



# **HANDBOOK OF SENATE BY-LAWS AND PROCEDURES**

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This document is not intended to replace Senate minutes or Senate files and should be used with the knowledge that Senate may at any time change or amend the bylaws and procedures contained herein. For further information the reader should contact the Secretary of Senate.

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
SENATE BYLAWS AND PROCEDURES**

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## **I. INTRODUCTION**

- A. These bylaws and procedures derive from The Memorial University Act, Chapter M-7 of RSN 1990 as amended, and in particular from Section 56 of the Act, which states that the Senate "shall have the power...to provide for the regulation and conduct of its meetings and proceedings".
- B. These bylaws and procedures may be amended by a majority vote of those present and voting at a meeting of Senate, provided that such amendments are consistent with the University Act. Notice of the proposed amendment must be circulated with the agenda for the meeting.

## **II. MEMBERSHIP OF SENATE and ELECTIONS TO SENATE**

### **A. Section 54 of The Memorial University Act states:**

The Senate of the University shall be composed of

- (a) the Chancellor of the University;
- (b) ex officio members who shall be
  - (i) the President of the University, who shall be the chair thereof,
  - (ii) the Provost and Vice-President (Academic) of the University, who shall be the deputy chair thereof,
  - (iii) the Deputy Minister of Education or a representative of the Deputy Minister,
  - (iv) the Vice-President (Health Sciences and Professional Schools) of the University,
  - (v) the Vice President of Grenfell Campus,
  - (vi) the Deans of the Faculties of the University,
  - (vii) the Dean of Graduate Studies,
  - (viii) the University Librarian,
  - (ix) the University Registrar, and
  - (x) such other persons holding office within the University or in any of the colleges or institutions affiliated with the University chosen in such number and manner as may be approved by the Board;
- (c) such members from the academic staff of the Faculties and Professional Schools of the University, exclusive of any person who is a member by virtue of paragraph (b), elected in such number and manner as may be approved by the Board, but the number elected under this paragraph shall be not less than twice the number of members named or chosen under paragraph (b); and
- (d) Thirteen members from the students in attendance at the university, including at least one student from the Marine Institute, one graduate student and one student from Grenfell Campus, with all members to be chosen in a manner approved by the Board.

### **B. Section 55 of The Memorial University Act states:**

1. Members of the Senate chosen pursuant to subparagraph (x) of paragraph (b) or paragraph (d) of section 54 shall be chosen annually and shall hold office for a period of one year and where a vacancy occurs in respect of any such member, that vacancy shall be filled in the same manner as applied to the member in respect of whom the vacancy occurred, and the person filling the vacancy shall serve for the balance of the year for which the member replaced was chosen.
2. Members of the Senate elected pursuant to paragraph (c) of section 54 shall be elected for a three year period and where a vacancy occurs in respect of such a member that vacancy shall be filled by the Senate and the person filling the vacancy shall serve for the remainder of the term of office of the member being replaced.

3. Where a member of the Senate resigns, becomes incapable of acting, becomes a member of the teaching or administrative staff or of the governing body of a college or institution affiliated with the University, not being the body of the member chosen or elected to represent, or otherwise ceases to hold the qualifications required under section 54 for their choice or election, their seat shall become vacant and a declaration of the existence of the vacancy entered upon the minutes of the Senate shall be conclusive evidence thereof.
4. Members of the Senate are eligible to be again chosen or to be re-elected, as the case may be.

The following procedures have been approved by the Board of Regents.

C. Election of Academic Staff Members

1. (a) Eligibility to be an elector
  - (i) All full-time members of the academic staff of the constituencies defined in C.2.(a) below (except the Marine Institute) who are either tenured or beyond their first year in the University shall be eligible to be electors.
  - (ii) All full-time members of the academic staff at the Marine Institute as defined in items (a) and (b) of the Constitution of the Academic Council and section 1.1 of the By-Laws of the Marine Institute who are either permanent or temporary and beyond their first year in the Institute shall be eligible to be electors.

Note 1: The following are not eligible to be electors (or to be elected) in any constituency:

Sessional lecturers  
 Visiting lecturers  
 Visiting professors  
 Professores Emeriti  
 Part time professors  
 Academic staff members on leave without pay

Note 2: The following are not eligible to be elected in any constituency (but may be electors):

Ex-officio members of the Senate (as defined in paragraph A. (b) above)

- (b) Eligibility to be elected
  - (i) All full-time members of the academic staff of the constituencies defined in 2. below who are tenured or permanent (exclusive of any person who is an ex officio member) shall be eligible for election.
  - (ii) All full-time members of the academic staff of the Marine Institute as defined in items (a) and (b) of the Constitution of the Academic Council of the Marine Institute and section 1.1 of the By-Laws of the Marine Institute who are permanent (exclusive of any person who is an ex officio member) shall be eligible for election.
- (c) All full-time members of the academic staff of the constituencies defined in 2. below who have, during the three academic terms preceding the

normal election period, taught at least 50% of their workload in a constituency other than that to which they were appointed may choose to exercise their electoral rights in that other constituency. The Chair of the Committee on Senate Elections and Committees must be notified of such a choice in January of each year.

- (d) All full-time members of the academic staff who hold appointments in more than one academic unit (whether joint appointment or cross appointment) may choose to exercise their electoral rights in one of the constituencies to which they have been appointed. The Chair of the Committee on Senate Elections and Committees must be notified of such a choice in January of each year. In the event that such notification is not received by the end of the month specified above, such members of the academic staff will be deemed to be members of the constituency in which they performed the major portion of their university duties in the immediately preceding three academic terms.

## 2. Constituencies

- (a) The list of electors shall be divided into the following constituencies:

Faculty of Business Administration  
Faculty of Education  
Faculty of Engineering and Applied Science  
Faculty of Humanities and Social Sciences  
Faculty of Medicine  
Faculty of Science  
Marine Institute  
School of Human Kinetics and Recreation  
School of Music  
School of Nursing  
School of Pharmacy  
School of Social Work  
School of Arts and Social Science at Grenfell Campus  
School of Fine Arts at Grenfell Campus  
School of Science and the Environment at Grenfell Campus  
University Library

- (b) At an appropriate time each year, as determined by the Committee on Senate Elections and Committees, the appropriate Dean for each constituency shall compile a list of electors for that constituency, which shall consist of:
  - all electors (as defined in paragraph C.1.(a) above) who hold full-time appointments in that unit, excluding those electors who elect membership in another constituency in accordance with the provisions of paragraph C.1.(c) above,
  - those electors from other constituencies who elect membership in that constituency in accordance with the provisions of paragraph C.1.(c), and
  - those electors who elect membership (or who are deemed to be members) in that constituency in accordance with the provisions of paragraph C.1.(d).

- (c) The appropriate Dean for each constituency shall forward a copy of the list of electors for that constituency to the Chair of the Committee on Senate Elections and Committees each year before a deadline determined by the Committee on Senate Elections and Committees and shall notify the Chair of the Committee on Senate Elections and Committees promptly of any changes in that list.

### 3. Representatives

The constituency representatives of the Senate shall be made up as follows:

- (a) The number of seats shall be divided into the total number of full-time electors in all constituencies as defined by paragraphs C.1. and C.2. The figure obtained shall then be divided into the number of electors in each constituency to determine the number of representatives to which each constituency is entitled.
- (b) Each constituency whose numbers do not warrant election of two or more senators (using the formula above) shall, nevertheless, be entitled to elect two representatives. The number of seats to which the remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to two representatives under this clause and the number of seats so taken.
- (c) Each constituency whose numbers warrant election of more than six senators, (after the procedures of paragraphs C.3.(a) and C.3.(b) above have been completed), shall, nevertheless, be entitled to elect six representatives. The number of seats to which the remaining constituencies are entitled shall then be recalculated, omitting from the recalculation the number of electors of the constituencies entitled to six representatives under this clause and the number of seats so taken.
- (d) Where the number of representatives to which a constituency is entitled is not a whole number, (after the procedures of paragraphs C.3.(a), C.3.(b) and C.3.(c) above have been completed), the Committee on Senate Elections and Committees shall implement a rounding (up or down) to a neighbouring whole number, such that there is no change in the total number of constituency representatives of the Senate.

### 4. Rules for Election

- (a) At least seven weeks prior to each annual Senate election, the Secretary of Senate shall notify all electors of the date and time of the deadline for the receipt of nominations for election to the Senate. Nominations must remain open for at least one week. The deadline for the receipt of nominations cannot be later than four weeks before the date of the annual Senate election.

*Note: The “date of the annual Senate election” shall be the deadline for the receipt of ballots.*

- (b) Each candidate for election to the Senate must be nominated by two qualified electors from the same constituency as the candidate. The consent of the candidate must be indicated clearly on the nomination form.



- (c) All nominations must be received by the Senate Office on or before the deadline. Nominations may be submitted either by hard copy or electronically by email.
- (d) In the event that all vacancies in a constituency are for terms of equal duration and the number of nominations in that constituency, at the time of the deadline, is equal to or less than the number of vacancies to be filled, then all candidates in that constituency shall be declared elected by acclamation and no ballot is required.
- (e) In the event that the vacancies in a constituency are for terms of different durations and the number of nominations in that constituency at the time of the deadline is less than or equal to the number of vacancies of greatest duration to be filled, then all candidates in that constituency shall be declared elected by acclamation.
- (f) Whenever the number of nominations in a constituency at the time of the deadline is less than the number of vacancies in that constituency to be filled, the Committee on Senate Elections and Committees may, at its discretion, extend the deadline for nominations for those vacancies, or it may organize a separate by-election to fill the remaining vacancies. In the event that the deadline for nominations is extended, the Secretary of Senate shall notify all electors in the relevant constituency of the date and time of the new deadline for the receipt of nominations.
- (g) Where none of the provisions of paragraphs C.4.(d)-(e) above apply, the Secretary of Senate shall arrange for an online election to be conducted and electors shall have at least 14 days to cast their ballot.
- (h) The use of an online system to conduct elections shall ensure that votes are cast anonymously, distribution of invitations to vote are sent directly to eligible electors' university provided email account, and electors receive at least one reminder to vote.
- (i) If a vacancy in a constituency exists on January 1 and there is no by-election in progress for that vacancy or a vacancy in a constituency occurs between January 1 and the deadline for the receipt of nominations of the next annual Senate election, then the by-election to fill that vacancy shall be combined with the annual Senate election for that constituency. The candidate elected to fill that vacancy shall serve only the balance of the period for which the member being replaced was elected.
- (j) Where a by-election must be held separately from the annual Senate election, the Committee on Senate Elections and Committees shall decide the timetable for the by-election, consistent with the procedures for the annual Senate election, where possible.
- (k) Each voter will indicate their unweighted preference(s) for up to the number of candidates to which their constituency is entitled (including any vacancies due to concurrent by-elections).

- (l) The candidates with the most votes shall be declared elected. In the event that vacant seats are of different durations, the candidate with the most votes will be awarded the seat with the longest duration, the candidate with the second most votes will be awarded the seat with the second longest duration, etc.
- (m) In the event of a tie in any election, the Committee on Senate Elections and Committees shall determine, by lot, which of the candidates shall serve and/or which shall serve the shorter term.
- (n) Eligible electors can submit concerns about an election to the Secretary of Senate who shall investigate and report findings to the Committee on Elections and Committees
- (o) The Committee on Elections and Committees will consider any findings related to an election, and make a determination if the findings had a material impact on the result of an election. If Committee on Elections and Committees determines a material impact on the election, the Committee can invalidate the results of the election and order that the election be conducted again once the findings have been addressed.
- (p) The Committee on Elections and Committees will declare the results of the election results provisional for a period of five business days. During this period, all candidates shall be informed of the results and can initiate an appeal within this five day period.
- (q) If an appeal is received, the Committee on Elections and Committees shall review the appeal and determine if the issues raised in the appeal had a material impact on the election. If a material impact is found, the Committee shall determine how best to address the situation.
- (r) A candidate can appeal a decision of the Committee on Elections and Committees, within five business days of receiving a decision from the Committee on Elections and Committees, to the Executive Committee of Senate, whose decision shall be final.
- (s) At the end of the provisional period, and after any appeals have been settled, the Committee on Elections and Committees shall declare the results official and Secretary of Senate shall report the results of the elections to the President of the University as Chair of the Senate.

#### D. Selection of Student Members

1. The Graduate Students' Union shall select three representatives, each representing a different academic area. The selection procedures shall be determined by the Graduate Students' Union.
2. Ten Senators shall be selected by the undergraduate students, each representing a different academic area. The ten undergraduate student senators shall consist of seven student senators from the St. John's campus, two student senators from the Grenfell Campus at Corner Brook and one student senator from the Marine Institute.

The procedure controlling such selection shall be determined by the respective Students' Union.

3. To be eligible for selection to the Senate, an undergraduate student shall be in clear standing and be enrolled in a program offered through the campus of Memorial University, which the student represents in accordance with D.2 above.
4. The Students' Unions will strive for a balance of student senators representative of the student body.

E. Term of Office for Student Members

1. The term of office for student representatives shall run from May 1 to April 30.

F. Secretary of Senate

1. The University Registrar shall be the Secretary of Senate. The Secretary may appoint a recording secretary (non-voting) to record the proceedings of Senate.

### **III. POWERS OF SENATE**

#### **A. Section 56 of The Memorial University Act states:**

The Senate shall have general charge of all matters of an academic character, and, without restricting the generality of the foregoing, it shall be the duty of the Senate and it shall have the power

- (a) to provide for the regulation and conduct of its meetings and proceedings, including the fixing of the quorum necessary for the transaction of business;
- (b) to determine the degrees, including honorary degrees, diplomas and certificates of proficiency to be granted by the University and the persons to whom they shall be granted;
- (c) to determine the conditions of matriculation and entrance, the standing to be allowed students entering the University and all matters relating thereto;
- (d) to receive, consider and determine any proposal or recommendation of any Faculty Council or other body as to courses of study and all matters relating thereto;
- (e) to consider and determine, of its own motion and without any recommendation, as to all courses of study and all matters relating thereto, but before making any regulation providing for any new course of study or any change in an existing course of study the Senate shall refer to the appropriate Faculty Council and to the appropriate Faculty of the affiliated colleges or institutions the proposed regulation for consideration and report thereon;
- (f) to regulate instruction and to determine the methods and limits of instruction;
- (g) to determine the conditions on which candidates shall be received for examination, to appoint examiners, and to determine the conduct of all examinations;
- (h) to provide for courses of study at any place or places in Newfoundland and to encourage and develop extension and correspondence courses;
- (i) to prepare the calendar or calendars of the University for publication;
- (j) to recommend to the Board the establishment of, or the abolition of, or any changes in Faculties, departments, chairs, lectureships, exhibitions, bursaries, scholarships, fellowships, and prizes;
- (k) to recommend to the Board the affiliation with the University of any college or institution established in Newfoundland for the promotion of arts or science, or for instruction in education, law, medicine, nursing, engineering, agriculture, fisheries and the dissolution of any such affiliation or any existing affiliation;
- (l) to recommend to the Board agreements with any incorporated society or association in Newfoundland for the establishment and maintenance of a joint system of instruction;

- (m) to recommend to the Board agreements with any incorporated society or association in Newfoundland which has power to prescribe examinations for admission to, or registration upon the roll of, the society or association for the purpose of conducting the examinations, reporting the results thereof and providing the courses in connection therewith;
- (n) to consider all such matters as shall be brought before it and to take action thereon within the powers conferred upon the Senate by this Act;
- (o) to make such recommendations to the Board as may be deemed proper for promoting the interests of the University and for carrying out the objects and provisions of this Act;
- (p) to appoint such committees as it may deem necessary and to confer upon any of the committees power and authority to act for the Senate in and in relation to such matters as the Senate may deem expedient, and to appoint such other committees as the Senate may deem expedient to act in an advisory capacity;
- (q) to exercise disciplinary jurisdiction with respect to students in attendance at the University, by way of appeal from any decision of the Faculty Council;
- (r) to make rules and regulations for the management and conduct of the library;
- (s) to make or alter any rule or regulation touching any matter whatsoever regarding the University and not inconsistent with the provisions of this Act or with any law in force in Newfoundland.

B. Section 57 of The Memorial University Act states:

A certified copy of every regulation of the Senate providing for any of the matters mentioned in Paragraphs (h) and (s) of Section 56 shall within ten days after the passing thereof be transmitted to the Board; and no such regulation shall have effect until it is approved by the Board, and the Board may withdraw its approval at any time and from the date of the withdrawal the regulation to which it relates shall cease to have any effect.

C. Section 58 of The Memorial University Act states:

Nothing in this Act shall be construed to give to the Senate power to take any action that imposes any financial obligation or liability on the University, or fix or remit any fees or charges payable to the University.

#### **IV. SENATE MEETINGS AND PROCEDURES**

##### **A. Regular and Special Meetings**

1. Regular meetings of the Senate will normally be held on the second Tuesday of each month from September to May inclusive. The date of a regular meeting may be changed in special circumstances, provided that notice is circulated to members of Senate at least five (5) days before the meeting.
2. The agenda for regular meetings shall be approved by the Executive Committee, and shall be circulated to members of Senate by the Secretary of Senate at least five days prior to the meeting. Senate shall not entertain at any regular meeting any discussion of, or motions concerning, documents which were not circulated to members at least five days prior to the meeting, except with special leave of the Senate.
3. Regular meetings will convene at 4:00 p.m., and will adjourn no later than 6:00 p.m. unless a motion to extend the meeting is approved.
4. At the November and March Senate meetings at least one hour shall be set aside for a special meeting. The University Planning and Budget Committee shall prepare the agenda for this portion of the meeting. Suggestions for topics to be discussed may be forwarded by members of Senate to the Secretary of the University Planning and Budget Committee.
5. Other special meetings of the Senate may be called by the Chair of Senate.
6. In the absence of the Chair, the Deputy Chair shall preside at meetings of Senate.

##### **B. Procedures**

1. The Senate as the supreme academic body of the University reserves the right to initiate discussion and debate on any matter falling within its constitutional purview, and to receive for consideration in the first instance representations from any source, internal or external to the University.
2. The Senate, nevertheless, shall refer to the appropriate Faculty or Academic Council(s), any business concerning the enactment, repeal, or modification of any University regulation or decree touching upon any matter that falls within the jurisdiction of any of the Councils; and it will refrain, except in the case of urgency, from acting in such cases until such time as it has received the recommendation and/or opinions from the appropriate Council(s). The nature of matters falling within the jurisdiction of a Faculty or Academic Council shall be determined by reference to the constitution of the Council.
3. In a case of urgency, the Senate may act upon any matter within its competence without prior consultation with Faculty or Academic Councils, but in such cases the action taken and the circumstances giving rise to it will be reported to the appropriate Council or Councils at the earliest possible date thereafter.

4. Just as the Senate is obliged to consult with the appropriate Faculty or Academic Councils concerning the enactment, repeal or modification of any University regulation or decree touching upon any matter that falls within the jurisdiction of any of the Councils, so too are academic units responsible, in the first instance, for ensuring and confirming that adequate consultation has taken place when proposals for new programmes or changes to existing programmes are initiated by those units. Written confirmation of adequate consultation must be forwarded with the proposal to the relevant Committees at the departmental/faculty/school/institute/college level for transmission to the Faculty or Academic Councils, to the Senate Committee on Undergraduate Studies, Executive Committee of Senate and to Senate itself. If at any level it is determined that consultation has not been adequate, the proposal may be returned to the academic unit, Committee or Council from which it was received.
5. Academic Administrators to whom proposals for new or revised programmes are sent for consultation purposes are responsible for ensuring that relevant faculty members and committees are consulted in a timely fashion.
6. Any student appeal involving a waiver of the requirements for a degree, diploma, certificate, major or minor must be accompanied by documentation from appropriate University officers outlining the requirements remaining to be met by that student in fulfilling all regulations for the programme of studies under consideration for waiver. It is the responsibility of the appropriate Dean, Director, or Department Head to supply upon request such information to the Secretary of Senate. In addition, the appropriate University officers may be asked to provide for the information of Senate reaction to statements of fact made by students in support of their appeals.

#### C. Rules of Order

1. A quorum shall be 50% of the membership plus one.
2. A motion shall require the support of a majority of those present and voting, except where otherwise specified in the bylaws. A tie vote must be regarded as defeating the motion.
3. Voting shall be by show of hands, unless otherwise specified in these bylaws. Motions to provide for other methods of voting require the consent of the majority of the members present and voting.
4. As a member of Senate, the Chair has a right to one vote on all motions presented to Senate.
5. Any ex officio member of Senate under II.A.(b) may be represented at Senate meetings by an alternate with full voting privileges, provided that the ex officio member has notified the Secretary of Senate and has given the Secretary the name of the alternate prior to the meeting. Elected and student members of Senate are not permitted to be represented by alternates.
6. Where a student is a senator by virtue of an executive position on a student union, such senators be permitted to send a delegate with voting privileges. Additional

student senators selected by their student union would be treated as elected senators and would not have such privilege.

7. It is the duty of the Chair to ensure the decorum of Senate and order in its procedure. The Chair may rule on all matters of order and procedure. After explaining the ruling, the Chair may be challenged by a duly seconded motion, which is debatable. If the motion is passed by a majority of those present and voting, it overturns the Chair's ruling.
8. If the Chair does not wish to rule on a matter of order or procedure, s/he may ask Senate to decide by calling for an appropriate motion.
9. The Chair may declare the meeting adjourned when all agenda items have been dealt with, and no other business is forthcoming, or at 6:00 p.m. if no motion to extend the meeting has been made and carried.
10. For good cause, the Chair may recess the meeting for a brief period, or adjourn it to another day.
11. The use of photographic or recording equipment at Senate meetings is prohibited.

#### D. Minutes

1. Senate minutes will be distributed to all members of Senate, all Heads of Departments, and others as the Secretary of Senate deems fit. When matters of a confidential nature are discussed they should be recorded in a supplement to the minutes to be marked "Private and Confidential".
2. The minutes of Senate are considered a public document, and shall be deposited in the University Library.
3. Student appeal cases shall be recorded in the minutes using only the students' numbers, not names.
4. In the case of honorary degrees, the number of candidates approved and rejected shall be recorded, but not the names of the candidates.

#### E. Observers

1. The following persons may be admitted to meetings of the Senate as observers: (i) members of Convocation, (ii) all registered students, (iii) all employees of the University.
2. Matters of a confidential nature, including honorary degrees, shall be discussed in closed session; observers are not permitted to attend closed sessions.
3. Admission of observers may be limited to an appropriate number by distribution of tickets or by a signing-in procedure. Observers are not permitted to speak at meetings of the Senate.



## **V. HONORARY DEGREES AND PROFESSOR EMERITUS**

### **A. Honorary Degrees - Criteria and Procedures**

The awarding of honorary degrees is an important feature of Memorial's Convocation and is meant to honor both the individual and the University as well as inspire our graduates, their families and guests. In order to respect the dignity and reputation of the nominee the selection of honorary graduates is by nature a confidential process. As a consequence, nominees should not be informed they are under consideration. In addition, apart from the public announcement by the University of honorary degree recipients for a particular Convocation, the outcome of any individual nomination shall not be released out of respect both for the nominee and the integrity of the process.

1. The University may, without examination, confer a doctoral degree honoris causa upon any person whom the University, on the resolution of Senate, may deem worthy of such a degree by virtue of that person:
  - having achieved eminence in his/her field whether intellectual or artistic.
  - having given outstanding public service locally, nationally or internationally.
  - having been a significant benefactor of the University either creatively, materially or financially.
2. A proposal to confer an honorary degree may be submitted at any time to the Secretary of Senate. The proposal, to be submitted in writing, must include a concise biography detailing the reasons why the individual should be honored at this time by this University. Nomination forms available from the Office of the Secretary of Senate may be used for this purpose.
3. The Secretary of the Senate shall keep a file of names submitted and shall carry forward all submissions until closed by the award of the degree, death, or the expiry of a period of three years. Persons removed from the list after three years may be re-nominated.
4. All proposals shall be referred to the Senate Committee on Honorary Degrees and Ceremonial.
5. The Committee shall furnish the Secretary of Senate with a Report which shall contain a concise citation for each name recommended by the Committee for the award of an honorary degree giving reasons for the recommendations and any other relevant facts as well as a copy of these Honorary Degrees - Criteria and Procedures, and a Status Report showing the current status of all names approved by Senate for the award of an honorary degree but whose degree has not yet been conferred.
6. At a meeting of the Senate held in-camera, the Report will be considered, provision will be made for a discussion of the merits of each candidate before voting takes place; the names of those recommended by the Committee shall be voted on individually by show of hands and no degree shall be conferred unless the

recommendation is given the affirmative vote of at least two thirds of all members present.

7. The Chair of the Senate shall communicate in writing with such persons as have been approved by the Senate to be recipients of honorary degrees to ascertain their willingness to accept. Where scheduling or other such difficulties delay the awarding of a degree, an invitation may be re-issued by the Chair of Senate for up to three years following Senate approval.
8. Normally, serving members of staff, faculty, the Board of Regents and serving Canadian politicians are not eligible for consideration.
9. Normally, honorary degrees shall not be conferred posthumously or in absentia.
10. The titles of Honorary Degrees shall be:  
  
Doctor of Laws (LL.D.)  
Doctor of Letters (D.Litt.)  
Doctor of Science (D.Sc.)

B. Professor Emerita or Professor Emeritus--Criteria, Procedures

The awarding of the distinction Professor Emerita/us is an important feature of Memorial's Convocation and is meant to honor both the individual and the University. In order to respect the dignity of the nominees, the selection process is confidential. As a consequence, nominees should not be informed they are under consideration. In addition, apart from the public announcement by the University of Professor Emerita/us recipients for a particular Convocation, the outcome of an individual nomination shall not be released out of respect both for the nominee and the integrity of the process.

1. The Committee on Honorary Degrees and Ceremonial shall receive suggestions for and shall present to the Senate nominations for the title of Professor Emerita or Professor Emeritus for eventual approval by the Board of Regents.
2. The title of Professor Emerita or Professor Emeritus is open only to highly distinguished faculty members who, at the time of their retirement, were academic staff members of Memorial University of Newfoundland and whose contributions to the University were substantially above the norm for their discipline. To be eligible, a person must have served at least ten years as a regular full-time faculty member at this University and must have held the rank of Professor upon retirement. The title of Professor Emerita or Professor Emeritus cannot be granted posthumously.
3. The prime criteria for nomination shall be a sustained and superlative record as a scholar, as a teacher, or in service to the university or to the community or any combination of these. In determining which candidates within a Department, School or Faculty are suitable for nomination to this category, comparison should be made with Professores Emeriti who have been appointed during the previous five years and with members of the faculty who are retired or are due to retire within the next five years.

4. Suggestions for nominations including both the rationale and the candidate's curriculum vitae should be forwarded to the Head, Director or Dean of the academic unit in which the nominee served. A one-page statement that describes the candidate's accomplishments and provides a rationale for the award of Professor Emerita or Professor Emeritus is to be included. This statement will be used at Senate should the Senate Committee on Honorary Degrees and Ceremonial recommend the award. The nominee's candidacy must be approved by the administrative Head of the academic unit. The Dean in the case of departmentalized units and the Vice-President (Academic) will add their recommendations to the nomination and forward it to the Committee on Honorary Degrees and Ceremonial. The Committee shall present to Senate only those nominations which it endorses. The Committee on Honorary Degrees and Ceremonial shall also receive nominations from any member of the University Community.
5. The Senate procedure shall be the same as for the election of candidates for honorary degrees. However, since this is an appointment, albeit honorary, the Board of Regents must also approve each candidate elected by the Senate before the appointment can be made.
6. Public recognition of a Professor Emerita, Professor Emeritus or Professores Emeriti shall be given at a Convocation to which the Professor Emerita, Professor Emeritus or Professores Emeriti shall be invited and a certificate shall be presented to each of those appointed.
7. All faculty members holding the title "Professor Emerita or Professor Emeritus" will:
  - (a) have the right to participate in academic processions at Convocation.
  - (b) have their names listed in the University Calendar;
  - (c) be entitled to use their former departmental, school or faculty general office as a mailing address for academic mail;
  - (d) receive notices of and invitations to departmental, school or faculty seminars.
8. While the allocation to Professores Emeriti of office space, laboratory space and secretarial assistance in support of scholarly work are not to be considered automatic privileges, such support may be granted by the Department Head, Director or Dean subject to the exigencies of the academic unit. Such privileges will normally be granted on a yearly basis and shall be subject to annual review.

C. Public Orator, Deputy Public Orator and University Orators

Procedures, Criteria

1. The Senate shall appoint:

A. A Public Orator whose function shall be

- to deliver orations for the presentation of Honorary Graduands at Convocation,

- to prepare research for and write citations on potential honorary graduands for the consideration of Senate,
- to select and advise the University Orators,
- to serve, ex-officio, as a member of the Senate Committee on Honorary Degrees and Ceremonial

B. A Deputy Public Orator whose function shall be

- to deliver orations for the presentation of Honorary Graduands at convocation
- to advise and assist the Public Orator
- to serve, ex-officio, as a member of the Senate Committee on Honorary Degrees and Ceremonial, in the absence of the Public Orator.

2. Eligibility to be a Nominee and a Nominator

The criteria to be a nominee or a nominator shall be the same as that for a member of the academic staff to be eligible for election to the Senate, i.e. all full-time members of the academic staff who are tenured shall be eligible for nomination to the position of Public Orator or Deputy Public Orator and may nominate other qualified individuals for the position.

3. Qualifications

The prime criterion for nomination and for appointment shall be demonstrated excellence in the duties associated with the position as outlined above.

4. Nomination and Selection Process

When a vacancy exists for the position of Public Orator or Deputy Public Orator, the Secretary of Senate shall circulate to the University community a call for nominations. Written nominations, containing the signatures of the nominee (indicating the nominee's consent) and those of two qualified nominators including the rationale and the nominee's curriculum vitae shall be submitted to the Secretary no later than two weeks after the call for nominations has been circulated. When more than one qualified nomination is received for either position, the Committee on Honorary Degrees and Ceremonial will select one candidate for each position for consideration by Senate.

At a meeting of the Senate provision will be made for a discussion of the merits of the candidate recommended by the Committee for Public Orator or Deputy Public Orator before voting takes place; the name of the candidate recommended by the Committee for each position shall be voted on individually by show of hands and approval will require a simple majority vote of those members present and voting. If the Senate does not approve the candidate recommended for a position, the Committee on Honorary Degrees and Ceremonial will be asked to select another candidate for that position for the consideration of Senate.

The successful candidate for each position will be offered the position by the Chair of Senate for a period of five years with renewal at the pleasure of Senate following a successful review as indicated below in section 5.

*NOTE: In order to stagger the terms of office for these two positions, the first appointment to the position of Deputy Public Orator after September 1, 2001, will be for a period of four years. Subsequent terms of office will be for five years.*

5. Review of the Public Orator and Deputy Public Orator

- In the first month of the final year of the term of office of the Public Orator or Deputy Public Orator, the Secretary of Senate shall inquire of the incumbent whether he or she wishes to be considered for another term.
- Should the incumbent signify that he or she wishes to be considered for another term, the Secretary of Senate shall advise the Committee on Honorary Degrees and Ceremonial that a review is required and shall fix a date by which the Committee's report shall be rendered.
- The Committee shall establish its own procedures, which may include a process of consultation with faculty members and staff in the University. The Committee may also consult with any other persons or bodies it considers appropriate to its task.
- If the initial decision of the Committee is not to recommend renewal, the Committee shall inform the person being reviewed of its concerns in writing and offer to meet with the person being reviewed at a mutually agreeable time to allow him or her to speak to these concerns.
- The Committee shall report to the Senate recommending that the incumbent be renewed for another term or that a search be initiated.
- If the review results in a decision that a search should be initiated, the search will proceed according to Clause C.4 above.

6. University Orators may be appointed ad hoc by the Public Orator or, in the absence of the Public Orator, by the Deputy Public Orator.

D. University Marshal

Procedures, Criteria

1. The Senate shall appoint a University Marshal whose function shall be the ordering of the ceremonial at Convocations and on such other occasions as the Senate may from time to time deem necessary.
2. Eligibility to be a Nominee and a Nominator

A nominee or a nominator must be a full-time employee or a retiree of the University.

3. Qualifications

The prime criterion for nomination and for appointment shall be demonstrated excellence in the duties associated with the position as outlined above, or experience

of a nature which would give confidence in the ability to perform the duties at a high level.

4. Nomination and Selection Process

When a vacancy exists for the position of University Marshal, the Secretary of Senate shall circulate to the University community a call for nominations. Written nominations, containing the signatures of the nominee (indicating the nominee's consent) and that of two qualified nominators including the rationale and the nominee's curriculum vitae, shall be submitted to the Secretary no later than two weeks after the call for nominations has been circulated. When more than one qualified nomination is received, the Committee on Honorary Degrees and Ceremonial will select one candidate for consideration by Senate.

At a meeting of the Senate provision will be made for a discussion of the merits of the candidate before voting takes place; the name of the candidate recommended by the Committee shall be voted on by show of hands and approval will require a simple majority vote of those members present and voting. If the Senate does not approve the candidate, the Committee on Honorary Degrees and Ceremonial will be asked to select another candidate for the consideration of Senate.

The successful candidate will be offered the position for a period of five years by the Chair of Senate with renewal at the pleasure of Senate.

5. The University Marshal shall have power to appoint a Mace Bearer and other Marshals as need arises.
6. Wands of office shall be provided for the use of Marshals.

## **VI. SENATE COMMITTEES--SELECTION AND PROCEDURES**

### **A. Senate Committee Procedures**

1. A quorum for all Senate committees shall be one third plus one (rounded down) of the voting members, unless otherwise specified in the committee's terms of reference.
2. All Standing Committees of Senate shall provide goals or a work plan, as applicable, on annual basis for the approval at the November meeting of Senate.
3. All standing committees of Senate shall provide an annual written report to Senate for approval at the October meeting of Senate.
4. Senate Committees can allow electronic voting on motions when a physical meeting is not possible or an urgent decision is required.
  - a) Committee members shall be provided clear instructions on how to vote and be given adequate time to vote.
  - b) Any voting member of the committee can request, before the stated voting deadline, that the motion be considered at a meeting of the committee, even if the motion has achieved the required number of votes to pass.
5. On appointment to a Senate Committee all committee members shall be provided by the Secretary of Senate with a copy of the committee's terms of reference and, where appropriate, a copy of the last written annual report of the Committee.
6. Nominations of graduate students to Senate committees shall be made by the Graduate Students' Union to the Committee on Elections, Committees and Bylaws for recommendation to Senate.
7. Nominations of undergraduate students to Senate committees shall be made by the Memorial University Students' Union, Grenfell Campus Student Union, and the Marine Institute Students' Union, to the Committee on Elections, Committees and Bylaws for recommendation to Senate.
8. The term of office of student representatives on Senate Standing Committees shall be from May 1 to April 30.
9. If the chair of a standing committee is not otherwise specified in the bylaws governing the committee, the committee shall elect its own chair annually from among voting members. In such cases the Committee on Elections, Committees and Bylaws shall name a Convenor to call the first meeting of the year.
10. All committee members have voting privileges unless the bylaws specify that certain members are "non-voting".
11. An ex officio member of Senate under II.A.(b) serving on a Senate committee may be represented at committee meetings by a delegate with full voting privileges, provided that the chair of the committee has been notified prior to the meeting.

Officers of the Council of the Memorial University Student Union and the Graduate Student Union who are members of Senate Committees as a result of their office may send a designated alternate to serve in their place on those committees. No other committee members are permitted to be represented by alternates.

12. An academic staff member who retires from the University after their appointment but before the expiry of their term of office on a Senate Committee will be eligible to serve the remainder of the three year term.
13. A retired academic staff member, who was eligible to serve on a Senate Committee at the time of their retirement, may be nominated or volunteer to serve on a Senate Committee. Such nominees or volunteers will be considered after current eligible academic staff members are considered for vacancies on Senate Committees.



## **VII. STANDING COMMITTEES**

### **A. Academic Unit Planning Committee**

#### **1. Membership**

- (a) Six faculty members, including at least one representative from each of the St. John's, Grenfell and Marine Institute campuses. At least one member must also sit as a member of Senate.
- (b) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.
- (c) One graduate student to be appointed by the Graduate Students' Union.
- (d) Director, Centre for Institutional Analysis and Planning (CIAP) or delegate, Secretary of the Committee.

#### **2. Governing Procedures**

- (a) The members of the Committee shall elect a Chairperson and Vice Chairperson in September each year from the faculty members appointed to the Committee.
- (b) The Committee shall meet at least once each semester but will normally meet monthly from September to June.
- (c) A quorum for the conduct of business shall be five members with at least three faculty members in attendance.
- (d) CIAP will maintain a secretariat for the Committee, arranging meetings, and serving as a repository for all completed Academic Unit Planning material.

#### **3. Scope**

- (a) Academic Unit Planning will apply to all academic units on all campuses of Memorial University.

#### **4. Terms of Reference**

- (a) The Committee shall monitor the administration of the academic unit planning (AUP) process and related procedures, in accordance with the Senate Policies and the Procedures for the Review of Academic Units, with a modified process for professional units and programs with accreditation processes.
- (b) The Committee will receive all completed reviews and any follow-up reports or updates and acknowledge receipt of same. The Committee will provide feedback to the Provost and Vice-President (Academic) or designate as to whether or not the review has been conducted in accordance with procedures, and if there are issues in the review that should be addressed. A copy of the Committee's feedback will be provided to the academic unit.
- (c) The Committee shall oversee and approve the schedule of reviews as developed by the Centre for Institutional Analysis and Planning (CIAP) in consultation with the academic deans or appropriate designates.
- (d) The Committee shall provide direction regarding issues that may arise that are not addressed in the formal procedures.
- (e) The Committee shall report to Senate regularly each year on the operation of the Policies and Procedures, including advice on their possible revision.
- (f) The Committee shall oversee a review of the Academic Unit Planning process and associated processes at least every ten years. The Committee shall develop terms of reference for the review; undertake university-wide consultation and,

should the Committee feel it necessary, for a subcommittee to undertake or support the review process; review results of the consultation process and identify changes necessitated by the review process; prepare a final report for Senate outlining the results of the review process and make recommendations for change(s) should any arise as a result of the review.

**B. Committee on Academic Appeals**

**1. Membership:**

- (a) an appropriate number of academic staff members; insofar as possible, the Committee shall have balanced representation from the faculties/schools/campuses of the University;
- (b) an appropriate number of students, at least one appointed by the Memorial University Students' Union, at least one by the Marine Institute Students' Union, at least one by the Grenfell Campus Student Union and at least one graduate student, appointed by the Graduate Students' Union;
- (c) the Secretary of Senate, who shall serve as Secretary to the Committee, and an appropriate number of delegates.

Committee members actively hearing an appeal upon the expiration of their term will remain a member of the Committee until the hearing concludes and a decision is reached.

**2. Terms of Reference:**

To consider appeals and render decisions on behalf of the Senate.

**Procedure to be followed by the Senate Committee on Academic Appeals in Hearing Appeals**

- 1. An appeal shall be heard by an Appeal Panel consisting of five members of the Committee on Academic Appeals, including one student member, the Secretary of the Committee or delegate, and three academic staff members. They shall be invited to be members of the Appeal Panel by the Secretary of the Committee on Academic Appeals, following consultation with the Chair of the Committee on Academic Appeals. Individuals will not be selected whose presence may create bias or reasonable apprehension of bias, who would be in a conflict of interest, or whose other commitments would not permit a timely scheduling of the hearing.
- 2. Each Appeal Panel shall choose its own Chair.
- 3. The Secretary of the Committee or their delegate shall act as Secretary to the Appeal Panel.
- 4. The Secretary of Senate may appoint a recording secretary (non-voting) to record proceedings.
- 5. Meetings of an Appeal Panel shall not proceed unless all panel members are in attendance.

6. The use of telecommunications technology is accepted by the Committee as a means to allow participation in Appeal Panel meetings where it is otherwise not possible for panel members to be physically present. However, it is expected that panel members shall normally be physically present at meetings and that telecommunications technology shall only be used in extenuating circumstances.
7. Members of Appeal Panels shall be bound by confidentiality in respect of information received in hearing an appeal. Information shall be disclosed only as is reasonably necessary to gather information relevant to the appeal, to implement the decision regarding the appeal, or as required by law.
8. Appeals shall normally be heard *de novo*.
9. The party appealing a decision made at a lower level is responsible for presenting the relevant information and documents for consideration in the hearing of the appeal. The Letter of Appeal must be in writing and shall contain the following:
  - (a) Name, student number(s), current address and preferred contact information: telephone number(s), @mun email address or other active email address(es);
  - (b) A copy of the decision giving rise to the appeal;
  - (c) Supporting documentation;
  - (d) A description of the matter under appeal;
  - (e) The grounds of appeal
  - (f) Names and contact information for individuals that the appellant wishes to be interviewed by the Appeal Panel;
  - (g) The resolution being sought.

The Letter of Appeal must be delivered to the Secretary of the Committee who shall distribute it to the members of the Appeal Panel.

10. Where the matter being appealed is not the application of an academic regulation, the Appeal Panel shall dismiss the appeal without a hearing.
11. The Secretary of the Appeal Panel shall provide a copy of the Letter of Appeal to the other party (or parties) to the appeal and may request an initial written response.
12. Oral hearings shall be the usual procedure for hearings. Any party to the appeal may waive the right to an oral hearing, in which case the Appeal Panel shall consider the written submission of that party but may hear oral presentations from other parties.
13. The Appeal Panel shall meet as often as necessary to consider the appeal and shall normally proceed in the following manner:
  - (a) It shall examine all documents submitted with the appeal and all documents obtained from the committee(s) which have previously investigated the case or heard the case under appeal;
  - (b) It may examine any other written evidence and interview other individuals as it deems necessary;
  - (c) it shall hear from the other party to the appeal;

- (d) It shall provide copies of all documents and written summaries of all interviews conducted by the Appeal Panel, to the party bringing the appeal before hearing from that party;
  - (e) It shall hear from the party bringing the appeal, either orally or by a written submission.
14. If either party fails to provide information requested by the Appeal Panel for the consideration of the appeal by the date requested, the Appeal Panel shall proceed with hearing the appeal.
  15. Any student appearing before an Appeal Panel has the right to be accompanied by a registered student or a member of the faculty or staff of the University. The name and contact information of such person shall be provided to the Secretary of the Committee prior to the student's meeting with the Appeal Panel.
  16. Should the appellant wish to present the appeal in person before the Appeal Panel, the Secretary of the Appeal Panel shall send a notice of meeting to the appellant, providing the location, the date and the start and anticipated end times of the meeting. This meeting shall proceed as scheduled unless a postponement is granted by the Chair of the Appeal Panel in advance of that date. A request to reschedule the meeting shall be made as far in advance of the meeting date as possible. Requests for postponements made on the meeting date shall be granted only where the Chair warrants it would be unfair to proceed.
  17. If the appellant fails to respond to the notice of meeting within 7 calendar days of notification, or fails, without acceptable cause duly authenticated in writing, to attend the meeting, the appeal shall be considered and a decision reached on the basis of the material that was made available to the appellant by the Appeal Panel.
  18. The Appeal Panel, after receiving all information, shall meet in closed session to consider the information and make its decision using a balance of probabilities standard.
  19. All panel members are expected to vote. There shall be no abstentions.
  20. The decision of a majority of the members of the Appeal Panel shall constitute the decision of the Appeal Panel.
  21. The decision of the Appeal Panel, together with written reasons for the decision, shall be prepared and delivered to both parties to the appeal by the Secretary of the Appeal Panel.
  22. The Appeal Panel on behalf of the Committee reserves the right to provide direction regarding an appeal to the appellant and/or to the committee whose decision is being appealed.
  23. There are no firm timelines for the hearing of appeals. Appeals shall be heard and decisions provided in a timely manner.

24. The decision of the Appeal Panel, together with reasons for the decision and all associated documentation, will be retained in the Senate records.

C. Committee on Course Evaluation

1. Membership
  - (a) Six faculty members
  - (b) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.
  - (c) One graduate student, appointed by Senate on nomination by the GSU.
  - (d) Director, Centre for Institutional Analysis and Planning (CIAP) or delegate, Secretary of the Committee
  - (e) Director, Centre for Innovation in Teaching and Learning, or delegate (ex-officio)
2. Governing Procedures
  - (a) The members of the Committee shall elect the Chairperson and Vice-Chairperson in September each year
  - (b) The Committee shall meet at least once each semester
  - (c) A quorum for the conduct of business shall be five members
3. Duties and Responsibilities
  - (a) The committee shall monitor the administration of the Course Evaluation Questionnaire (CEQ) and related procedures, including the release and publication of results, in accordance with the Senate Policies and Procedures for Student Rating of Courses and Instruction.
  - (b) The committee shall prepare written guidelines providing information to students on the purposes of the rating procedure and on university policies for distribution and publication of results.
  - (c) The committee may, in cooperation with the Centre for Institutional Analysis and Planning, develop specific operational guidelines and protocols for efficient and consistent completion of the mandated student rating procedures.
  - (d) The committee shall receive reports of alternative methods of evaluation in courses for which the standard CEQ is not required. The Committee may comment to the academic unit concerning the appropriateness of such methods.
  - (e) The committee shall, upon request, approve alternative methods of administration of the CEQ for regular classroom courses, providing that such methods assure student anonymity and other principles in the normal procedures.
  - (f) The committee shall receive and respond to queries and comments from academic units, faculty members and students concerning the CEQ and student rating procedures.
  - (g) The committee shall deal with requests for access to unsummarized data from course evaluations archived by the Centre for Institutional Analysis and Planning.
  - (h) The committee shall provide direction to the Centre for Institutional Analysis and Planning and responsible staff members regarding responses to requests for supplementary questionnaire items or requests for special reports and analysis of data.

- (i) The committee shall report to Senate in September or October each year on the operation of the Policies and Procedures, including advice on possible revision of the Policies and Procedures and the Core Evaluation Questionnaire.
- (j) The committee shall respond to queries from Senate, and may provide Senate with such other reports and recommendations as the Committee deems appropriate within its mandate.
- (k) The committee shall carry out any other duties as described in "Student Ratings of Courses and Instruction, Administrative Policies and Procedures".
- (l) The Centre for Institutional Analysis and Planning will maintain a secretariat for the Committee.
- (m) The committee shall oversee a review of the Course Evaluation form and associated processes at least every ten years. The committee shall review statistical summaries of previous CEQ data from current and previous results; discuss statistical summaries and make recommendations for adjustment; review issues, requests, and inquiries reported since the last major review to determine what elements to include in the review; develop terms of reference for the review; undertake university-wide consultation and, should the committee feel it necessary, for a subcommittee to undertake or support the review process; review results of the consultation process and identify changes necessitated by the review process; prepare a final report for Senate outlining the results of the review process and make recommendations for change(s) should any arise as a result of the review.
- (n) The committee will recommend policies for evaluation of courses or course sections which may be exempt from using the CEQ.
- (o) Maintain close liaison with the Senate Committee on Teaching and Learning.

#### D. Committee on Elections, Committees and Bylaws

##### 1. Membership

- (a) Secretary of Senate (Chair)
- (b) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Grenfell Campus Student Union, and one by the Marine Institute Students' Union
- (c) One graduate student, appointed by the Graduate Students' Union
- (d) An appropriate number of academic staff members

##### 2. Terms of Reference

- (a) To make recommendations on the interpretation of the term "full-time members of the academic staff" in the approved procedures for the election of members of the academic staff to the Senate.
- (b) To make recommendations for the selection of non-statutory ex-officio members of the Senate.
- (c) To assume responsibility for the annual election of members of academic staff to the Senate.
- (d) To recommend for Senate approval the structure and terms of reference of Senate standing committees, and any other committees as requested by Senate.
- (e) Membership of Senate standing committees shall be recommended for the approval of Senate in accordance with the following procedures:
  - (i) In January of each year, the Committee shall call for volunteers and nominations to fill vacancies on Senate standing committees. Nominations

- require the signatures of the nominee and one nominator, both of whom must be eligible electors or retirees who were eligible electors at the time of retirement, in accordance with Senate regulations. Volunteers, who must also be eligible electors or retirees who were eligible electors at the time of retirement, need only submit their own signature to be eligible for nomination by the Committee.
- (ii) The Committee shall forward its recommendations to Senate in time for its April meeting. The list of recommended committee members shall be accompanied by a statement of the number of candidates who volunteered or were nominated, including the number who are not being recommended by the Committee for appointment to a Senate committee.
  - (iii) In the case of this Committee, the names of all volunteers and nominations will be forwarded to Senate without recommendation on membership. Senate will select an appropriate slate.
  - (iv) If any committee slate proposed by the Committee is rejected at the April meeting, the Senate shall decide whether to hold an election or ask the Committee to revise its recommendations for presentation at the May meeting. If an election is held, nominations shall be accepted from the floor of Senate, provided that the nominee has given consent (in writing if the nominee is not present at the meeting).
- (f) In nominating membership of Senate standing committees, the Committee shall observe the following guidelines:
- (i) Terms of office for academic staff members on standing committees shall commence on 1 September following the candidate's appointment unless the bylaws for individual committees specify a different date. Terms shall be for three years and shall be staggered so that one-third of the membership of each committee is replaced each year.
  - (ii) With the exception of those committee members serving on a committee by virtue of their office, normally, no academic staff member shall serve more than six consecutive years on any one Senate standing committee.
  - (iii) With the exception of those committee members serving on a committee by virtue of their office, normally, no academic staff member shall serve on more than two Senate standing committees at one time.
  - (iv) The Committee shall strive to nominate members for standing committees with an appropriate balance among constituencies, if such balance is not more precisely specified in the bylaws governing the membership of the committee. Efforts shall also be made to include both male and female members, faculty from both junior and senior ranks, and members of target groups in accordance with the university's equity policies. Unless exceptional circumstances prevent it, at least one-third of each standing committee's membership shall be female and at least one-third shall be male.
- (g) The Committee shall recommend membership of ad hoc committees and Senate representatives to other bodies as instructed from time to time by Senate.
- (h) Annually, invite all Senate committees to review their Terms of Reference and forward any recommended changes.
- (i) Recommends changes to Senate bylaws as necessary.
- (j) Ensures Senate bylaws are consistent with the Memorial University Act and with other relevant legislation.

E. Committee on Honorary Degrees and Ceremonial

1. Membership

- (a) President, Chair
- (b) The Chancellor
- (c) Secretary of Senate
- (d) Public Orator
- (e) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.
- (f) One graduate student appointed by the Graduate Student Union
- (g) An appropriate number of academic staff members

2. Terms of Reference

- (a) To make recommendations to the Senate on the awarding of Honorary Degrees.
- (b) To make recommendations to the Senate on the holding of Convocations, and on Academic Dress and Ceremonial.
- (c) To receive suggestions and recommend to the Senate nominations for the title of Professor Emeritus for eventual approval by the Board of Regents.

F. Committee on Research

1. Membership

- (a) Vice-President Research or Delegate
- (b) Associate Vice-President Academic (Dean of Graduate Studies)
- (c) Associate Vice-President (Grenfell Campus) Research and Graduate Studies
- (d) Director, Research Grant and Contract Services (Executive Secretary)
- (e) University Librarian or delegate
- (f) Two post-doctoral fellows, one from postdoc bargaining unit and one from non-bargaining unit)
- (g) One graduate student (from GSU)
- (h) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union
- (i) Up to 15 academic staff members who are selected based on the following guiding principles:
  - (i) members should be active researchers;
  - (ii) it is desirable if some members have experience with research advisory committees in their academic units, or experience with research management; and
  - (iii) at any time, the membership should be broadly representative of researchers throughout the University.

2. Purpose

The purpose of the Senate Committee on Research is to provide a forum for the discussion and debate of issues related to research at Memorial University. Such issues may pertain to the promotion and encouragement of research or to the formulation and review of policies related to research. In addition, the Senate Committee on Research is to consider proposals and transmit its recommendations



to Senate on important research policies and issues of interest to Memorial University.

3. Responsibilities

- (a) Encourage and promote research in co-operation with the Office of Research and academic units at Memorial University by identifying areas in which to improve our success with Tri-Council (SSHRC, NSERC and CIHR) and other major funding agencies or organizations.
- (b) Present proposals and recommendations for consideration to the Senate on:
  - (i) existing University research policies;
  - (ii) the development and implementation of new University research policies, including commercialization and knowledge transfer;
  - (iii) scholarly communication, including Open Access;
  - (iv) the implications of major proposals that might affect established academic priorities; and
  - (v) the prioritization of research initiatives for the disposition of discretionary research funds accruing to the University.
- (c) Act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect research at the University
- (d) Make Recommendations on copyright-related issues involving researchers, such as Open Access and intellectual property
- (e) Appoint a representative to act as an observer on each of the Selection Committee for the President's Award for Outstanding Research and the University Research Professorships.
- (f) Recommend to the President:
  - (i) faculty members for the President's Award for Outstanding Research, and
  - (ii) faculty members to serve on the Selection Committee for the University Research Professorships

4. Process

- (a) The Committee will normally provide advice or recommendations to the Vice-President (Research) and to Senate, on items listed in 3.(b).
- (b) The Committee will normally consult on issues listed in 3.(b) with:
  - (i) Researchers, via their Dean or Director, and
  - (ii) Students involved in research activities, via the Undergraduate and Graduate student unions.

5. Quorum

The quorum for any meeting of the Committee shall be one-third of its membership at the time of the meeting.

G. Committee on Undergraduate Studies

1. Membership

- (a) Provost and Vice-President (Academic) or delegate
- (b) University Registrar or delegate
- (c) Registrar, Grenfell Campus or delegate
- (d) Registrar, Marine Institute or delegate
- (e) Director, Centre for Innovation in Teaching and Learning or delegate

- (f) University Librarian or delegate
- (g) One Academic Staff Member in Cooperative or Field Education (ASM-CE), (ASM-FE), or (ASM-CFE)
- (h) Chair, Undergraduate Studies Committee, Marine Institute or delegate
- (i) Chairs of the Undergraduate Studies Committees of all Schools and Faculties or delegate
- (j) Four undergraduate students, Director of Advocacy (or designated alternate) and one other undergraduate student appointed by the Memorial University Students' Union, one by the Marine Institute Student's Union and one by the Grenfell Campus Student Union
- (k) An appropriate number of academic staff members, at least one of whom shall be a Senator

## 2. Terms of Reference

- (a) To propose minimum standards for the acceptance of undergraduate students into the University, their continuance in their programs and their readmission;
- (b) To propose amendments to general University Regulations pertaining to undergraduate studies.
- (c) To examine any proposed amendments to existing University Regulations on Undergraduate Studies and any proposed new regulations on Undergraduate Studies which originate elsewhere in the University before submission to Senate.
- (d) To examine proposals for all new undergraduate programs and all extensions and changes in existing programs before submission to Senate. The Committee will require units submitting such proposals to indicate in writing that sufficient material and non-material resources are available to operate the proposal and the ways, if any, that existing programs may be affected. In the event that the Committee is not satisfied, it may request further information or refer the matter to the Office of the Provost and Vice-President (Academic) or the appropriate Vice-President for further consideration.
- (e) To approve on behalf of Senate, all new undergraduate courses and changes in existing courses. On a regular basis, Senate will be informed of the courses so approved, the courses being listed by Department, course number and title.
- (f) To advise Senate and the Provost and Vice-President (Academic) on all matters pertaining to Undergraduate Studies.
- (g) To present an annual report on Undergraduate Studies to Senate.
- (h) To act on matters delegated to it by Senate, in particular appeals and requests for waivers of regulations in accordance with procedures, policies and regulations approved by Senate.
- (i) The Committee shall confirm that consultation regarding calendar changes has been undertaken with the St. John's Campus, the Grenfell Campus and the Marine Institute.
- (j) Each semester, receive and review a report on grades considered to be anomalous and an explanation for those anomalies from faculties and schools, Grenfell Campus, and the Marine Institute.
- (k) to advise the Provost and Vice-President (Academic) on academic matters pertaining to the preparation of the University timetable.
- (l) To establish *ad hoc* and standing sub-committees and to delegate to these committees functions it deems appropriate.

## **Procedures for the Senate Committee on Undergraduate Studies for Considering an Appeal or Considering a Case of Academic Misconduct**

Appeals can come before the Senate Committee on Undergraduate Studies when denied at the academic unit level. Academic misconduct matters can come before the Senate Committee on Undergraduate Studies or, in the case of students attending Grenfell Campus to the Corner Brook sub-committee of the Senate Committee on Undergraduate Studies, either directly (at first instance) or because the allegation cannot be resolved at the unit level. The procedure for each type of consideration by this committee is set out below.

### **The Committee**

1. None of the members of the Committee considering an appeal or a case of academic misconduct shall be from the academic unit from which the allegation/appeal originates.
2. None of the members of the Committee considering an appeal or a case of academic misconduct shall have been involved in any prior decision-making with respect to the matter under appeal or have any conflict of interest, bias or reasonable apprehension of bias.
3. If the Chair of the Committee is not participating in the meeting, the Chair shall designate another Committee member to Chair the meeting.

### **Procedure on Appeals**

4. All appeals shall be heard and considered anonymously unless the student bringing the appeal requests otherwise.
5. In the first instance, the Secretary shall provide the student's appeal for reconsideration to the committee whose decision is being appealed. Should the original committee uphold its original decision, the appeal shall be heard by the Senate Committee on Undergraduate Studies. Should that committee offer additional reasons for its decision, the student shall be given an opportunity to review the additional information and comment before the Senate Committee on Undergraduate Studies hears the appeal.
6. The faculty/school/campus submission to the Senate Committee on Undergraduate Studies shall consist of the letter to the student from the previous committee, together with additional reasons for its decisions, if any are offered.
7. The student's appeal, which includes all required supporting documents, shall be provided to the Committee by the Secretary. Should the Committee require additional information, it shall be sought from the student or, if obtained from another party, the student shall be given an opportunity to review and comment before the Committee considers such information.
8. A copy of the student's transcript shall be provided to the Committee.
9. Once the Committee has all required information it shall consider the appeal.

10. The decision of a majority of the members present throughout the entire process shall constitute the decision of the Committee.
11. The Secretary shall prepare written reasons for the Committee's decision and communicate the reasons to the student, the academic unit and the Registrar's Office.
12. Where the student's appeal has been unsuccessful the Secretary, when providing the student with the decision, shall advise the student of the right to appeal.
13. Any failure by the academic unit to provide, within the time period stated in the request, additional information requested by the Committee for the determination of the appeal may result in the appeal being successful.
14. Any failure by the student to provide, within the time period stated in the request, any additional information requested by the Committee, may result in the appeal being determined without the information or input from the student.

#### **Procedure on Hearings of Academic Misconduct**

15. The Secretary of the Committee shall provide to the Committee with the meeting agenda all information received from the investigator as well as comments from the accuser, the accused student and other individuals interviewed by the investigator.
16. The investigator shall attend the meeting held to consider the case, to present the report, to answer questions of fact raised by the Committee, and to clarify information contained in the Report. Should the investigator provide additional information not contained in the report, the student shall be given an opportunity to review and comment before the Committee considers such information.
17. The Investigator shall be absent during discussion of the case and the voting process. Findings of guilt or innocence shall be made using the standard of balance of probabilities.
18. Should the Committee require additional information, it shall be sought from the student or, if obtained from another party, the student shall be given an opportunity to review and comment before the Committee considers such information.
19. If the student declines or fails either to provide further information or to comment on additional information obtained by the Committee within the time period stated in the request, the Committee may proceed to consider the matter without the information or comment.
20. If the Accuser fails to provide information required for the determination of a matter, or fails to provide additional information requested by the Committee within the time period stated in the request, the Committee may dismiss the matter or, if it would not be unfair to the student to do so, determine the matter without the information.

21. The Committee shall first determine by a majority vote of members who have been present throughout the consideration of the allegation, whether the accused student is guilty of the offence (or each offence, if more than one).
22. If the accused student is found guilty of the offence (or more than one if there are multiple offences) the Committee shall then determine by a majority vote of members who have been present throughout the consideration of the allegation, the appropriate penalty in accordance with Penalties in the Case of Resolution by the Senate Committee on Undergraduate Studies.
23. Where the accused student is found guilty of more than one offence, the Committee should consider an appropriate penalty for each offence or, if appropriate, a penalty for the set of offences.
24. The Secretary shall prepare written reasons for the Committee's decision on the allegations and for its decision on the penalty where there has been a finding of guilt and deliver the reasons to the student, the academic unit and the Registrar's Office.
25. Where a finding of guilt has been made against a student the Secretary, when providing the student with the decision, shall advise the student of the right to appeal.

#### H. Senate Committee on Undergraduate Scholarships, Bursaries and Awards

1. Membership
  - (a) Registrar or designate
  - (b) Manager, Scholarships and Awards
  - (c) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.
  - (d) An appropriate number of academic staff members
2. Terms of Reference
  - (a) To initiate and formulate policies for the awarding of undergraduate scholarships, bursaries, awards, medals and other distinctions for the approval of Senate.
  - (b) To provide advice and support in the creation of terms of reference for scholarships, bursaries and awards.
  - (c) To award scholarships, bursaries, awards, medals and other distinctions on behalf of Senate.
  - (d) To advise the Registrar with regard to scholarships and bursaries.
  - (e) To receive reports from sub-committees as appropriate.
  - (f) To report annually to Senate on the activities of this committee.

#### I. Executive Committee of Senate

1. Membership
  - (a) Chair of Senate, Chair
  - (b) Chair of University Planning and Budget Committee
  - (c) University Registrar
  - (d) Dean of Graduate Studies

- (e) Chair of Senate Committee on Undergraduate Studies
- (f) Three undergraduate students, Director of Advocacy (or designated alternate) from the Memorial University Students' Union, one appointed by the Marine Institute Students' Union, and one appointed by the Grenfell Campus Student Union.
- (g) Vice-President Academic of the GSU (or designated alternate)
- (h) An appropriate number of Senators

2. Terms of Reference

- (a) To receive reports from standing and ad hoc committees of Senate.
- (b) To act on matters delegated to it by Senate, in particular the following:
  - (i) To grant approval for the awarding of degrees, diplomas or certificates as recommended by various faculty and academic councils.
  - (ii) On the recommendation of the Committee on Elections and Committees, to appoint members to Senate Committees when Senate normally does not meet.
- (c) To submit to Senate at each meeting a report consisting of an agenda, together with relevant documentation.
- (d) To refer to various University Academic bodies any matters as deemed necessary to expedite the business of Senate.
- (e) To consider requests to an extension of the time limit in which Notices of Appeal shall be submitted to the Senate Committee on Academic Appeals.

J. Grenfell Campus Committee on Special Admissions

1. Membership:

- (a) Associate Vice-President Grenfell Campus (Academic), or delegate
- (b) Registrar (Grenfell Campus), or delegate
- (c) Manager, Academic Advising (Grenfell Campus) or delegate
- (d) Grenfell Campus Faculty member or alternate as elected by the Grenfell Campus Nominating Committee
- (e) An undergraduate student appointed by the Grenfell Campus Student Union.

2. Terms of Reference

- (a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at the Grenfell Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions.
- (b) To review applications for admission under, but not limited to, the following situations:
  - (i) Special Circumstances. Current high school students or graduates providing evidence of special circumstances beyond the applicant's control, including personal, family or health issues, which have interfered with the applicant's academic performance in the final year of high school. Decisions will be based on an assessment of the applicant's academic readiness for post-secondary studies.
  - (ii) Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial's admission requirement but have a slate of courses that adequately prepare them for their declared program.

- (iii) Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
- (iv) Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
- (v) English Proficiency. Applicants not meeting the English proficiency requirements.

Decisions of the Committee are final and no further appeal is possible.

- (c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances
- (d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant
- (e) To invite guests to meetings as appropriate to provide insight and expertise.

#### K. Teaching and Learning Committee

##### 1. Membership:

- (a) Six academic staff members, including at least one representative from each of the St. John's, Marine Institute and Grenfell campuses. At least one member must also be a member of Senate.
- (b) University Librarian, or delegate
- (c) University Registrar, or delegate
- (d) Director of the Centre for Institutional Analysis and Planning (CIAP), or delegate
- (e) Director of the Centre for Innovation in Teaching and Learning (CITL), or delegate
- (f) Manager, Teaching and Learning Framework, CITL
- (g) Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union
- (h) One graduate student, appointed by the Graduate Students' Union

##### 2. Governing Procedures:

- (a) The members of the Committee shall elect a Chairperson in September each year.
- (b) The Committee shall meet at least once per semester but will normally meet bi-monthly from September to August.
- (c) A quorum for the conduct of business shall be 33 1/3% plus one of the voting members.
- (d) The Centre for Innovation in Teaching and Learning will maintain a secretarial role for the Committee, arranging meetings, and serving as a repository for all committee work.

##### 3. Terms of Reference:

- (a) To monitor and support the recommendations of the Teaching and Learning Framework and Plan;
- (b) To provide feedback and make recommendations on current and proposed regulations, policies and practices that relate to teaching and learning;

- (c) To develop and recommend to Senate policies and practices to promote excellence in teaching and learning;
- (d) To undertake, every five years, a review of the strategic framework and plans related to teaching and learning;
- (e) To receive regular updates from the Centre for Innovation in Teaching and Learning (CITL) on innovations in teaching and learning, and to advise Senate on such matters;
- (f) To act in an advisory, consultative and supporting capacity to the Centre for Innovation in Teaching and Learning and to the Senate on all matters which affect the teaching and learning at the University;
- (g) To act in an advisory, consultative and supporting capacity to the University Librarian and to the Senate on all library matters which affect the teaching and learning at the University;
- (h) To review qualitative and quantitative data on student engagement and the student educational experience, and to make recommendations to Senate based on such data;
- (i) To maintain close liaison with the Senate Committee on Course Evaluation;
- (j) To maintain close liaison with the Senate Committee on Academic Unit Planning.

#### L. University Committee on Admissions

##### 1. Membership:

- (a) University Registrar or delegate, normally from the Academic Advising Center
- (b) An Assistant Registrar - Admissions, who will serve as convenor
- (c) Senior Academic Advisor or Associate Dean, Faculty of Humanities and Social Sciences
- (d) Senior Academic Advisor or Associate Dean, Faculty of Science
- (e) An appropriate number of faculty members; insofar as possible, the Committee shall have balanced representation from the faculties/schools that offer direct entry to applicants who are new to post-secondary studies
- (f) At least one of the members from c, d or e shall be a senator
- (g) Director, Blundon Centre or delegate
- (h) Director, Counselling and Wellness Centre or delegate
- (i) An undergraduate student appointed by the Memorial University Students' Union

##### 2. Terms of Reference

- (a) To review applications for admission from undergraduate applicants who are new to post-secondary studies, who are seeking admission to the University to study at a campus other than the Grenfell Campus and who are requesting admission to the University under the regulations governing Applicants Who Are Requesting Special Admissions. Requests from those seeking admission to study at the Grenfell Campus will be considered by the Grenfell Admissions Committee.
- (b) To review applications for admission under, but not limited to, the following situations:
  - (i) Special Circumstances. Current high school students or graduates providing evidence of special circumstances beyond the applicant's control, including personal, family or health issues, which have interfered with the applicant's academic performance in the final year of high



school. Decisions will be based on an assessment of the applicant's academic readiness for post-secondary studies.

- (ii) Flexible Admission. High school students or graduates from outside the province lacking courses in up to two subject areas that are specified in Memorial's admission requirement but have a slate of courses that adequately prepare them for their declared program.
- (iii) Concurrent Studies. Applicants seeking admission under the concurrent studies category wishing to take more than one course per semester.
- (iv) Mature Applicants. Applicants seeking admission under the mature student category providing evidence of personal growth since high school.
- (v) English Proficiency. Applicants not meeting the English proficiency requirements.

Decisions of the Committee are final and no further appeal is possible.

- (c) To delegate as appropriate, to the Office of the Registrar the authority to waive aspects of the general admission requirements in specific circumstances.
- (d) To provide guidance to the Office of the Registrar on the interpretation of how general admission requirements may be met for a category of applicant.
- (e) To invite guests to meetings as appropriate to provide insight and expertise.

#### M. University Planning and Budget Committee

##### 1. Membership:

- (a) Provost and Vice-President (Academic), Chair ex-officio
- (b) Associate Vice-President (Academic) ex-officio
- (c) Nine members of the academic staff:
  - (i) To be appointed by Senate on the recommendation of the Committee on Elections and Committees, giving due weight to considerations of diversity and individual qualities of nominees.
  - (ii) At least five faculty members (Including Marine Institute instructors) who are not administrative heads of academic units.
  - (iii) Not more than one from each academic unit (i.e. non-departmentalized faculties, schools, or departments within departmentalized faculties.)
  - (vi) To be appointed to staggered 3-year terms.
  - (v) Three to be Senators.
- (d) Three undergraduate students, one nominated by the Memorial University of Newfoundland Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.
- (e) One graduate student (nominated by the Executive Council of GSU)
- (f) The following three officials shall serve on the committee in a resource and non-voting capacity:
  - (i) Director of Centre for Institutional Analysis and Planning, committee secretary
  - (ii) Director of Budgets
  - (iii) One support staff member (to be selected by the committee)
- (g) The Vice-Chair of the Committee to be a senator elected by the committee members.

2. Quorum

- (a) For the transaction of business, the full Committee shall require the presence of at least 33⅓% + 1 of the membership, excluding those serving in a resource capacity.

3. Terms of Reference - The activities of the committee will include the following four areas:

1. Planning. The committee will:

- a. advise the Senate on development of all university frameworks, plans and related documents, making recommendations for their approval by the Senate and the Board.
- b. monitor the progress of established plans, frameworks and related documents. The committee will seek regular updates from the custodians of these documents and provide an annual update to Senate on progress towards goals.
- c. review and advise Senate regarding initiatives established to enhance institutional effectiveness and promote more efficient use of resources.

2. Budget. The committee will:

- a. advise senior administrators on matters related to budget issues, including the university's budget submission to government on behalf of Senate as required
- b. advise Senate and senior administration about the priorities and allocation strategies for the funding provided to the university from government and other sources
- c. advise Senate regarding major new initiatives that have significant implications for resources, including personnel, space and capital expenditures. The Committee shall assess these initiatives in light of the university frameworks and plans, institutional priorities, and the university budget.

3. Research Centres and Institutes. The committee will:

- a. oversee the policy and procedures associated with the establishment of research centres and Institutes at Memorial
- b. review proposals to establish research centres and institutes, and make recommendations for approval to senate.

4. Special Meetings of Senate. The committee will recommend to Senate topics of strategic interest for special meetings to be held in the fall and spring of each year.

4. Reporting – In addition to monthly reports, the PBC will submit an annual report of its activities to Senate.