



UNIVERSITY OF SASKATCHEWAN

# School of Environment and Sustainability

USASK.CA/SENS

## Faculty Council Bylaws

### PREAMBLE

These bylaws describe and set forth procedures relating to the governance of the faculty council of the School of Environment and Sustainability and are subject to the bylaws, policies, and regulations of the University Council, which establishes the faculty council. To the extent that any previous resolution of the faculty council or its predecessors or any committee of that council is inconsistent with this bylaw, this bylaw has precedence.

### PART ONE: FACULTY COUNCIL REGULATIONS

#### A. Constitutional Powers and Duties

The faculty council of the School of Environment and Sustainability is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the *University of Saskatchewan Act 1995*.

Under *Part Three* of the University Council's *Bylaws*, the faculty council of each college or school, subject to the provisions of the University Act, the Bylaws of the University Council and the general control of the University Council, shall have charge of matters of scholarship and discipline. The duties delegated by University Council to the faculty councils are laid out in *Part Three, Section V, Subsection 2* of the University Council *Bylaws*.

In addition to these statutory powers and duties, faculty council serves as a forum for the participation and engagement of members of faculty council in discussions of policies, plans, and decisions by the School administration that directly affect those areas for which faculty council has responsibility.

#### B. Membership

The membership of the faculty council of the School of Environment and Sustainability is prescribed in the *Bylaws* of the University Council, *Part Three, Section V, Subsection 1*. At the time of approval of these bylaws, membership is specified as follows:

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\*

### Faculty of the School of Environment and Sustainability

See Sections (a) to (o) above.

- (p) All faculty members who hold a standard, 100%, appointment in the School
- (q) All faculty members holding primary-joint and secondary-joint appointments in the School
- (r) Two graduate student representatives, one registered in the School's thesis programs and one registered in the School's non-thesis programs, one of which will be the president of the School of Environment and Sustainability Students' Association (SENSSA).
- (s) One postdoctoral fellow registered in the School through the College of Graduate and Postdoctoral Studies (CGPS), and selected by the fellows of the School.

The following members may be heard in faculty council but may not vote:

- i. Associate members
- ii. Adjunct members

Members on leave retain their right to participate and vote in meetings but are not counted in quorum.

In accordance with a duly approved motion of the faculty council, it may recommend changes in its membership to the University Council.

### **C. Appointment and Election of Members**

For those members of the faculty council who are not members by virtue of their position as administrators or as members of the faculty of the School of Environment and Sustainability:

- 1. Sessional lecturers currently employed by the School shall be heard in faculty council but may not vote.
- 2. The SENSSA President shall serve on faculty council concurrently with their term as SENSSA President and shall vote.
- 3. The second graduate student representative from any of our graduate programs shall serve on faculty council, have a vote, and be selected by the School's students.
- 4. The postdoctoral fellow representative shall serve on faculty council, have a vote, and be selected by the School's fellows.
- 5. A vacancy in SENS graduate student or postdoctoral fellow representatives will not affect the number required for quorum.
- 6. Staff members shall be heard in faculty council but may not vote.

An *ex officio* member who is entitled under Council bylaws to delegate their membership may designate an individual to serve on the faculty council with the same powers as the designator. Such designations will last for a twelve-month period of time and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in their place. To initiate the designation, the *ex officio* member will inform the chair of faculty council. During the period of designation, the *ex officio* member who initiated the designation may attend meetings of the faculty council with a voice but no vote.

### **D. Duties, Terms of Office and Election of Officers**

- 1. The Executive Director of the School of Environment and Sustainability is the chair of the faculty council. The chair shall vote.
- 2. The chair shall be responsible for
  - (a) Presiding at all meetings of the faculty council to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
  - (b) Preparing a draft agenda for each meeting of the faculty council and to present it for approval at the meeting.
  - (c) In accordance with the University Council's Bylaws, transmitting to the University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school.
  - (d) Ensuring the maintenance of an archive of the proceedings and all approved minutes of faculty council meetings.

- (e) As the spokesperson for faculty council, explaining the decisions, activities, and procedures of faculty council.

The chair may seek the guidance and assistance of the Governance Committee of University Council with respect to matters of procedure.

3. The vice-chair of faculty council shall be designated by the Executive Director.
4. In the chair's disability or absence, the vice-chair shall have all the powers and perform all the duties of the chair. The vice-chair will preside at meetings in place of the chair if the chair declares a conflict of interest in any matter.
5. The secretary acts as the delegate of the University Secretary under University Council's *Bylaws Part Three, Section V.1.E*. Under the general direction of the chair, the secretary shall be responsible for
  - (a) Assisting the chair in the preparation of agendas and minutes.
  - (b) Arranging for the distribution of notice of meetings, agendas, and minutes to all members of the faculty council.
  - (c) Recording attendance at all meetings.
  - (d) Recording all motions, resolutions, and other decisions taken at meetings.
  - (e) Arranging for and carrying out elections in accordance with these bylaws and providing the result to the chair.

#### **E. Meetings**

1. Regular meetings of the faculty council will be held 8–10 times each academic year, typically once a month during the regular academic session.
2. Notice of regular meetings will be in writing and will be provided to all members no less than 30 days in advance of the meeting.
3. A special meeting of the faculty council may be held at any time upon the call of the chair, or in the chair's disability or absence, of the vice-chair. Upon the written petition of not fewer than 20% of voting members, the chair shall call a special meeting for the transaction of such business only as may be specified in the notification of the meeting. Special meetings require written notice to all members not less than seven days in advance.
4. An agenda and, wherever practical, all supporting materials shall be made available to each member of the faculty council at least two days in advance of the meeting.
5. The quorum for regular and special meetings will be 50% plus one of faculty in-scope of the University of Saskatchewan Faculty Association (USFA) holding standard, primary-joint, or secondary-joint appointments with the School. Any faculty meeting these criteria who are on leave shall not be counted in the calculation of quorum. Faculty members on leave retain the right to participate in meetings but are not considered part of quorum.
6. Any regular meeting may be postponed or cancelled at the call of the chair.
7. Regular meetings of the faculty council are normally open to the members of the university community and may, at the discretion of the chair, be open to the general public. Non-members may speak at the discretion of the chair but, unless they are voting members of the faculty council, are not entitled to vote. The chair may call for any meeting or portion of a meeting to be closed. Every member of the faculty council, whether a voting or non-voting member, shall be entitled to attend closed meetings and sessions, unless that member has a conflict of interest, in which case the conflict shall be declared, and the chair shall rule whether the member should remain. Student members will be considered to be in a conflict of interest and excluded from consideration of those matters where the performance of students is under review or consideration.

#### **F. Procedures and Voting**

1. Meetings shall be presided over by the chair or, in the absence or disability of the chair, the vice-chair or, in the absence or disability of both, by any other member of the faculty council as agreed to by the majority of members at the meeting.

2. The agenda will be approved at the beginning of each meeting. Except as provided elsewhere in these by-laws, all questions legitimately before faculty council shall be decided by a majority of votes of the members present.
3. Voting will normally be by show of hands, except in instances where the USFA Collective Agreement specifies a written vote. A procedural motion to require a written vote must be seconded and approved by majority.
4. In matters requiring an urgent decision, and at the call of the chair, a motion may be put to the members electronically. Electronic approval of a simple majority of the voting members of faculty council to any motion will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly convened and will be recorded in the minutes of the faculty council.
5. Any member may have his or her vote recorded for the minutes on request. The number voting for or against a motion shall be entered on the minutes at the call of any two members.

#### **G. Committees**

1. The standing committees of the School of Environment and Sustainability as of January 1, 2017 are Admissions and Awards, Graduate Programs, Engagement, and Undergraduate Programs.
2. The faculty council may establish standing and *ad hoc* committees to facilitate its work and subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.
3. Unless a motion of faculty council passed in accordance with a delegation by the University Council specifically provides otherwise, all recommendations of committees will be brought to faculty council for consideration.
4. All standing committees will meet and report to faculty council at least five times each academic year. Responsibility for calling committee meetings rests with the chair of the committee.
5. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of faculty council but who are affiliated with SENS.
6. There is no requirement that committees be composed entirely of faculty council members.
7. All standing and *ad hoc* committees will have written terms of reference outlining their composition and accountabilities and approved by the faculty council. Each committee should regularly review its own terms of reference and may recommend changes to faculty council as required. The membership and terms of reference of standing committees of the faculty council are specified in Part Two of these bylaws.
8. Faculty shall be appointed to committees by the chair of the faculty council as part of the regular assignment of duties. Staff shall also be appointed by the chair of the faculty council. SENSSA is responsible for the appointment of student members, where applicable.
9. The term of office for the chair and members of standing committees is outlined in the terms of reference for each committee.
10. Term of office for chairs and members of standing committees will begin July 1 unless otherwise specified. The term of student members will normally begin on October 1.
11. A vacancy will be declared in the case of a committee member who will be absent from the campus or otherwise unavailable to attend meetings for a period of six consecutive months or more.
12. In the case of a vacancy on a committee, the faculty council delegates authority to fill the vacancy to the Executive Director in accordance with the membership requirements of the committee for the balance of the academic year.
13. The Executive Director is an *ex officio* non-voting member of all standing committees.
14. An *ex officio* member of a committee may designate an individual to serve in their place with the same powers as the designator. Such designations shall last for a twelve-month period of time and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in their place. To initiate the designation, the *ex officio* member will inform the chair of the faculty

council and the chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may attend meetings of the committee with a voice but no vote.

15. Committees may appoint a vice-chair. In the absence of the chair, and where a vice-chair has been appointed, the vice-chair will preside. In the absence of both the chair and vice-chair, the committee may appoint a member to chair the meeting.
16. The quorum for all standing committees is a majority of the voting members.
17. Matters decided by the committee shall be decided by a majority vote of those present and eligible to vote. The chair shall have the deciding vote in the case of a tie.
18. The Executive Director may seek the advice or assistance of a committee of faculty council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of the faculty council, and the committee shall report to faculty council on the general nature of the advice given.

#### **H. Records**

1. Council Bylaws require that “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 the University Council and/or to the President of the University.”
2. Wherever practical, draft minutes, including a record of all motions and resolutions from all regular and special meetings, shall be circulated to all members with the agenda material for the next meeting and will be presented for adoption at that meeting.
3. Records of motions from closed sessions may be deemed confidential by the chair and the related portion of the minutes may remain confidential at the discretion of the chair. In such cases, the non-confidential portion of the minutes will reflect the fact that a confidential section has been removed. Both the non-confidential and the confidential portion of the minutes are considered to constitute the official record of the meeting and will be preserved for the official archive.

#### **I. Independence and Conflict of Interest**

1. Members of the faculty council and its committees will have as their principal concern the welfare of the School and of the university. They will exercise independent judgment and may not act as agents of any person or organization. [taken from Council Bylaws, *Part Two, Section V.1*]
2. There are no restrictions on the right of a member of faculty council to participate in debate and to vote on any matter that comes before the faculty council. However, if a member of faculty council has a conflict of interest in any matter under consideration, the member shall disclose their interest when speaking on the matter in faculty council proceedings, and the disclosure will be recorded in the minutes.
3. A member of a committee of the faculty council will disclose and identify a conflict of interest (including a perceived conflict of interest) and 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. The minutes will reflect the disclosure and any abstention or withdrawal.
4. The chair or a member of a committee is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee and to ask such a member to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee.

#### **J. Amendment**

1. 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 to be considered and will require a 2/3 majority vote of those present and voting.

## PART TWO: COMMITTEE TERMS OF REFERENCE

### A. Standing and *ad hoc* Committees of SENS Faculty Council

#### 1. Admissions and Awards Committee (A&A)

##### **Context**

The School of Environment and Sustainability administers four graduate degree programs and eight graduate certificate programs—for which A&A has the responsibility for overseeing admissions and awards:

##### **Degree Programs**

- Master of Sustainability (MSs) with fields of study in Regenerative Sustainability and Energy Security
- Master of Water Security (MWS)
- Master of Environment and Sustainability (MES)
- Doctor of Philosophy in Environment and Sustainability (PhD)

##### **Certificate Programs**

- Sustainability Solutions
- Governance Foundations for Sustainability
- Community Energy Planning and Finance
- Energy Transitions
- Sustainable Water Management
- Water Science
- Water Resources
- Climate Change Vulnerability Assessment and Adaptation Action

##### **Mandate**

To administer all graduate awards, scholarship and fellowship nominations, and admissions for the School of Environment and Sustainability

##### **Responsibilities**

The Admissions and Awards Committee has the following responsibilities:

1. To administer the admissions of the School. The Admissions and Awards Committee oversees the selection and admission of students to the School's graduate programs. This includes ensuring that recommendations for admission are forwarded to CGPS; the actual admission is determined by CGPS. All decisions (both positive and negative) are communicated to applicants through the USask Recruit system. SENS will keep documentation regarding all decisions on file for one year—as the decision may be appealed to the CGPS Admissions and Recruitment Committee.
2. To administer scholarships and fellowships for the School. The Admissions and Awards Committee is responsible for the distribution of scholarship funds allocated to SENS by the University of Saskatchewan. The Committee will ensure that all students receiving a scholarship or fellowship through SENS are aware of the conditions for renewal of such awards. The Committee will ensure that CGPS is notified regarding qualified applicants for Dean's Scholarships and will work with the Graduate Advisors to ensure that students are aware of external funding opportunities and will assist with applications for these as appropriate.
3. To administer graduate awards for the School. This includes, but is not limited to, Research and Experience Awards, Graduate Research Fellowships, Graduate Teaching Fellowships, the Excellence in Environment and Sustainability Graduate Award, and nominations for CGPS Thesis awards. The Committee will ensure that all students (and their supervisors) eligible for an award are aware of the conditions for applying. The Committee will ensure that CGPS is notified regarding qualified applicants for awards and will work with the Graduate Advisors and supervisors to ensure that all eligible students are nominated and will assist with nominations for these as appropriate. Two nominees from the Committee

will work with the Assistant Director Academic and the Executive Director to select winners of SENS awards such as the Excellence in Environment and Sustainability Graduate Award.

4. To advise or assist eligible students with submission of scholarship and fellowship applications external to the School (e.g., University of Saskatchewan Dean's Scholarship, Tri-Agency fellowships)
5. To develop policies related to student funding, admissions, advising, and supervision and ensure those policies are followed
6. To ensure that admission policies support the commitment to equity, diversity and inclusion made by SENS in its graduate handbook
7. To guide the transfer of existing University of Saskatchewan graduate students into the School
8. To help build reconciliation with Indigenous peoples, as appropriate, through the committee's various activities

### **Membership**

The Committee will be composed of three or more faculty members (including the Committee Chair) who are also members of CGPS. The Executive Director will recommend appointments to this committee, with the approval of the School's faculty. The Executive Director will also appoint at least one staff member to A&A as a non-voting member. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership.

### **Chair**

The Executive Director will recommend appointment of the Chair for this committee, with approval of the School's Faculty Council. The term of appointment is typically three years.

### **Meetings**

Meetings of the Committee will be held regularly so that admission, scholarships, and other deadlines can be met. The Committee will operate by consensus or by majority vote if consensus cannot be reached. Administrative support will be provided by the School.

### **Accountability**

The Admissions and Awards Committee will be accountable to the faculty and the Executive Director of the School through its Chair. The Committee Chair (or designate) shall report monthly to the SENS Faculty Council during the regular academic session.

## **2. Graduate Programs Committee (GPC)**

### **Context**

The School of Environment and Sustainability administers graduate programs, including course-, project-, and thesis-based degree programs and graduate-level certificate programs.

### **Mandate**

To provide strategic guidance for the development, integration, advancement, and evaluation of the graduate academic programs of the School. This includes overseeing the curricula of the SENS graduate academic programs, making recommendations to the School's faculty regarding course and program requirements, and supporting the design and implementation of innovative practices within SENS graduate courses and SENS graduate academic programs. The Graduate Programs Committee will manage the development and implementation of new graduate programs (both degrees and certificates) in SENS.

### **Responsibilities**

The Graduate Programs Committee has the following responsibilities:

1. To support and help administer the school's graduate programs including curriculum, teaching, and teaching evaluation
2. To support inclusion, equity, and diversity in our graduate programs and course offerings by providing advice and support
3. To assess capacity to deliver the graduate programs within the School

4. To support the development and implementation of new graduate programs or certificates in the School
5. To propose, and possibly develop, new graduate programs, or other academic and training programs in the School
6. To oversee the development and implementation of innovative learning opportunities, non-traditional course formats, and alternative ways of knowing and learning in the SENS curricula, such as experiential learning experiences, field course experiences, distributed learning, and compressed course formats
7. To undertake periodic review and renewal of SENS graduate programs as requested by faculty council or the Executive Director
8. To recommend possible changes to the graduate academic programs of the School to the School's Executive Director and faculty in light of changing priorities within the School and University and in response to changes and evolution observed within comparable Canadian and international graduate programs
9. To support course design and implementation that considers needed accommodations for diverse students. This includes supporting accommodations for students with needs identified by access and equity services
10. To support Indigenization in SENS curricula and programs and to help build reconciliation with Indigenous peoples, where appropriate, through the committee's various activities
11. To ensure that, at the least, a subset of the SENS course offerings is available to students beyond those registered in the School
12. To coordinate, as needed, with the Undergraduate Programs Committee on curricular support, strategic decision-making, and other areas

#### **Membership**

The Committee will be composed of three or more faculty members (including the Committee Chair) who are also members of CGPS. The Executive Director will recommend appointments to this committee with the approval of the School's faculty. In addition to its faculty members, the Committee will include one or two graduate students who will have voting privileges. The Executive Director will also appoint at least one staff member to serve on GPC as a non-voting member. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership.

#### **Chair**

The Executive Director will recommend the appointment of the Chair for this committee with the approval of the School's faculty. The term of appointment is typically three years.

#### **Meetings**

Meetings of the Committee will be held regularly to address the School's graduate programs and curricula. The Committee will operate by consensus, or by majority vote if consensus cannot be reached. Administrative support necessary to fulfill the committee's responsibilities will be provided by the School.

#### **Accountability**

The Graduate Programs Committee will be accountable to the faculty and the Executive Director of the School through its Chair. The Chair (or designate) will report monthly to the SENS Faculty Council during the regular academic session.

### **3. Engagement Committee**

#### **Context**

The mission of the School of Environment and Sustainability is to enable sustainable communities and environments through collaborative research and teaching, graduate student engagement, and community involvement. We broaden understanding and develop champions of environmental sustainability by creating, exchanging, and translating knowledge using diverse perspectives. To assist in the realization of this

mission, the Engagement Committee will focus on the facilitation of knowledge creation, exchange, translation, and community involvement, as they relate to the teaching, research, and scholarly activities of the School. Outreach is seen as one of the cornerstones to achieving the goals of the committee and of SENS. The Engagement Committee will have an important role in coordinating, and when appropriate, providing support for outreach activities both internal and external to SENS and the University.

#### **Mandate**

To facilitate and undertake outreach and engagement activities on behalf of the School of Environment and Sustainability, with an aim to extending the activities of the School into the local and regional community.

#### **Responsibilities**

The Engagement Committee has the following responsibilities:

1. To identify and develop potential partnerships with other academic and administrative units at the University of Saskatchewan, and with organizations outside of the University, with a focus on knowledge creation, exchange, and translation
2. To assist, where needed, the instructor of ENVS 990 to plan seminars in accordance with the ENVS 990: Seminar in Environment and Sustainability policy
3. To identify opportunities for SENS to host special seminars or lecturers of interest to the public—for example, a SENS Earth Day lecturer
4. To oversee the annual SENS spring research symposium and assist ENVS 992 Project Directors in the delivery of the annual SENS summer professional symposium
5. To ensure that planning for all events and activities are viewed through a lens of equity, diversity, and inclusion
6. To ensure that Indigenous perspectives are well represented and help build reconciliation with Indigenous peoples, as appropriate, through the committee's various activities
7. To help ensure that the School of Environment and Sustainability is represented as required at both internal and external events relating to outreach and engagement
8. To work with the School's Communication Specialist to liaise with SENS alumni, including administering the Alumni Ambassador Program
9. To provide input on strategic recruitment efforts and, where possible, to assist with recruitment events and activities

#### **Membership**

The Committee will be composed of three or more faculty members (including the Committee Chair). The Executive Director will recommend appointments to this committee with the approval of the School's faculty. In addition to its faculty members, the Committee will include one graduate student who will have voting privileges. The Executive Director will also appoint at least one staff member to serve on the Engagement Committee as a non-voting member. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership.

#### **Chair**

The Executive Director will recommend the appointment of the Chair for this committee with the approval of the School's faculty. The term of appointment is typically three years.

#### **Meetings**

Meetings of the Committee will be held regularly to facilitate the planning and execution of outreach and engagement activities. The Committee will operate by consensus, or by majority vote if consensus cannot be reached. Administrative support necessary to fulfill the committee's responsibilities will be provided by the School.

### **Accountability**

The Engagement Committee will be accountable to the Executive Director and the Faculty of the School through its Chair. The Chair (or designate) will report monthly to the SENS Faculty Council during the regular academic session.

## **4. Undergraduate Programs Committee (UPC)**

### **Context**

The School of Environment and Sustainability administers the Undergraduate Certificate in Sustainability, a 21-credit unit program designed to be completed concurrently with an undergraduate degree. Because only the core certificate courses are offered by SENS, the certificate must reflect the current state of relevant environment and sustainability themed undergraduate programming at the University of Saskatchewan. Strategic relationships with partners and units on campus are key to a successful undergraduate certificate program.

### **Mandate**

To provide strategic guidance for the development, integration, advancement, and evaluation of undergraduate academic initiatives of the School. This includes overseeing the curricula and operations of SENS undergraduate academic programs, making recommendations to the School's faculty regarding course and program requirements, and overseeing the design and implementation of innovative practices within undergraduate courses under SENS's academic authority. The Undergraduate Programs Committee will also support the development and implementation of new undergraduate programs in SENS.

### **Responsibilities**

The Undergraduate Programs Committee has the following responsibilities:

1. To manage the structure of the undergraduate academic programs of the School and oversee the curriculum of SENS's undergraduate courses, ensuring that students are provided with essential knowledge, skills, and abilities in the area of environment and sustainability
2. To support the development and implementation of new undergraduate programs in the School
3. To oversee the development and implementation of innovative learning opportunities, non-traditional course formats, and alternative ways of knowing and learning in the undergraduate courses under SENS's academic authority, such as experiential learning experiences, field course experiences, distributed learning, and compressed course formats
4. To ensure that the implementation of traditional and non-traditional course formats includes accommodations for students with needs identified by access and equity services
5. To undertake regular review and renewal of SENS undergraduate programs, considering programming changes within the University, changing priorities within the School and University, and the evolving landscape for comparable undergraduate programming at Canadian and international institutions
6. To recommend changes to SENS undergraduate academic programs to the School's Executive Director and faculty
7. To assess program enrollment and advise on effective recruitment strategies to meet program enrollment goals and where possible, to assist with recruitment event and activities
8. To evaluate the needs to effectively deliver the undergraduate programs within the School and make recommendations to the School's Executive Director
9. To provide advising support for students working towards completion of SENS undergraduate programs
10. To administer SENS undergraduate program awards, including co-ordination of annual calls for award nominations, and adjudication of awards
11. To promote linkages of the undergraduate academic programs with internal and external partners

12. To explore ways to make SENS undergraduate courses attractive to, available to, and relevant for Indigenous students
13. To help build reconciliation with Indigenous peoples, where appropriate, through the committee's various activities
14. To support inclusion, equity, and diversity in SENS undergraduate programs and course offerings by providing advice and support
15. To coordinate, as needed, with the Graduate Programs Committee on curricular support, strategic decision-making, and other areas.

#### **Membership**

The Committee will be composed of three or more faculty members (including the Committee Chair) and will include faculty who instruct undergraduate courses under the School's academic authority. The Executive Director will recommend appointments to this committee with the approval of the School's faculty. In addition to its faculty members, the Committee will include one graduate student, to be invited by the committee to serve for a one-year term with voting privileges. The Executive Director will also appoint at least one staff member to serve on UPC as a non-voting member. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership. Where deemed appropriate by the committee, faculty who teach in SENS undergraduate programs but do not hold a SENS appointment, or University staff working on undergraduate sustainability programming may be invited to participate as ex officio members.

#### **Chair**

The Executive Director will recommend the appointment of the Chair for this committee with the approval of the School's faculty. The term of appointment is typically three years.

#### **Meetings**

Meetings of the Committee will be held regularly to administer the School's undergraduate programs. The Committee will operate by consensus, or by majority vote if consensus cannot be reached. Administrative support necessary to fulfill the committee's responsibilities will be provided by the School.

#### **Accountability**

The Undergraduate Programs Committee will be accountable to the faculty and the Executive Director of the School through its Chair. The Chair (or designate) will report monthly to the SENS Faculty Council during the regular academic session.

### **B. Other School Committees Not Accountable to Council**

#### **Committees Governed by the Collective Agreements**

1. Search Committees
2. Renewals and Tenure Committee
3. Promotions Committee
4. Salary Review Committee

### **SENS Faculty Council Approved**

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October 14, 2016 (Approved by University Council February 16, 2017)

### **Amended**

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May 11, 2018 (Amendments approved by University Council December 17, 2020)

June 3, 2022 (Amendments approved by University Council January 26, 2023)