

Senate Appointment Procedures: COU Academic Colleague, Alumni Representative and the Clerk of Senate

Associated Regulation: Carleton University General Operating Bylaw No. 1 Section 9.06

Date: October 31, 2025

Purpose:

The purpose of this document is to outline the general protocols for the nomination, recommendation and approval of Appointments to Senate.

Scope:

- 1) In accordance with Section 9.06 of the Carleton University General Operating Bylaw No. 1, Senate has the authority and responsibility to prescribe its own procedures for elections and appointments to Senate.
- 2) The procedures outlined in this document pertain to the COU Academic Colleague, the Alumni Representative, and the Clerk of Senate positions on Senate.

Procedure:

- 1) COU Academic Colleague:
 - a. The COU Academic Colleague is a faculty member who, along with the President, attends the meetings of the Council of Ontario Universities (COU), and reports to Senate on these meetings.
 - b. The COU Academic Colleague is an appointment made upon the recommendation of the President and the Senate Executive Committee, and is subject to approval of Senate.
- 2) Alumni Association Representative
 - a. Senate membership includes one representative from the Carleton University Alumni Association.
 - b. The Alumni Association nominates a candidate from their association. The nomination is submitted to the Senate Executive Committee, which then brings this name to Senate for approval.

- 3) Clerk of Senate
 - a. The Clerk of Senate is a full-time tenured faculty member elected by Senate to serve a three-year term.
 - b. An open Call for Nominations is issued for the position. Once the nomination period closes, the Senate Executive Committee reviews all eligible nominations, and recommends one candidate to Senate for approval.
- 4) General Clause: In all cases, if Senate does not approve the appointment of the individual, the matter is referred back to the Senate Executive Committee for further action.

Related or Cited Policies, Procedures and Guidelines

- 1) Carleton University General Operating By-Law No. 1
- 2) Academic Governance of the University (AGU)
- 3) Senate Internal Election Procedures
- 4) Senate Procedures for Elections to Other Bodies