



## Senate Undergraduate Studies Committee – Terms of Reference

**Approved by:** Senate

**Established on:** February 2004;

**Revised:** January 26, 2007; Dec. 04, 2009; April 15, 2011, September 23, 2011; November 23, 2012; March 17, 2014; November 30, 2015; April 10, 2017; October 30, 2017; February 11, 2019; October 26, 2020; January 16, 2023, May 11, 2026

Quorum: A simple majority of voting members, at least three of whom shall be faculty members. 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) (non-voting) or the Deputy Provost, Academic Affairs (non-voting) in the Provost's absence	ex officio
**Faculty Deans (or delegates) (non-voting)	ex officio
Associate Registrar, Registrarial Services	ex officio
University Librarian (or delegate) (non-voting)	ex officio
Associate Registrar, Recruitment & Admissions (non-voting)	ex officio
Six faculty members elected by the Senate on the recommendation of the Senate Nominations Committee; at least one faculty member from each of Simcoe County and Thunder Bay District	three-year terms (renewable)
Two students elected by the Senate on the recommendation of the Lakehead University Student Union (LUSU)	up to two-year terms (staggered, renewable)
Manager of Curriculum Development, Delivery, and Convocation (non-voting)	ex officio

**ORGANIZATION**

1. Chair: to be elected before July 1 annually by the Committee from among those members holding academic appointment
2. Secretary: Manager of Curriculum Development, Delivery, and Convocation
3. Administrative Office: University Secretariat; Registrarial Services

**TERMS OF REFERENCE**

1. To review and advise the Senate on new and/or revised undergraduate courses presented to the Senate for approval;
2. To review new and/or revised undergraduate program calendar submissions in accordance with approved academic regulations and admission requirements;
3. To ensure that University regulations and admission requirements are consistently reflected in all new and revised undergraduate course and program calendar submissions;
4. To address actions presented in Lakehead University's Academic and Strategic Plans, specifically directed to the Senate Undergraduate Studies Committee;
5. To advise and liaise with other Senate Committees on matters pertaining to undergraduate studies;
6. To undertake other tasks as referred by the Senate.
7. Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.