



Council Handbook

(Governance Orientation: Part II of II)

September 2021

Governance Office



BE WHAT THE WORLD NEEDS

Introduction

This *Council Handbook* is the second part of the orientation materials available from the Governance Office for members of the University of Saskatchewan's governing bodies. The first part of the materials is the *Orientation to University Governance*. That document should be read in conjunction with this *Council Handbook*.

By way of background, the *Orientation to University Governance* document covers the following topics:

- The *Mission, Vision and Values* of the University of Saskatchewan (USask);
- An overview of the university's governance, administration and organizational structures;
- Tricameral governance at USask;
- The main responsibilities of members of the governing bodies;
- Appendices include the university's *Strategic Plan: 2025*, *The University of Saskatchewan Act 1995*, and contact information for the Governance Office.

This Council Handbook covers the following topics:

- An overview of meeting modalities, deadlines, schedules, etc.;
- Procedures and guidelines for Council meetings;
- Links to the most up-to-date membership lists;
- Information on Council member responsibilities for student hearings and appeals;
- Council Bylaws as of June 2020.

Questions on either of these orientation materials can be directed to Jacquie Thomarat, Associate Secretary, Academic Governance.

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Meetings

Meeting Modality

Meetings will take place via WebEx through for the fall of 2020 and spring of 2021 due to the COVID-19 pandemic. Updates on meeting modality will be provided regularly during the pandemic.

Protocols for WebEx Meetings

- We will host a virtual WebEx meeting with access to the link provided in advance of the meeting by email. Members do not need a WebEx account to join the meeting. The virtual meeting will be audio only with everyone's microphones automatically muted. You will need to unmute if you are called by the Chair to speak. Please mute again once you have finished speaking. Participants are asked to disable their video for the duration of the meeting.
- Motions: Only voting members can move or second a motion. Please use the 'chat' function to move or second a motion so that it can be recorded in the meeting minutes. There will be a polling feature enabled after each motion is presented. The Chair will give instructions on the voting process.
- Questions or comments: If you have a question or comment after a report, please use the 'chat' function to indicate the same. The Chair will call on the speakers in the order that they appear on the list in the 'Chat'. Please DO NOT type your question or comment directly into the dialogue box.
- Attendance and quorum will be determined by the list of participants at the virtual WebEx meeting.

Schedule

Part one, section III. 5(b) of the Council bylaws stipulate that Council will meet monthly during the academic term (September - June) except in February. The Chair can call a meeting during a month when a meeting is not normally scheduled.

The schedule for Council meetings for 2020/21 is as follows:

September 17, 2020 from 2:30pm to 4:30 pm

October 15, 2020 from 2:30pm to 4:30 pm

November 19, 2020 from 2:30pm to 4:30 pm

December 17, 2020 from 2:30pm to 4:30 pm

January 28, 2021 from 2:30pm to 4:30 pm

No February meeting

March 18, 2021 from 2:30pm to 4:30 pm

April 15, 2021 from 2:30pm to 4:30 pm

May 20, 2021 from 2:30pm to 4:30 pm

June 17, 2021 from 2:30pm to 4:30 pm

Deadlines

Part one, section III.5(f) of the Council bylaws stipulate that “except as provided in bylaws (e) and (h), a motion will be preceded by a notice of motion presented in writing to the members of Council not less than 10 days prior to the date of the meeting at which the motion is to be considered. This bylaw applies only to a motion dealing with a substantive matter which requires consideration by members of Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this bylaw will be determined by the Chair.” Therefore, materials are due by the following dates.

Council Meetings	Council Agenda Items Due to Coordinating Committee	Materials Due Dates
September 17, 2020	August 24, 2020	September 2, 2020
October 15, 2020	September 21, 2020	September 30, 2020
November 19, 2020	October 26, 2020	November 4, 2020
December 17, 2020	November 23, 2020	December 2, 2020
January 28, 2021	December 23, 2020	January 8, 2021
No February meeting		
March 18, 2021	February 22, 2021	March 3, 2021
April 15, 2021	March 22, 2021	March 31, 2021
May 20, 2021	April 26, 2021	May 5, 2021
June 17, 2021	May 21, 2021	June 2, 2021

Email reports to michelle.kjargaard@usask.ca (phone 6253) at the Governance Office.

Agendas and Materials

Members are notified by email when the Council agenda package is posted online at <https://governance.usask.ca/council/meetings.php#Agendas>

Records and Minutes

Statutory authority

Procedures governing Council meetings are under the following authority:

The *University of Saskatchewan Act, 1995*
Council's *Bylaws and Regulations*
Kerr and King, *Procedures for Meetings and Organizations, Third Edition*

Relevant excerpts from the *Act*

55: Unless the council decides otherwise, the secretary is the secretary to the council.

61 (1) the Council may:

(a) regulate the conduct of its meetings and proceedings

62 (1) Within 10 days of every meeting of the council, the secretary shall give each dean and department head a written copy of all motions passed by the council at the meeting

(2) On receipt of the written copy of a motion pursuant to subsection (1), every dean and department head shall post the written copy in a conspicuous place that is readily accessible to students and faculty members.

Relevant excerpts from Council *Bylaws and Regulations*

5(h) The meetings of the Council and of committees of Council will be conducted in accordance with the rules of order contained in *Procedures for Meetings and Organizations, Third Edition* by Kerr and King.

Relevant excerpts from Kerr and King

114. Preparation of Minutes

Minutes are the permanent record of the proceedings of a general or committee meeting of an organization. The minutes are prepared by the meeting secretary and include the following basic items:

- 1) The date, time, and place of the meeting
- 2) The name of the person in the chair and of any changes in the chair;
- 3) The number of members present and where practical their names;
- 4) All rulings made by the chair and the nature and result of any appeals that arise from these rulings
- 5) All motions properly moved, including the name of the mover and seconder;
- 6) The results of all votes taken
- 7) A list of all reports and documents introduced during the meeting, with copies of these reports being attached to the official copy of the minutes;
- 8) A summary of significant points raised during the debate of motions, but not a verbatim account of the speeches;
- 9) Any commitments made by officers or any other persons present at the meeting;
- 10) The time of adjournment
- 11) The signature of the meeting secretary.

Minutes need to be clear, accurate, brief, and objective. With respect to the last of these, it is important to remember that the minutes are no place for the expression of personal opinions, interpretations, or commentaries on the debates. In the cause of accuracy, the secretary is entitled to ask questions on the meaning of motions, remarks, or proposals, and to determine the names of movers of motions or speakers in a debate.

Protocol for minutes

“The Secretary will indicate the tenor of the discussion without attribution of comments to particular Council members unless they are speaking *ex officio*, e.g. as Provost, as Dean of a College, etc. or unless a member asks that the comments be on record (normally at the same meeting).

The Secretary will also record commitments, e.g. to investigate something, including the name of the person who will be responsible for undertaking the commitment and/or for bringing a report back to Council.”

*Approved by Council November 2005, reviewed by the coordinating committee of Council
October 2015*

Procedures and Guidelines

Kerr & King

In 2004, Council adopted *Procedures for Meetings and Organizations*, 3rd Ed. by Professors M.K. Kerr and H.W. King (1996). These rules of order provide for orderly debate, fairness, and equality in Council’s proceedings.

Guidelines for Council Motions

A motion is a statement of action taken in response to a question. Motions enable clear decision-making in a meeting in a fair and effective manner. Once a motion is made, it becomes the property of the meeting and the mover and seconder no longer have any proprietary right over the motion. There are four types of motions according to Kerr and King: procedural, regulatory, substantive, and amendments or sub-amendments.

Types of Motions:

- **Motion to receive:** In receiving a document, Council acknowledges that a report has been presented but leaves open the question of what actions, if any, should be taken as a consequence. Approval of a motion to receive a report means that the committee is discharged (unless it is a standing committee) and is relieved of further responsibility for the matter. The motion to receive a report is neither debatable nor amendable. By receiving a report, Council is not bound by the report’s findings or recommendations contained within it; such recommendations may be considered and adopted (or not) in a subsequent motion or at a later meeting.
- **Motion to accept:** This is much like a motion to receive, except that it enables the report to be debated. It is used when a report contains significant information but no specific recommendations. Since a report is a historical document that contains the findings and conclusions of a committee, it cannot be amended, even when a meeting does not agree with its contents. The motion to accept a report is debatable, but cannot be amended.
- **Motion to recommend for approval:** This motion is used where the document being reviewed is under the jurisdiction of one of the other governing bodies of the university (such as the Board or Senate), to indicate that Council has looked at it and is in agreement with the findings and/or recommendations contained within it.
- **Motion to approve in principle [or to endorse]:** Such a motion indicates that Council is in agreement with the general direction and intent of a document, but has not yet approved any specific actions in it; these (if they are under Council’s jurisdiction) would require a subsequent motion to approve them.

- **Motion to approve:** in approving a document, Council also approves the particular findings and recommendations put forth within it.
- **Motion to ratify:** This is used in rare circumstances, such as when a negotiated agreement is put to the membership for approval.
- **Motion to adopt:** This motion has an element/flavour of ‘owning’ what is being recommended—for example, Council could adopt a document that lays out a procedure for something under Council’s jurisdiction (such as procedures for program deletion), or a bylaw change. Once adopted, there is an expectation that Council itself will implement the substance of the motion, and that there is a long-term commitment to its intent.

Approved by the Coordinating Committee Dec 2/08 and revised Dec 3/10

Notice of Motion

The purpose of a Notice of Motion is to ensure that members have an opportunity to know in advance what topics will be on an agenda, and thus to judge the importance of attending the meeting to register their vote. Once a notice of motion is given, other motions on the same topic will generally be allowed by the chair, and/or amendments—even fairly significant ones—can be made to the motion without further notice.

Council’s Bylaws indicate that, “a motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is considered.”

Other motions dealing with substantive matters requiring consideration by members of Council require only 10 days’ written notice of motion. Where there is uncertainty about whether a motion deals with ‘substantive matters,’ the Chair makes a ruling. The requirement for 10 days’ notice may be suspended upon vote of two-thirds of the members present and voting at a Council meeting.

A recommendation to Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.

Kerr and King (*Procedures for Meetings and Organizations*) indicate that Notice of Motion can be made by the executive, committees, or individual members, and that they must include the name of the mover and the seconder of the motion. Movers and seconders of any motion at Council must be members of Council and must be present at the meeting at which the motion is debated and voted upon.

Motions from individual members of Council

Individual members of Council may present motions to Council in any one of three ways:

- 1) send a Notice of Motion to Coordinating Committee along with supporting documentation; the Committee would then put it on the Council agenda or refer it to a committee, which will then report back on the matter to the Coordinating Committee and to Council;
- 2) send a Notice of Motion directly to the University Secretary to include with agenda materials for the next Council meeting, to be included with the agenda materials for that meeting as a Notice of Motion for the following meeting; or

- 3) propose from the floor at a Council meeting that an item and/or motion be added to the agenda. This would then require a 2/3 majority vote to be added to the agenda, and the motion could be dealt with at that meeting.

approved by the Coordinating Committee Dec 2/08 and revised Dec 3/10

Guidelines for Council Committees, Committee Minutes, and Minority Reports

Meetings of Council Committees*

- 1) Committee meetings are open to members (voting and non-voting), resource personnel and invited guests only.
- 2) Quorum for committees is a majority of the voting members, except for the nominations committee, whose quorum is 2/3 of the voting members.
- 3) The President and the Chair of Council are *ex officio*, non-voting members of all Council committees. They are not counted when determining the quorum of a committee meeting.
- 4) An *ex officio* voting member may designate an individual to serve in her or his place on a committee of Council with the same powers as the designator. If possible, such designations should be made prior to the committee's first meeting of the year in the Fall. The designation may be renewed. If the individual designated is unable to complete the full term, another individual may be designated to serve. To initiate the designation, the *ex officio* member will inform the Chair of Council and the Chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may still attend committee meetings from time to time with a voice but no vote.
- 5) Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Council.
- 6) Members of standing committees or subcommittees who have disclosed a conflict of interest will abstain from voting in committee proceedings, and when appropriate will withdraw from all committee deliberations with respect to the matter.

**as prescribed by Council Bylaws*

Editorial revisions approved by the coordinating committee September 2018

Minutes of Council Committees*

Each standing committee and subcommittee must keep a record of its proceedings in the form of minutes. Whenever practical, minutes should be approved at the next duly constituted meeting of the committee.

- 1) The record shall be open to any member of the committee, whether voting or non-voting.
- 2) The record is confidential, but excerpts from the minutes may be released at the discretion of the chair and will not be unreasonably withheld. If the minutes are withheld, the decision may be appealed in writing to the vice-chair of Council. The decision of the vice-chair is final.
- 3) Each standing committee is required to report at least annually to Council.*

*as prescribed by *Council Bylaws*
Revised by the governance committee and reported to Council April 2017; editorial revisions
approved by the coordinating committee September 2018

Minority Reports of Council Committees

The inclusion of a minority report in a committee report to Council is the exception rather than the rule. The decision of whether or not to include a minority report is a decision made by the committee chair alone on a case-by-case basis, taking into account the basis of the report and the relevant circumstances of the item under discussion.

Approved by the coordinating committee October 9, 2014

Membership Lists

Council Chair and Vice-Chair

The chair of Council is elected by Council membership, and the Nominations Committee nominates the vice-chair for approval by University Council.

Chair of Council

Jay Wilson	Curriculum Studies	2022
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Vice-Chair

Pamela Downe	Anthropology and Archeology	2022
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Council Membership 2020-21

Membership of University Council is updated at least annually, but also throughout the year as vacancies come up. The most recent membership list is located online at the following link:

<https://governance.usask.ca/council/#Members>

Council Committee Memberships 2020-21

There are eight committees of University Council. These committees are populated at least annually by the Nominations Committee. The Nominations Committee is populated by the Governance Committee. The link to the most recent committee membership lists is online here:

<https://governance.usask.ca/council/#Committees>

Committees include:

- [Academic Programs Committee](#)
- [Coordinating Committee](#)
- [Governance Committee](#)
- [Nominations Committee](#)
- [Planning and Priorities Committee](#)
- [Research, Scholarly, and Artistic Works Committee](#)
- [Scholarship and Awards Committee](#)
- [Teaching, Learning, and Academic Resources Committee](#)

Council Members and Student Hearings and Appeals

In 2016, Council approved that all Council members, other than *ex officio* members, be members of the student academic hearing and appeals committee to ensure that this committee has sufficient members from which to constitute student disciplinary and appeal boards. A member may decline to serve on any hearing or appeal board when contacted by the university secretary.

The University of Saskatchewan Act, 1995 assigns Senate with the responsibility to govern non-academic student discipline and assigns Council with the responsibility to govern student academic dishonesty and student appeals of academic decisions. The university's policies, procedures and regulations governing student hearings and appeals are housed on the university secretary website under Student Conduct and Appeals at <https://governance.usask.ca/index.php>

The university secretary is responsible to constitute university-level student hearing and appeal boards. These are tribunal boards with decision-making authority. Council members who are contacted and agree to serve on a hearing or appeal board are provided with an orientation to the procedures and process that applies. Any questions may be directed to the university secretary.

Student Boards and Hearings

Student Appeals in Academic Matters

The [policy for Student Appeals of Evaluation, Grading and Academic Standing](#) provides a means by which students who feel they have been disadvantaged in their academic standing, either by an unfair substantive academic judgement of their work, or by a factor not involving substantive academic judgement, may appeal the outcome of the assessment.

Appeal Board

Consists of three members of Council, one of whom is a student. One faculty member of the appeal board shall be named chair.

Procedures

Council-approved procedures for student appeals in academic matters are available here: <https://governance.usask.ca/student-conduct-appeals/appeals-in-academic-matters.php>.

Student Academic Misconduct

Academic misconduct is the term the university uses to describe cheating. Types of cheating are listed in the [Student Academic Misconduct Regulations](#). There is an onus on every student to become informed about academic misconduct.

Appeal Board

Consists of three members of Council, one of whom is a student (or, in the case of the unavailability of a student member, a student appointed by the USSU or GSA Executive to hear the case). Where the case involves a graduate student, the faculty members on the board should be members of the graduate faculty. One faculty member of the appeal board shall be named chair.

Procedures

Council-approved procedures for cases of student academic misconduct are available here: <https://governance.usask.ca/student-conduct-appeals/academic-misconduct.php>.

Student Non-Academic Misconduct

The purpose of [Student Non-Academic Misconduct regulations and procedures](#) is not to actively monitor or control student behaviour, but rather to provide a mechanism for responding to complaints about student behaviour that violates the standard of conduct expected of students in non-academic matters.

Hearing Board

Consists of four members including the Vice-Provost, Teaching, Learning and Student Experience (or designate) as non-voting chair, a member of Senate, a member of Council, and a student member of Senate (or, in the case of the unavailability of a student member, a student appointed by the USSU or GSA Executive to hear the case).

Appeal Board

Consists of four members including the Provost (or designate) as non-voting chair, a member of Senate, a member of Council, and a student member of Senate (or, in the case of the unavailability of a student member, a student appointed by the USSU or GSA Executive to hear the case).

Procedures

Council approved procedures for cases of student non-academic misconduct are available here: <https://governance.usask.ca/student-conduct-appeals/non-academic-misconduct.php#panel-StandardofStudentConductinNonAcademicMattersandProceduresforResolutionofComplaintsandAppeals-Preamble>.

Council Bylaws

Part One

I. Constitutional Powers and Duties of Council

The University of Saskatchewan Act, 1995, S.S. 1995, c. U-6.1 prescribes the constitution, powers, and duties of Council. Section 60 of the Act provides that Council is responsible for “overseeing and directing the university’s academic affairs.” Section 61 provides a list of specific matters that fall within the jurisdiction of Council.¹ These include the following: (the list is not exhaustive)

- grant academic degrees, diplomas and certificates of proficiency;
- grant scholarships, prizes, fellowships, bursaries and exhibitions;
- authorize the Board on academic grounds to establish or disestablish a college, school, department, chair or institute;
- authorize the Board on academic grounds to provide for or to dissolve affiliation or federation with another educational institution;
- prescribe curricula, programs of instruction and courses of study;
- prescribe methods and rules for evaluating student performance;
- discipline students for academic dishonesty;
- prescribing academic and other qualifications for admission;
- hear appeals by students or former students concerning academic decisions affecting them;
- prescribe the number of students to be admitted to a college or program;
- review library policies;
- review the physical and budgetary plans for the university and make recommendations respecting those matters to the President or the Board;
- exercise power that the Board or Senate may delegate to it;
- appoint members to committees composed of members of Council and any or all of the Board, the Senate and the General Academic Assembly;
- make bylaws governing election of members;
- make bylaws respecting any matter over which it has jurisdiction;
- make recommendations to the President, the Board or Senate respecting any matter that Council considers to be in the interests of the University;
- do anything that it considers necessary, incidental or conducive to the exercise of its powers to promote the best interests of the University or to carry out the purposes of the Act.

¹ The exercise of some of these powers is subject to review by the General Academic Assembly and, in some cases, involves the Board of Governors or the Senate.

II. Election of Faculty Members to Council

1. The University Secretary will oversee the call for nominations and election of members of Council as provided in section 57(1) of *The University of Saskatchewan Act, 1995*.
2. The Act defines a faculty member as “a person who is employed on a full-time basis by the university or an affiliated or federated college and who serves as a professor, associate professor, assistant professor, lecturer, full-time special lecturer, full-time instructor, or librarian.”
3. A faculty member may choose to stand for election under one of the following sections:
 - (a) Section 53(2)(b), [53(2)(d) - in the case of Librarian]

“one faculty member representing each college or affiliated and federated college who is a member of the college and who has been elected by the members of the college;”
 - (b) Section 53(2)(c), [53(2)(e) - in the case of Librarian]

“one representative, in addition to the member mentioned in clause (b), representing each college or affiliated and federated college who is either:

 - (i) the dean of the college, or a member of the college, who has been elected by the members of the college; or
 - (ii) if there is no election, the dean of the college;”
 - (c) Section 53(2)(i)

“54 faculty members who have been elected by faculty members.”
4. Nominations will be made using the form provided by the Secretary. A nomination will be endorsed by the nominee and will confirm their eligibility and willingness to stand for election.
5. Once the deadline for nominations has passed, the Secretary will conduct elections by making ballots available to all eligible voters for positions referenced in sections 53(2)b, c, d, e, and i.
6. If there is a nomination or nominations under section 53(2)(c), or 53(2)(e), the dean of the college or Dean, University Library, as the case may be, will be so informed and asked if they wish to stand for election under this section.
7. In the event that insufficient nominations are received for faculty members at large under Section 53(2)(i) to fill the vacant positions, then those nominees whose nominations were received by the deadline will be considered elected by acclamation, and a second call for nominations will be sent.

8. In the event that insufficient nominations are received to fill the vacant positions for faculty members at large under Section 53(2)(i) following a second call for nominations, the Nominations Committee of Council will be asked to nominate faculty members to fill the vacant positions for a one-year term.
9. In the event that no nominations are received by the deadline for a College representative under Section 53(2)(b) or for a librarian under Section 53(2)(d), then a second call for nominations will be sent.
10. If after two calls for nominations no candidate comes forward for a College representative under Section 53(2)(b) or for a librarian under Section 53(2)(d), then the dean or the college committee charged with nominations will be asked to ensure that a candidate is nominated. The Secretary will run the election in the event that more than one nominee comes forward for a position from that process.
11. In the event that two or more nominees with the most votes receive the same number of votes, the Secretary will select the elected member from among those nominees by lot.
12. Candidates on the voting list who receive the greatest number of votes are elected to Council effective July 1. Should candidates so elected decline or otherwise be unable to accept a position on Council, such positions shall continue to be filled by those unelected candidates that received the greatest number of votes.
13. A vacancy on Council for a college representative under Section 53 (2) (b) or (c), a librarian under Section 53 (2) (d) or (3) or a faculty member under Section 53 (2) (i) shall be filled by an election held within 90 days of the vacancy, if the vacancy occurs within 27 months of that member being elected. A vacancy arising after that time shall be filled at the next annual election.

III. Procedural Bylaws of Council

1. Quorum for Meetings

- (a) The quorum for regular and special meetings will be 40%.

2. The Duties of Chair and Vice-Chair

- (a) The duties of the Chair will be carried out by the Vice-Chair when, for any reason, the Chair is unable to discharge these duties.
- (b) If the Vice-Chair is required to act as Chair for more than one month, the Nominations Committee shall present to Council for approval the name of a person to be acting Vice-Chair until the Vice-Chair is able to resume the position of Vice-Chair.

- (c) If the Chair, the Vice-Chair and the acting Vice-Chair are all unable to discharge the duties of the Chair, the Governance Committee shall name a member of Council to serve as Chair for a specified period of time.
- (d) The Chair will preside over all meetings of Council. The Chair's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
- (e) The Chair will prepare a draft agenda for each meeting of Council and will present it for approval at the meeting.
- (f) The Chair will not vote on a motion before Council except when there is an equal number of voting members supporting and opposing the motion.
- (g) The Chair may seek the guidance and assistance of the governance committee with respect to matters pertaining to the role of the Chair.
- (h) The Chair will be the spokesperson for Council in communications with the Board, the Senate, the General Academic Assembly and the public. In this respect, the role of the Chair is to explain the activities and to communicate the policies of Council.

3. Selection and Removal of the Chair and Vice-Chair

- (a) The Chair and Vice-Chair will be selected as hereinafter provided.
- (b) Thirty days prior to the deadline for receipt of nominations, the Secretary will inform all members of Council that nominations for the position of Chair are being requested and will provide a nomination form for this purpose.
- (c) A Council member is nominated for the position of Chair when the nomination form referred to in (b) containing the consent of the nominee is endorsed by three members of Council and returned to the Secretary on or before the date specified by the Secretary. The nomination form will contain a brief description of the nominee stating the nominee's qualifications for the position of Chair of Council.
- (d) Ten days prior to the date of the election, the Secretary will provide to all members of Council a ballot setting out the names of the nominees and the brief description of each nominee referred to in (c). Information accompanying the ballot will indicate that the ballot is to be returned to the Secretary on or before the specified date.
- (e) All ballots received by the Secretary on or before the date referred to in (d) will be reported by the Secretary to the next meeting of Council. The Chair of the Nominations Committee will determine whether an irregular ballot will be counted and the effect of any other election irregularities. The Chair's decision will be final.

- (f) In the event that the two or more nominees with the most votes receive the same number of votes, the Chair of the Nominations Committee will select the Chair by lot.
- (g) In the event that no nominations are received by the deadline for nominations for Chair, a second call for nominations will be sent. If the second call for nominations does not elicit a nomination, then the Nominations Committee will be asked to nominate a member of Council to serve as Chair for a one-year term, and a call for nominations will go out the following year.
- (h) The Nominations Committee will nominate a member of Council to serve as Vice-Chair.
- (i) The Chair and Vice-Chair will normally hold office for a period of 2 years.
- (j) Council may remove the Chair or Vice-Chair by a vote of 2/3 of the members of Council present and voting.
- (k) If the Chair is unable to discharge the duties associated with the position for three months, the Governance Committee will present a motion to a meeting of Council asking for the removal of the Chair. A vote of 2/3 of the members of Council present and voting shall be necessary for the passage of such a motion. In the event such a motion is passed, an election will be held for a new Chair according to the procedures laid out in these bylaws.

4. Council Membership

- (a) Annual elections for Council will be completed by March 31.
- (b) Term of office for Council membership begins July 1 of the year of the member's election or appointment, other than student members.
- (c) Terms of student members will be one year beginning May 1.
- (d) When a person appointed to Council under Section 53 (2)(c)(ii) of the Act ceases to be a dean, the acting dean or a new dean appointed during the term of the incumbent dean will occupy the position of dean with voice and vote until the expiration of the incumbent dean's term on Council when a new election or appointment occurs.
- (e) A vacancy occurs on Council when:
 - (i) a member resigns from Council or ceases to be an employee of the University, or

- (ii) a member is unavailable to attend meetings of Council for a period of greater than six months during their term.
- (f) All Council members, other than *ex officio* members, are also members of the student academic hearing and appeals committee, from which representatives for student disciplinary and appeal boards are selected. Members may decline to serve on a board when asked.

5. Council Meetings

- (a) Council meetings will be open except when Council decides to have them closed.
- (b) Council will meet monthly during the academic term (September - June) except in February. The Chair can call a meeting during a month when a meeting is not normally scheduled.
- (c) Attendees at Council meetings are expected to refrain from unauthorized audio or video recording of the proceedings and to respect the rulings of the Chair.
- (d) Special meetings of Council can be called by the Chair or by petition of 20% of the members of Council.
- (e) A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is considered.
- (f) Except as provided in bylaws (e) and (h), a motion will be preceded by a notice of motion presented in writing to the members of Council not less than 10 days prior to the date of the meeting at which the motion is to be considered. This bylaw applies only to a motion dealing with a substantive matter which requires consideration by members of Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this bylaw will be determined by the Chair.
- (g) The requirement of bylaw (f) may be suspended upon vote of two-thirds of the members present and voting at a meeting.
- (h) A recommendation to Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.
- (i) In the event of an emergency situation as declared jointly by the president and chair of Council or their respective delegates, if Council is unable to meet or attain quorum, Council may decide urgent matters by alternative means. Procedures governing such decisions are the responsibility of the governance committee.
- (j) The meetings of Council and of committees of Council will be conducted in accordance with the rules of order contained in *Procedures for Meetings and Organizations, Third Edition by Kerr and King*.

- (k) Unless Council decides otherwise, the secretary of Council meetings shall be the University Secretary, or a member of the University Secretary's office as designated by the University Secretary.

IV. The Committees of Council

1. Creation and Composition of Council Committees

- (a) Council has the statutory power to establish committees to facilitate its work. There is no requirement that these committees be composed entirely of Council members.² Council is also empowered to appoint members of joint committees involving the Board, the Senate or the General Academic Assembly.
- (b) The committees specified in Part Two of these bylaws are created as standing committees.
- (c) The governance committee will nominate the members and Chair of the Nominations Committee.
- (d) The Nominations Committee will nominate members, including the Chairs, of Council committees. Except where the chair is required to be a member of Council, the Nominations Committee shall first consider Council members for the position of Chair and if a suitable nominee cannot be obtained, then the Chair will be selected from the General Academic Assembly members.
- (e) The Nominations Committee will present its nominations to Council at the May meeting and otherwise as required when vacancies occur.

It is the responsibility of the Nominations Committee of Council to present a slate of candidates for all committee positions except the Nominations Committee itself. The Committee will take into consideration the abilities and experience of the proposed nominees and the balance of representation from the various sectors of the campus. It will review the names of potential nominees submitted by faculty, department heads and deans and if necessary, canvas additional individuals in order to develop an able, representative slate.

The Nominations Committee will present the slate to Council with sufficient names to fill the available positions. The Chair of Council will call for any further nominations from the floor. If there are none, the slate will be elected. If there are

² The only statutory restriction on the committee structure is prescribed by section 61(2) of the *Act* which requires that a committee established to discipline students or hear appeals with respect to student discipline must contain members of Council who are students.

nominations from the floor there will be an election held within two weeks. The election will be held only for those committees that have received nominations exceeding the available positions. The ballot will be prepared and distributed by the University Secretary. The ballot will include the names of the slate presented by the Nominations Committee and the nominations from the floor indicating the Council status of each. It will indicate the positions to be filled and the eligibility requirements for the positions. Voters will indicate choices up to the number of positions available. Eligible candidates with the greatest number of votes will be declared elected.

- (f) The President and the Chair of Council are *ex officio*, non-voting members of all Council committees. They are not counted when determining the quorum of a committee meeting.
- (g) An *ex officio* member may designate an individual to serve in their place on a committee of Council with the same powers as the designator. Such designations shall last for twelve months and are subject to renewal. In the event that the individual is unable to complete the full term, another individual can be designated in their place. To initiate the designation, the *ex officio* member will inform the Chair of Council and the Chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may still attend the Committee meeting from time to time with a voice but no vote.
- (h) The USSU and GSA will name their appointees to Council committees for the year from May 1 to April 30.
- (i) Resource personnel and offices providing administrative support are non-voting members of the committees and are not counted when determining the quorum of a committee meeting.
- (j) Terms of office for Council committee members will begin July 1 unless otherwise provided by the Nominations Committee, except for student committee members whose terms of office will begin May 1.
- (k) The term of office of a faculty member of a standing committee is three consecutive years, renewable once for up to an additional three years, for a maximum of six consecutive years of service. Once the maximum term of service has been reached, one year must lapse prior to the commencement of a new term on that same committee. The term of office of the Chair will be one year, renewable annually for up to two additional one-year terms. Once the Chair has served for a maximum of three consecutive years of service, one year must lapse before the member may serve as Chair of that same committee. The renewal of the Chair is subject to the six consecutive years of service a faculty member may serve on a standing committee. For greater certainty, the maximum six years of consecutive service limitation does not apply to *ex-officio* members of a committee.
- (l) The terms of student and sessional lecturer members will be one year.

- (m) When a committee member is appointed as a member of Council, their term will be completed even if they cease to be a member of Council provided, they are and remain a faculty member.
- (n) In the event of a vacancy on a Council committee, the vacancy will be filled so that the balance between Council and General Academic Assembly members on the committee as specified in Part Two of the bylaw is maintained.

2. Committee Responsibilities

- (a) The responsibilities of the standing committees are set out in Part Two of this document.
- (b) All standing committees will meet and report to Council at least once each academic year.
- (c) Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Council.
- (d) The quorum for standing committee meetings is a majority of the voting members. The quorum for the Nominations Committee is two-thirds of the voting members.
- (e) Unless a motion of Council specifically provides otherwise, all recommendations of committees will be brought to Council for approval or change. Generally, committee recommendations are presented to Council in the form of reports.
- (f) Council has statutory power to make recommendations to the President, the Board, or the Senate respecting matters that Council considers to be in the interests of the University. A matter may be referred to a Council committee by Council to develop recommendations to be presented to the President, the Board, or the Senate.
- (g) The constitutional structure of the University provides for shared jurisdiction over matters. Consequently, it may be necessary for the President, acting as the chief administrator of the University, or the Board to seek the advice or assistance of a Council committee with respect to a particular matter. The power of a committee to provide advice or assistance to the President or the Board is specified in Part Two of these Bylaws or will be given by Council. The advice and assistance will not contradict or conflict with the bylaws of Council.
- (h) A committee that provides advice and assistance pursuant to clause (f) will report to Council the general nature of the advice. However, the Committee need not report to Council on matters the disclosure of which would be inimical to the interests of the University. These matters will be disclosed to the governance committee at the request of the Chair of Council.

V. **Conflict of Interest**

1. **Council Proceedings**

- (a) It is necessary to distinguish between the roles of the “representative” members of Council, on the one hand, and the “at large” and *ex officio* members, on the other, with respect to their obligations to bring pertinent information to Council or to committees of Council and to report back to their constituents. However, there is no distinction with respect to the exercise of judgment and decision-making in Council meetings and in deliberations of a committee of Council. *Members of Council and members of committees of Council will have as their principal concern the welfare of the University community.* They will exercise independent judgment and may not act as agents of any person or organization.
- (b) There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before Council. However, a Council member who has a conflict of interest with respect to a matter that comes before Council will disclose the conflict when speaking on the matter in Council proceedings.

2. **Committees of Council**

- (a) A member of a committee of Council will conduct themselves so as to avoid conflict of interest or the appearance of conflict of interest.
- (b) A member of a committee will disclose and identify any conflict of interest or perceived conflict of interest affecting that member.
- (c) A member of a committee will abstain from voting in committee proceedings on matters on which they have a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.
- (d) The Chair or a member of a committee will be entitled to raise the question of whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
- (e) The Chair or a member of a committee is entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee.
- (f) If a request referred to in paragraph (e) to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee’s report relating to the matter.

3. **Conflict of Interest Defined**

A conflict of interest exists for a member of Council or a member of a Council committee when, with respect to a matter being considered by Council or the committee:

- (a) the decision being made is such that the member could not reasonably be expected to exercise independent judgment because of the effect the decision

would or would be likely to have on the member or a person closely related or closely associated with the member; or

- (b) as a result of occupying a position or holding an office in an organization, the person is legally obligated to subordinate the interests of the University to the interests of the organization when dealing with the matter.

Part Two: Council Committees

I. Academic Programs Committee

Membership

Eleven members of the General Academic Assembly, at least five of whom will be elected members of Council, normally one of whom will be chair.

One sessional lecturer

One undergraduate student appointed by the USSU

One graduate student appointed by the GSA

Ex Officio

Vice-Provost, Teaching, Learning, and Student Experience

University Registrar

Vice-President, Finance & Resources or designate (non-voting member)

President (non-voting member)

Chair of Council (non-voting member)

Resource Personnel (Non-voting members)

Assistant Vice-Provost, Strategic Enrolment Management

Associate Provost, Institutional Planning and Assessment

Associate Registrar, Academic

Administrative Support

The Governance Office

The Academic Programs Committee is responsible for:

- 1) Recommending to Council policies and procedures related to academic programs and sustaining program quality.
- 2) Recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications.
- 3) Approving minor program changes, including additions of new courses and revisions to or deletions of existing courses and reporting them to Council.
- 4) Considering outreach and engagement aspects of programs.

- 5) Reporting to Council on processes and outcomes of academic program review, following consultation with the planning and priorities committee and other Council committees as appropriate.
- 6) Undertaking the academic and budgetary review of proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program, and forwarding recommendations to the planning and priorities committee.
- 7) Undertaking the academic and budgetary review of the proposed or continuing affiliation or federation of other institutions with the University and forwarding recommendations to the planning and priorities committee.
- 8) Reporting to Council on the academic implications of quotas and admission standards.
- 9) Approving the annual academic schedule and reporting the schedule to Council for information, and recommending to Council substantive changes in policy governing dates for the academic sessions.
- 10) Approving minor changes (such as wording and renumbering) to rules governing examinations, and reviewing and recommending to Council substantive changes.
- 11) Recommending to Council classifications and conventions for instructional programs.
- 12) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.
- 13) Consider the priorities of the University, such as Indigenization and internationalization, when assessing current and new academic programs and policies.
- 14) Carrying out all the above in the spirit of a philosophy of equitable participation and an appreciation of the contributions of all people, with particular attention to rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, inclusion of Indigenous knowledge and experience in curricular offerings, and intercultural engagement among faculty, staff and students.

II. Governance Committee

Membership

Three elected members of Council, one of whom will be Chair
President's designate
Chair of Council
Chair, academic programs committee of Council
Chair, planning and priorities committee of Council

Ex Officio (non-voting)

University Secretary

Student members (non-voting)

One graduate student appointed by the GSA
USSU President or designate

Administrative Support

Governance Office

The Governance Committee is responsible for:

- 1) Reviewing the Bylaws of Council and recommending to Council revisions to the Bylaws.
- 2) Reviewing the Bylaws of Faculty Councils and recommending to Colleges and Schools changes to the Bylaws.
- 3) Reviewing the membership, powers, and duties of committees of Council and recommending to Council revisions to the membership, powers and duties of committees.
- 4) Recommending to Council regulations and procedures for Council and Council committees.
- 5) Advising Council with respect to its responsibilities and powers under *The University of Saskatchewan Act, 1995* and recommending to Council on proposed changes to the Act.
- 6) Nominating members and Chair of the Nominations Committee of Council.
- 7) Providing advice to the Chair of Council on the role of the Chair.
- 8) Recommending to Council rules and procedures, including the penalties as prescribed by section 61(1)(h) of *The University of Saskatchewan Act, 1995*, to deal with allegations of academic misconduct on the part of students.
- 9) Recommending to Council rules and procedures to deal with appeals by students and former students concerning academic decisions affecting them as provided in section 61 (1) (j) of *The University of Saskatchewan Act, 1995*.
- 10) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

III. Coordinating Committee

Membership

Chair of Council, who shall be Chair
Vice-Chair of Council
Chairs of Council Committees

Resource Personnel and Administrative Support

Governance Office

The Coordinating Committee is responsible for:

- 1) Setting the agenda for Council meetings.
- 2) Receiving and determining the disposition of written motions from individual members of Council. The coordinating committee will either include the motion on the Council agenda or refer the matter to a standing committee(s), which will then report back on the matter to the coordinating committee and Council.
- 3) Facilitating the flow of information between Council committees and the Administration, and between Council committees and the Senate.
- 4) Coordinating the work of Council committees.
- 5) Advising the Chair of Council on matters relating to the work of Council.
- 6) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

Strategic Coordination Subcommittee

Membership:

- Chair of University Council (chair)
- Chairs of the Research, Scholarly, and Artistic Work, Planning and Priorities and Academic Programs Committees of Council
- Provost & Vice-President Academic
- Associate Provost, Institutional Planning and Assessment
- Vice-President, Finance and Resources
- Other individuals, including Council chairs, Council members, and members of the University administration can be invited as guests, as required
- Governance Office

This committee will meet a minimum of 2 times per year, or otherwise as needed.

This committee will consider the development of strategic academic initiatives in support of the University Plan. This committee will facilitate communication channels in this context, and provide advice and counsel on the progress of these initiatives through Council oversight.

IV. Nominations Committee

Membership

Nine elected members of Council, not more than three members from Arts and Science and not more than two members from each of the other colleges, one of whom will be Chair.

Ex Officio Members (non-voting)

President
Chair of Council

Administrative Support

Governance Office

The Nominations Committee is responsible for:

- 1) Nominating members of the General Academic Assembly and Council to serve on all standing and special committees of Council, other than the nominations committee, and nominating the Chairs of these committees.
- 2) Nominating members of Council to serve on other committees on which Council representation has been requested.
- 3) Nominating individuals to serve as Chair and/or Vice-Chair of Council, or as members of Council, as required, in accordance with the Bylaws.
- 4) Nominating sessional lecturers to Council committees as required.
- 5) Nominating eligible members of the General Academic Assembly to serve on appeal and review committees as required by the Collective Agreement with the University of Saskatchewan Faculty Association.
- 6) Nominating individuals to serve on search and review committees for senior administrators.
- 7) Advising the University Secretary on matters relating to Council elections.
- 8) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

Note: (a) Members of the nominations committee will be permitted to serve on other Council committees.

- (b) To the greatest extent possible the nominations committee should attempt to ensure that no member of Council or the General Academic Assembly serves on more than one of the following committees: academic programs committee or planning and priorities committee.

- (c) Members of affiliated and federated colleges may not serve on the planning and priorities committee.
- (d) To the greatest extent possible, the nominations committee should attempt to include on committees members who are broadly representative of the disciplines of the University.
- (e) The nominations committee will attempt to solicit nominations widely from Council and the General Academic Assembly.
- (f) When a member of Council is appointed to a Council committee, the term of membership on the Council committee will be completed even if the individual ceases to be a member of Council provided the member is and remains a faculty member.
- (g) Nominees will be selected for their experience, demonstrated commitment and/or their potential for a significant contribution to committee functions.
- (h) To the extent possible, considerations will be given to equity in representation.

V. *Planning and Priorities Committee*

Membership

Eleven members of the General Academic Assembly, at least six of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

One dean appointed by Council

One undergraduate student appointed by the USSU

One graduate student appointed by the GSA

One sessional lecturer

Ex Officio Members

Provost & Vice-President, Academic or designate

Vice-President, Finance & Resources or designate

Vice-President, Research or designate

Vice-Provost, Indigenous Engagement

President (non-voting member)

Chair of Council (non-voting member)

Resource Personnel (Non-voting members)

Associate Provost, Institutional Planning and Assessment

Director of Resource Allocation and Planning

Director of Assessment and Analytics

Chief Information Officer and Associate Vice-president Information and Communications Technology

Executive Director, International – Office of the Vice President Research

Vice-Provost, Indigenous Engagement

Administrative Support

Governance Office

The Planning and Priorities Committee is responsible for:

- 1) Conducting and reporting to Council on university-wide planning and review activities in consultation with the Provost and Vice-President Academic.
- 2) Evaluating college and unit plans and reporting the conclusions of those evaluations to Council.
- 3) Recommending to Council on academic priorities for the University.
- 4) Recommending to Council on outreach and engagement priorities for the University.
- 5) Seeking advice from other Council committees to facilitate university-wide academic planning.

- 6) Recommending to Council on the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program, with the advice of the academic programs committee.
- 7) Balancing academic and fiscal concerns in forming its recommendations.
- 8) Providing advice to the President on budgetary implications of government funding requests and reporting to Council.
- 9) Considering the main elements of the comprehensive budget and financial reports and reporting to Council.
- 10) Advising the academic programs committee on the fit with University priorities and the general budgetary appropriateness of proposals for new academic programs and program deletions.
- 11) Integrating and recommending to Council on matters referred to it from other Council committees.
- 12) Advising the President and senior executive on operating and capital budgetary matters, including infrastructure and space allocation issues, referred from time to time by the President, providing the advice is not inconsistent with the policies of Council. The planning and priorities committee will report to Council on the general nature of the advice and, where practicable, obtain the guidance of Council. However, the committee need not disclose to Council matters the disclosure of which would be contrary to the interests of the University.
- 13) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.
- 14) Proactively supporting equity, diversity, and inclusion in all processes and matters coming before the committee.

VI. Research, Scholarly and Artistic Works Committee

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair.

One of the nine members will be an assistant or associate dean with responsibility for research.

One undergraduate student appointed by the USSU

One graduate student appointed by the GSA

Ex Officio

Vice-President, Research

Dean of the College of Graduate and Postdoctoral Studies

Dean of the University Library (or designate)

President (non-voting member)

Chair of Council (non-voting member)

Resource Members (non-voting)

Director, Research Services and Ethics

Director, Strategic Research Initiatives

Administrative Support

Governance Office

The Research, Scholarly, and Artistic Work Committee is responsible for oversight of research, scholarly, and artistic activity at the University, as academic activities under Council's purview. It is responsible for:

- 1) Recommending to Council on issues and strategies to support research, scholarly, and artistic work.
- 2) Recommending to Council on policies and issues related to research integrity and ethics in the conduct of research, scholarly, and artistic work.
- 3) Recommending to Council and providing advice to the Vice-President, Research on community engagement and knowledge translation activities related to research, scholarly, and artistic work.
- 4) Providing advice to the Vice-President, Research and reporting to Council on issues relating to the granting agencies that provide funding to the University.
- 5) Providing advice to the Vice-President, Research, the Vice-Provost, Teaching, Learning, and Student Experience, and the Dean of the College of Graduate and Post-Doctoral Studies on the contributions of undergraduate and graduate students and post-doctoral fellows to the research activity of the University.
- 6) Examining proposals for the establishment of any institute or centre engaged in research, scholarly, or artistic work at the University, and providing advice to the planning and priorities committee of Council.

- 7) Receiving an annual reports from the Vice-President, Research and the Dean of College of Graduate and Post-Doctoral Studies.
- 8) Receiving and reporting to Council the University's research ethics boards' annual reports.
- 9) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.
- 10) Considering the priorities of the University community, such as Indigenization and internationalization, when assessing current and new research, scholarly, and artistic work activities.

VII. Scholarships and Awards Committee

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair.

Vice-President, Academic of the USSU

Vice-President, Finance of the GSA

An Indigenous representative from the Aboriginal Students' Centre or a college undergraduate affairs office.

Ex Officio

Provost & Vice-President, Academic or designate

Dean of the College of Graduate and Postdoctoral Studies or designate

Vice-Provost, Teaching, Learning, and Student Experience or designate

Vice-President, University Relations or designate (non-voting member)

President (non-voting member)

Chair of Council (non-voting member)

Resource Personnel (non voting members)

Director of Graduate Awards and Scholarships

Director of Finance and Trusts, University Relations

University Registrar

Associate Registrar (Bursar)

Administrative Support

Office of the Registrar

The Scholarships and Awards Committee is responsible for:

- 1) Recommending to Council on matters relating to the awards, scholarships and bursaries under the control of the University.
- 2) Recommending to Council on the establishment of awards, scholarships and bursaries.
- 3) Granting awards, scholarships, and bursaries that are open to students of more than one college or school.
- 4) Recommending to Council rules and procedures to deal with appeals by students with respect to awards, scholarships and bursaries.
- 5) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.

VIII. Teaching, Learning and Academic Resources Committee

Membership

Eleven members of the General Academic Assembly, at least five of whom will be members of Council, and among the members from the General Academic Assembly there will be some expertise in Indigenous teaching and learning. Normally one of the five members of Council will be appointed chair of the committee.

One sessional lecturer

One graduate student appointed by the GSA

One undergraduate student appointed by the USSU

Vice-Provost, Teaching, Learning, and Student Experience

Resource Personnel (non-voting)

Chief Information Officer and Associate Vice-President, ICT
Dean, University Library

Director, Distance Education Unit

Director, Gwenna Moss Centre for Teaching and Learning

Director, Academic Technology

Director, Indigenous Initiatives

Administrative Support

Office of the Vice-Provost, Teaching, Learning, and Student Experience

The Teaching, Learning and Academic Resources committee is responsible for:

- 1) Commissioning, receiving and reviewing scholarship and reports related to teaching, learning and academic resources, with a view to supporting the delivery of academic programs and services at the University of Saskatchewan.
- 2) Making recommendations to Council and the planning and priorities committee on policies, activities and priorities to enhance the effectiveness, evaluation and scholarship of teaching, learning and academic resources at the University of Saskatchewan.
- 3) Promoting student, instructor and institutional commitments and responsibilities, as set out in the University of Saskatchewan Learning Charter and as reflected in the priority areas of the University of Saskatchewan integrated plans.
- 4) Designating individuals to act as representatives of the committee on any other bodies, when requested, where such representation is deemed by the committee to be beneficial.
- 5) The committee will carry out all of the above in the spirit and philosophy of equitable participation and an appreciation of the contributions of all people. As one of the university's priority areas is Indigenization, this includes rigorous and supportive programs for Indigenous student success, engagement with Indigenous communities, and the creation of learning outcomes tied to Indigenous content and experiences grounded in Indigenous world views. In this context, Indigenous refers to First Nations, Métis and Inuit people of Canada. In addition, the prioritization of internationalization calls the committee to a focus on intercultural and international engagement among students, educators, and staff.

IX. Joint Committee on Chairs and Professorships

Membership

Provost & Vice-President, Academic or designate (chair)

One member of Council appointed by Council

One member of the Board of Governors appointed by the Board

One member of the Research, Scholarly and Artistic Work Committee appointed by Council;

University Secretary or designate;

Vice-President, Research or designate;

Vice-President, University Relations or designate;

Vice-President, Finance & Resources or designate

Administrative Support

Office of the Vice-Provost, Faculty Relations

The Joint Committee on Chairs and Professorships is responsible for:

- 1) Developing and reviewing procedures and guidelines relating to the establishment, funding, and ongoing administration of chairs at the University of Saskatchewan.
- 2) Receiving and reviewing proposals for the establishment of all chairs and professorships, assessing compliance with university aims and objectives, administrative processes, and financial integrity.
- 3) Recommending to Council the approval of proposed chairs, and subsequently recommending to the Board of Governors that the Board authorize the establishment of chairs and changes to the structure of chairs as may be required from time to time.
- 4) Receiving notice of proposed changes to the names of chairs in accordance with the university's policy on *Naming of University Assets*.
- 5) Submitting an annual report to Council and the Board on the activities of the joint committee on chairs and professorships.

Part Three: Council Regulations

Introduction

Following are the academic regulations of the University of Saskatchewan enacted by Council. Prior to 1995, these regulations were approved by the University of Saskatchewan Senate. Under *The University of Saskatchewan Act, 1995*, (hereinafter referred to as “the Act”), the authority over these academic regulations was transferred to Council.

Specific instances where procedures are mandated by the Act are identified.

I. Degrees, Diplomas and Certificates

1. (a) The following degrees are authorized by Council to be granted by the University:

Bachelor and Master of Arts - B.A. & M.A.
Master of Mathematics - M.Math.
Bachelor of Science in Kinesiology - B.Sc. (Kin.)
Bachelor and Master of Fine Arts - B.F.A. & M.F.A.
Master of Physical Therapy - M.P.T.
Bachelor and Master of Science - B.Sc. & M.Sc.
Bachelor of Science in Engineering - B.E.
(Chemical, Civil, Computer, Electrical, Environmental, Geological, Mechanical,
Engineering Physics)
Master of Engineering - M.Eng.
Bachelor of Science in Agriculture - B.S.A.
Bachelor of Science in Agribusiness - B.Sc. (Agbus)
Bachelor of Science in Animal Bioscience (B.Sc.(An.Biosc.))
Master of Agriculture - M.Agr.
Bachelor and Master of Education - B.Ed. & M.Ed.
Bachelor of Commerce - B.Comm.
Master of Business Administration - M.B.A.
Master of Professional Accounting - M.P.Acc.
Master of Public Health - M.P.H.
Doctor of Pharmacy (Pharm.D.)
Bachelor of Science in Nursing - B.S.N.
Master of Nursing - M.N.
Juris Doctor and Master of Laws – J.D. & LL.M.
Bachelor of Science in Dentistry [B.Sc.(Dent.)]
Doctor of Dental Medicine - D.M.D.
Doctor of Medicine - M.D.
Bachelor of Science in Nutrition - B.Sc.(Nutr.)
Bachelor and Master of Music - B.Mus. & M.Mus.

Bachelor of Music in Music Education - B.Mus.(Mus.Ed.)
 Doctor of Veterinary Medicine - D.V.M.
 Master of Veterinary Science - M.Vet.Sc.
 Bachelor of Science in Renewable Resource Management – B.Sc.(R.R.M.)
 Bachelor of Arts and Science – B.A.&Sc.
 Master of Public Administration – M.P.A.
 Master of Governance and Entrepreneurship in Northern and Indigenous Areas -
 M.G.E.N.I.A
 Master of International Public Management and Administration (M.I.P.M.A)
 Master of Northern Governance and Development - M.N.G.D
 Master of Public Policy – M.P.P.
 Master of Environment and Sustainability – M.E.S.
 Master of Sustainable Environmental Management – M.S.E.M.
 Master of Water Security – M.W.S.
 Doctor of Education (Ed.D.)
 Doctor of Philosophy – Ph.D.
 Doctor of Science - D.Sc.
 Doctor of Letters - D.Litt.

(b) The following Honorary degrees are authorized by Senate to be granted by the University:

Doctor of Civil Law, honoris causa, D.C.L.
 Doctor of Laws, honoris causa - LL.D.
 Doctor of Science, honoris causa - D.Sc.
 Doctor of Letters, honoris causa - D.Litt.

(c) The following Degree-Level Diplomas and Certificates are authorized by Council to be granted by the University:

Certificates:

Aboriginal Business Administration Certificate - ABAC
 Aboriginal Teacher Associate Certificate – Cert.
 Certificate in Biological Research
 Certificate in Business
 Certificate in Classical and Medieval Latin – Cert.
 Certificate in Computing
 Certificate in Criminology and Addictions – Cert.
 Certificate in Early Childhood Education
 Certificate in Entrepreneurship
 Certificate and Global Health – Cert.
 Certificate in Global Studies – Cert.
 Certificate in Indigenous Governance and Politics – Cert.
 Certificate in Indigenous Languages – ILC
 Certificate in the Study of Indigenous Storytelling

Certificate in Jewish and Christian Origins – Cert.
Certificate in One Health
Certificate in Politics and Law
Certificate in Medical Language
Certificate in Teaching English as a Second Language
Certificate in Post-Secondary Technical Vocational Education – C.S.T.V.E
Certificate in Professional Communication – Cert.
Certificate in Sustainability – Cert.
Certificate in Technological Innovation
Internationally Educated Teachers Certificate - IETC
Certificate in wicêhtowin Theatre– Cert.
Kanawayihetaytan Askiy Certificate, “Let us Take Care of the Land” – Cert.
Post-Degree Specialization Certificate - P.D.S.C. in Economics
Post-Degree Certificate in Education: Special Education – P.D.C.
Post-Degree Certificate in Career and Guidance Studies – P.D.C.
Post-Degree Certificate in English as and Additional Language – P.D.C.
Certificate in Leadership in Post-Secondary Education – Cert.
Certificate in Practical and Applied Arts – PAA
Certificate in Jazz – Cert.
Certificate in Ethics, Justice, and Law – Cert.
Graduate Certificate in Economic Analysis for Public Policy
Graduate Certificate in Improving Teaching and Learning in Health Professions Education
Graduate Certificate in Non-Profit Management
Undergraduate and Graduate Certificates in One Health – Cert.
Graduate Certificate in Public Management
Graduate Certificate in Public Policy Analysis
Graduate Certificate in Rotating Small Animal Veterinary Internship
Graduate Certificate in Social Economy and Co-operatives – Cert.
Graduate Certificate in Speciality Internship in in Veterinary Internship
Graduate Certificate in Quality Teaching in Health Professions Education
Postgraduate Degree Specialization Certificate – P.G.D.S.C.

Diplomas:

Post-Graduate Diploma – P.G.D. (College of Graduate and Postdoctoral Studies)

Diploma in Agribusiness – Dip.(Agbus.)

Diploma in Agronomy – Dip.(Agrn.)

Kanawayihetaytan Askiy Diploma in Indigenous Lands Governance - K.A.I.L.G.

Kanawayihetaytan Askiy Diploma in Indigenous Resource Management – K.A.I.R.M.

(d) The following Non-Degree Level Certificates are authorized by the Provost and Vice-president Academic to be granted by the University:

Certificate in Adult and Continuing Education

Certificate in Dental Assisting

Executive Business Administration Certificate

Certificate in English of Academic Purposes

Prairie Horticulture Certificate

Graduate Pathways Certificate

Graduate Professional Skills Certificate – G.P.S.C.

STEM Accelerator Certificate

(e) The following Community-Level Certificates are authorized by the dean of a college (after consultation with the Provost and Vice-president Academic) to be granted by the University:

Master Gardener Certificate

Certified Crop Science Consultant

Certificate in Teaching English as a Foreign Language

Certificate of Art and Design

2. Degrees, Certificates and Diplomas may be conferred at the annual meeting of Convocation or at any other meeting of Convocation. The formal admission of candidates to degrees, certificates and diplomas shall, in the absence of the Chancellor, be made by the President (Vice-Chancellor), or by a member of the Council, appointed for that purpose.
3. Degrees may be conferred upon persons in absentia.

II. Cancellation of Degrees

Council may revoke the degree or degrees, diplomas, certificates and distinctions of the university and all privileges connected therewith of any holder of the same for cause or where the conduct of the holder, in the opinion of Council and following due process under the Academic Misconduct regulations, shall constitute a breach of any agreement made with the University as a condition of the conferment of such degree or degrees, diplomas, certificates or distinctions. Council may restore, on cause being shown, any person so deprived to the degree, distinction or privileges previously enjoyed by that person without further examination.

III. University Scholarships

Under section 61(1) (d) of the Act, Council is authorized to grant scholarships, prizes, fellowships, bursaries and exhibitions. Under section 49 (1) (i) the Board of Governors provides for the establishment of scholarships, fellowships, bursaries and exhibitions if authorized by Council.

IV. The Establishment of Colleges and Divisions

1. In the University the following Colleges and Schools shall be established, namely:
 - (a) The College of Arts and Science
 - (b) The College of Agriculture and Bioresources
 - (c) The College of Law
 - (d) The College of Engineering
 - (e) The College of Pharmacy and Nutrition
 - (f) The College of Education
 - (g) The Edwards School of Business
 - (h) The College of Graduate and Postdoctoral Studies
 - (i) The College of Medicine
 - (j) The Western College of Veterinary Medicine
 - (k) The College of Dentistry
 - (l) The College of Kinesiology
 - (m) The College of Nursing
 - (n) The Johnson-Shoyama Graduate School of Public Policy
 - (o) The School of Public Health
 - (p) The School of Environment and Sustainability
2. (a) Within the College of Medicine, and subject to its oversight, the following school and program shall be established:
The School of Rehabilitation Science
2. (b) Within the College of Engineering, and subject to its oversight, the following school shall be established:
The School of Professional Development, College of Engineering
3. In the University the following Departments and Divisions shall be established, and such other departments as may from time to time be authorized by the Board on the recommendation of Council:

Agriculture and Bioresources

Departments

- Animal and Poultry Science
- Agricultural and Resource Economics
- Food and Bioproduct Sciences
- Plant Sciences
- Soil Science

Arts and Science

Departments

- Archaeology and Anthropology
- Art and Art History
- Biology
- Chemistry
- Computer Science
- Drama
- Economics
- English
- Geography and Planning
- Geological Sciences
- History
- Languages, Literatures and Cultural Studies
- Linguistics and Religious Studies
- Mathematics and Statistics
- Music
- Indigenous Studies
- Philosophy
- Physics and Engineering Physics
- Political Studies
- Psychology
- Sociology

Business

Departments

- Accounting
- Finance and Management Science
- Human Resources and Organizational Behaviour
- Management and Marketing

Dentistry

No departments

Education

Departments

- Curriculum Studies
- Educational Administration
- Educational Foundations
- Educational Psychology and Special Education

Engineering

Departments

- Chemical and Biological
- Civil, Geological and Environmental
- Electrical and Computer
- Mechanical

Divisions

- Division of Biomedical Engineering

Kinesiology

no departments

Law

no departments

Medicine

Departments

- Anesthesiology, Perioperative Medicine and Pain Management
- Biomedical Sciences
 - Anatomy, Physiology and Pharmacology
 - Biochemistry, Microbiology and Immunology
- Community Health and Epidemiology
- Emergency Medicine
- Family Medicine
- Medical Imaging
- Medicine
- Obstetrics and Gynecology
- Ophthalmology
- Pathology and Laboratory Medicine
- Pediatrics
- Physical Medicine and Rehabilitation
- Psychiatry
- Surgery

Divisions

- Continuing Professional Development
- Division of Oncology
- Division of Social Accountability

Nursing

no departments

Pharmacy and Nutrition

no departments

Veterinary Medicine

Departments

- Large Animal Clinical Sciences
- Small Animal Clinical Sciences
- Veterinary Biomedical Sciences
- Veterinary Microbiology
- Veterinary Pathology

4. Under section 49 (1) (k) and (l) of the Act, the Board of Governors may provide for the establishment or disestablishment of any college, school, department, chair, endowed chair or institute if authorized by Council.
5. Under section 49(1) (l), the Board may provide for the disestablishment of any college, school, department, chair, endowed chair or institute if authorized by Council on academic grounds. If the Board considers disestablishment necessary because of financial exigency, section 49 (2) requires the Board to consult with Council, and section 49 (3) restricts implementation of the decision until (a) the Board has reported the decision to Council, and (b) Council has advised the Board respecting the effect of the decision on the academic program of the university or 60 days have passed from the date the Board reported the decision to the Council, whichever is earlier.
6. Under section 62 (3) (c), a decision of Council to authorize the disestablishment of any college, school, department, chair, institute or endowed chair is to be reported to the Senate at its next meeting and is not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.
7. Under section 23 (j), Senate may receive proposals respecting the establishment of any college, school, department or institute and recommend to the Board and the Council whether or not it should be established. Under section 23(l), Senate may consider and recommend to the Board and the Council whether or not any college, school, department or institute should be disestablished because of lack of relevance to the province.

V. Constitution and Duties of Faculty Councils

1. Membership of the Faculty Councils
 - A. In addition to those members listed in (B) below as members of Faculty Councils of each college and school, the Faculty Council of all colleges and schools shall include the following (*denotes non-voting members):
 - (a) The President of the University*
 - (b) The Provost and Vice-President, Academic*
 - (c) The Vice-President, Research*
 - (d) The Vice-President, Finance and Resources*
 - (e) The Vice-President, University Relations*
 - (f) The Vice-Provost, Teaching, Learning, and Student Experience*
 - (g) The Vice-Provost, Indigenous Engagement*
 - (h) Chief Information Officer and Associate Vice-President Information and Communications Technology*
 - (i) The dean of the college, or the executive director of the school, when the school is not encompassed within a college
 - (j) The Dean of the College of Graduate and Postdoctoral Studies or designate
 - (k) The Dean of the University Library or designate*
 - (l) The University Secretary or designate*
 - (m) The University Registrar or designate*

- (n) Such other persons as University Council may, from time to time, appoint in a voting or non-voting capacity;
- (o) Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity*
- (p) Those professors, Associate Professors, Assistant Professors, fulltime Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the dean of the college of...

B. The Faculty Councils shall be comprised as follows:

Faculty Council of the College of Agriculture and Bioresources

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Agriculture and Bioresources;
- (q) Faculty members of other colleges holding a position as Associate Member in a constituent department of the College of Agriculture and Bioresources;
- (r) Chemical and Biological Engineering (2) Biology (2), Chemistry (1), Business (2), Economics (1); Geography (1), Microbiology and Immunology (1), Veterinary Medicine (2).
- (s) Seven student representatives from the degree and diploma programs in the College of Agriculture and Bioresources to serve on the Faculty Council and its standing committees to take part in all discussions, including student matters. Representation will include one student from: the Bachelor of Science in Agriculture program, the Bachelor of Science in Agribusiness program, the Diploma in Agriculture program, the Bachelor of Science in Renewal Resource Management program, the Bachelor of Science in Animal Bioscience, the Agricultural Students Association president and the Agricultural Students Association vice-president (Academic).

Faculty Council of the College of Arts and Science

See 1.A, sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers in the College of Arts and Science;
- (q) All full-time faculty, instructors and special lecturers from St. Thomas More College teaching courses recognized for the BA, BSc or BA/BSc degrees (voting rights to be limited as set out in the terms of federation);
- (r) All full-time faculty from departments within the Division of Biomedical Sciences of the College of Medicine that offer BSc degree programs through the College of Arts and Science (voting rights to be limited as per College of Arts and Science Bylaws);
- (s) College of Arts and Science – vice-deans, Associate Dean (Students); Associate Dean Division of Biomedical Sciences; Dean and Associate Dean of St. Thomas More College;
- (t) Five representatives of the sessional lecturers;
- (u) Ten Arts and Science student representatives (full participation in meetings except when the discussion relates to individual students or faculty);
- (v) The deans of all other colleges, or their designate (non-voting member);
- (w) Director, University Learning Centre (non-voting member).

Faculty Council of the College of Dentistry

See 1.A, sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Dentistry;
- (q) Associate Provost of Health
- (r) All clinical Professors, clinical Associate Professors, clinical Assistant Professors, clinical Lecturers, Clinical Instructors, and Sessional Lecturers
- (s) Three community-based members of the dental profession holding the traditional, honorific role of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Lecturer, and Clinical Instructor as appointed by the Assistant Dean, Clinics
- (t) The Registrar, or designate, of the College of Dental Surgeons of Saskatchewan
- (u) President of the Saskatchewan Dental Student Society (SDSS), or designate from the SDSS Executive, who will be entitled to attend and vote on all nonconfidential matters
- (v) Director, Finance and Administration*
- (w) Director, Academic and Student Affairs*
- (x) Executive Officer to the Dean*
- (y) Business Manager, Clinical Affairs*

Faculty Council of the College of Education

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, and Assistant Professors who, for administrative purposes, are assigned to the Dean of the College of Education;
- (q) Dean of Arts and Science (or nominee) and the vice-deans of Arts and Science (or nominees); Dean of Agriculture and Bioresources (or nominee); Dean of Kinesiology (or nominee); Education Head Librarian (or nominee); as non voting members.
- (r) Five undergraduate students comprised of the president of the Education Students Society and two named ESS officers (or named designates); the president of the SUNTEP student society (or named designate); the president of the ITEP student society (or named designate); and three education graduate students named by the Education Graduate Student Association, to have noting privileges on all matters at meetings of the Faculty Council.
- (s) Directors (or designates) of the Indian Teacher Education Program (ITEP), Northern Teacher Education Program (NORTEP), and Northwest Territories Teacher Education Program (NWTEP); Coordinator (or designates) of the Saskatchewan Urban Native Teacher Education Program (SUNTEP) Prince Albert and SUNTEP Saskatoon, to have voting privileges on all matters at meetings of the Faculty Council.

Faculty Council of the College of Engineering

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Engineering or hold joint appointments in the College of Engineering;

- (q) A faculty representative from each of Agriculture and Bioresources, Chemistry, Geological Sciences, Mathematics and Statistics, Computer Science, Biology and Edward School of Business;
- (r) Those Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and Special Lecturers in the Department of Physics and Engineering Physics who deliver the Engineering Physics program;
- (s) Two representatives from the undergraduate student association as voting members and the president of each engineering undergraduate program students association as non-voting members.
- (t) Two Engineering graduate student representatives as voting members.

Faculty Council of the School of Environment and Sustainability

See 1.A., sections (a) to (o)

- (p) All faculty members who hold a standard, 100%, in scope appointment in the School
- (q) All faculty members holding a primary-joint and secondary-joint appointments in the School
- (r) The president of the School of Environment and Sustainability Students' Association
- (s) The following members may be heard in faculty council, but may not vote:
 - i. Associate members
 - ii. Adjunct members

Faculty Council of the College of Graduate and Postdoctoral Studies

See 1.A., sections (a) to (o)

- (p) The deans of colleges and executive directors of schools involved with graduate work and research, and any associate or assistant deans appointed to support graduate studies and research;
- (q) The Dean of the University Library, as a voting member;
- (r) The Manager, International Students and Study Abroad Centre;
- (s) The heads of those departments which are involved with graduate studies and research;
- (t) For a five year renewable term, all faculty members involved in graduate teaching, supervision of graduate students, or in research. Minimal requirements for membership of faculty members shall be established by the College of Graduate and Postdoctoral Studies;
- (u) Five graduate students representing different divisions of the college, including the president and two vice-presidents of the Graduate Students' Association.

Faculty Council of The Johnson-Shoyama Graduate School of Public Policy

See 1.A., sections (a) to (o)

- (p) Associate Director, Johnson-Shoyama Graduate School of Public Policy
- (q) Faculty members (professors, associate professors, and assistant professors) who hold a standard appointment in the school
- (r) Faculty members (professors, associate professors, and assistant professors) who hold a primary joint appointment or a secondary joint appointment of 0.25FTE or more in the school
- (s) Faculty members from the University of Regina who are appointed as adjunct members in the Johnson-Shoyama Graduate School of Public Policy
- (t) Two Johnson-Shoyama Graduate School of Public Policy students

- (u) Director, Outreach and Training, Johnson-Shoyama Graduate School of Public Policy
- (v) Johnson-Shoyama Advisory Council chair or representative
- (w) The following members may be heard in faculty council but may not vote:
 - i. Faculty members (professors, associate professors, and assistant professors) who hold a joint appointment in the school of less than 0.25FTE

Faculty Council of the College of Kinesiology

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Kinesiology
- (q) Arts & Science – Biology (1), Psychology (1); Medicine – Physiology (1), Anatomy and Cell Biology (1), Physical Therapy (1); Education (1), as non-voting members
- (r) One full-time Kinesiology undergraduate student, one full-time Kinesiology graduate student, and one Kinesiology postdoctoral fellow (PDF) (if available) will be entitled to attend and vote on all non-confidential matters at meetings of the Faculty Council.

Faculty Council of the College of Law

See 1.A., sections (a) to (o). Add (or nominee) after each of 1.A. (f-h)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Law;
- (q) Research Director of Native Law Centre;
- (r) Programs Director of Native Law Centre;
- (s) Law Librarian or Assistant Law Librarian;
- (t) One student representative of the Aboriginal Law Students' Association;
- (u) Five student representatives of the Law Students' Association;
- (v) One student from a graduate degree program in Law.

Faculty Council of the College of Medicine

See 1.A., sections (a) to (o)

- (p) Associate deans of the college;
- (q) Assistant deans of the college;
- (r) The department head of each academic department of the college and the Director of the School of Physical Therapy;
- (s) One university faculty member of the college representing each department of the college, or the School of Physical Therapy, who is a member of that department or school;
- (t) Two community faculty members of the college representing each clinical department, or the School of Physical Therapy; who are members of that department or school, at least one of whom will be based outside of the Saskatoon Health Region;
- (u) Twenty university faculty members of the college;
- (v) One medical student from each year of the undergraduate medical program; one physical therapy student from each year of the physical therapy program; four postgraduate medical students, at least one of whom must be registered in

- the family medicine program of the College; and two graduate students enrolled in graduate programs delivered in the College;
- (w) The following persons are entitled to attend and participate in meetings of the Faculty Council but, unless they are members of the Faculty Council, are not entitled to vote:
- i. All other directors of the College of Medicine;
 - ii. The dean and associate deans, or designates, of all other health science colleges at the university;
 - iii. The dean and the vice-deans of academic programs, humanities and fine arts, social sciences, and science, or designates, of the College of Arts and Science at the university;
 - iv. The librarian in charge of the health sciences library;
 - v. The Registrar, or designate, of the College of Physicians and Surgeons of Saskatchewan;
 - vi. The Chief Executive Officer, or designate, of the Saskatchewan Medical Association;
 - vii. The Chief Executive Officer, or designate, of each health region in the province of Saskatchewan;
 - viii. The presidents and academic Vice-presidents of the undergraduate medical student society; the postgraduate medical student society; the physical therapy student society, and the College of Medicine graduate student society.

Faculty Council of the N. Murray Edwards School of Business

See 1.A, sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the Edwards School of Business;
- (q) Agriculture and Bioresources (1), Economics (1), Mathematics and Statistics (1), Social Science or Humanities including Economics (1), Computer Science (Head plus four others);
- (r) Five undergraduate students and two graduate students who shall be entitled to vote on all matters at Faculty Council meetings.

Faculty Council of the College of Nursing

See 1.A., sections (a) to (o)

- (p) Those professors, associate professors, assistant professors, full-time lecturers, instructors, and special lecturers who for administrative purposes, are assigned to the Dean of the College of Nursing;
- (q) Department heads or their designated representatives from the Department of Biomedical Sciences (1); the Department of Biochemistry, Microbiology & Immunology (1); the Executive Director or the Executive Director's designate from the School of Public Health (1); the Director or the director's designate from the School of Rehabilitation Science (1); deans of Arts and Science, Dentistry, Medicine, Pharmacy and Nutrition, Kinesiology, Veterinary Medicine;
- (r) Up to four full-time undergraduate nursing students. One from each Nursing Association in Regina, Saskatoon, and Prince Albert, and one from the Post-Degree BSN. Undergraduate student representatives will be named by the undergraduate Nursing Society.

- (s) Up to four full-time nursing graduate students preferably from the Masters of Nursing (1), Masters of Nursing (Nurse Practitioner) (1), and Ph.D. in Nursing (1). Graduate student representatives will be named by the Graduate Student Association of the College of Nursing or through consultation with the Graduate Chair.
- (t) A Postdoctoral Fellow (if available) in Nursing nominated by the Postdoctoral Fellows in the College of Nursing and/or through consultation with the Graduate Chair;
- (u) Clinical Coordinators,* Director of Operations and Strategic Planning*, Director of Finance & Administration,* UCAN Representatives* Research Facilitator,*Communications Officer*

Faculty Council of the College of Pharmacy and Nutrition

See 1.A., sections (a) to (o)

- (p) Associate Dean (Research and Graduate Affairs) of the College;
- (q) Associate Dean (Academic) of the College;
- (r) those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Pharmacy and Nutrition
- (s) Representatives from the following Colleges and Departments:
 - College of Arts and Science: Dept. Head or Designate of: Chemistry (1); Mathematics and Statistics (1)
 - College of Medicine: Dean or Designate (1); Dept. Head or Designate of: Anatomy and Cell Biology (1); Biochemistry (1); Community Health and Epidemiology (1); Microbiology and Immunology (1); Pathology and Laboratory Medicine (1); Pharmacology (1); Physiology (1)
 - College of Agriculture and BioResources: Dept. Head or Designate of: Animal and Poultry Science (1); Food and Bioproduct Sciences (1)
 - College of Kinesiology: Dean or Designate (1)
 - College of Nursing: Dean or Designate (1)
 - College of Dentistry: Dean or Designate (1)
 - School of Public Health: Executive Director or Designate (1)
 - Edwards School of Business: Dept. Head or Designate of: Management and Marketing (1)
 - Toxicology: Director or Designate (1)
 - Western College of Veterinary Medicine: Dean or Designate (1)
- Student Representatives:
 - One student for every 100 students in the Pharmacy Undergraduate Program
 - One student for every 100 students in the Nutrition Undergraduate Program
 - One graduate student from either the Pharmacy or Nutrition graduate program

Faculty Council of the School of Public Health

See 1.A., sections (a) to (o).

- (p) All faculty members who hold a standard appointment in the School.
- (q) Faculty members with a primary joint appointment in the school with a 0.25FTE or more time commitment to the school or a secondary joint

appointment in the school with a 0.25FTE or more time commitment to the school.

- (r) Up to two clinical community-based faculty, at least one of whom will be based outside of the Saskatoon Health Region;
- (s) The following members may be heard in faculty council, but may not vote:
 - i. Associate members;
 - ii Adjunct members;
 - iii Faculty members who hold a primary appointment in the school or a secondary appointment in the school with a less than 0.25FTE commitment to the school.

Faculty Council of the School of Rehabilitation Science

See (i), Sections (a) to (o) above.

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers holding appointments in the School of Rehabilitation Science
- (q) The Director of the School of Rehabilitation Science
- (r) The Associate Dean of Physical Therapy and Rehabilitation Sciences, as Chair
- (s) The Assistant Dean Graduate Studies, College of Medicine
- (t) Clinical Specialists in the School of Rehabilitation Science
- (u) The Director of Continuing Physical Therapy Education
- (v) No more than six members of the faculty of the School of Rehabilitation Science, holding a clinical faculty appointment at the rank of Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor shall be voting members of the School of Rehabilitation Science Faculty Council
- (w) No more than eight Master of Physical Therapy student members
- (x) No more than a total of two people who can be either Master of Science students, Ph.D. students or postdoctoral fellows
- (y) Head of the Health Science Library or designate
- (z) The following persons are entitled to attend and participate in meetings of the School of Physical Therapy Faculty Council but, unless they are members of the School of Physical Therapy Faculty Council are not entitled to vote: Professor Emeriti, Clinical Faculty who are not represented under (u), Adjunct Faculty, Professional Affiliates, Associate Members, Representative of the Saskatchewan College of Physical Therapists (SCPT), Representative of the Saskatchewan Physiotherapy Association (SPA)

Faculty Council of the Western College of Veterinary Medicine

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the Western College of Veterinary Medicine;
 - (q) Agriculture and Bioresources (2), Biology (1), Chemistry (1), Dentistry (1), Medicine (2), Pharmacy and Nutrition (1).
 - (q) Six full-time undergraduate students to attend and vote on all non-confidential matters at meetings of the Faculty;
 - (r) Two graduate students registered in Veterinary Medicine through the College of Graduate and Postdoctoral Studies to attend and vote on all non-confidential matters at meetings of the Faculty.
- C. The University Secretary, or an assigned deputy, shall act as Secretary of each Faculty Council.

2. Roles and Responsibilities of the Faculty Councils

- A. The Faculty Council of each college or school, subject to the provisions of the Act, the Bylaws of University Council and the general control of University Council, shall have charge of matters of scholarship and discipline.

Among the duties delegated by University Council to the faculty councils are the following:

- (a) To make recommendations to University Council concerning the requirements for admission to programs offered by the college or school;
- (b) To establish and report to University Council on the number of students who may be admitted to a college or program of study and to report to University Council on the number of students admitted each year;
- (c) To make recommendations to University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- (d) To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- (e) Subject to University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
- (f) To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions;
- (g) To approve candidates for degrees, diplomas and certificates;
- (h) To approve candidates for scholarships, prizes, and other awards and honours;

- (i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under University Council's regulations governing academic misconduct;
 - (j) To consider appeals from students in accordance with University Council's regulations governing student appeals in academic matters.
- B. The chair or the secretary of the Faculty Council of any college or school shall transmit to University Council for consideration and review all matters which belong to the care of University Council or which from their nature concern more than one college or school.
- C. Each Faculty Council shall establish bylaws for the purpose of regulating the conduct of its meetings and proceedings and may establish standing committees and their terms of reference. Authority that has been delegated by University Council to the Faculty Councils, either in accordance with these bylaws or through policies approved by University Council, may not be further delegated without the permission of University Council.
- D. Each Faculty Council shall keep a record of its proceedings and this record shall be open to any member of the faculty council. A copy of the proceedings shall, upon request, be furnished by its secretary to the Chair of University Council and/or to the president of the university.

VI. Programs of Study

Under section 61(1)(f) of the Act, Council is authorized to prescribe curricula, programs of instruction and courses of study in colleges, schools or departments.

Each college or school Faculty Council shall prepare its program or programs of study, including the curriculum for any degree of that college or school, and shall submit them to Council for approval under regulations established for that purpose by Council. Upon the approval of Council, they may be published and go into effect.

VII. Enrolment Management

The University reserves the right to restrict the registration of students in programs, courses and classes. Council delegates to colleges, schools and departments, in consultation with the University Registrar and Director of Student Services, authority to restrict and to control registration in any or all courses and classes where such restriction is necessary or advisable.

Subject to the approval by Council and confirmation by Senate of a strategic enrolment management plan, Council delegates to colleges and schools the management of enrolment in accordance with the approved plan.

VIII. Admission of Students

Under section 61(1)(i) and (l) of the Act, Council is authorized to prescribe academic and other qualifications required for admission as a student, and to prescribe and limit the number of students who may be admitted to a college or a program of study. Subject to the authority given to Senate under the Act, Council will approve admission qualifications for all programs. Upon the approval of Council and subject to any necessary approvals by Senate, these may be published and go into effect.

1. Council may establish policies, regulations and procedures concerning admission of students and granting of credit for prior learning.
2. In accordance with these regulations, Council may delegate to Faculty Councils and/or to the Admissions Office responsibility for setting application deadlines and for the assessment of applications and for making admission offers in accordance with the admission qualifications approved by Council.

IX. Examinations, Grading, and Assessment of Students

Under section 61(1)(g) and (j) of the Act, Council is authorized to prescribe methods and rules for evaluating student performance, including prescribing examination timetables and the conduct of examinations, and to hear appeals by students or former students concerning academic decisions affecting them.

1. The Examiners of the University shall be:
 - (a) The Professors, Associate Professors, Assistant Professors, Lecturers, Special Lecturers, Sessional Lecturers and Instructors of the University.
 - (b) Such other Lecturers or teachers of the University as Council may appoint.
 - (c) By delegation from Council, such adjunct faculty, professional affiliates, professors emeriti and external and independent examiners, not included in (a) or (b), as the College of Graduate and Postdoctoral Studies may appoint to serve on graduate studies examining committees and boards for the purpose of assessing candidates for graduate-level degrees and diplomas.
2. Council may establish policies, regulations and procedures concerning the examination, grading and assessment of students and concerning the degrees and distinctions to be conferred by the University, as well as policies, regulations and procedures governing student appeals in academic matters. Such policies, regulations and procedures may include delegation of authority by Council and shall be published and made available to students.
3. Section 23 (g) of the Act authorizes the Senate to appoint examiners for and make bylaws respecting the conduct of examinations for professional societies or other bodies if the university or any of its agencies is required or authorized by any act to do so.

X. Affiliation and Federation

1. Under section 61 (1) (e) of the Act, Council has the power to authorize the Board to provide for affiliation or federation with any educational institution, or the dissolution of any affiliation or federation with any educational institution. Under 62 (3) (d), a decision to authorize the dissolution of any affiliation or federation is to be reported to the Senate at its next meeting and is not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.
2. Under 23 (k) and (l), the Senate may receive proposals respecting the affiliation or federation of any educational institution with the university and recommend to the Board and Council whether or not the proposed affiliation or federation should be made. Senate may also consider and recommend to the Board and Council whether or not any affiliation or federation should be dissolved because of lack of relevance to the province.
3. Principles for federation and affiliation with the University of Saskatchewan, which are representative of the current relationships with federated and affiliated colleges, and are the basis for considering future requests, are as follows.
 - (a) **Relationships of affiliation or federation should be based on academic interests shared by the university and the candidate institution.** Though it is possible to conceive of many reasons for entering into partnerships or collaborative relationships with other institutions – sharing space or other resources or joining together in government relations initiatives, for example – the particular relationship of affiliation or federation should be founded in common academic goals and interests, such as programming for students or advancing a research agenda.
 - (b) **Relationships of affiliation or federation should be based on shared support for the university’s vision, mission and values.** The governing bodies of the University of Saskatchewan have adopted a statement setting out the vision, mission and values that will guide the institution. Though the university cannot require that other institutions are guided by identical values or an identical mission, the university can only enter into relationships of affiliation or federation on terms that are consistent with the values held by the university and the vision it has adopted.
 - (c) **The university should approach the request for a relationship of federation or affiliation in a spirit of respect for the distinctive history, traditions and achievements of the candidate institution.** Though the university should not enter into relationships of affiliation or federation on terms that undermine the stated vision, mission and values of the institution, the university should not demand that an affiliated or federated institution conform in all respects to the university’s established practices and procedures. The rationale for creating relationships of affiliation or federation is in part that the university is enriched by the distinctive perspectives brought by the partner institutions.

- (d) **The significant elements of a relationship of affiliation or federation should be reflected, insofar as possible, in written agreements.** Though strong partnerships are marked by flexibility, informality and vigorous personal connections, it is important that the basic terms to which the partners have agreed are clearly documented in writing.
- (e) **Consideration should be given to the reciprocal contributions that can be made by the university and the candidate institution.** Though the university is likely to be the larger partner in these relationships, the formation of the partnership should take into account fully the contributions both parties can make to the lives of their respective institutions.
- (f) **Provision should be made for regular review of the relationship with the candidate institution.** The potential for refreshing and reforming the relationship should be provided for through a regular cycle of reviews. Academic institutions are not stagnant, and their relationships should be examined on occasion to ensure that the goals for the partnerships are being met effectively.
- (g) **Consideration should be given to developing clear pathways for students between programs offered by the university and the candidate institution.** In keeping with the obligation of post-secondary institutions to support the career aspirations of their students, the question of whether a relationship of affiliation or federation provides an opportunity to establish academic pathways or ladders for students should be a factor in defining the relationship.
- (h) **Consideration should be given to the role the candidate institution might play in the governing bodies of the university.** The *University of Saskatchewan Act 1995* provides that affiliated and federated institutions have representation on both Council and the Senate. The partners should consider how this opportunity to participate in university governance can be most effectively deployed. A Council of Affiliated and Federated Institutions (CAFI) will be established to that effect.
- (i) **Consideration should be given to whether an alternative form of partnership might be more appropriate.** Given the involvement of affiliated and federated institutions in university governance, it is clearly contemplated that these relationships will be of a comprehensive nature. Where the interest of the parties is restricted to individual programs or projects, there may be other forms of relationship that are more appropriate.
- (j) **The academic standards and integrity of the candidate institution should be a factor in determining whether the university will enter into a relationship of affiliation or federation.** It is important to the university that any candidate institution be able to demonstrate standards of academic attainment and institutional integrity that will be consonant with the level of expectation to which the university holds itself.

4. Affiliation

- (a) The aim of affiliation is to associate with the University for the purposes of promoting the general advancement of higher education in the province, those institutions which are carrying on work recognized as of university grade by Council of the University, where such association is of mutual benefit to the University and the institution seeking affiliation.
- (b) The following theological colleges are affiliated with the University:
 - College of Emmanuel and St. Chad
 - Lutheran Theological Seminary
 - St. Andrew's College
 - Horizon College and Seminary
 - Briercrest Bible College and Biblical Seminary
- (c) The requirements for the affiliation and continued affiliation of theological colleges with the University are:
 - (i) That the theological college may offer at least three courses for which credit is given by the University toward a degree.
 - (ii) That the normal admission requirements of the theological college be at least equal to those of the University.
 - (iii) That students who receive the graduation diploma of the college shall normally have a minimum of one year of Arts credit other than theological options beyond senior matriculation.
 - (iv) That the qualifications of the faculty including graduate work, the expected proportion of holders of PhDs on the faculty, and the adequacy of the library facilities be approved by Council of the University.
 - (iv) That, except in cases of emergency as recognized by Council of the University, the minimum number of full-time students who qualify under regulation (b) above be not less than an average of twelve students per year over any or every period of three consecutive years.
 - (v) That, the course of studies leading to the graduate diploma of the college should normally require a period of at least three academic years for completion.
 - (vi) That an institution which is seeking affiliation with the University of Saskatchewan must institute tenure provisions acceptable to the University but not necessarily equivalent to the University academic tenure regulations.
- (d) Gabriel Dumont College of Metis Studies and Applied Research is an Affiliated College with the University.
- (e) St. Peter's College is an Affiliated College with the University.

St. Peter's College

Students taking courses at St. Peter's College for university credit must be admitted to the University of Saskatchewan as well as to St. Peter's College. For work done in St. Peter's College, the University may give credit provided that the following conditions are met:

- (i) That the courses to be credited to the University are considered by the University to be equivalent in quality to its own courses.
- (ii) That the offering of each course and the appointment of its instructor are approved by the appropriate official of the University, with the concurrence of the University of Saskatchewan department head, dean or director concerned.
- (iii) That the library and other facilities of the College for a given course are judged adequate by the University, with the concurrence of the University of Saskatchewan department head, dean or director concerned.
- (iv) That the final examinations are conducted by examiners appointed or accepted by the University in accordance with university examination regulations; that the examination papers are approved in advance by the University department, faculty, or school concerned, which may also review the marked answer papers before the final results are reported to the University Registrar and Director of Student Services.
- (v) That an upper-year student of the University is permitted to register at the College only part-time i.e. for a maximum of two full courses.
- (vi) That a student may not receive credit for more than two years (10 courses) of work at the College, of which not more than one year (5 courses) may consist of upper-year courses.
- (vii) Colleges which have been or shall be recognized by Council as federated colleges of the University shall be considered to be in affiliation with the University.

5. Federation

- (a) The requirements for recognition as a federated college of the University shall include the following:
 - (i) The College must be authorized by the University to give courses recognized for credit toward a Bachelor of Arts degree in the subjects of at least four departments of the College of Arts and Science.
 - (ii) The members of the College teaching staff, teaching the above University courses or classes, must possess qualifications sufficiently high to be recognized as members of the Faculty of Arts and Science and shall be so recognized.
 - (iii) The College must be situated on or adjacent to the campus at Saskatoon.

(b) St. Thomas More College is a Federated College with the University.

St. Thomas More College, Saskatoon

St. Thomas More College, Saskatoon, which is hereinafter referred to as the College, shall be recognized as a federated college upon the following terms and conditions:

The officers and faculty of the College, as indicated, are entitled to full membership with power to vote, on the following academic bodies:

The Senate: The President to be a member.

The General Academic Assembly: The Dean, Professors, Associate Professors, Assistant Professors, full-time lecturers, special lecturers and instructors to be members.

The Council: either two elected representatives, or the Dean and one elected representative. The President to be a non-voting member.

The Faculty Council of the College of Arts and Science: The Dean, Professors, Associate Professors, Assistant Professors, full-time lecturers, special lecturers and instructors teaching courses recognized for the B.A. or B.Sc. degrees to be members.

Students enrolled in the College who have satisfied the University requirements for admission shall be admitted to such University courses as they are qualified to enter and continue therein on the same terms as other University students, provided the fees required for such courses have been paid. Students enrolled in the University may, with the permission of the College, take courses in the College recognized for the B.A. and B.Sc. degrees provided that the fees required for such courses have been paid. The conditions will apply provided the same tuition fee is required by both the College and the University.

The foregoing provision with regard to the tuition fee for the Arts and Science courses applies to the pre-professional courses.

All students enrolled in a professional college or school must pay the University the full tuition fee required for each year of the professional program, though the University may grant credit for any course or courses taken in the College and accepted by the College of Arts and Science for the corresponding course required in a professional program.

Academic appointments to and promotions within the College shall be made by the Board of Governors of the College, on the recommendation of the President of the College but prior to making such appointments or promotions, the President of the College shall secure the approval of the President of the University.

The University will recognize the instruction given by the College in subjects in the divisions of the humanities and social sciences, and such other subjects as may from time to time be agreed upon with the College of Arts and Science, or other appropriate college, provided that the instruction is given by competent

teachers and that the work done in each course is equivalent in extent and standards to that given by the University. This equivalence is to be determined by the Head of the Department in the College and the Head of the Department in the University working out in cooperation the extent of the courses, the standard and all the particulars pertaining to the subjects, including the examinations to their mutual satisfaction or, in cases of difficulties, to the satisfaction of the President of the University.

The University shall confer the B.A. or B.Sc. Degree on such students of the College as have satisfied the requirements prescribed by the University for admission and for the B.A. or B.Sc. curriculum.