	Dean, Kinesiology	June 30, 2014
Don Drinkwater	Kinesiology	June 30, 2014
Sanjeev Anand	Dean, Law	June 30, 2014
Signa Daum Shanks	Law	June 30, 2014
Vicki Williamson	Dean, Library	June 30, 2014
Rachel Sarjeant-Jenkins	Library	June 30, 2014
William Albritton	Dean, Medicine	June 30, 2014
Nick Ovsenek	Anatomy and Cell Biology	June 30, 2014
Lorna Butler	Dean, Nursing	June 30, 2014
Louise Racine	Nursing	June 30, 2014
David Hill	Dean, Pharmacy and Nutrition	June 30, 2014
Gordon Zello	Pharmacy and Nutrition	June 30, 2014
Douglas Freeman	Dean, Veterinary Medicine	June 30, 2014
James Montgomery	Small Animal Clinic	June 20, 2014
Carl Still	Dean, St. Thomas More College	June 30, 2014
Tom Deutscher	St. Thomas More College	June 30, 2014
Andrew Gabriel	Horizon College and Seminary	June 30, 2014
Jeromey Martini	Dean, Horizon College and Seminary	June 30, 2014

Terry Wiebe	Principal, Emmanuel and St. Chad	June 30, 2014
Christian Eberhart	Lutheran Theological Seminary	June 30, 2014
Kevin Ogilvie	President, Lutheran Theological Semin.	June 30, 2014
Lorne Calvert	Principal, St. Andrew's College	June 30, 2014
Barbara Langhorst	St. Peter's College	June 30, 2011
Murray Hamilton	Gabriel Dumont Institute/SUNTEP	June 30, 2014
Brian Gobbett	Briercrest College and Seminary	June 30, 2014

Members at Large

<u>Name</u>	<u>College/Department</u>	<u>Term Expires</u>
Daniel Beland	School of Public Policy	June 30, 2012
Peta Bonham-Smith	Biology	June 30, 2012
Angela Bowen	Nursing	June 30, 2014
Dwayne Brenna	Drama	June 30, 2013
Joel Bruneau	Economics	June 30, 2013
Claire Card	Large Animal Clinical Sciences	June 30, 2013
Gap Soo Chang	Physics and Engineering Physics	June 30, 2014
Ravindra Chibbar	Plant Sciences	June 30, 2012
Bruce Coulman	Plant Sciences	June 30, 2013
Marcel D'Eon	Community Health and Epidemiology	June 30, 2013
Ajay Dalai	Chemical and Biological Engineering	June 30, 2012
Moirra Day	Drama	June 30, 2012
Gordon DesBrisay	History	June 30, 2012
Ralph Deters	Computer Science`	June 30, 2014
Roy Dobson	Pharmacy and Nutrition	June 30, 2014
Susan Fowler-Kerry	Nursing	June 30, 2012
Masoud Ghezelbash	Physics and Engineering Physics	June 30, 2012
Donna Goodridge	Nursing	June 30, 2014
Jim Greer	Computer Science	June 30, 2012
Don Hamilton	Veterinary Biomedical Sciences	June 30, 2012
Liz Harrison	Physical Therapy	June 30, 2012
Lois Marie Jaeck	Languages and Linguistics	June 30, 2013
Robert Johanson	Electrical and Computer Engineering	June 30, 2014
Jill Johnstone	Biology	June 30, 2013
Paul Jones	School of Environment and Sustainability	June 30, 2014
Jay Kalra (Chair)	Pathology and Laboratory Medicine	June 30, 2014
Jim Kells	Civil and Geological Engineering	June 30, 2012
Ed Krol	Pharmacy and Nutrition	June 30, 2013
Surendra Kulshreshtha	Bioresouce Policy, Business and Econ.	June 30, 2014
Mark Lees	Family Medicine	June 30, 2013
Yu Luo	Biochemistry	June 30, 2014
Patti McDougall	Psychology, St. Thomas More	June 30, 2012
Venkatesh Meda	Chemical and Biological Engineering	June 30, 2014
Mehdi Menati	Chemical and Biological Engineering	June 30, 2012
Hans Michelmann	Political Studies	June 30, 2012
Dirk Morrison	Curriculum Studies	June 30, 2012
Beverly Pain	Curriculum Studies	June 30, 2014
David Parkinson	English	June 30, 2012
Len Proctor	Curriculum Studies	June 30, 2013
Rob Pywell	Physics and Engineering Physics	June 30, 2012
Xiao Qiu	Food and Bioproduct Sciences	June 30, 2012
Chary Rangacharyulu	Physics and Engineering Physics	June 30, 2014
Alison Renny	Edwards School of Business	June 30, 2014
Richard Schwier	Curriculum Studies	June 30, 2013
Karen Semchuk	Nursing	June 30, 2014
Jaswant Singh	Veterinary Biomedical Sciences	June 30, 2013
Regina Taylor Gjevre	Medicine, Division of Rheumatology	June 30, 2014
Robert Tyler	Food and Bioproduct Sciences	June 30, 2012
Ed Tymchatyn	Mathematics and Statistics	June 30, 2013
Stephen Urquhart	Chemistry	June 30, 2013

Ludmilla Voitkovska	English	June 30, 2014
Yangdou Wei	Biology	June 30, 2013
Terry Wotherspoon	Sociology	June 30, 2013
1 TBA		

Student Members

TBA	Agriculture and Bioresources
TBA	Arts and Science
TBA	Edwards School of Business
TBA	Dentistry
TBA	Education
Peter Schalm	Engineering
Ehimai Ohiozebau	Graduate Studies and Research
TBA	Kinesiology
Adam North	Law
TBA	School of Physical Therapy
TBA	Medicine
TBA	Nursing
TBA	Western College of Veterinary Medicine

Affiliated and Federated Colleges:

TBA	St. Thomas More College
TBA	Emmanuel and St. Chad
TBA	Horizon College and Seminary
TBA	Gabriel Dumont
Marja Hordern	Lutheran Seminary
TBA	St. Andrews College
TBA	St. Peter's College
Vacant	Briercrest College and Seminary (will not appoint)

NON-VOTING PARTICIPANTS

The following are entitled to attend and participate in meetings but are not entitled to vote:

Judy Buzowetsky, Senate representative
 Karen Chad, Vice-president Research
 Ranjan Datta, GSA Vice-president Academic and Awards
 Terrence Downey, President, St. Thomas More College
 Richard Florizone, Vice-president Finance and Resources
 Scott Hitchings, USSU President
 Russell Isinger, Registrar
 Bob Krismer, Senate representative
 Heather Magotiaux, Vice-president University Advancement
 Lea Pennock, University Secretary
 Kelsey Topola, USSU Vice-president Academic Affairs
 Xue Yao, GSA President
 All directors, including Executive Directors of Schools

Briefing Note on Form and Disposition of Motions

Notice of Motion

The purpose of a Notice of Motion is to ensure that members have an opportunity to know in advance what topics will be on an agenda, and thus to judge the importance of attending the meeting to register their vote. Once a notice of motion is given, other motions on the same topic will generally be allowed by the chair, and/or amendments—even fairly significant ones—can be made to the motion without further notice.

Council's Bylaws indicate that "a motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is considered."

Other motions dealing with substantive matters requiring consideration by members of Council require only 10 days' written notice of motion. Where there is uncertainty about whether a motion deals with 'substantive matters,' the Chair makes a ruling. The requirement for 10 days' notice may be suspended upon vote of two-thirds of the members present and voting at a Council meeting.

A recommendation to Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.

Kerr and King (*Procedures for Meetings and Organizations*) indicate that Notice of Motion can be made by the executive, committees, or individual members, and that they must include the name of the mover and the seconder of the motion. Movers and seconders of any motion at Council must be members of Council and must be present at the meeting at which the motion is debated and voted upon.

Types of Motions pertaining to Documents

I have been asked to provide some advice, based on Kerr and King and on Council's usual practice, about the appropriate nomenclature for motions dealing with documents, to ensure some consistency. There are several ways that a motion dealing with a document can be worded, and each has its own distinct shade of meaning¹:

- **Motion to receive:** In receiving a document, Council acknowledges that a report has been presented but leaves open the question of what actions, if any, should be taken as a consequence. Approval of a motion to receive a report means that the committee is discharged (unless it is a standing committee) and is relieved of further responsibility for the matter. The motion to accept a report is neither debatable nor amendable. By receiving a report, Council is not bound by the report's findings or recommendations contained within it; such recommendations

¹ For the source of these definitions, see particularly Kerr & King, Sections 85, 92, 113, 118, 140, 141 and Appendix 1.

may be considered and adopted (or not) in a subsequent motion or at a later meeting.

- **Motion to accept:** This is much like a motion to receive, except that it enables the report to be debated. It is used when a report contains significant information but no specific recommendations. Since a report is a historical document that contains the findings and conclusions of a committee, it cannot be amended, even when a meeting does not agree with its contents. The motion to accept a report is debatable, but cannot be amended.
- **Motion to recommend for approval:** This motion is used where the document being reviewed is under the jurisdiction of one of the other governing bodies of the university (such as the Board or Senate), to indicate that Council has looked at it and is in agreement with the findings and/or recommendations contained within it.
- **Motion to approve in principle:** Such a motion indicates that Council is in agreement with the general direction and intent of a document, but has not yet approved any specific actions in it; these (if they are under Council's jurisdiction) would require a subsequent motion to approve them.
- **Motion to approve:** in approving a document, Council also approves the particular findings and recommendations put forth within it.
- **Motion to ratify:** This is used in rare circumstances, such as when a negotiated agreement is put to the membership for approval.
- **Motion to adopt:** This motion has an element/flavour of 'owning' what is being recommended—for example, Council could adopt a document that lays out a procedure for something under Council's jurisdiction (such as procedures for program deletion), or a bylaw change. Once adopted, there is an expectation that Council itself will implement the substance of the motion, and that there is a long-term commitment to its intent.

Motions from individual members of Council

Individual members of Council may present motions to Council in any one of three ways:

- 1) send a Notice of Motion to Coordinating Committee along with supporting documentation; the Committee would then put it on the Council agenda or refer it to a committee, which will then report back on the matter to the Coordinating Committee and to Council;
- 2) send a Notice of Motion directly to the University Secretary to include with agenda materials for the next Council meeting, to be included with the agenda materials for that meeting as a Notice of Motion for the following meeting; or
- 3) propose from the floor at a Council meeting that an item and/or motion be added to the agenda. This would then require a 2/3 majority vote to be added to the agenda, and the motion could be dealt with at that meeting.

- Coordinating Committee of Council, December 2008

Websites

Council

www.usask.ca/university_secretary/council/index.php

Council agendas

http://www.usask.ca/university_secretary/council/CouncilMeetings/agenda.php

Council Guidelines and Policies

www.usask.ca/university_secretary/council/reports_forms/index.php

Academic programs at the U of S

www.usask.ca/university_secretary/programs/index

Research centres and units at the U of S

www.usask.ca/university_secretary/centres/index

University Policies

www.usask.ca/university_secretary/policies/index

Academic Integrity Week October 3-7, 2011

www.usask.ca/ulc/academic-integrity

Technology Week October 31 – November 4, 2011

www.usask.ca/technologyweek/

Conflict of Interest, from the Council Bylaws

V. CONFLICT OF INTEREST

1. Council Proceedings

- (a) It is necessary to distinguish between the roles of the “representative” members of the Council, on the one hand, and the “at large” and *ex officio* members, on the other, with respect to their obligations to bring pertinent information to the Council or to committees of the Council and to report back to their constituents. However, there is no distinction with respect to the exercise of judgment and decision-making in Council meetings and in deliberations of a committee of the Council. Members of the Council and members of committees of the Council will have as their principal concern the welfare of the University community. They will exercise independent judgment and may not act as agents of any person or organization.
- (b) There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before the Council. However, a Council member who has a conflict of interest with respect to a matter that comes before the Council will disclose the conflict when speaking on the matter in Council proceedings.

2. Committees of Council

- (a) A member of a committee of the Council will conduct herself or himself so as to avoid conflict of interest or the appearance of conflict of interest.
- (b) A member of a committee will disclose and identify a conflict of interest or perceived conflict of interest affecting that member.
- (c) A member of a committee will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.
- (d) The chairperson or a member of a committee will be entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
- (e) The chairperson or a member of a committee is entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee.
- (f) If a request referred to in paragraph (e) to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee’s report relating to the matter.

3. Conflict of Interest Defined

A conflict of interest exists for a member of Council or a member of a Council committee when, with respect to a matter being considered by Council or the committee:

- (a) the decision being made is such that the member could not reasonably be expected to exercise independent judgment because of the effect the decision would or would be likely to have on the member or a person closely related or closely associated with the member; or
- (b) as a result of occupying a position or holding an office in an organization, the person is legally obligated to subordinate the interests of the University to the interests of the organization when dealing with the matter.

Reference Information about Committees

List of Council and University Committees

Committee	What does it do?	How often does it meet?
University Council Standing Committees		
Academic Programs Committee	Reviews and approves curricular changes from all colleges, recommends major curriculum changes to Council, oversees policies relating to students and academic programs.	twice a month
Academic Support Committee	Reviews technology (software and hardware) issues for students and faculty, including capital plans, equipment upgrades, classroom upgrades and policy issues relating to the Library EMAP and ITS	once a month
Bylaws Committee	Reviews Council bylaws including committee terms of reference, responsible for Council's regulations on academic misconduct and appeals of academic matters.	once a month
Coordinating Committee	Develops agendas for University Council. Consists of all chairs of Council committees	once a month
International Activities Committee	Develops and reviews policies, programming, and strategic directions for international activities and programs.	once a month
Planning and Priorities Committee	Reviews and advises Council and the university administration on planning, budgeting, and academic priorities.	twice a month
Research, Scholarly and Artistic Work Committee	Reviews and advises Council on issues related to research, scholarly and artistic work including advising on policies related to research funding.	twice a month
Scholarships and Awards Committee	Grants awards, scholarships and bursaries which are open to students of more than one college or school, advises Council scholarship and awards policies and issues. Includes one representative from each college.	as required
Teaching and Learning Committee	Reviews and advises on pedagogical issues for faculty, teaching evaluation guidelines and implementation, and policy issues relating to teaching and learning.	once a month
Collective Agreement Committees		
University Review Committee	Reviews College recommendations for awards of tenure, renewals of probation, and promotions to Professor. Its recommendations are made to the President. This committee is prescribed by the Collective Agreement (15.9.4).	frequently November to March
Renewals And Tenure Appeal Panel	From this panel, members are chosen for committees on Sabbatical Appeal, Promotion Appeal, and Tenure Appeal Committees, and for the President's Review Committee. This panel is prescribed by the Collective Agreement (15.9.5.2).	variable, as required
Other Committees		
Student Academic Hearing And Appeals Panel	Mandated by the Council policies on Student Appeals in Academic Matters and on Academic Misconduct and by the Senate policy for the Standard of Conduct in Non-Academic Matters. Faculty representatives for disciplinary and appeal committees are selected from this roster.	variable, as required
Policy Oversight Committee	Ensures consistency and coordination in the development, approval and administration of all University policies.	twice each term
Joint Committee on Chairs And Professorships	Brings the approving bodies of Council and the Board of Governors to a joint table to ensure that academic and financial concerns regarding Chairs and Professorships can be addressed simultaneously.	twice each term
Senate Roundtable on Outreach and Engagement	Supports, and moves forward the university's outreach and engagement activities, as recommended in the Foundational Document on Outreach and Engagement.	variable
Recreation and Athletics Advisory Council	Recommends on recreation and athletic fees charged to students and reviews reports on expenditures.	variable
Search and Review Committees	As prescribed by the Search and Review Procedures for Senior Administrators members of Council and of the GAA are selected by Council for membership on search and review committees for senior administrative positions.	variable

***Ex officio* Responsibilities of Council Committees**

	Committee representation One representative chosen by the committee unless otherwise noted	Chair: Additional Memberships and Duties
Academic Support	- Classroom Development Initiative Working Group	-Coordinating Committee of Council -Campus Advisory Board for Institutional Systems
Academic Programs	-Centres Subcommittee -Unit Plans Review Committee (2 including Chair)	-Coordinating Committee of Council and Standing Subcommittee of the Coordinating Committee -College Plans Review -Bylaws Committee - Undergraduate Forum (correspondent)
Bylaws		-Coordinating Committee of Council
International Activities		-Coordinating Committee of Council - Selection Committee for Convocation Award for J.W. Ivany Internationalization Award
Planning and Priorities	- Unit Plans Review (all) -Centres Subcommittee (2 including Chair) -Indirect Costs Advisory Committee -CFI Advisory Committee	-Centres (as Chair) -College Plans Review (as Chair) -Coordinating Committee of Council and Standing Subcommittee of the Coordinating Committee -Bylaws -Campus Advisory Board for Institutional Systems - Assessment Advisory Committee
Research, Scholarly and Artistic Work	-Centres Subcommittee(2) -Unit Plans Review Committee (2 including Chair) -Indirect Costs Advisory Committee -CFI Advisory Committee - CRC Advisory Committee	-Coordinating Committee of Council and Standing Subcommittee of the Coordinating Committee - Joint Committee on Chairs and Professorships -College Plans Review Committee - Selection Committee for the Distinguished Researcher and New Researcher Awards
Scholarships and Awards		-Coordinating Committee of Council - Undergraduate Forum (correspondent)
Teaching and Learning	-Learning Centre advisory committee (2)	-Coordinating Committee of Council -Undergraduate Forum (correspondent)
Chair of Council		-Coordinating Committee of Council (Chair) -Standing Subcommittee of the Coordinating Committee (Chair) -Bylaws Committee -Naming Committee - Non-voting member of all Council committees
Vice-Chair of Council		-Coordinating Committee of Council -Policy Oversight Committee

CLASSROOM DEVELOPMENT INITIATIVE WORKING GROUP (Advisory)

Membership includes chair of the Academic Support Committee

Support: Vice-Provost Teaching and Learning (executive sponsor); Director, Integrated Facilities Planning, IPA

CAMPUS ADVISORY BOARD FOR INSTITUTIONAL SYSTEMS (Advisory)

Mandate: To advise the Associate Vice-President for Information and Communications Technology on matters relating to the development and use of major institutional systems and data, and to make recommendations about priorities and plans. The focus is on academic, research and business needs of the University and discussions are strategic, not technical.

Membership includes university business and academic leadership, support units, students and the following members of Council: Chair of the Planning and Priorities Committee, Chair of the Academic Support Committee

Support Office of the Associate VP Information and Communications Technology

CENTRES SUBCOMMITTEE (Standing Subcommittee Of The Planning and Priorities Committee)

Mandate To facilitate the creation of new centres; To monitor adherence to the Centres Policy; To develop and review the Centres Policy and Guidelines; To oversee the disestablishment of centres; To maintain a list of active centres. The Subcommittee will report to Council through the Planning and Priorities Committee.

Membership Chair of the Planning and Priorities Committee (Chair); One representative from the Planning and Priorities Committee (in addition to the Chair); One representative from the Academic Programs Committee; Two representatives from the Research, Scholarly, and Artistic Work Committee; One Centres representative; Provost and Vice-President Academic or representative; Vice President, Finance and Resources or representative; Vice President Research or representative

Support University Secretary's Office

UNIT PLANS REVIEW COMMITTEE

Mandate To conduct a detailed review and assessment of College and Administrative Unit plans in conjunction with the University's planning cycle and to table its assessment on each plan at Council .

Membership Members of the Planning and Priorities Committee; Chair and one additional member of the Academic Programs Committee of Council; Chair and one additional member of the Research, Scholarly and Artistic Work Committee of Council

Support University Secretary's Office

CFI ADVISORY COMMITTEE (Advisory)

Mandate To advise on the management of the University's CFI Infrastructure Operating Fund; To approve the process and criteria by which eligible CFI projects will be considered for funding from the institution's Infrastructure Operating Fund, and to recommend to the Vice-President Research allocations from the IOF fund for both Innovation and New Opportunity projects Recommend to the Vice-President Research a policy for prioritizing projects requiring matching funds and suggest strategies for seeking matching from other sources; Review and recommend to the Vice-President Research a list of University priority projects for CFI Innovation and New Opportunities competitions; Establish appropriate procedures and protocols for all CFI applications including national and multi-institutional.

Membership Vice-President Research (Chair); One representative from the Planning and Priorities Committee; One representative from the Research, Scholarly and Artistic Work Committee; Four representatives chosen from the Deans or Associate/Assistant Deans of Colleges such that Colleges submitting a significant number of CFI applications; Associate Vice-President Research; Vice-President Finance and Administration; One representative from the Canadian Light Source

Resource Personnel: Director, Research Services; Program Specialist, Institutional Programs; Financial Analyst, Institutional Programs

CANADIAN RESEARCH CHAIRS ADVISORY COMMITTEE

Mandate: The CRC Advisory Committee serves as an advisory body to the CRC Oversight Committee. The advisory committee provides recommendation on the allocation and recruitment of vacant CRC positions, based on the University's Strategic Research Plan and serves as the first point of contact for the university community to discuss potential new CRC applications.

Membership: Associate Vice-President Research (chair); Vice-Provost; member of the Research, Scholarly, and Artistic Work Committee who serves as a member of JCCP; one representative from the Associate Deans Research Forum; 3 senior scholars representing the SSHRC, CIHR, and NSERC communities

Resource Personnel: Assistant Director, Institutional Programs

INDIRECT COSTS ADVISORY COMMITTEE (Advisory)

Mandate To advise on the management of the University's Indirect Costs Fund as required as part of the annual proposal and reporting/audit process. Meetings will correspond to the annual proposal preparation for Indirect Cost Funds.

Membership Vice-President Research (Chair); One representative from the Planning and Priorities Committee; One representative from the Research, Scholarly and Artistic Work Committee; Two

Representatives from the Associate / Assistant Deans Research Forum; Associate Vice-President
Financial Services

Resource Personnel Director, Research Services; Executive Assistant, Office of the Vice-President
Research; Managing Director, Industry Liaison Office

JOINT COMMITTEE ON CHAIRS AND PROFESSORSHIPS (Joint Board/Council Committee)

Mandate To bring the approving bodies of Council and the Board of Governors to a joint table to ensure the academic and financial concerns regarding Chairs and Professorships can be addressed simultaneously. The Committee will develop and review procedures and guidelines relating to the establishment, funding and on-going administration of Chairs at the University of Saskatchewan; receive and review proposals for the establishment of all Chairs and Professorships, assessing compliance with University aims and objectives, administrative processes and financial integrity; recommend to Council approval for proposed Chairs, and subsequently recommend to the Board of Governors that it authorize the establishment of Chairs and changes to the structure of Chairs as may be required from time to time; report to Council on the establishment of all Chairs and Professorships

Membership Provost and Vice-President Academic or designate as Chair; One member of Council; One member of the Board of Governors; One member of the Research, Scholarly and Artistic Work Committee of Council; University Secretary or designate; Vice-President Research or designate; Vice-President, University Advancement or designate; Associate Vice-President, Financial Services or designate(s)

Support Provost's Office

NAMING COMMITTEE (University Board of Governors Committee)

Membership includes the Chair of Council

POLICY OVERSIGHT COMMITTEE (Advisory)

Mandate To ensure consistency and coordination in the development, approval and administration of all University policies, the Policy Oversight Committee has an advisory and coordinating role rather than a decision-making role. It does not have the authority to approve a policy nor to allocate resources. It will receive suggestions from members of the University community and to make recommendations on whether a new University policy is needed (or whether the purpose can be achieved by modifying or clarifying an existing policy, or through guidelines or procedures). Where a new policy is being recommended for development, the committee will identify an appropriate sponsor, provide a template, advise about consultation, and identify the appropriate approval path.

Membership University Secretary (chair); Vice Provosts; all Associate Vice Presidents: FMD, FSD, HR, ICT, Research (2), SESD, Advancement; Director of Corporate Administration; Representative from Deans Council; Representatives from Council (2, including Vice-Chair of Council); Director of Audit Services (non voting); Secretary (non voting, provided by Corporate Administration)

SELECTION COMMITTEES

Distinguished Researcher Convocation Award: awards.usask.ca/faculty/researchers.php

- Membership includes chair of the Research, Scholarly and Artistic Work Committee

New Researcher Award

University of Saskatchewan Distinguished Chairs Advisory Committee

- Membership includes a member of the Research, Scholarly and Artistic Work Committee

J.W. George Ivany Internationalization Convocation Award: awards.usask.ca/employee/ivany.php

- Membership includes chair of the International Activities Committee

Distinction in Outreach and Engagement Convocation Award: awards.usask.ca/employee/service.php

- Membership includes representation from the Senate Roundtable on Outreach and Engagement.

STANDING SUBCOMMITTEE OF THE COORDINATING COMMITTEE

Mandate To meet regularly with the Provost's Committee on Integrated Planning order to facilitate the flow of information between Council and PCIP; To report to the Coordinating Committee on matters related to integrated planning.

Membership Chair of Council, who shall be Chair; Chair of the Academic Programs Committee; Chair of the Planning and Priorities Committee; Chair of the Research, Scholarly and Artistic Work Committee

UNDERGRADUATE FORUM (Advisory)

Mandate

To provide a venue in which the University administration, governing bodies, and representatives of the University's key stakeholder groups hear and consider institution-wide issues that affect the nature and quality of the undergraduate experience at the University .

Membership Four students nominated from the ULC Peer Assistance Program; Two USSU Executive members; Associate/Assistant Deans (one from each undergraduate college – 12 total); Dean, University Library; Director, Credit Studies, Centre for Continuing and Distance Education; Registrar and Director, Academic Service and Financial Assistance, SESD; Director, Student Retention, Support and Development, SESD; Director of Enrolment, SESD; Student Success Manager, University Learning Centre; Coordinator of Undergraduate Services, College of Arts and Science; - Associate Vice-President, Student Affairs (Chair)

Correspondents Provost and Vice-President Academic; University Secretary; Director, E-MAP;- Director, Student Information Systems; Director, Information Technology Services; Director, Consumer Services; Director, Integrated Facilities Planning, Integrated Planning Office; Chair, Academic Programs Committee; Chair, Teaching and Learning Committee; Chair, Scholarships and Awards Committee

Support Office of the Provost and VP Academic

UNIVERSITY LEARNING CENTRE ADVISORY COMMITTEE (Advisory)

Membership includes two members from the Teaching and Learning Committee

Reference Information about University Governance

University of Saskatchewan Act (1995)

Responsibilities of council

60. The council is responsible for overseeing and directing the university's academic affairs.

Powers of council

61. (1) The council may:

- (a) regulate the conduct of its meetings and proceedings;
 - (b) determine the quorum necessary to transact business;
 - (c) grant academic degrees, diplomas and certificates of proficiency;
 - (d) grant scholarships, prizes, fellowships, bursaries and exhibitions;
 - (e) where it considers it appropriate on academic grounds, authorize the board to provide for:
 - (i) the establishment of any college, school, department, chair, endowed chair or institute;
 - (ii) the disestablishment of any college, school, department, chair, endowed chair or institute;
 - (iii) affiliation or federation with any educational institution; or
 - (iv) the dissolution of any affiliation or federation with any educational institution;
 - (f) prescribe curricula, programs of instruction and courses of study in colleges, schools or departments;
 - (g) prescribe methods and rules for evaluating student performance, including prescribing examination timetables and the conduct of examinations;
 - (h) discipline students for academic dishonesty, including admonishing, dismissing, suspending or expelling students or imposing fines;
 - (i) prescribe academic and other qualifications required for admission as a student;
 - (j) hear appeals by students or former students concerning academic decisions affecting them;
 - (k) prescribe dates for beginning and ending lectures;
 - (l) prescribe and limit the number of students who may be admitted to a college or a program of study;
 - (m) review library policies;
 - (n) review the physical and budgetary plans for the university and make recommendations respecting those matters to the president or the board;
 - (o) make recommendations to the president, the board or the senate respecting any matters that the council considers to be in the interests of the university;
 - (p) subject to subsection (2), establish any committees that it considers necessary;
 - (q) subject to subsection (2), delegate any of its powers to any committee of the council;
 - (r) exercise any powers that the board or the senate may delegate to it;
 - (s) appoint members to committees composed of members of the council and members of all or any of the senate, the board and the assembly;
 - (t) make bylaws governing the election of members of council mentioned in clauses 53(2)(b) to (g) and (i);
 - (u) make bylaws respecting any matter over which it has responsibility; and
 - (v) do any other thing that the council considers necessary, incidental or conducive to exercising its powers, to promoting the best interests of the university or to meeting the purposes of this Act.
- (2) A committee of members of the council established pursuant to subsection (1) to deal with matters set out in clauses (1)(h) and (j) must contain members of council who are students.

The Governance Structure of the U of S

Tricameral Governance Structure:

In accordance with *The University of Saskatchewan Act*, our university has a tricameral governance structure, which means it has three governing bodies:

- Senate – responsible for public issues, giving graduates, the community and key stakeholders a voice in university affairs
- The Board of Governors – responsible for fiscal issues; administers and manages property, revenues and finances
- University Council – responsible for academic issues; oversees and directs the university's academic affairs with items ranging from degrees, scholarships and programs to evaluation, academic dishonesty, admission, scheduling and library policy

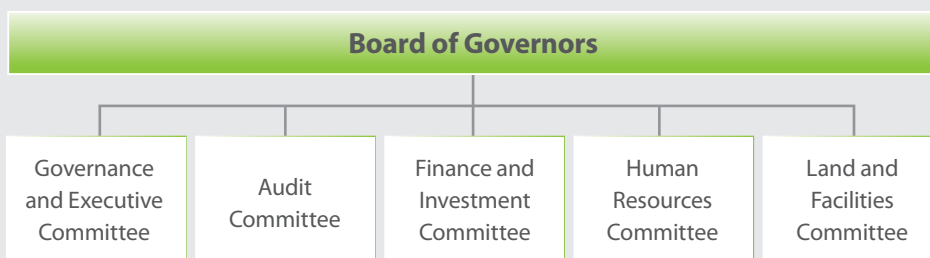


THE BOARD OF GOVERNORS

As one of the three governing bodies of the university, the Board of Governors is responsible under the *The University of Saskatchewan Act* for overseeing and directing all matters respecting the management, administration and control of the university's property, revenues and financial affairs. This includes:

- construction and maintenance of buildings, equipment and capital assets
- appointing the president and other senior officers of the university, and fixing salaries, compensation and terms of employment for all employees, and pension plans for retirees
- overseeing the university's finances, investments and pension plans
- providing for the establishment and/or disestablishment of colleges, schools, departments, endowed chairs and institutes
- affiliation and federation with other educational institutions
- setting of tuition and other fees
- establishment and oversight of good governance practices, including regulating the conduct of its meetings, establishing its committees and making bylaws respecting matters over which it has responsibility.

Committees of the Board of Governors



The Governance Structure of the U of S

UNIVERSITY COUNCIL

Council oversees and directs the university's academic affairs. It:

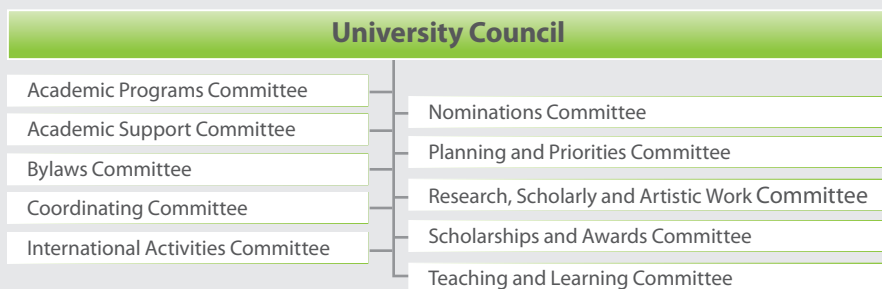
- grants academic degrees, diplomas and certificates
- grants scholarships, prizes, fellowships, bursaries and exhibitions
- approves all academic programs, new programs and program deletions
- authorizes the board to establish new colleges, schools, departments, endowed chairs and institutes
- prescribes methods and rules for evaluating student performance
- disciplines students for academic dishonesty and hears student appeals
- prescribes qualifications for admission
- sets the academic schedule
- reviews library policies
- makes recommendations on physical and budgetary plans for the university
- makes recommendations on any other matters it considers to be in the interest of the university

Membership

105 members, including:

- president
- provost
- two elected members from each college and affiliated and federated college, one of whom may be the dean
- two librarians, one of whom may be the University Librarian
- one elected student representing each college and each affiliated and federated college
- 54 elected faculty

Committees of Council

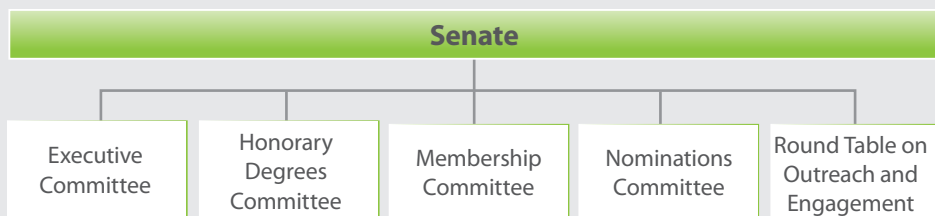


THE SENATE

The senate is the body responsible for public issues at the university. They have authority to approve:

- admission requirements and quotas (on the recommendation of council)
- new colleges, schools, departments (on the recommendation of council)
- affiliations and federations (on the recommendation of council)
- non-academic student discipline regulations
- awarding of honorary degrees
- appointment of examiners for professional societies
- 116 members including elected alumni and representatives of professional associations

Committees of Senate



MORE INFORMATION:

For more information, please visit:
www.usask.ca/boardofgovernors

or contact:
Lea Pennock, University Secretary
212 College Building
107 Administration Place
University of Saskatchewan
Saskatoon, SK S7N 5A2

Phone: (306) 966-4632
Fax: (306) 966-4530
Email: lea.pennock@usask.ca

For *The University of Saskatchewan Act*, please visit:
www.usask.ca/uofs/fact_sheet.php

University Governance and Administration Who's Who 2011-12

Position		Contact	
Chancellor	Vera Pezer	Norma McBain	4635
President and Vice-Chancellor	Peter MacKinnon	Karen Taylor	6612
Provost and Vice-president Academic	Brett Fairbairn	Maggie L'Arrivee	8489
Vice-president Finance and Resources	Richard Florizone	Jan Jaspar	6636
Vice-president Research	Karen Chad	Jessica Hineman	8514
Vice-president Advancement	Heather Magotiaux	Shannon Wiens	1602
University Secretary	Lea Pennock	Alex Oster	4632
General Academic Assembly	Chair: President	Lea Pennock	4632
University Senate	Chair: Chancellor	Lea Pennock	4632
Board of Governors	Chair: Nancy Hopkins	Lea Pennock	4632
University Council	Chair: Jay Kalra Vice-Chair: John Rigby	Lea Pennock	4632
Academic Programs Committee	Chair: Len Proctor	Cathie Fornssler	5036
Academic Support Committee	Chair: Yu Luo	Cathie Fornssler	5036
Bylaws Committee	Chair: Gord Zello	Lea Pennock	4632
Coordinating Committee	Chair: Jay Kalra	Lea Pennock	4632
International Activities Committee	Chair: Hans Michelmann	Leigh-Ellen Keating	2428
Nominations Committee	Chair: Dwayne Brenna	Cathie Fornssler	5036
Planning and Priorities Committee	Chair: Bob Tyler	Sandra Calver	2192
Research, Scholarly and Artistic Work Committee	Chair: Stephen Urquhart	Sandra Calver	2192
Scholarships and Awards Committee	Chair: Gordon DesBrisay	Wendy Roe	6722
Teaching and Learning Committee	Chair: Marcel D'Eon	Cathie Fornssler	5036

Phone list for Support Staff

NAME	COMMITTEE	OFFICE	PHONE
Lea Pennock	<ul style="list-style-type: none"> • Bylaws • Council • Coordinating • Student Appeals 	University Secretary	4632
Sandra Calver	<ul style="list-style-type: none"> • Centres Subcommittee • Unit Plans Review Committee • Planning and Priorities • Research, Scholarly and Artistic Work 	Office of the University Secretary	2192
Cathie Fornssler	<ul style="list-style-type: none"> • Academic Programs • Academic Support • Teaching and Learning • Nominations • Promotion, Tenure and Renewal Appeal 	Office of the University Secretary	5036
Norma McBain		Office of the University Secretary	4635
Alex Oster		Office of the University Secretary	4632
Wendy Roe	<ul style="list-style-type: none"> • Scholarships and Awards 	Student and Enrolment Services Division	6722
Leigh-Ellen Keating	<ul style="list-style-type: none"> • International Activities 	Global Relations	2428
Carolyn McPhee	<ul style="list-style-type: none"> • President's Review Committee • Sabbatical Appeal 	Office of the Vice-Provost, Faculty Affairs	8485
Andrea Storoschuk	<ul style="list-style-type: none"> • Joint Committee on Chairs and Professorships • University Review Committee 	Office of the Vice-Provost, Faculty Affairs	8490
Jennifer Mainland	<ul style="list-style-type: none"> • Policy Oversight Committee 	Corporate Administration	8817