

Senate Academic Committee Terms of Reference

Approved by Senate: September 19, 2002; April 1, 2005; Nov. 7, 2008; February 26, 2010; January 20, 2012; January 18, 2013; November 30, 2015; April 11, 2017; October 30, 2017

Quorum

Unless otherwise stated in the approved terms of reference, quorum for Senate and all Senate committees is a simple majority of all filled positions.

Seven (7) days notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

Composition:

1. Provost & Vice President (Academic)
2. Deputy Provost
3. Vice-President (Research and Innovation); if the Vice-President is absent, the Associate Vice-President may attend meetings as a voting member-
4. Vice-Provost (~~Student Affairs~~) **(Students) & Registrar**
5. Vice-Provost (Aboriginal Initiatives)
6. Deans - only four (4) of the Deans count towards the Committee's quorum
7. University Librarian and Vice-Prost, Teaching & Learning

~~8. Director of Continuing Education and Distributed Learning~~ D

~~9-8.~~ Vice-Provost (Institutional Planning and Analysis)

~~10-9.~~ Chair of each of the following Senate Committees:

- Budget
- ~~Library~~
- Research
- Teaching & Learning
- Undergraduate Studies

~~11-10.~~ _____ O
one full-time librarian elected by the librarians

~~12-11.~~ _____ N
one full-time faculty members including two faculty members who are Senators, elected by Senate on the recommendation of the Senate Nominations Committee, a minimum of one member shall be a full- time faculty member appointed at the Orillia Campus.

~~13-12.~~ _____ T
two undergraduate students elected by Senate on the recommendation of LUSU.

~~14-13.~~ _____ O
one graduate student elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.

Terms of Office

~~1~~ to ~~14-9~~; -ex officio

~~12~~ **10 & 11**; _____ three-year terms (renewable)

~~13~~ & ~~14-12~~ & ~~13~~; _____ up to two-year terms (staggered, renewable)

Organization

1. Chair - to be elected annually by the Committee from among those members holding academic appointment
2. Vice-Chair - to be elected annually by the Committee from among those members holding academic appointment
3. Secretary - Executive Assistant to the Provost & Vice President (Academic)
4. Administrative Office - Office of the Provost & Vice President (Academic)

Terms of Reference

1. To lead a process of academic planning that ensures input from stakeholders across the academic community.
 2. To monitor and report annually on the progress made by each of the Senate Committees towards the achievement of actions stated in the Academic Plan.
 3. To review, revise, or develop, as necessary, policies pertaining to University-wide academic issues.
 4. To review, revise, or develop, as necessary, University-wide academic regulations, including but not limited to the Academic Schedule, Registration, Programs of Study, Examinations, Reappraisal, and Academic Dishonesty.
 5. To ensure based on the work of the SAC-QA subcommittee, that the review and approval of the new programs, whether offered in full, in part, on conjointly by Lakehead University, are conducted in accordance with the Policy for the Review and Approval of Academic Programs and the Lakehead University Institutional Quality Assurance Procedures (IQAP).
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2. Deputy Provost
3. Vice-President (Research and Innovation); if the Vice-President is absent, the Associate Vice-President may attend meetings as a voting member-
4. Vice-Provost (Students & Registrar)
5. Vice-Provost (Aboriginal Initiatives)
6. Deans - only four (4) of the Deans count towards the Committee's quorum
7. University Librarian and Vice-Provost, Teaching & Learning
8. Vice-Provost (Institutional Planning and Analysis)
9. Chair of each of the following Senate Committees:
 - Budget
 - Research
 - Teaching & Learning
 - Undergraduate Studies
10. One full-time librarian elected by the librarians
11. Nine full-time faculty members including two faculty members who are Senators, elected by Senate on the recommendation of the Senate Nominations Committee, a minimum of one member shall be a full-time faculty member appointed at the Orillia Campus.
12. Two undergraduate students elected by Senate on the recommendation of LUSU.
13. One graduate student elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner.

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