



Carleton University acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

**Carleton University Senate
Meeting of April 5, 2024 at 2:00 pm
PK608**

AGENDA

Open Session:

- 1. Approval of Agenda (open)**
- 2. Minutes (Open):** March 1, 2024
- 3. Matters Arising**
- 4. Chair's Remarks**
- 5. Question Period**
- 6. Administration (Clerk)**
 - a) Senate Membership Ratifications
 - b) Update on Committee Nominations
 - c) Call for Participation – Senate Survey
- 7. Reports:**
 - a) SCCASP (D. Siddiqi)
 - b) SQAPC (D. Hornsby)
 - c) SAGC (E. Sloan)
 - d) Senate Executive Committee – Clerk term extension

8. Budget Preview (Provost)

9. Dominican University College Update

10. Research Update (Goubran)

11. Reports for Information:

- a) Senate Executive Minutes (February 20, 2024)
- b) TPAC and UPC Membership for 2024

12. Other Business

13. Adjournment



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**Carleton University Senate
Meeting of March 1, 2024 at 2:00 pm
PK608**

OPEN SESSION

Minutes

Present in Person: B. Albright-Peakall, S. Blanchard, A. Bordeleau, A. Bowker, S. Burges, B. Campbell, D. Caratao, M. DeRosa, S. Everts, K. Graham, T. Haats, N. Hagigi, M. Haines, S. Hawkins, K. Hellemans, D. Hornsby, D. Howe, M. Huckvale, L. Kostiuik, A. Lannon, F. Lepore, A. MacDonald, B. MacLeod, L. Madokoro, J. Malloy, J. Mason, D. Mendeloff, L. Moffitt, J. Murray, H. Nemiroff, A. North, B. O’Neill, A. Park, P. Rankin, R. Renfroe, M. F. Riazuddin (A. Kallioinen acting) M. Rooney, S. Seneviratne, O. Shafiq, D. Siddiqi, E. Sloan (Clerk), D. Sprague, M. Taghavishavazi, J. Tomberlin (Chair), G. Wainer, P. Williams, P. Wolff.

Present via Zoom: J. Armstrong, H. Babb, M. Barbeau, H. Becker, F. Brouard, W. Chung, J.P. Corriveau, E. Cyr, L. Dyke, R. Goubran, L. Marshall, R. Nelson, B. O’Connor, S. Rajput, C. Smelser, P. Smith, J. Taber, K. Taylor, J. Wallace

Regrets: M. Baez, R. Gorelick, P. Mkandawire, M. Pearson, C. Viau

Absent: E. Abou Zeid, A. Clarke, Y. Gandhi, K. Moss

Recording Secretary: K. McKinley

1. Welcome and Approval of Agenda

The meeting was called to order at 2:01 p.m. The Chair began by noting the passing of two members of the Carleton community: Danny Brown, who was a member of the ITS team, and Jodi White, alumna and long-standing friend of Carleton University. The Chair offered condolences to those who knew and loved them. He also acknowledged the passing of the Honorable Brian Mulroney, former Prime Minister of Canada. As per protocol, Carleton’s flag has been lowered to half-mast and will remain there until his memorial service has concluded.

The Chair noted that the Senate meeting would begin with a Closed Session that includes approval of Carleton's Winter graduates.

It was **MOVED** (M. Haines, N. Hagigi) that Senate move into the closed Session of the meeting. The motion **PASSED**.

(See separate document for Closed Session Minutes.)

Continuation of Open Session minutes, following the end of the Closed Session:

It was **MOVED** (S. Blanchard, D. Sprague) that Senate approve the open agenda for the meeting on March 1, 2024, as presented.

The motion **PASSED**.

2. Minutes: January 26, 2024

It was **MOVED** (R. Renfroe, S. Seneviratne) that Senate approve the minutes of the Senate meeting on January 26, 2024, as presented.

A Senator noted an error in the summary of a response to a question in Question Period. The recording secretary agreed to amend the text as directed by Senator Siddiqi, who provided the response. It was also noted that the motion referred to in the minutes for Item 9 should have been credited to both Senators Mason and Murray. The recording secretary agreed to make the correction.

With these amendments to the minutes, the motion **PASSED**.

3. Matters Arising

There were none.

4. Chair's Remarks

The Chair reported that Carleton has achieved recognition as one of the National Capital Region's Top Employers for the 10th year in a row, and was also recognized as a Top Family-Friendly Employer for the 2nd time. This recognition highlights Carleton's Commitment to fostering a supportive work environment that prioritizes the work-life balance of its community.

The Chair next highlighted the following achievements of members of Carleton's academic community:

- Cynthia Cruickshank (Mechanical and Aerospace Engineering) received the Ontario Building Envelope Council Rising Star Award.
- Paul Kariouk (Azrieli School of Architecture and Urbanism) was recognized with an American Institute of Architects New York Design Award.
- Fraser Taylor (Geography and Environmental Studies) was named as an Officer of the Order of Canada.
- Halim Yanikomeroglu (Systems and Computer Engineering) was named a fellow of the Asia-Pacific Artificial Intelligence Association.
- James Milner (Political Science) has been appointed co-chair of the Global Academic Interdisciplinary Network (GAIN) — a group of 213 university members from countries around the world formed from the Global Compact on Refugees.

Carleton's Ravens Women's basketball team has defeated the Ottawa Gee-Gees in the Ontario Athletics Union semi-finals, guaranteeing them a spot in the 2024 U sports national championship, to be held from March 7 – 10 in Edmonton. In addition, Raven Kali Pocrnic set a program record for most points in a single game with 40 points in the February 24 quarterfinal.

The Chair highlighted the following events from February 2024:

- Service Excellence Awards were held on February 22nd, to recognize outstanding contributions of Carleton faculty and staff.
- The 5th annual Kinàmàgawin Symposium took place on February 8th, focusing on connecting to Indigenous Spirituality.
- Black History Month was celebrated with numerous events, articles and stories, including a lecture with Fulbright Scholar Dr. Michele K. Lewis.

The Chair noted that Carleton is looking forward to celebrating International Women's Day on March 8th, focusing on the many achievements and contributions of outstanding women in our community.

The Chair then provided some remarks regarding the ongoing financial challenges of Ontario Universities and Colleges, in light of the provincial government's recent response to the Blue Ribbon Panel report. The government has announced that domestic tuition for students from Ontario will remain frozen for another 3 years, after having been reduced by 10% in 2018, then frozen for the past 5 years. Additional base funding was announced and while this is welcome, it will not be sufficient to cover the rising costs of

inflation. In addition, universities across Canada will be challenged in the enrolment of international students due to the cap on applications for study visas imposed by the Federal Government this year. As a result, Carleton will be forced to cut the operating budget for the next few years and will continue to spend down its reserves for a significant period of time. Open and transparent communication with members of the Carleton community will continue over the coming weeks and months as the Provost prepares the 2024-25 operating budget. The Chair noted that although the situation is serious, every university in Ontario is in much the same position as Carleton.

In response to a question, the Chair noted that timelines for sending out offers to international graduate students should not change. At the undergraduate level, offers have been sent beginning in December and January and will finish by April and May. Processing for all undergraduate international applications has been paused, and visa applications have been returned to students until the Ontario government Provincial Attestation Letters are ready.

5. Question Period

One question was submitted in advance by Senator Laura Madokoro.

Following on the questions posted by Nir Hagigi in the January 2024 meeting, I wish to know what measures the university is taking to protect academic freedom on campus (including physical and virtual contexts).

Response by the Chair:

Carleton is committed to maintaining an open, welcoming and inclusive environment where all members of the community are encouraged to engage in discussions and feel free to express opinions while avoiding hate speech and other restricted speech, and at the same recognizing sensitivities of others involved in the conversation.

Freedom of Expression is a right guaranteed, with some restrictions, under the Canadian Charter of Rights and Freedoms.

According to Universities Canada, academic freedom is distinct from freedom of expression in that it is based on professional competency in an academic discipline as opposed to mere expressions of opinion. Academic freedom for faculty members is enshrined in their collective agreement. Complaints from faculty members who feel that their academic freedom has been infringed upon are dealt with on a case-by-case basis.

Faculty members who are members of a bargaining unit also have recourse to assistance from their unions.

6. Administration

a. Senate Meeting Schedule 2024-25

The Clerk confirmed that the dates for the 2024-25 Senate meetings have been circulated to Senators and posted on the Senate website. She encouraged Senators who are continuing to serve next year to add these dates to their calendars.

b. Report on Senate Membership Nominations for July 2024

The Clerk noted that the Call for Nominations for positions on Senate beginning July 1, 2024 closes end of day March 1. A number of vacancies remain unfilled for faculty members from FASS and Science. The Clerk also advised Senators whose terms are ending that they must apply again if they wish to serve another term. Nomination forms can be found on the Senate website.

c. Call for Nominations – Senate Committees

The Call for Nominations for faculty and student positions on Senate standing committees has been launched, and the closing date is March 31st. The Clerk encouraged Senators to serve on one or more standing committees to deepen their knowledge of academic governance. Details can be found on the Senate website.

7. Reports

a. Senate Committee on Curriculum Admissions and Studies Policy (SCCASP)

Committee Chair Dan Siddiqi presented one item for Senate approval.

R-G-11: General Regulations 11 – Academic Standing (adding academic standing requirements for graduate diplomas)

It was **MOVED** (D. Siddiqi, P. Smith) that Senate approves the revision to R-G-11: General Regulations 11 Academic Standing effective for the 2024-25 Graduate calendar as presented.

The motion **PASSED**.

b. Senate Quality Assurance and Planning Committee (SQAPC)

Committee Chair David Hornsby presented 2 cyclical reviews, 8 major modifications and one new program for Senate approval.

Cyclical Reviews:

These were combined into an omnibus motion.

It was **MOVED** (D. Hornsby, A. Bowker) that Senate approve the Final Assessment Reports and Executive Summaries arising from the Cyclical Reviews of the programs.

The motion **PASSED**.

Motions from the omnibus:

- THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in European, Russian and Eurasian Studies.
- THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the undergraduate and graduate programs in history.

A Senator noted that the fact that retiring faculty members in the History program are not being replaced is a cause for concern.

Major Modifications:

These were combined into an omnibus motion.

It was **MOVED** (D. Hornsby, P. Williams) that Senate approve the major modifications as presented.

The motion **PASSED**.

Motions from the omnibus:

- THAT Senate approve the name change of the undergraduate programs in Environmental Studies to Environmental and Climate Change Studies as presented with effect from Fall 2025.
- THAT Senate approve the introduction of the concentration in Criminal Law and Social Order to the undergraduate programs in Law as presented with effect from Fall 2024.
- THAT Senate approve the major modification to the Bachelor of Media Production and Design program and the introduction of MPAD 4906 as presented with effect from Fall 2024.
- THAT Senate approve the deletion of the MA programs in French as presented with effect from Fall 2024.
- THAT Senate approve the change to the MIT degrees in Digital Media and Network Technology as presented with effect from Fall 2024.

- THAT Senate approve introduction of ENSC 4909 and ISAP 4909 and the modifications to the associated programs as presented with effect from Fall 2024.
- THAT Senate approve the governance change for the Technology Innovation Management programs from the Faculty of Engineering and Design to the Sprott School of Business as presented with effect from Fall 2024.
- THAT Senate approve the deletion of the concentration in Linguistic Theory from the BA Hons program and the BSc Hon Linguistics streams in Psychology, Neuroscience, and Computer Science, and the change of name to the BSc Hons in Linguistics with a concentration in Psycholinguistics and Communication Difference for the streams in Psychology, Neuroscience and Computer Science, as presented, with effect from Fall 2025.

A Senator clarified that the TIMS programs were already jointly administered by the Faculty of Engineering and Sprott, and are now moving solely to the Sprott School of Business.

New Program Approval: Graduate Program in Clinical Trials

It was **MOVED** (D. Hornsby, M. DeRosa) that Senate approve the proposed Graduate Program in Clinical Trials and Regulatory Affairs as presented to commence in Fall 2025.

The Dean of Science noted that this is a hybrid, course-based Masters degree that is responding to a need in Ottawa and across Canada for this type of program. A Senator asked for clarification regarding faculty to support the program as there appears to be no internal expertise in this area and only one full-time hire is mentioned in the documents. The Dean of Science responded that the unit's view in their response was that they do have expertise, especially with the new hire that is slated to join the department. There are also ongoing discussions with partners such as Health Canada to support as well.

The motion **PASSED**.

c. Senate Academic Governance Committee (SAGC)

Committee Clerk Elinor Sloan presented a motion to ratify faculty member Jennifer Stewart to fill a vacancy on the Senate Quality Assurance and Planning Committee.

It was **MOVED** (E. Sloan, D. Hornsby) that Senate ratify the nominees for Senate committees, as presented, for service beginning immediately upon approval. The motion **PASSED**.

Committee Chair Sloan next presented a motion for Senate to approve revised Senate Rules of Order. The Senate Academic Governance Committee has updated this file, combining the previous Senate Rules and Annex into one document, and reorganizing sections for clarity. Classification and rules have been edited to align with the AIP Standard Code of Parliamentary Procedure, which is the standard reference guide for Carleton's Senate.

It was **MOVED** (E. Sloan, D. Siddiqi) that Senate approve the revised Senate Rules of Order, as presented.

Discussion:

It was noted that changes were made in accordance with the most recent version (2023) of the AIP Standard Code of Parliamentary Procedure.

Senators provided the following observations regarding the new Rules of Order:

- Changes were very difficult to follow from the old version of the rules to the new proposed version, without a track-change document.
- Some of the outdated binary pronouns (he/she) from the older version were not updated in the new version.
- The wording for Rule #2 (Quorum) was clearer in the previous version.
- There are no guidelines in the Rules of Order for emergency motions.
- The online voting protocol (11.4) could be revised.

Given the number of concerns expressed by Senators, the Clerk withdrew the motion, and agreed to bring the Rules of Order back to SAGC for further review.

The Clerk asked Senators to submit any additional comments regarding the Rules of Order via email.

The motion was **WITHDRAWN**.

8. Graduate Academic Governance – Motion

Clerk of Senate and SAGC Chair Elinor Sloan introduced this item. She reminded Senators that Senate received the Final Report of the Ad Hoc Committee on Graduate Academic Governance in January of 2024. The report included 13 recommendations, and was referred to SAGC for further action. The Clerk noted that after reviewing the report, SAGC determined that the Provost would need to be involved in order to move forward with the implementation of the recommendations of the report.

Provost Pauline Rankin then provided a presentation for Senators that summarized the context for restructuring the Faculty of Graduate and Postdoctoral Studies, and the progress made so far, from the external assessment undertaken in 2021 to the work of the Senate Ad Hoc Committee in 2023. The Provost then presented a 3-part motion to activate the recommendations of the Ad Hoc Committee Report, and a timeline outlining the planned implementation of these changes, which would include delegation of authority from FGPA to line Faculties, and revisions of academic policies and documents, among other work. The implementation stage would begin in the Summer 2024 term and would be completed by June of 2025.

It was **MOVED** (P. Rankin, D. Siddiqi) that:

- Senate devolve curriculum approvals from Graduate Faculty Board to the Faculty Board that offers the program, as per recommendation R1 of the Ad Hoc Committee report, beginning with the 2025-2026 Academic Calendar, and direct the Programs and Planning Committee of GFB to develop the processes and policies necessary to implement recommendation R9 by April 30, 2024.
- In the interim and notwithstanding the Academic Governance of the University policy, other Senate policies, and the Faculty Constitutions, Senate delegate the following authorities to the Dean of the line Faculty responsible for a graduate course:
 - the approval of grades;
 - the resolution of appeals of grades; and,

- the resolution of all allegations of a violation of the Academic Integrity Policy;

and, Senate delegate the following authority to the Dean of the line Faculty responsible for a graduate program

- the process for endorsing the lists of proposed graduate students eligible to graduate and related graduation issues.

These delegations are effective beginning with the Summer term, 2024. If all of the actions required under this motion are not implemented by June 30, 2025, these delegations will end.

- Senate instruct SQAPC and/or SAGC to initiate implementation of recommendations R3, R6, R6.1, R6.2, R6.3, R7, and R13 (AGU) to be completed by June 30, 2025, and Senate supports the Provost in taking actions required for an effective and timely transition of the services affected by recommendations R6, R6.1, and R7.

In response to a question, the Provost noted that there would be no financial implications to this process.

The motion **PASSED**.

9. Motion from Senator J. Mason re Policy on Student Academic Accommodation During Labour Disputes

Senators Jody Mason and Julie Murray submitted this motion to Senate as a follow-up to the January 26th Senate meeting, at which their previous motion to review the policy had been withdrawn. In the preamble to the motion, Senators Mason and Murray noted that SCCASP has confirmed that with the Policy on Student Academic Accommodation During Labour Disputes in place, it is not possible for Senate to remain neutral during labour disputes.

It was **MOVED** (J. Murray, M. Rooney) that Senate repeal the Academic Accommodations During Labour Disputes Policy.

Discussion:

In response to a question, the Chair noted that the policy does not grant any special power to either the Provost or Senate that they did not already have before the policy existed. The procedures outlined by the policy would be followed in any case, with or without the policy. The Academic Continuity Committee existed before the policy, and will continue

to exist in the future, as it is the duty of management to develop a continuity plan for any disruption to academic operations at the university. It is also true that anything within the purview of Senate will continue to be brought to Senate.

A Senator noted that the policy dictates timelines for action, since according to the policy, the special committee is created on the 11th day of a strike, resulting in an artificial and arbitrary sense of emergency. In response, the Chair repeated that the Academic Continuity Committee would be constituted anyways, with or without the policy, in order to ensure continuity of academic operations within the university.

Another Senator noted that while one may sympathize with those who feel that the policy can appear to undermine the power of those on strike, students want to know what specific measures would be put in place to provide accommodations for them during a labour dispute, should the policy be repealed. The VP Students & Enrolment responded that the role of the university is to support students, and that a process will be in place to address these types of situations, with or without a Senate policy. Repealing this policy does not preclude the university from being able to accommodate students. Any accommodations that are in Senate's purview will be brought to Senate for approval.

A Senator asked for some historical context on the ACC and accommodations granted to students during crises, including the pandemic. The Chair noted that the policy was developed after the CUPE 2424 strike of 2018, and was approved by Senate in January of 2020. In March of 2020 once the pandemic hit, Carleton adopted a similar process; the ACC brought recommendations for accommodations to Senate for approval.

Several Senators commented that in their view, the policy provides baseline protection for students and a framework for action by Senate during a labour disruption. Without the policy in place, could Senate be convened quickly, and if so, would calling a Senate meeting (short-notice or emergency) to discuss and vote on these issues not be seen as a politicized decision? The Chair responded that an emergency meeting could be called, either by Senate Executive, or through a request to the Clerk by a certain number of Senators, which could include Student Senators, and the Academic Continuity Committee could still be formed as needed.

Another Senator remarked that in 2023 during the previous labour dispute, students were not properly informed of the measures being taken by administration and Senate through this policy. With or without the policy, how can the university ensure that moving forward students are adequately informed of actions and decisions taking place during disruptions

such as a labour dispute? The VP Students & Enrolment replied that the university is in daily contact with students through many channels including via student associations such as CASG, CUSA and GSA, in addition to website, social media, and emails.

A Senator announced that the Carleton Student Engineering Society has submitted a letter expressing concerns that without the policy in place, long labour disruptions could potentially threaten accreditation and therefore graduation for students in engineering. In response, it was noted that emergency meetings can be called without the policy, in order to prevent severe consequences for students.

The motion **PASSED**.

Vote count:

- In favour: 33 (23 in room + 10 online)*
- Opposed: 25 (20 in room + 5 online)

*Note that the original online count for those in favour (9) was revised to 10 after checking totals with the online administrators.

10. Motion from Senator N. Hagigi re Senate Statement

Senator N. Hagigi submitted a motion in response to the ongoing conflict in the Middle East.

WHEREAS the current conflict in Gaza has regrettably seen an alarming rise in global anti-Palestinian racism, anti-Semitism, and Islamophobia accompanying the outbreaks of violence, **it is MOVED (N. Hagigi, L. Madokoro) that Senate:**

- Condemns unequivocally the rise in global anti-Palestinian racism, anti-Semitism, and Islamophobia that has accompanied the recent outbreak of violence in Gaza, reaffirming the importance of fostering a culture of tolerance, understanding, and respect for religious and cultural diversity.
- Supports initiatives led by students, faculty, and staff aimed at promoting dialogue, reconciliation, and peace-building through academic collaborations, cultural exchanges, and grassroots advocacy efforts.

Discussion:

In response to a question, it was noted that this motion belongs to the category known as “courtesy motions” that can be submitted to Senate from time to time.

A Senator noted that there are at least 45 other current conflicts in the world, and they questioned why this one should be privileged by a motion from Senate. Several Senators responded that this conflict has impacted students much more significantly than any of the other conflicts that are currently occurring. Many Carleton students have been harassed, and have suffered anti-Semitism and anti-Palestinian racism on campus. Another Senator mentioned that they appreciate the spirit of this motion in creating solidarity at Carleton.

A Senator made a suggestion to amend the motion to remove “the rise in” from the first bullet point. The mover and seconder accepted this as a friendly amendment, and there was no objection from Senate.

The motion, as amended, **PASSED**.

11. Reports for Information

a. Senate Executive Committee Minutes (January 16, 2024)

12. Other Business

There was none.

13. Adjournment

The meeting was adjourned (M. Rooney, S. Seneviratne) at 4:03 p.m.

Senate Question Period – April 5, 2024

Question submitted by Senator Jody Mason:

I'm aware of the importance of creating a safe climate for research and teaching on campus, particularly in the context of rapidly changing geopolitical circumstances. At the same time, the new appointment in the OVPRI, the officer for Research Security Risk, raises some questions that are relevant to Senate's academic concerns. The new appointment will influence the conditions in which research and teaching are carried out at Carleton.

I have two questions related to this point:

1. What is the relationship between the Research Security Risk officer and CSIS; how many times do they communicate over a month-long period?
2. How many investigations have been conducted on campus as a result of this new Research Security initiative, and has it led to measures against Carleton faculty?

Senate Membership Ratifications

April 5, 2024

MOTION: That Senate ratify the new Senate appointments, as presented, for service beginning July 1, 2024.

Faculty Members – 3-year term

- FASS: Shazia Sadaf (acclaimed)
- FPA: Joshua Greenberg (acclaimed)
- Sprott: Emily Gray (elected)
- FED/Architecture: Ozayr Saloojee (acclaimed)
- FED/Industrial Design: Juan Jimenez Garcia (acclaimed)

Undergraduate Students – 1-year term

- FASS: Lacia Grant (acclaimed)
- FPA:
 - Jacky Chan (acclaimed)
 - Nir Hagigi (acclaimed)
 - Rhea Treasure (acclaimed)
- Science: Maryam Nadeem (acclaimed)
- FED:
 - Xavier Haziza (elected)
 - Alex MacDonald (elected)

MEMORANDUM

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

To: Senate
From: Daniel Siddiqi, Chair of SCCASP
Date: April 5th, 2024
Subject: Regulation Changes 2025/26

For Senate approval

1. Business program regulations, incorporating graduation pathways for the BAcc.

Motion: That Senate approves the revisions to regulation TBD-1598 R-UG-Business effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-1598 R-UG-Business

2. Bachelor of Accounting – *New Program Proposal*

Motion: That Senate approves the revisions to admission regulation TBD-2249 R-ADM-Program-BAcc effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-2249 R-ADM-Program-BAcc

3. Bachelor of Accounting – *New Coop Regulations*

Motion: That Senate approves the revisions to regulation TBD-1540 R-UG-COOP-BCom BAcc Adm and Cont Requirements effective for the 2025/26 Undergraduate Calendar as presented.

Attachment: TBD-1540 R-UG-COOP-BCom BAcc Adm and Cont Requirements

4. PBD Cognitive Science – *clarification of course selection and residency requirements*

Motion: That Senate approves the revisions to regulation TBD-1602 R-ADM-Program-PBD Cognitive Science effective for the 2024/25 Undergraduate Calendar as presented.

Attachment: TBD-1602 R-ADM-Program-PBD Cognitive Science

5. General Regulations 3 Application for Admission – *change to English Language Proficiency section*

Motion: That Senate approves the revisions to regulation R-GR-ADM R-GR-General Regulations 3 Application for Admission effective for the 2024/25 Graduate Calendar as presented.

Attachment: R-GR-ADM R-GR-General Regulations 3 Application for Admission

For Information

1. *Attachment: UG_2425_MinorMods_for_SCCASP_Mar19*
2. *Attachment: Microcredentials_2425_for_SCCASP_Mar19*
3. *Attachment: G_2425_MinorMods_for_SCCASP_20240305*



DATE: March 27, 2024

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and Chair,
Senate Quality Assurance and Planning Committee

RE: Final Assessment Report and Executive Summary: Undergraduate and Graduate Programs
in Cognitive Science

The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from cyclical program review of the undergraduate and graduate programs in Cognitive Science.

The request to Senate is based on a recommendation from the Senate Quality Assurance and Planning Committee (SQAPC), which passed the following motion at its meeting of March 14, 2024:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the graduate and undergraduate programs in Cognitive Science.

The Final Assessment Report and Executive Summary is provided pursuant to article 5.4.1. of the provincial Quality Assurance Framework and article 7.2.24 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.24.3 of Carleton's IQAP (passed by Senate in November 2021 and ratified by the Ontario Universities Council on Quality Assurance in April 2022) stipulates that, in approving the Final Assessment Report and Executive Summary 'the role of SQAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendations to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Report and Executive Summary. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are therefore not included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Any major modifications described in the Implementation Plan, contained within the Final Assessment Report, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.4.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Implementation Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and reported to Carleton's

Board of Governors for information. The Executive Summary and Implementation Plan will be posted on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President (Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion April 5, 2024:

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical Review of the Undergraduate and Graduate programs in Cognitive Science.



DATE: February 23, 2024

TO: Senate

FROM: Dr. David Hornsby, Vice-Provost and Associate Vice-President (Academic), and Chair, Senate Quality Assurance and Planning Committee

RE: 2024-25 & 2025-26 Calendar Curriculum Proposals
Undergraduate and Graduate Major Modifications

Background

Following Faculty Board approval, as part of academic quality assurance, major curriculum modifications are considered by the Senate Quality Assurance and Planning Committee (SQAPC) before being recommended to Senate. Major curriculum modifications are also considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP).

Library Reports (as required)

In electronic communication members of the Library staff, upon review of the proposals, confirmed no additional resources were required for the 2024-25 & 2025-26 major modifications included below.

Documentation

Recommended calendar language, along with supplemental documentation as appropriate, are provided for consideration and approval.

Omnibus Motion

In order to expedite business with the multiple changes that are subject to Senate approval at this meeting, the following omnibus motion will be moved. Senators may wish to identify any of the following 4 major modifications that they feel warrant individual discussion that will then not be covered by the omnibus motion. Independent motions as set out below will nonetheless be written into the Senate minutes for those major modifications that Senators agree can be covered by the omnibus motion.

THAT Senate approve the major modifications as presented below.

Major Modifications

1. Interdisciplinary Science and Practice

SCCASP approval: March 5, 2024

SQAPC approval: March 14, 2024

Senate Motion April 5, 2024

THAT Senate approve the name change to the BSC Programs in Interdisciplinary Science and Practice to Integrated Science as presented with effect from Fall 2025.

2. Mathematics and Statistics, Collaborative Specialization in Biostatistics

SCCASP approval: March 5, 2024

SQAPC approval: March 14, 2024

Senate Motion April 5, 2024

THAT Senate approve the deletion of the Collaborative Specialization in Biostatistics as presented with effect from Fall 2024.

3. BIB Concentrations

SCCASP approval: March 19, 2024

SQAPC approval: March 14, 2024

Senate Motion April 5, 2024

THAT Senate approve the deletion of the concentrations in International Marketing and Trade; International Strategy and Human Resources Management; and Global Financial Management and Systems from the BIB program as presented with effect from Fall 2024.

4. Bachelor of Accounting & BUSI 4020

SCCASP approval: March 19, 2024

SQAPC approval: March 26, 2024

Senate Motion April 5, 2024

THAT Senate approve the introduction of the Bachelor of Accounting and of BUSI 4020 as presented with effect from Fall 2025.

MEMORANDUM

From: Senate Academic Governance Committee
To: Senate
Date: April 5, 2024
Subject: Revised Academic Governance of the University (AGU)

The Senate Academic Governance Committee is submitting for Senate approval a newly revised version of the *Academic Governance of the University (AGU)*.

Key changes in this document include the following:

FGPA restructuring process: (as per recommendations from the Ad Hoc Committee on Graduate Academic Governance)

- Removal of FGPA Dean from Senate membership
- Removal of Graduate Faculty Board from section on Faculty Boards

CI Terms of Service: The committee is recommending that the term of service for Contract Instructors run from October 1 – September 30, instead of July 1 – June 30, since elections for CI positions on Senate normally occur in September.

Membership: The committee is also recommending the following updates to Senate membership:

- Reduction of Board of Governor membership on Senate from 4 to 2, since only 2 members have voting privileges
- Removal of Special Appointment category, to make COU Academic Colleague and Alumni Representative regular and permanent elected positions on Senate
- Moving Clerk of Senate position from ex officio category to elected category (Members in the ex officio category are on Senate by virtue of their position at the university, and are not elected to Senate.)

SAGC also recognizes that according to the Carleton University Act, at least 50% of Senate membership should consist of full-time faculty members. To bring Senate membership in line with the Act, SAGC is proposing the addition of one elected faculty member to Senate. The resulting membership distribution is listed below:

- 21 Ex officio members
- 41 elected faculty members
- 13 students
- 2 Contract Instructors
- 2 BOG representatives

- Clerk of Senate
- COU Academic Colleague
- Alumni Representative

This updated Senate membership total would change from “up to” 86 members in the current AGU to a set 82 members in the proposed revised AGU.

MOTION: That Senate approve the revised Academic Governance of the University as presented, and recommend the revised AGU to the Board of Governors for final approval.



ACADEMIC GOVERNANCE OF THE UNIVERSITY

A joint policy of the Board of Governors and the
Senate of Carleton University

Academic Governance of the University

A joint policy of the Board of Governors and the Senate of Carleton University

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Approval and Revision History

Approved by Senate on January 30, 2009

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Revisions approved by the Board of Governors on December 2, 2014

Revisions approved by the Board of Governors on November 24, 2015 (592nd meeting)

Revision approved by Senate on June 1, 2018

Revisions approved by the Board of Governors on June 28, 2018 (611th meeting)

Revisions approved by Senate on September 23, 2022

Revisions approved by the Board of Governors on December 6, 2022 (633rd meeting)

Article 1. Governance Structure

Carleton University is governed by a bicameral system that is established by the Carleton University Act, a statute of the Province of Ontario. The two bodies are the Board of Governors (the senior body) and the Senate. In general terms, the Board of Governors is the corporate head of the university while Senate, subject to Bylaws as may be passed by the Board from time to time, is the academic head. This policy document is concerned with the academic governance structure of the university. It begins with the organization of Senate.

Article 2. Authority

2.1. The Carleton University Act

The following extracts from the Carleton University Act pertain to Senate. For more information contact the University Secretariat.

From the Carleton University Act...

- 3. The objects and purposes of the University are:
 - (a) The advancement of learning.
 - (b) The dissemination of knowledge.
 - (c) The intellectual, social, moral and physical development of its members, and the betterment of its community.
 - (d) The establishment and maintenance of a non-sectarian college with University powers, having its seat in or about the City of Ottawa. 1952, c.117, s.3; 1957, c.130, s.1.

...

- 21. (1) There shall be a Senate of the University consisting of such persons chosen in such a manner and at such times as are determined by Bylaw, provided that at least one-half the total number of persons comprising the Senate shall be elected by the Faculty Boards of the University from the members of the Faculty Boards, in such manner as such Bylaws may specify.
 - (2) No person shall be ineligible to be a member of a Faculty Board or of the Senate or of the Board of Governors by reason only of his being under twenty-one years of age, and no act of any such bodies of the University shall be invalid by reason only of a member or members of such bodies being under twenty-one years of age. 1968-69, c.145, s.2.

22. Unless otherwise determined by Bylaw of the Board, the Senate shall,

- (a) Consider and determine all courses of study, including requirements for admission;
- (b) Recommend the establishment of additional faculties, schools, departments, chairs, or courses of instruction in the University;
- (c) Receive and consider recommendations respecting academic matters from the Faculty Boards of the University;
- (d) Conduct examinations and appoint examiners;
- (e) Grant degrees and honorary degrees, and diplomas;
- (f) Award University scholarships, medals and prizes;
- (g) Make rules and regulations respecting the conduct and activities of the students of the University;
- (h) Publish the University calendars;
- (i) Make such recommendations as may be deemed proper for achieving the objects and purposes of the University.

2.2. The Bylaws of the Board of Governors

The Board of Governors has delegated authority to Senate in certain areas through its bylaws. The following Articles add detail and specification in these areas but do not take precedence over the bylaws of the Board.

Article 3. Composition of Senate

3.1. Overall Structure

The composition of Senate is specified in Article 9.01 of the General Operating By-law No. 1. Senate may at any time recommend, to the Board, changes to the composition of Senate.

There are ~~up to 8682~~ members of Senate distributed as ~~231~~ *ex officio* members, ~~40-41~~ elected members of faculty, 13 elected student members, 2 Contract Instructors, ~~4-2~~ representatives of the Board of Governors ~~and up to 4 special appointments~~ the Clerk of Senate, the COU Academic Colleague and the Alumni Representative.

3.2. *Ex Officio* members

- The Chancellor;
- The President and Vice-Chancellor;
- ~~The Clerk;~~
- The Provost & Vice-President (Academic);
- The Vice-President (Finance and Administration);
- The Vice-President (Research and International);

The Vice-President (Students and Enrolment) and University Registrar
The Vice-Provost and Associate Vice-President (Academic)

The Dean of Graduate and Postdoctoral Affairs

The Dean of Arts and Social Sciences;
The Dean of Public Affairs;
The Dean of the Sprott School of Business;
The Dean of Science;
The Dean of Engineering and Design;
The Director of the Azrieli School of Architecture and Urbanism;
The Director of the School of Computer Science;
The Director of the School of Industrial Design;
The Director of the School of Information Technology;
The University Librarian;
The President of the Carleton University Students' Association;
The President of the Graduate Students' Association;
The President of the Carleton Academic Student Government;
The Vice-President (Academic) of the Graduate Students' Association

3.3. Elected members

3.3.1. Clerk of Senate

The Clerk of Senate shall be a full-time tenured faculty member, elected by Senate to serve for a term of three years, and shall be eligible for re-election.

3.3.2 Faculty members (elected by their Faculty Boards)

For the purposes of this document “faculty member” means full-time employees of the University holding the academic rank of professor, associate professor, assistant professor, ~~instructor or lecturer~~, professor (teaching stream), associate professor (teaching stream), assistant professor (teaching stream) or lecturer (teaching stream), engaged in the work of teaching or research.

The membership of Senate includes ~~forty~~41 faculty members who are members of the Faculty Boards of: Arts and Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering, Architecture, Computer Science, Industrial Design and Information Technology.

Such members shall be elected by their respective Faculty Boards. Of the ~~forty~~41, the numbers from each Faculty Board shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of faculty members serving on each Faculty Board (including those on

leave) and that each Faculty Board has at least one elected faculty representative on Senate.

Faculty members holding an administrative appointment outside of their Faculty are not eligible to be elected as a faculty member of Senate.

The elected faculty members of Senate include the Secretaries of the Faculty Boards (as described in Section 11.4) who have, in turn, been elected by their Faculty Boards.

3.3.32. Students (13 members)

The membership of Senate includes ten (10) students who are registered in an undergraduate program and three (3) students who are registered in a graduate program. Such members shall be elected by the students in the respective programs; and the distribution of students between programs shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of students registered in each program and that at least one (1) of those members is a doctoral student. At least seven (7) of the ten (10) undergraduate students must be registered in a degree program.

3.3.43 Contract Instructors

The membership of Senate includes two members of the teaching staff who are Contract Instructors. A Contract Instructor is an employee hired to teach a course approved for credit by Senate, excluding:

- (a) retired academic staff and professional librarians who, prior to their retirement, had an academic position at Carleton University.

Such members shall be elected by Contract Instructors teaching at least 0.5 credits in the academic year (July 1 to June 30) in which the election takes place.

3.3.5 COU Academic Colleague

The membership of Senate includes the COU Academic Colleague. Senate elects a faculty member, not necessarily a member of Senate, to serve as the Academic Colleague of the President at meetings of the Council of Ontario Universities (COU). The Academic Colleague makes regular reports to Senate on the activities of COU. Senate may also elect an additional faculty member to serve as alternate to the Academic Colleague. If the Academic Colleague is not a member of Senate, then they may be appointed as a Special Appointment.

3.3.6 Alumni Representative

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The membership of Senate includes -a representative of the Alumni Association. The Alumni Association representative is elected to Senate upon a recommendation from their association, which is brought to the Senate Executive Committee, and then to Senate.

3.4. Board of Governors Representatives on Senate

The Board appoints ~~four~~ two of its members to serve as representatives on Senate; both members have full voting privileges. At any meeting of Senate only two of these representatives are allowed to vote.

3.5. ~~Special Appointments~~

~~The Board may also make up to four special appointments to Senate of persons who have been nominated by the Senate Executive and recommended by Senate to the Board of Governors for special appointment to Senate. Senate may also enact such regulations, as it may deem necessary, concerning these special appointments. The typical examples of special appointments are the Academic Colleague [as defined in Article 9.7 (ii)] and representatives of the Alumni Association.~~

Article 4. Membership

4.1. Members of the Senate, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must endeavour to serve the interest of the entire University to the best of their ability; and all must observe the policies and practices of the body on which they serve with respect to the disclosure of its proceedings.

4.2. Members of Senate are free to discuss matters brought before the Senate and express opinions on these matters with persons outside the Senate unless the Senate has declared the same matters to be confidential.

4.3. Terms of Office

4.3.1. *Ex officio* members serve on Senate for the term of their office. Elected student members serve for terms of one year and are eligible for re-election. The term on Senate for elected faculty and appointed members is three years, and such members are eligible for re-election or re-appointment. ~~Senate may also recommend that the term of a Special Appointment coincide with the incumbent's term in a particular position.~~

The term limit on Senate for elected contract instructors is three years, and such members are eligible for re-election. To serve the full term, contract instructors must continue to teach at least 0.5 credits at Carleton for each academic year (July 1- June 30) they serve on Senate.

4.3.2. Senate elects two of its faculty members to serve three-year terms on the Board of Governors. Senators, who serve in this capacity, shall have their Senate term extended to be coterminous with their Board term.

4.3.3. Undergraduate student members of the Senate shall have their term at the departmental (and Faculty Board) level extended to expire at the same time as their term on the Senate. A student senator who has ~~his or her~~their term at the departmental (and Faculty Board) level extended, under this rule, is in addition to those students who are elected to the governance positions at the departmental level in accordance with Article 12.2.

4.3.4. The terms of office, as Senators, of the student Presidents begin on May 1st or as soon as possible after this date subject to completion of the associations' election processes. Other elected and appointed members of Senate begin their terms on July 1, ~~except for Contract Instructors, whose term of service begins October 1.~~

4.4. Eligibility and Elections

4.4.1. Senate is empowered to pass such regulations as it may, from time to time, consider appropriate prescribing procedures for nominating, qualifications of voters and candidates, and elections, and for the final determination of any dispute or question of qualification, eligibility and constituency of voters and candidates, and of validity of ballots or votes.

4.4.2. All members of faculty are eligible to serve on Senate.

4.4.3. To be eligible for elected service on Senate, students must have been previously elected to a governance position under this policy at the faculty or department level. An exception is made for students who have completed an undergraduate degree. These students are eligible as candidates for student positions on Senate after they have accepted an offer of admission to a Carleton program. The student is expected to have previous experience in a governance position at Carleton or another university and is eligible to serve only after registration.

4.4.4. To be eligible for elected service on Senate, Contract Instructors must have taught at least 1.5 credits in the past two years. ~~A Contract Instructor will have been deemed to have resigned their seat on Senate if they have not taught at least 0.5 credits in a 12-month span, and be teaching at least 0.5 credits at Carleton in each academic year (July 1 – June 30) in which they serve on Senate.~~

4.4.5. A Senator taking sabbatical (or other) leave must relinquish ~~her or his~~their Senate membership. On returning from leave, the faculty member, wishing to serve on Senate, must stand for a new three-year term.

4.5.6. Any full-time faculty member who is not formally a member of a Faculty Board that has the power to elect Senators is, for purposes of election of members to the Senate, considered a member of the most appropriate Faculty Board. Cross-representatives from one faculty to another do not participate in elections from the latter faculty to the Senate.

4.6.7. *Ex officio* and special appointment members of Senate are not eligible for elected positions during the period they occupy their *ex officio* or appointed positions.

4.6.8. If a vacancy in an elected position occurs on Senate and the remaining term is four months or less, the position will be left vacant until the next academic year. Except in the case of elected student Senators, if more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year plus an additional three-year term. In the case of elected student Senators, if a vacancy occurs and more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year.

4.7. Attendance

Any elected member of Senate who, without having given prior notification and not being prevented by circumstances beyond his/her control in each instance, is absent from two-thirds or more of the meetings of the Senate in any period from the first day of July to the thirtieth day of June following in any year shall be conclusively deemed to have retired from the Senate at the end of that period, and an entry of such retirement in the minutes of the proceedings of Senate shall be sufficient evidence thereof.

4.8. Minimum Academic Requirements for Student Participation

To be eligible to serve as a student member of Senate or on a Senate Committee, students must meet the following requirements. If any of these requirements is not satisfied during the term of service, the student must resign from this position.

4.8.1. Undergraduate Students

1. Be registered at the University as a student in an undergraduate program;
2. Be registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their period of service;

3. Have completed successfully at least 4.0 credits prior to service; and
4. Maintain the academic status of Eligible to Continue throughout their period of service.

For Requirement 4, the academic status of the student will be assessed at the start of each academic term during service using the Senate-approved regulations for the evaluation of students.

4.8.1. Graduate Students

1. Be registered as a degree student in a graduate program during the period of service;
2. Be actively engaged in pursuit of this degree during each term of service or, if on academic leave from studies, still able to fulfill the obligations of service.

Article 5. Senate Procedures

5.1. Chair

The President serves as Chair of Senate. In the absence of the President, the Provost serves as Chair. If both the President and the Provost are absent, then Senate will elect one of its members to serve as Chair.

5.2. Meetings

5.2.1. The meetings of Senate are conducted under the Senate Rules of Order – contact the Senate Office for more information.

5.2.2. Unless otherwise determined by Senate Executive, Senate meets once a month during the period from September to June. A special meeting of Senate shall be convened upon the request, to the Clerk, of at least 10 members of Senate. Senate Executive may call a meeting with short notice when an issue arises that requires a timely response.

5.2.3. Senate may declare all or any portion of a meeting to be a Closed Session. In particular, all meetings that deal with graduation or with individual student files are held in Closed Session. Only members of Senate and Officers of the University may remain in the meeting room during a Closed Session.

5.2.4. A Question Period is required at the beginning of each Senate meeting, and up to one-half hour of the Senate meeting is devoted to it. Questions should be in writing and be submitted to the Senate Office 2 weeks prior to the Senate meeting to permit preparation of an answer and to ensure proper recording in the minutes.

5.2.5. Following the customary procedure of elected parliamentary bodies, Senate sets aside space at its meetings for spectators from the Carleton University community and representatives of the news media. Senate has the right to make exceptions to this provision and decisions to that effect shall be made at an open meeting of Senate.

5.2.6. Quorum for a meeting of Senate is 25% of the membership of Senate at the time of the meeting.

5.2.7. The Notice of Motion period for a short notice meeting of Senate is 48 hours and the meeting will be limited to considering the specific issues identified by Senate Executive. No regular business of Senate will be considered at a short notice meeting. Any decisions taken at a short notice Senate meeting will be reviewed at the next scheduled Senate meeting. If Senate is not scheduled to meet within a month of the short notice meeting, an additional meeting of Senate with at least 10 days notice will be called within the month following the short notice meeting. All other rules of Senate, including quorum, will apply to a short notice meeting of Senate. Decisions made by Senate in short-notice meetings have the same weight and authority as decisions made in regular Senate meetings.

5.2.8 Electronic Voting: Occasionally, Senate is required to make decisions on a motion before the next scheduled Senate meeting. In cases where Senate Executive believes that the motion is clear and unlikely to engender debate, an email poll may be held to make a decision. In such cases, the Clerk of Senate will circulate, to all senators, the motion and background material. An electronic vote will be held which allows Senators at least two working days to vote. Should any Senator make the Clerk of Senate aware of a substantive issue regarding the motion during this time, the vote will be suspended for resolution at a future meeting of Senate. For an electronic poll of members of Senate to be valid, there must be a response from 25% of the membership of Senate at the time of the poll.

5.2.9 Electronic Meetings: In cases where Senate as a group is not able to meet in person, the Clerk may determine that a meeting of Senate may be held electronically, by any means that allows Senators to communicate adequately with each other and with the Chair. Regular meeting procedures should be followed as closely as possible in the electronic format. The Senate Office will provide Senators with a notice to shift to electronic format along with the protocols normally followed for electronic meetings.

5.3. Communication and Records

5.3.1. Agendas and Minutes

Once approved by Senate Executive, the agenda and supporting documentation for each Senate meeting are made available to all members of Senate approximately one week prior to the meeting.

After approval by Senate, the minutes of each Senate meeting are posted at the Senate Website. Original copies of all minutes and documentation are available in the Senate Office and the Carleton University Corporate Archives.

5.3.2. Communication

The standard mode of communication between the Senate Office and Senators is via electronic mail. Canonical e-mail addresses are used for on-campus members of Senate and external members provide an e-mail address that the office uses for communication.

Article 6. Clerk of Senate and Senate Office

6.1. Clerk – Term of Office

The Clerk of Senate shall be a full-time tenured faculty member, serve for a term of three years and be eligible for re-election.

6.2. Clerk – Responsibilities

The Clerk of Senate shall:

- (a) Manage the affairs of Senate
- (b) Serve as Marshal of Convocation
- (c) Serve as Secretary of the General Faculty Board
- (d) Serve as Senate Electoral Officer
- (e) Manage Senate Committees memberships

Annually, with the approval of Senate, the Clerk may designate a full-time, tenured faculty member to act as Marshall of Convocation.

6.3. Senate Office

There is a Senate Office with responsibility for:

- (a) Managing the affairs of the Senate
- (b) Maintaining the records of Senate, Senate Executive Committee, Academic Governance Committee, Medals & Prizes Committee, Senate Review Committee, and Honorary Degrees Committee; and maintaining archival copies of all Senate Standing Committee records, in coordination with Corporate Archives.
- (c) Coordinating faculty participation in Convocation.

Article 7. Senate Executive Committee

7.1 There shall be a Senate Executive Committee

7.2 Responsibilities

The Executive's duties are to:

- a. Arrange the agenda and plan the forthcoming business of Senate;
- b. Nominate Special appointments to Senate and the Clerk of Senate; and
- c. Undertake other tasks as assigned by Senate.

The Senate Executive Committee may be empowered by Senate to act on Senate's behalf as specified by an empowering motion.

Any action under this authority is reported to Senate at its next meeting.

Article 8. General Faculty Board

8.1 The General Faculty Board is a Committee of Senate. The role of the General Faculty Board is to provide a forum for discussion of issues of urgent and general concern to the whole Carleton academic community.

8.2 The membership of the General Faculty Board consists of all members of other Faculty Boards. The Clerk of Senate serves as Secretary of the General Faculty Board.

8.3 A meeting of the General Faculty Board can be called either by the President or by a petition from at least 25 members of the General Faculty Board. The petition is submitted to the Senate Office and must state the matter to be raised at the meeting.

8.4 The Secretary of the General Faculty Board will arrange the meeting as soon as possible, and in any case the notice of the meeting will be sent out within seven days and the meeting itself will occur within 21 days of the receipt of the petition.

8.5 The Secretary will call the meeting to order. The first item of business will be the election of a chair from among the members of the General Faculty Board.

8.6 The General Faculty Board may pass motions making recommendations for action by Senate. As well, an account of the proceedings of the General Faculty Board will be transmitted to Senate as a report to be appended to the Senate minutes.

Article 9. Senate Committees and Representatives

9.1. Introduction

In addition to the Executive, several standing committees of Senate exist. Senate is also required to appoint representatives to the Board of Governors and various joint committees, advisory committees, search committees and panels.

The composition of Senate Committees should represent the capacity, interests and energy of members appointed, but should not be based on a rigid representation from different areas of the University.

As far as possible, Senate committees are expected to delegate administrative matters to administrative officers and concern themselves primarily with matters of policy.

9.2. Standing Committees

The Standing Committees of Senate are:

- Senate Executive Committee
- Senate Quality Assurance and Planning Committee
- Senate Committee on Curriculum, Admissions and Studies Policy
- Senate Committee on Undergraduate Student Awards
- Senate Committee on Medals and Prizes
- Senate Honorary Degrees Committee

- Senate Library Committee
- Senate Educational Equity Committee
- Senate Review Committee
- Senate Academic Governance Committee
- Senate Undergraduate Studies Committee
- Student Academic Integrity Appeals Committee
- Student Academic Accommodations Appeal Committee
- Senate Graduate Student Appeals Committee

The terms of reference and composition of these Committees are available from the Senate Office.

9.3. Nomination and election procedures

The Senate Academic Governance Committee directs the nomination and election process for Senate committee membership.

The Senate Office reviews the composition of the standing Senate committees annually in the spring, with a view to submitting, in April or May, a revised list of membership to Senate for ratification for the following academic year, beginning on 1 July. The Senate Academic Governance Committee is advised of vacancies.

All elected members of Senate will be canvassed each year about their interest in serving on Committees. An open Call for Nominations listing upcoming vacancies will be circulated to all faculty members in February or March. Following the nomination deadline, elections will be held for any contested positions. Additional nominations for remaining vacancies are filled upon the advice of line-Deans. ▸

Senate committees may include members of faculty, students and members of the non-academic staff. In special cases, non-university members may be included. Nominations must clearly state the status and affiliation of the nominee.

As a general rule, new members of faculty are not nominated to Senate committees during their first year of appointment to the University. Similarly, as a general rule, students in their first year of study at Carleton are not nominated to Senate committees. A student may serve on a Senate Committee without having been previously elected to a governance position under this policy.

In order to be closely associated with Senate, a faculty member nominated for Chair of a Senate Committee should, whenever possible, be a member of Senate. Committee Chairs do not usually remain in office as chairs for more than three years.

The term of office on Committees is three years for faculty and non-academic staff, and one year for students. Committee members are eligible for re-election.

9.4. Committee Procedures

All members of Senate Committees have the right to vote. Except in the case of a tie, Chairs of committees do not normally vote. Resources to committees are not considered members and do not vote.

Chairs of Committees will be asked by the Clerk to report by a certain date every year any committee activity that has not already been reported to Senate, and to bring forward, at that time, any proposals their ~~g~~Committees may have for changes to their composition and/or terms of reference. When the report comes to Senate, the Committee Chair is asked to be present in order to introduce and defend the ~~g~~Committee's proposals.

The attendance of deputies for members of Senate Committees, and their voting power, are left to the individual committee Chair's discretion.

Observers and interested parties are normally allowed to attend Senate Committee and Advisory Committee meetings. However, questions of openness and publicity of Committee meetings are left to each Committee to decide.

Attendance: Any member of a Senate Committee, other than an *ex-officio* member, who is absent without prior stated cause from more than two successive committee meetings

or more than half of the meetings in an academic year may be deemed to have relinquished the appointment. On receipt of a minute to that effect by the Clerk of Senate, the Senate Executive shall be informed that a vacancy exists.

9.5. Student Participation

At the level of Senate Committees, as a guideline, any matters referring to academic review of particular student files or cases are not proper subjects for student participation. If a Senate Committee wishes to exclude student members from discussions of matters other than academic review of student files, it must receive approval from the Senate before including it in the Committee's terms of reference.

9.6. Advisory Committees

Senate appoints some of the members for the following Advisory Committees:

- Athletics Board
- Technology, Society, Environment Committee
- Ombuds Coordinating Committee

9.7. Representatives

(i) Senate elects two representatives to serve on the Board of Governors for three-year terms. Those eligible for election are the faculty members of Senate including elected, special appointment and *ex officio* members.

~~(ii) — Senate elects a faculty member, not necessarily a member of Senate, to serve as the Academic Colleague of the President at meetings of the Council of Ontario Universities (COU). The Academic Colleague makes regular reports to Senate on the activities of COU. Senate may also elect an additional faculty member to serve as alternate to the Academic Colleague. If the Academic Colleague is not a member of Senate then he or she they may be appointed as a Special Appointment.~~

Article 10. Senate Policies

10.1 Senate may establish policies with scope within its mandate. As policies are established from time to time they are made available on the Senate website.

Article 11. Faculty Boards

11.1. Existence and Constitutions

The Faculty Boards are an essential part of the governance structure of the university and are mentioned in the Carleton University Act (see Sections 1(e), 21(1), 21(2), 22(c)).

While maintaining extensive autonomy, these Boards are creatures of, and report to, Senate.

Each Faculty Board serves as the plenary academic organ of the Faculty or School to which it belongs. They are a forum for discussion and decision on academic concerns related to the students and programs within their scope.

The Faculty Boards, the component Academic Unit(s) of each Faculty Board, and the associated Administrative Unit are as follows:

Faculty Board	Administrative Unit	Academic Units (Department, School, Institute, or College)
Graduate Faculty Board	Faculty of Graduate and Postdoctoral Affairs	All
Arts and Social Science Faculty Board	Faculty of Arts and Social Science	College of the Humanities Department of English Language and Literature Department of French Department of Geography and Environmental Studies Department of History Department of Philosophy Department of Psychology Department of Sociology and Anthropology Department of Cognitive Science Feminist Institute of Social Transformation Institute for Comparative Studies in Literature, Art, and Culture Institute of African Studies Institute of Interdisciplinary Studies School for Studies in Art and Culture School of Linguistics and Language Studies School of Indigenous and Canadian Studies
Public Affairs Faculty Board	Faculty of Public Affairs	Arthur Kroeger College of Public Affairs Department of Economics Department of Law and Legal Studies Department of Political Science Institute of African Studies Institute of Criminology and Criminal Justice Institute of European, Russian and Eurasian Studies Institute of Political Economy Norman Paterson School of International Affairs School of Journalism and Communication School of Public Policy and Administration School of Social Work
Business Faculty Board	Sprott School of Business	Sprott School of Business
Science Faculty Board	Faculty of Science	Department of Biology Department of Chemistry Department of Earth Sciences

		Department of Health Sciences Department of Neuroscience Department of Physics Institute of Biochemistry Institute of Environmental and Interdisciplinary Science School of Mathematics and Statistics Technology, Society, Environment Studies Program
Computer Science Faculty Board	Faculty of Science	School of Computer Science
Engineering Faculty Board	Faculty of Engineering and Design	Department of Civil and Environmental Engineering Department of Electronics Department of Mechanical and Aerospace Engineering Department of Systems and Computer Engineering
Architecture Faculty Board	Faculty of Engineering and Design	Azrieli School of Architecture and Urbanism
Industrial Design Faculty Board	Faculty of Engineering and Design	School of Industrial Design
Information Technology Faculty Board	Faculty of Engineering and Design	School of Information Technology

Subject to the provision of any Bylaw in this respect, passed from time to time by the Board of Governors, Senate approves the existence and basic structure of each Faculty Board, including component Academic Units. In some cases, the faculty boards have agreed on formal constitutions appropriate to their individual circumstances. Senate approves these constitutions and any substantial revision thereof.

11.2. Responsibilities

Though each Faculty Board operates with autonomy in pursuit of the objectives and purposes of the University, certain responsibilities are assigned to all Faculty Boards. These include consideration of and making recommendations to Senate on:

- (a) New and revised academic degrees, programs and courses;
- (b) New or revised academic regulations;
- (c) The awarding of degrees, certificates and diplomas within its scope;
- (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs.

11.3. Composition of the Faculty Boards

Note that the following are minimum requirements and Faculty Boards may establish supplementary membership rules for themselves. Faculty Board constitutions are available on the Senate website.

Each of the undergraduate Faculty boards shall consist of:

- (a) The following persons '*ex officio*':
 - (i) The Dean of the Faculty or the Director of the School;
 - (ii) Every faculty member in that School, or in a department or School within that Faculty;
 - (iii) Those students who are elected or appointed members of departmental boards or school councils of that Faculty.
- (b) In the case of the Faculty Boards of the Schools of Architecture, Computer Science, Industrial Design, and Information Technology, those students elected to the Faculty Board in accordance with such regulations as set by the Faculty Board and approved by Senate;
- (c) Such other persons holding full-time appointments as professor, associate professor, assistant professor, and lecturer in departments or schools not within the Faculty or School as are appointed from time to time by the Faculty Board;
- (d) Such other students who are members of another Faculty Board and as are appointed from time to time by the Faculty Board.

11.4. Secretary of the Faculty Board

The Faculty Boards of the Faculty of Arts and Social Sciences, the Faculty of Engineering and Design, the Faculty of Public Affairs, the Faculty of Science and the Sprott School of Business elect at least one of their faculty members to serve on Senate in addition to their *ex officio* representation. Some, but not all of these Faculty Boards establish a position of Secretary of the Faculty Board with responsibilities that depend on the Faculty Board. When one of these Faculty Boards elects a Secretary, that person is deemed to have been elected to serve on Senate as one of the faculty members elected to serve on Senate as described in Section 3.3.1.

11.5. Representation of First-Year Students

In addition to the students who serve as departmental representatives within the Faculty, the Arts and Social Sciences, Public Affairs and Science Faculty Boards include one student elected from and by the first-year students in the Faculty.

11.6. Procedures

Each Faculty Board is required to determine, and have approved by Senate, the following minimum procedural rules: composition including participation by students, quorum rule, minimum frequency of regular meetings, and procedure for calling an extraordinary meeting. These procedures may be part of a comprehensive constitution for the Faculty Board. Contact the Senate Office for more information.

Article 12. Academic Units

12.1. Academic units

Faculty Boards are comprised of one or more academic units, listed in the chart in Article 11.1 above, that are referred to as departments, schools, institutes, colleges or the like, responsible for specific programs of instruction.

12.2. Departmental Board

12.2.1. Membership

All faculty members of the academic unit are members of the Departmental Board. In addition, students are elected as Academic Student Government (ASG) representatives on the Departmental Board. The number and distribution of ASG representatives is determined by the Departmental Board subject to the minimum indicated in Table 1. Exceptions to this minimum rule require the approval of Senate. Additional student representatives may be added to Departmental Boards; however, these will not be ASG members.-

# of full-time faculty in the department	Minimum number of ASG representatives			
	Total	2 nd year	3 rd and 4 th	Graduate
10 or more	3	1	1	1
5 to 9	2	1	1	
2 to 4	1	1		

Table 1: Minimum Number of Departmental Student Governance Representatives

The Departmental Board may include, as it sees fit, representatives of the non-academic staff of the department and representatives of other departments.

Carleton Academic Student Government (CASG) Faculty Coordinators are allowed to participate in Departmental Board meetings that fall under their faculty if the appropriate Department Representative is unavailable.

For Engineering Departmental Boards one representative is elected by and from the fulltime Engineering students in first, second, and third years; one representative elected by and from the students in fourth year (departmental membership for Electrical Engineering students is determined by the Engineering project advisor's membership); one representative elected by and from the full-time graduate students; and additional students as desired by the Departmental Board.

12.2.2. Student Participation

At the department level, student participation takes place at least in the Departmental Board meeting and students shall be involved in all deliberations and decisions with the exceptions of: (1) appointments and other personnel matters of faculty and staff members; and (2) all academic review of individual student files. It is understood that student representatives to the Departmental Board shall take part in deciding how the department is to arrive at its recommendation to the Dean and the President regarding the selection of a chair, or the appointment of a new department member.

12.2.3. Student Elections

All students who are registered in undergraduate or graduate programs can vote on, and stand for election to, their Departmental Boards.

The election of departmental CASG representatives takes place in the fall as soon after registration as possible. The election is carried out by an appropriate student body under the supervision of the Senate Electoral Officer.

CASG representatives are elected for one-year terms and take office immediately upon being elected.

The group from which the departmental representatives are drawn and the constituency for the electors of those representatives are those students whose declared major or graduate discipline is the discipline of the relevant department. Students in first year who are undeclared may choose a department for voting purposes only. The department would have to be one in which they were enrolled in at least one full course. In the case of combined majors, the student selects only one department for voting purposes. Undeclared students, however, may not be candidates.

Article 13. Student Participation in Governance of the University

13.1. General principles

There is student participation on Senate and all Faculty and Departmental Boards as well as Senate and advisory committees subject to the restrictions in Section 13.2 below.

For the purpose of this policy "student" is defined as a person enrolled full-time or part-time in an undergraduate or graduate program at Carleton University. For the purposes of this document "part-time student" refers to any part-time undergraduate student who has successfully completed four full credits at Carleton University or to any part-time graduate student at Carleton University. All students, as defined above, have voting privileges in elections for CASG representatives.

Student representatives in their function as members of Departments and Faculty Boards should act as participants in their own right in the deliberations and decisions of these bodies, while at the same time serving to communicate ideas, views and suggestions between students and these bodies.

13.2 Exclusions

Unless explicitly determined by Senate, students do not participate in meetings or portions of meetings at any level, that are concerned with either (i) personnel matters of faculty or staff members; or (ii) academic review of individual student records.



ACADEMIC GOVERNANCE OF THE UNIVERSITY

A joint policy of the Board of Governors and the
Senate of Carleton University

Academic Governance of the University

A joint policy of the Board of Governors and the Senate of Carleton University

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Article 1. Governance Structure

Carleton University is governed by a bicameral system that is established by the Carleton University Act, a statute of the Province of Ontario. The two bodies are the Board of Governors (the senior body) and the Senate. In general terms, the Board of Governors is the corporate head of the university while Senate, subject to Bylaws as may be passed by the Board from time to time, is the academic head. This policy document is concerned with the academic governance structure of the university. It begins with the organization of Senate.

Article 2. Authority

2.1. The Carleton University Act

The following extracts from the Carleton University Act pertain to Senate. For more information contact the University Secretariat.

From the Carleton University Act...

3. The objects and purposes of the University are:
 - (a) The advancement of learning.
 - (b) The dissemination of knowledge.
 - (c) The intellectual, social, moral and physical development of its members, and the betterment of its community.
 - (d) The establishment and maintenance of a non-sectarian college with University powers, having its seat in or about the City of Ottawa. 1952, c.117, s.3; 1957, c.130, s.1.

...

21. (1) There shall be a Senate of the University consisting of such persons chosen in such a manner and at such times as are determined by Bylaw, provided that at least one-half the total number of persons comprising the Senate shall be elected by the Faculty Boards of the University from the members of the Faculty Boards, in such manner as such Bylaws may specify.
 - (2) No person shall be ineligible to be a member of a Faculty Board or of the Senate or of the Board of Governors by reason only of his being under twenty-one years of age, and no act of any such bodies of the University shall be invalid by reason only of a member or members of such bodies being under twenty-one years of age. 1968-69, c.145, s.2.

22. Unless otherwise determined by Bylaw of the Board, the Senate shall,

- (a) Consider and determine all courses of study, including requirements for admission;
- (b) Recommend the establishment of additional faculties, schools, departments, chairs, or courses of instruction in the University;
- (c) Receive and consider recommendations respecting academic matters from the Faculty Boards of the University;
- (d) Conduct examinations and appoint examiners;
- (e) Grant degrees and honorary degrees, and diplomas;
- (f) Award University scholarships, medals and prizes;
- (g) Make rules and regulations respecting the conduct and activities of the students of the University;
- (h) Publish the University calendars;
- (i) Make such recommendations as may be deemed proper for achieving the objects and purposes of the University.

2.2. The Bylaws of the Board of Governors

The Board of Governors has delegated authority to Senate in certain areas through its bylaws. The following Articles add detail and specification in these areas but do not take precedence over the bylaws of the Board.

Article 3. Composition of Senate

3.1. Overall Structure

The composition of Senate is specified in Article 9.01 of the General Operating By-law No. 1. Senate may at any time recommend, to the Board, changes to the composition of Senate.

There are 82 members of Senate distributed as 21 *ex officio* members, 41 elected members of faculty, 13 elected student members, 2 Contract Instructors, 2 representatives of the Board of Governors the Clerk of Senate, the COU Academic Colleague and the Alumni Representative.

3.2. *Ex Officio* members

The Chancellor;
The President and Vice-Chancellor;
The Provost & Vice-President (Academic);
The Vice-President (Finance and Administration);
The Vice-President (Research and International);
The Vice-President (Students and Enrolment) and University Registrar

The Vice-Provost and Associate Vice-President (Academic)
The Dean of Arts and Social Sciences;
The Dean of Public Affairs;
The Dean of the Sprott School of Business;
The Dean of Science;
The Dean of Engineering and Design;
The Director of the Azrieli School of Architecture and Urbanism;
The Director of the School of Computer Science;
The Director of the School of Industrial Design;
The Director of the School of Information Technology;
The University Librarian;
The President of the Carleton University Students' Association;
The President of the Graduate Students' Association;
The President of the Carleton Academic Student Government;
The Vice-President (Academic) of the Graduate Students' Association

3.3. Elected members

3.3.1. Clerk of Senate

The Clerk of Senate shall be a full-time tenured faculty member, elected by Senate to serve for a term of three years, and shall be eligible for re-election.

3.3.2 Faculty members (elected by their Faculty Boards)

For the purposes of this document “faculty member” means full-time employees of the University holding the academic rank of professor, associate professor, assistant professor, lecturer, professor (teaching stream), associate professor (teaching stream), assistant professor (teaching stream) or lecturer (teaching stream), engaged in the work of teaching or research.

The membership of Senate includes 41 faculty members who are members of the Faculty Boards of: Arts and Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering, Architecture, Computer Science, Industrial Design and Information Technology.

Such members shall be elected by their respective Faculty Boards. Of the 41, the numbers from each Faculty Board shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of faculty members serving on each Faculty Board (including those on leave) and that each Faculty Board has at least one elected faculty representative on Senate.

Faculty members holding an administrative appointment outside of their Faculty are not eligible to be elected as a faculty member of Senate.

The elected faculty members of Senate include the Secretaries of the Faculty Boards (as described in Section 11.4) who have, in turn, been elected by their Faculty Boards.

3.3.3. Students (13 members)

The membership of Senate includes ten (10) students who are registered in an undergraduate program and three (3) students who are registered in a graduate program. Such members shall be elected by the students in the respective programs; and the distribution of students between programs shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of students registered in each program and that at least one (1) of those members is a doctoral student. At least seven (7) of the ten (10) undergraduate students must be registered in a degree program.

3.3.4 Contract Instructors

The membership of Senate includes two members of the teaching staff who are Contract Instructors. A Contract Instructor is an employee hired to teach a course approved for credit by Senate, excluding:

- (a) retired academic staff and professional librarians who, prior to their retirement, had an academic position at Carleton University.

Such members shall be elected by Contract Instructors teaching at least 0.5 credits in the academic year (July 1 to June 30) in which the election takes place.

3.3.5 COU Academic Colleague

The membership of Senate includes the COU Academic Colleague. Senate elects a faculty member, not necessarily a member of Senate, to serve as the Academic Colleague of the President at meetings of the Council of Ontario Universities (COU). The Academic Colleague makes regular reports to Senate on the activities of COU. Senate may also elect an additional faculty member to serve as alternate to the Academic Colleague.

3.3.6 Alumni Representative

The membership of Senate includes a representative of the Alumni Association. The Alumni Association representative is elected to Senate upon a recommendation from their association, which is brought to the Senate Executive Committee, and then to Senate.

3.4. Board of Governors Representatives on Senate

The Board appoints two of its members to serve as representatives on Senate; both members have full voting privileges.

Article 4. Membership

- 4.1. Members of the Senate, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must endeavour to serve the interest of the entire University to the best of their ability; and all must observe the policies and practices of the body on which they serve with respect to the disclosure of its proceedings.
- 4.2. Members of Senate are free to discuss matters brought before the Senate and express opinions on these matters with persons outside the Senate unless the Senate has declared the same matters to be confidential.
- 4.3. Terms of Office
 - 4.3.1. *Ex officio* members serve on Senate for the term of their office. Elected student members serve for terms of one year and are eligible for re-election. The term on Senate for elected faculty and appointed members is three years, and such members are eligible for re-election or re-appointment.

The term limit on Senate for elected contract instructors is three years, and such members are eligible for re-election. To serve the full term, contract instructors must continue to teach at least 0.5 credits at Carleton for each academic year (July 1- June 30) they serve on Senate.
 - 4.3.2. Senate elects two of its faculty members to serve three-year terms on the Board of Governors. Senators, who serve in this capacity, shall have their Senate term extended to be coterminous with their Board term.
 - 4.3.3. Undergraduate student members of the Senate shall have their term at the departmental (and Faculty Board) level extended to expire at the same time as their term on the Senate. A student senator who has their term at the departmental (and Faculty Board) level extended, under this rule, is in addition to those students who are elected to the governance positions at the departmental level in accordance with Article 12.2.
 - 4.3.4. The terms of office, as Senators, of the student Presidents begin on May 1st or as soon as possible after this date subject to completion of the associations' election processes. Other elected and appointed members of Senate begin their terms on July 1, except for Contract Instructors, whose term of service begins October 1.

4.4. Eligibility and Elections

4.4.1. Senate is empowered to pass such regulations as it may, from time to time, consider appropriate prescribing procedures for nominating, qualifications of voters and candidates, and elections, and for the final determination of any dispute or question of qualification, eligibility and constituency of voters and candidates, and of validity of ballots or votes.

4.4.2. All members of faculty are eligible to serve on Senate.

4.4.3. To be eligible for elected service on Senate, students must have been previously elected to a governance position under this policy at the faculty or department level. An exception is made for students who have completed an undergraduate degree. These students are eligible as candidates for student positions on Senate after they have accepted an offer of admission to a Carleton program. The student is expected to have previous experience in a governance position at Carleton or another university and is eligible to serve only after registration.

4.4.4. To be eligible for elected service on Senate, Contract Instructors must have taught at least 1.5 credits in the past two years. A Contract Instructor will have been deemed to have resigned their seat on Senate if they have not taught at least 0.5 credits in a 12-month span.

4.4.5. A Senator taking sabbatical (or other) leave must relinquish their Senate membership. On returning from leave, the faculty member, wishing to serve on Senate, must stand for a new three-year term.

4.5.6. Any full-time faculty member who is not formally a member of a Faculty Board that has the power to elect Senators is, for purposes of election of members to the Senate, considered a member of the most appropriate Faculty Board. Cross-representatives from one faculty to another do not participate in elections from the latter faculty to the Senate.

4.6.7. *Ex officio* and special appointment members of Senate are not eligible for elected positions during the period they occupy their *ex officio* or appointed positions.

4.6.8. If a vacancy in an elected position occurs on Senate and the remaining term is four months or less, the position will be left vacant until the next academic year. Except in the case of elected student Senators, if more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year plus an additional three-year term. In the case of elected student Senators, if a vacancy occurs and more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year.

4.7. Attendance

Any elected member of Senate who, without having given prior notification and not being prevented by circumstances beyond his/her control in each instance, is absent from two-thirds or more of the meetings of the Senate in any period from the first day of July to the thirtieth day of June following in any year shall be conclusively deemed to have retired from the Senate at the end of that period, and an entry of such retirement in the minutes of the proceedings of Senate shall be sufficient evidence thereof.

4.8. Minimum Academic Requirements for Student Participation

To be eligible to serve as a student member of Senate or on a Senate Committee, students must meet the following requirements. If any of these requirements is not satisfied during the term of service, the student must resign from this position.

4.8.1. Undergraduate Students

1. Be registered at the University as a student in an undergraduate program;
2. Be registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their period of service;
3. Have completed successfully at least 4.0 credits prior to service; and
4. Maintain the academic status of Eligible to Continue throughout their period of service.

For Requirement 4, the academic status of the student will be assessed at the start of each academic term during service using the Senate-approved regulations for the evaluation of students.

4.8.1. Graduate Students

1. Be registered as a degree student in a graduate program during the period of service;
2. Be actively engaged in pursuit of this degree during each term of service or, if on academic leave from studies, still able to fulfill the obligations of service.

Article 5. Senate Procedures

5.1. Chair

The President serves as Chair of Senate. In the absence of the President, the Provost serves as Chair. If both the President and the Provost are absent, then Senate will elect one of its members to serve as Chair.

5.2. Meetings

- 5.2.1. The meetings of Senate are conducted under the Senate Rules of Order – contact the Senate Office for more information.
- 5.2.2. Unless otherwise determined by Senate Executive, Senate meets once a month during the period from September to June. A special meeting of Senate shall be convened upon the request, to the Clerk, of at least 10 members of Senate. Senate Executive may call a meeting with short notice when an issue arises that requires a timely response.
- 5.2.3. Senate may declare all or any portion of a meeting to be a Closed Session. In particular, all meetings that deal with graduation or with individual student files are held in Closed Session. Only members of Senate and Officers of the University may remain in the meeting room during a Closed Session.
- 5.2.4. A Question Period is required at the beginning of each Senate meeting, and up to one-half hour of the Senate meeting is devoted to it. Questions should be in writing and be submitted to the Senate Office 2 weeks prior to the Senate meeting to permit preparation of an answer and to ensure proper recording in the minutes.
- 5.2.5. Following the customary procedure of elected parliamentary bodies, Senate sets aside space at its meetings for spectators from the Carleton University community and representatives of the news media. Senate has the right to make exceptions to this provision and decisions to that effect shall be made at an open meeting of Senate.
- 5.2.6. Quorum for a meeting of Senate is 25% of the membership of Senate at the time of the meeting.
- 5.2.7. The Notice of Motion period for a short notice meeting of Senate is 48 hours and the meeting will be limited to considering the specific issues identified by Senate Executive. No regular business of Senate will be considered at a short notice meeting. Any decisions taken at a short notice Senate meeting will be reviewed at the next scheduled Senate meeting. If Senate is not scheduled to meet within a month of the short notice meeting, an additional meeting of Senate with at least 10 days notice will be called within the month following the short notice meeting. All other rules of Senate, including quorum, will apply to a short notice meeting of Senate. Decisions made by Senate in short-notice meetings have the same weight and authority as decisions made in regular Senate meetings.

5.2.8 Electronic Voting: Occasionally, Senate is required to make decisions on a motion before the next scheduled Senate meeting. In cases where Senate Executive believes that the motion is clear and unlikely to engender debate, an email poll may be held to make a decision. In such cases, the Clerk of Senate will circulate, to all senators, the motion and background material. An electronic vote will be held which allows Senators at least two working days to vote. Should any Senator make the Clerk of Senate aware of a substantive issue regarding the motion during this time, the vote will be suspended for resolution at a future meeting of Senate. For an electronic poll of members of Senate to be valid, there must be a response from 25% of the membership of Senate at the time of the poll.

5.2.9 Electronic Meetings: In cases where Senate as a group is not able to meet in person, the Clerk may determine that a meeting of Senate may be held electronically, by any means that allows Senators to communicate adequately with each other and with the Chair. Regular meeting procedures should be followed as closely as possible in the electronic format. The Senate Office will provide Senators with a notice to shift to electronic format along with the protocols normally followed for electronic meetings.

5.3. Communication and Records

5.3.1. Agendas and Minutes

Once approved by Senate Executive, the agenda and supporting documentation for each Senate meeting are made available to all members of Senate approximately one week prior to the meeting.

After approval by Senate, the minutes of each Senate meeting are posted at the Senate Website. Original copies of all minutes and documentation are available in the Senate Office and the Carleton University Corporate Archives.

5.3.2. Communication

The standard mode of communication between the Senate Office and Senators is via electronic mail. Canonical e-mail addresses are used for on-campus members of Senate and external members provide an e-mail address that the office uses for communication.

Article 6. Clerk of Senate and Senate Office

6.1. Clerk – Term of Office

The Clerk of Senate shall be a full-time tenured faculty member, serve for a term of three years and be eligible for re-election.

6.2. Clerk – Responsibilities

The Clerk of Senate shall:

- (a) Manage the affairs of Senate
- (b) Serve as Marshal of Convocation
- (c) Serve as Secretary of the General Faculty Board
- (d) Serve as Senate Electoral Officer
- (e) Manage Senate Committees memberships

Annually, with the approval of Senate, the Clerk may designate a full-time, tenured faculty member to act as Marshall of Convocation.

6.3. Senate Office

There is a Senate Office with responsibility for:

- (a) Managing the affairs of the Senate
- (b) Maintaining the records of Senate, Senate Executive Committee, Academic Governance Committee, Medals & Prizes Committee, Senate Review Committee, and Honorary Degrees Committee; and maintaining archival copies of all Senate Standing Committee records, in coordination with Corporate Archives.
- (c) Coordinating faculty participation in Convocation.

Article 7. Senate Executive Committee

7.1 There shall be a Senate Executive Committee

7.2 Responsibilities

The Executive's duties are to:

- a. Arrange the agenda and plan the forthcoming business of Senate;
- b. Nominate Special appointments to Senate and the Clerk of Senate; and
- c. Undertake other tasks as assigned by Senate.

The Senate Executive Committee may be empowered by Senate to act on Senate's behalf as specified by an empowering motion.

Any action under this authority is reported to Senate at its next meeting.

Article 8. General Faculty Board

- 8.1 The General Faculty Board is a Committee of Senate. The role of the General Faculty Board is to provide a forum for discussion of issues of urgent and general concern to the whole Carleton academic community.
- 8.2 The membership of the General Faculty Board consists of all members of other Faculty Boards. The Clerk of Senate serves as Secretary of the General Faculty Board.
- 8.3 A meeting of the General Faculty Board can be called either by the President or by a petition from at least 25 members of the General Faculty Board. The petition is submitted to the Senate Office and must state the matter to be raised at the meeting.
- 8.4 The Secretary of the General Faculty Board will arrange the meeting as soon as possible, and in any case the notice of the meeting will be sent out within seven days and the meeting itself will occur within 21 days of the receipt of the petition.
- 8.5 The Secretary will call the meeting to order. The first item of business will be the election of a chair from among the members of the General Faculty Board.
- 8.6 The General Faculty Board may pass motions making recommendations for action by Senate. As well, an account of the proceedings of the General Faculty Board will be transmitted to Senate as a report to be appended to the Senate minutes.

Article 9. Senate Committees and Representatives

9.1. Introduction

In addition to the Executive, several standing committees of Senate exist. Senate is also required to appoint representatives to the Board of Governors and various joint committees, advisory committees, search committees and panels.

The composition of Senate Committees should represent the capacity, interests and energy of members appointed, but should not be based on a rigid representation from different areas of the University.

As far as possible, Senate committees are expected to delegate administrative matters to administrative officers and concern themselves primarily with matters of policy.

9.2. Standing Committees

The Standing Committees of Senate are:

- Senate Executive Committee
- Senate Quality Assurance and Planning Committee
- Senate Committee on Curriculum, Admissions and Studies Policy
- Senate Committee on Undergraduate Student Awards

Senate Committee on Medals and Prizes
Senate Honorary Degrees Committee

Senate Library Committee
Senate Educational Equity Committee
Senate Review Committee
Senate Academic Governance Committee
Senate Undergraduate Studies Committee
Student Academic Integrity Appeals Committee
Student Academic Accommodations Appeal Committee
Senate Graduate Student Appeals Committee

The terms of reference and composition of these Committees are available from the Senate Office.

9.3. Nomination and election procedures

The Senate Academic Governance Committee directs the nomination and election process for Senate committee membership.

The Senate Office reviews the composition of the standing Senate committees annually in the spring, with a view to submitting, in April or May, a revised list of membership to Senate for ratification for the following academic year, beginning on 1 July. The Senate Academic Governance Committee is advised of vacancies.

All elected members of Senate will be canvassed each year about their interest in serving on Committees. An open Call for Nominations listing upcoming vacancies will be circulated to all faculty members in February or March. Following the nomination deadline, elections will be held for any contested positions. Additional nominations for remaining vacancies are filled upon the advice of line-Deans.

Senate committees may include members of faculty, students and members of the non-academic staff. In special cases, non-university members may be included. Nominations must clearly state the status and affiliation of the nominee.

As a general rule, new members of faculty are not nominated to Senate committees during their first year of appointment to the University. Similarly, as a general rule, students in their first year of study at Carleton are not nominated to Senate committees. A student may serve on a Senate Committee without having been previously elected to a governance position under this policy.

In order to be closely associated with Senate, a faculty member nominated for Chair of a Senate Committee should, whenever possible, be a member of Senate. Committee Chairs do not usually remain in office as chairs for more than three years.

The term of office on Committees is three years for faculty and non-academic staff, and one year for students. Committee members are eligible for re-election.

9.4. Committee Procedures

All members of Senate Committees have the right to vote. Except in the case of a tie, Chairs of committees do not normally vote. Resources to committees are not considered members and do not vote.

Chairs of Committees will be asked by the Clerk to report by a certain date every year any committee activity that has not already been reported to Senate, and to bring forward, at that time, any proposals their committees may have for changes to their composition and/or terms of reference. When the report comes to Senate, the Committee Chair is asked to be present in order to introduce and defend the committee's proposals.

The attendance of deputies for members of Senate Committees, and their voting power, are left to the individual committee Chair's discretion.

Observers and interested parties are normally allowed to attend Senate Committee and Advisory Committee meetings. However, questions of openness and publicity of Committee meetings are left to each Committee to decide.

Attendance: Any member of a Senate Committee, other than an *ex-officio* member, who is absent without prior stated cause from more than two successive committee meetings or more than half of the meetings in an academic year may be deemed to have relinquished the appointment. On receipt of a minute to that effect by the Clerk of Senate, the Senate Executive shall be informed that a vacancy exists.

9.5. Student Participation

At the level of Senate Committees, as a guideline, any matters referring to academic review of particular student files or cases are not proper subjects for student participation. If a Senate Committee wishes to exclude student members from discussions of matters other than academic review of student files, it must receive approval from the Senate before including it in the Committee's terms of reference.

9.6. Advisory Committees

Senate appoints some of the members for the following Advisory Committees:

- Athletics Board
- Technology, Society, Environment Committee
- Ombuds Coordinating Committee

9.7. Representatives

- (i) Senate elects two representatives to serve on the Board of Governors for three-year terms. Those eligible for election are the faculty members of Senate including elected, special appointment and *ex officio* members.

Article 10. Senate Policies

10.1 Senate may establish policies with scope within its mandate. As policies are established from time to time they are made available on the Senate website.

Article 11. Faculty Boards

11.1. Existence and Constitutions

The Faculty Boards are an essential part of the governance structure of the university and are mentioned in the Carleton University Act (see Sections 1(e), 21(1), 21(2), 22(c)). While maintaining extensive autonomy, these Boards are creatures of, and report to, Senate.

Each Faculty Board serves as the plenary academic organ of the Faculty or School to which it belongs. They are a forum for discussion and decision on academic concerns related to the students and programs within their scope.

The Faculty Boards, the component Academic Unit(s) of each Faculty Board, and the associated Administrative Unit are as follows:

Faculty Board	Administrative Unit	Academic Units (Department, School, Institute, or College)
Arts and Social Science Faculty Board	Faculty of Arts and Social Science	College of the Humanities Department of English Language and Literature Department of French Department of Geography and Environmental Studies Department of History Department of Philosophy Department of Psychology Department of Sociology and Anthropology Department of Cognitive Science Feminist Institute of Social Transformation Institute for Comparative Studies in Literature, Art, and Culture Institute of African Studies Institute of Interdisciplinary Studies School for Studies in Art and Culture

		School of Linguistics and Language Studies School of Indigenous and Canadian Studies
Public Affairs Faculty Board	Faculty of Public Affairs	Arthur Kroeger College of Public Affairs Department of Economics Department of Law and Legal Studies Department of Political Science Institute of African Studies Institute of Criminology and Criminal Justice Institute of European, Russian and Eurasian Studies Institute of Political Economy Norman Paterson School of International Affairs School of Journalism and Communication School of Public Policy and Administration School of Social Work
Business Faculty Board	Sprott School of Business	Sprott School of Business
Science Faculty Board	Faculty of Science	Department of Biology Department of Chemistry Department of Earth Sciences Department of Health Sciences Department of Neuroscience Department of Physics Institute of Biochemistry Institute of Environmental and Interdisciplinary Science School of Mathematics and Statistics Technology, Society, Environment Studies Program
Computer Science Faculty Board	Faculty of Science	School of Computer Science
Engineering Faculty Board	Faculty of Engineering and Design	Department of Civil and Environmental Engineering Department of Electronics Department of Mechanical and Aerospace Engineering Department of Systems and Computer Engineering
Architecture Faculty Board	Faculty of Engineering and Design	Azrieli School of Architecture and Urbanism
Industrial Design Faculty Board	Faculty of Engineering and Design	School of Industrial Design
Information Technology Faculty Board	Faculty of Engineering and Design	School of Information Technology

Subject to the provision of any Bylaw in this respect, passed from time to time by the Board of Governors, Senate approves the existence and basic structure of each Faculty Board, including component Academic Units. In some cases, the faculty boards have

agreed on formal constitutions appropriate to their individual circumstances. Senate approves these constitutions and any substantial revision thereof.

11.2. Responsibilities

Though each Faculty Board operates with autonomy in pursuit of the objectives and purposes of the University, certain responsibilities are assigned to all Faculty Boards. These include consideration of and making recommendations to Senate on:

- (a) New and revised academic degrees, programs and courses;
- (b) New or revised academic regulations;
- (c) The awarding of degrees, certificates and diplomas within its scope;
- (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs.

11.3. Composition of the Faculty Boards

Note that the following are minimum requirements and Faculty Boards may establish supplementary membership rules for themselves. Faculty Board constitutions are available on the Senate website.

Each of the undergraduate Faculty boards shall consist of:

- (a) The following persons '*ex officio*':
 - (i) The Dean of the Faculty or the Director of the School;
 - (ii) Every faculty member in that School, or in a department or School within that Faculty;
 - (iii) Those students who are elected or appointed members of departmental boards or school councils of that Faculty.
- (b) In the case of the Faculty Boards of the Schools of Architecture, Computer Science, Industrial Design, and Information Technology, those students elected to the Faculty Board in accordance with such regulations as set by the Faculty Board and approved by Senate;
- (c) Such other persons holding full-time appointments as professor, associate professor, assistant professor, and lecturer in departments or schools not within the Faculty or School as are appointed from time to time by the Faculty Board;
- (d) Such other students who are members of another Faculty Board and as are appointed from time to time by the Faculty Board.

11.4. Secretary of the Faculty Board

The Faculty Boards of the Faculty of Arts and Social Sciences, the Faculty of Engineering and Design, the Faculty of Public Affairs, the Faculty of Science and the Sprott School of Business elect at least one of their faculty members to serve on Senate in addition to their *ex officio* representation. Some, but not all of these Faculty Boards establish a position of Secretary of the Faculty Board with responsibilities that depend on the Faculty Board. When one of these Faculty Boards elects a Secretary, that person is deemed to have been elected to serve on Senate as one of the faculty members elected to serve on Senate as described in Section 3.3.1.

11.5. Representation of First-Year Students

In addition to the students who serve as departmental representatives within the Faculty, the Arts and Social Sciences, Public Affairs and Science Faculty Boards include one student elected from and by the first-year students in the Faculty.

11.6. Procedures

Each Faculty Board is required to determine, and have approved by Senate, the following minimum procedural rules: composition including participation by students, quorum rule, minimum frequency of regular meetings, and procedure for calling an extraordinary meeting. These procedures may be part of a comprehensive constitution for the Faculty Board. Contact the Senate Office for more information.

Article 12. Academic Units

12.1. Academic units

Faculty Boards are comprised of one or more academic units, listed in the chart in Article 11.1 above, that are referred to as departments, schools, institutes, colleges or the like, responsible for specific programs of instruction.

12.2. Departmental Board

12.2.1. Membership

All faculty members of the academic unit are members of the Departmental Board. In addition, students are elected as Academic Student Government (ASG) representatives on the Departmental Board. The number and distribution of ASG representatives is determined by the Departmental Board subject to the minimum indicated in Table 1. Exceptions to this minimum rule require the approval of Senate. Additional student representatives may be added to Departmental Boards; however, these will not be ASG members.

# of full-time faculty in the department	Minimum number of ASG representatives			
	Total	2 nd year	3 rd and 4 th	Graduate
10 or more	3	1	1	1
5 to 9	2	1	1	
2 to 4	1	1		

Table 1: Minimum Number of Departmental Student Governance Representatives

The Departmental Board may include, as it sees fit, representatives of the non-academic staff of the department and representatives of other departments.

Carleton Academic Student Government (CASG) Faculty Coordinators are allowed to participate in Departmental Board meetings that fall under their faculty if the appropriate Department Representative is unavailable.

For Engineering Departmental Boards one representative is elected by and from the fulltime Engineering students in first, second, and third years; one representative elected by and from the students in fourth year (departmental membership for Electrical Engineering students is determined by the Engineering project advisor's membership); one representative elected by and from the full-time graduate students; and additional students as desired by the Departmental Board.

12.2.2. Student Participation

At the department level, student participation takes place at least in the Departmental Board meeting and students shall be involved in all deliberations and decisions with the exceptions of: (1) appointments and other personnel matters of faculty and staff members; and (2) all academic review of individual student files. It is understood that student representatives to the Departmental Board shall take part in deciding how the department is to arrive at its recommendation to the Dean and the President regarding the selection of a chair, or the appointment of a new department member.

12.2.3. Student Elections

All students who are registered in undergraduate or graduate programs can vote on, and stand for election to, their Departmental Boards.

The election of departmental CASG representatives takes place in the fall as soon after registration as possible. The election is carried out by an appropriate student body under the supervision of the Senate Electoral Officer.

CASG representatives are elected for one-year terms and take office immediately upon being elected.

The group from which the departmental representatives are drawn and the constituency for the electors of those representatives are those students whose declared major or graduate discipline is the discipline of the relevant department. Students in first year who are undeclared may choose a department for voting purposes only. The department would have to be one in which they were enrolled in at least one full course. In the case of combined majors, the student selects only one department for voting purposes. Undeclared students, however, may not be candidates.

Article 13. Student Participation in Governance of the University

13.1. General principles

There is student participation on Senate and all Faculty and Departmental Boards as well as Senate and advisory committees subject to the restrictions in Section 13.2 below.

For the purpose of this policy "student" is defined as a person enrolled full-time or part-time in an undergraduate or graduate program at Carleton University. For the purposes of this document "part-time student" refers to any part-time undergraduate student who has successfully completed four full credits at Carleton University or to any part-time graduate student at Carleton University. All students, as defined above, have voting privileges in elections for CASG representatives.

Student representatives in their function as members of Departments and Faculty Boards should act as participants in their own right in the deliberations and decisions of these bodies, while at the same time serving to communicate ideas, views and suggestions between students and these bodies.

13.2 Exclusions

Unless explicitly determined by Senate, students do not participate in meetings or portions of meetings at any level, that are concerned with either (i) personnel matters of faculty or staff members; or (ii) academic review of individual student records.



MEMORANDUM

From: Senate Executive Committee
To: Senate
Date: April 5, 2024
Subject: Clerk of Senate - Extension of Term

The 3-year term of current Clerk of Senate Elinor Sloan expires on June 30, 2024. The Senate Executive Committee is requesting Senate approval for a one-year extension to the Clerk's term, to provide governance stability during the on-boarding of a new President and to support the work of the Academic Governance Committee in the FGPA restructuring process.

MOTION: That Senate approve the extension of the term of Clerk of Senate Elinor Sloan for one (1) year, beginning July 1, 2024.



**Senate Executive Committee
February 20, 2024
TB503C + Videoconference**

MINUTES

Attending: R. Gorelick, D. Hornsby, J. Malloy, P. Rankin, S. Seneviratne, E. Sloan, J. Tomberlin (Chair), P. Wolff

Regrets: E. Abou Zeid

Recording Secretary: K. McKinley

1. Welcome & Approval of the Agenda

The meeting was called to order at 11:00 am. An agenda plus meeting package was circulated in advance to committee members.

The agenda was approved by consensus.

2. Approval of Senate Executive Minutes – January 16, 2024

It was **MOVED** (J. Malloy, P. Wolff) that the Senate Executive Committee approve the minutes of the Senate Executive Committee meeting of January 16, 2024, as presented. The motion **PASSED**.

3. Review of Senate Minutes

a) November 24, 2023 (Closed Session)

No issues were identified in these minutes.

b) January 26, 2024

No issues were identified in these minutes.

4. Senate Agenda – March 1, 2024

The committee reviewed the draft Senate agenda for the meeting on March 1, 2024, and requested the following changes:

- Correction to Item 3(d) of the Closed Agenda to read “Rescinding of Degree + Awarding of Correct Degree – DUC”
- Correction to Item 8 of the Open Agenda, to read “Graduate Academic Governance – Motion”

It was **MOVED** (S. Seneviratne, J. Malloy) that the Senate Executive Committee approve the agenda for the Senate meeting of March 1, 2024 as amended.

The motion **PASSED**.

5. Other Business – There was none.

6. Adjournment – The meeting was adjourned at 11:54 am.

UNIVERSITY COMMITTEE MEMBERSHIP REPORT

TENURE AND PROMOTIONS APPEAL COMMITTEE 2023-24

Senate coordinates the nomination and election/acclamation of members to the *Tenure and Promotions Appeal Committee* on an annual basis.

Membership:

*For membership criteria, please consult the attached *Call for Nominations*.

FASS: (2 positions)

1. Joanna Pozzulo, Full Professor, Department of Psychology
2. Adam Barrows, Full Professor, Department of English

FED: (2 positions)

1. M. John D. Hayes, Full Professor, Department of Mechanical & Aerospace Engineering
2. Halim Yanikomeroglu, Chancellor's Professor, Department of Systems & Computer Engineering

FPA: (2 positions)

1. Peter Andrée, Full Professor, Department of Political Science
2. Fen Hampson, Full Professor, Norman Paterson School of International Affairs

Sprott: (2 positions)

1. Alan Cai, Full Professor, Sprott School of Business
2. Isaac Otchere, Full Professor, Sprott School of Business

Science: (2 positions)

1. James Mungall, Full Professor, Department of Earth Sciences
2. Joseph Bennett, Associate Professor, Department of Biology



MEMORANDUM

To: All CUASA Faculty from Carleton University
From: Kathy McKinley, Assistant University Secretary
Date: November 1, 2023
Subject: **Call for Nominations: Faculty members for *Tenure and Promotions Appeal Committee***

The Carleton University Senate is calling for nominations for CUASA faculty to serve on the *Tenure and Promotions Appeal Committee (TPAC)* for the **2023-24 academic year**.

To be eligible, faculty must currently hold the rank of Associate or Full Professor. Ten positions are available as follows:

- One delegate and one alternate from each of the five Faculties
- At least one member from each Faculty on the committee must be a Full Professor

The committee must be constituted of a majority of Full Professors to address any appeals of the denial of promotion to the rank of Full Professor.

To submit a self-nomination to serve on the *Tenure and Promotions Appeal Committee*, please send a statement of candidacy to Kathy McKinley, Assistant University Secretary (kathy.mckinley@carleton.ca) **at your earliest convenience and before December 1, 2023**. The statement of candidacy should include the name of the committee (TPAC) on which you wish to serve, your name, rank, academic unit, and Faculty.

Meetings of TPAC would generally be held in April (tenure) and May (promotion) in order to complete reports by April 30 for cases involving tenure and May 31 for cases not involving tenure.

Following the nomination period, candidates for contested positions will be elected by the tenured and tenure track employees of the respective Faculties. If an elected delegate and their alternate are unavailable, the Provost and Vice-President (Academic) and the President of CUASA shall, acting reasonably and expeditiously, mutually agree on an appointee to serve on the TPAC.

The procedural rules of the committee are in accordance with Article 10 of the Collective Agreement: <https://carleton.ca/hr/wp-content/uploads/CU-CUASA-2021-2024-Collective-Agreement-WEB.pdf>

Regarding eligibility for membership on this committee, please note the following general committee rules which are an excerpt of clause 10.11 of the CU/CUASA Collective Agreement:

(a) Members must not serve on any Tenure and Promotion committee in any year in which they have applied for tenure and/or promotion.

(b) Members of the Tenure and Promotion Committees at the Department, Faculty, and University levels cannot serve on the TPAC in the same academic year.

(c) The Presidential Officers of the Association and the CUASA Grievance Chair shall not serve on any DTPC, FTTC, UPC or TPAC.

(d) Any person taking part in the assessment of a candidate will disclose any relationship which could be a cause for a conflict of interest. The Committee shall determine whether or not the relationship constitutes a conflict of interest. In such decisions, the Committee will err on the side of caution. A person may request that a conflict of interest decision be made by JCAA.

(e) All committees established as part of the tenure and promotion review process must have at least one male and one female member and best efforts shall be made to reflect the diversity of the academic community these committees are representing.

Please note that clause 10.11 contains additional provisions regarding the process and should be consulted for further information.

Thank you

Kathy McKinley
Assistant University Secretary, Carleton University

UNIVERSITY COMMITTEE MEMBERSHIP REPORT

UNIVERSITY PROMOTIONS COMMITTEE 2023-24

Senate coordinates the nomination and election/acclamation of members to the *University Promotions Committee* on an annual basis.

Membership:

*For membership criteria, please consult the attached *Call for Nominations*.

FASS: (2 positions)

1. Anna Hoefnagels, Full Professor, SSAC - Music
2. Chris Davis, Full Professor, Department of Psychology

FED: (2 positions)

1. Wei Shi, Full Professor, School of Information Technology
2. Amir Banihashemi, Full Professor, Department of Systems & Computer Engineering

FPA: (2 positions)

1. Jeff Sahadeo, Full Professor, Department of History
2. Susan Phillips, Full Professor, School of Public Policy & Administration

Science: (1 position)

1. Farah Hosseinian, Full Professor, Department of Chemistry

Sprott: (1 position)

1. Linda Schweitzer, Full Professor, Sprott School of Business



MEMORANDUM

To: All Full-Time Faculty at Carleton University
From: Kathy McKinley, Assistant University Secretary
Date: November 1, 2023
Subject: **Call for Nominations: Faculty members for *University Promotions Committee***

The Carleton University Senate is calling for nominations for full-time CUASA faculty members to serve on the *University Promotions Committee* (UPC) **for the 2023/24 academic year.**

To be eligible, faculty must currently hold the rank of Full Professor. Eight (8) elected positions are available as follows:

- Two members from the Faculty of Arts and Social Sciences
- Two members from the Faculty of Public Affairs
- Two members from the Faculty of Engineering & Design
- One member from the Faculty of Science
- One member from the Sprott School of Business

In addition to these 8 elected faculty members, the UPC consists of the Provost and Vice-President (Academic) as Chairperson, and eight (8) other members chosen by the President. Faculty members chosen by the President are not eligible to run for the elected positions.

To submit a self-nomination for one of the eight (8) elected faculty positions, please send a statement of candidacy to Kathy McKinley, Assistant University Secretary (kathy.mckinley@carleton.ca) **at your earliest convenience and before December 1, 2023.** The statement of candidacy should include the name of the committee (UPC) on which you wish to serve, your name, rank, academic unit, and Faculty.

The meetings of the University Promotions Committee will take place **in early April 2024 and no later than April 15, 2024.**

Following the nomination period, candidates for contested positions will be elected by the tenured and tenure-track employees of the respective Faculties. If there is an insufficient number of candidates, the parties shall fill any vacancies at JCAA by mutually agreed appointment.

The procedural rules of the committee are in accordance with Article 10 of the Collective Agreement: <https://carleton.ca/hr/wp-content/uploads/CU-CUASA-2021-2024-Collective-Agreement-WEB.pdf>

Regarding eligibility for membership on this committee, please note the following general committee rules which are an excerpt of clause 10.11 of the CU/CUASA Collective Agreement:

(a) Members must not serve on any Tenure and Promotion committee in any year in which they have applied for tenure and/or promotion.

(b) Members of the Tenure and Promotion Committees at the Department, Faculty, and University levels cannot serve on the TPAC in the same academic year.

(c) The Presidential Officers of the Association and the CUASA Grievance Chair shall not serve on any DTPC, FTPC, UPC or TPAC.

(d) Any person taking part in the assessment of a candidate will disclose any relationship which could be a cause for a conflict of interest. The Committee shall determine whether or not the relationship constitutes a conflict of interest. In such decisions, the Committee will err on the side of caution. A person may request that a conflict of interest decision be made by JCAA.

(e) All committees established as part of the tenure and promotion review process must have at least one male and one female member and best efforts shall be made to reflect the diversity of the academic community these committees are representing.

Please note that clause 10.11 contains additional provisions regarding the process and should be consulted for further information.

Thank you,

Kathy McKinley
Assistant University Secretary, Carleton University
Kathy.mckinley@carleton.ca