



Senate Budget Committee – Terms of Reference

Approved by: Senate

Established on: October 3, 2008

Revised: November 7, 2008, December 4, 2009; March 18, 2011; February 15, 2013; November 30, 2015; November 28, 2016; April 15, 2019; May 11, 2026

Quorum: A simple majority of all filled positions. Committee members whose positions are listed as ** shall not be included in the total when the quorum is counted.

Five business 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	TERMS OF OFFICE
Appointed members shall not serve more than six consecutive years.	
**Provost & Vice-President (Academic); if the Provost is absent, the Deputy Provost, Academic Affairs may attend meetings as a voting member	Ex officio
**Deputy Provost, Academic Affairs (non-voting)	Ex officio
Immediate Past-Chair; in the event that the Immediate Past-Chair's term on the Committee has expired, they are eligible to serve in this capacity for a maximum of one year	Ex officio
Five faculty members elected by the Senate on the recommendation of the Senate Nominations Committee	Three-year terms (renewable) (staggered)
Lakehead University Student Union (LUSU) Vice-President, Operations & Finance (VPOF); if the LUSU VPOF is absent, the LUSU President may attend meetings as a voting member	Ex officio
**Vice-President, Administration & Finance (VPAF); if the VPAF is absent, the Associate Vice-President, Financial Services may attend meetings as a voting member	Ex officio
**Associate Vice-President, Financial Services (non-voting)	Ex officio

**Vice-Provost, Institutional Planning & Analysis (non-voting)	Ex officio
Dean of the Faculty of Graduate Studies	Ex officio

ORGANIZATION

1. Chair: To be elected before July 1 annually by the Committee from among those members holding an academic appointment.
2. Secretary: Associate University Secretary (Senate)
3. Administrative Office: University Secretariat

TERMS OF REFERENCE

1. To assess the financial implications of proposals for new courses and/or program proposals and changes to existing courses and/or programs. Review of new program proposals will be conducted in accordance with the Lakehead University Institutional Quality Assurance Procedures (IQAP);
2. To perform analyses as are necessary to advise the Senate concerning the optimum use of resources available for the development of the University's academic program;
3. To aid in the process of establishing a workable planning and budgeting procedure, and within this framework, to participate in the formulation of an integrated multi-year plan and budget;
4. To review and provide feedback on the University budget as it develops and to advise the Senate;
5. To Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.