

Lakehead

UNIVERSITY

DEANS' COUNCIL

TERMS OF REFERENCE

Deans' Council is not a governance council nor is it constituted by Senate.

1. MEMBERSHIP

Members of the Council consist of:

1. the Vice-President (Academic) and Provost who will serve as Chair
2. the Faculty Deans
3. the Dean of Graduate and International Studies
4. the Dean of the School of Medicine, or his designate
5. the Vice-Provost (Student Affairs)
6. the University Librarian
7. the Associate Vice-Provost (Aboriginal Initiatives)

Regularly, members who cannot be present for a scheduled meeting will be encouraged to send a substitute. On occasion, Council will restrict its members to those identified above.

2. PURPOSE

To advance the academic, administrative and organizational structures and policies of the University by:

1. Assisting the Vice-President (Academic) with decision-making.
2. Providing a forum for the exchange of ideas and the development of common interests and purpose among members.
3. Providing a forum to develop policies, practices and procedures with respect to academic and administrative matters falling within the purview of Council.
4. Making recommendations on the allocation of faculty and academic staff positions.
5. Making recommendations on budgetary matters.
6. Providing advice and recommendations to university bodies.
7. Promoting the University in all of its endeavours.

3. MEETINGS

1. Regular meetings of Council, normally weekly, are called by the Chair.
2. Agenda items may be given to the Administrative Assistant to the Vice-President (Academic) and Provost, who shall serve as Secretary to Council, prior to the meeting by members of Council.

3. Special Meetings of Council may be called at the discretion of the Chair or at the request of no fewer than three members.
4. The agenda of regular meetings and the minutes of the previous meeting will normally be made available one day prior to the meeting.
5. Normally, Council will make no formal decisions other than to approve meeting agendas and minutes. However, when Council needs to speak as a body, the first step of Council will be to determine its decision-making procedure for that issue (e.g. rules for quorum and majority).
6. As a general principle Deans' Council will be as open and transparent as possible. Some topics, however, necessitate confidentiality and these will be dealt with in camera. Topics in this category include:
 - a) Third party information if supplied in confidence and where disclosure could prejudice the interests of a third party.
 - b) Personal information about individuals.The decision to move in camera will normally be made during the review of the agenda.
7. Although notes of meetings are confidential, an appropriate synopsis of meeting proceedings will be formally minuted.