



**College of Nursing**  
**Faculty Council Bylaws**  
**June 16, 2020**

## Table of Contents

<b>Part ONE</b> .....	<b>4</b>
Faculty Council Regulations.....	4
Membership.....	4
Appointment and Election of Members.....	6
Duties, Terms of Office and Election of Officers.....	6
Meetings.....	7
Procedures and Voting.....	8
Committees.....	9
Records.....	11
Independence and Conflict of Interest.....	11
Amendment.....	12
 <b>Part TWO</b> .....	 <b>12</b>
Undergraduate Education Committee (UEC).....	13
Bylaws Committee.....	14
Nominations Committee.....	15
Academic Integrity Committee.....	17
Research and Scholarship Committee.....	18
Faculty and Staff Development Committee (FSDC).....	20
Planning and Priorities Committee.....	21
Graduate Education and Post-Doctoral Committee.....	23
Globalization Committee.....	25

## Table of Contents

Undergraduate Scholarships & Awards Committee.....	27
<b>Ad Hoc Committees Not Related to University Council.....</b>	<b>29</b>
Social Functions Committee.....	29
The Local Safety Committee.....	30
<b>College Sub-Committees Indirectly Accountable to Faculty Council.....</b>	<b>32</b>
Curriculum Subcommittee of Undergraduate Education Committee (UEC).....	32
Nurse Practitioner Programs Sub-Committee.....	33
<b>Committees Governed by the Collective Agreement and/or Related to Collegial Processes.....</b>	<b>36</b>
Renewals and Tenure Committee .....	36
Promotions Committee.....	36
Salary Review Committee.....	36
Faculty Search Committee.....	36
Ad Hoc Advisory Committee on Assignment of Duties.....	36
<b>Committees Governed by the University of Saskatchewan’s Board of Governors.....</b>	<b>38</b>
Dean Search Committee.....	38
Associate Dean Search Committee.....	38

## COLLEGE OF NURSING BYLAW INTRODUCTION

The College of Nursing bylaws describe governance procedures and are subject to University Council bylaws, policies and regulations.

### PREAMBLE

These bylaws describe and set forth procedures relating to the governance of the Faculty Council of the College of Nursing 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 College of Nursing Faculty Council 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 College of Nursing Faculty Council, 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 over matters of scholarship and discipline. The duties delegated by University Council to the Faculty Council of each college or school 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 college administration, that directly affect those areas for which Faculty Council has responsibility.

#### B. Membership

The membership of the College of Nursing Faculty Council shall be in accordance with the University Council Bylaws, *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:
  - 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 and Learning\*

- g. The Vice-Provost Indigenous Engagement\*
- h. Chief Information Officer and Associate Vice-President Information and Communications Technology\*
- i. The Dean of the College of Nursing
- j. The Dean of the College of Graduate and Postdoctoral Studies or designate
- k. The Dean, University Library or designate\*
- l. The University Secretary or designate\*
- m. The University Registrar or designate\*
- n. Such other persons as the University Council may from time to time appoint in a voting or non-voting capacity\*;
- o. Such other persons that the Faculty Council may appoint from time to time in a non-voting capacity\*

**\*Non-voting members**

**Faculty of the College of Nursing**

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

- 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 4 full-time undergraduate nursing students. One from each Nursing Society in Regina, Saskatoon, and Prince Albert and one from the post-degree BSN program. Undergraduate student representatives will be named by the undergraduate Nursing Society.
- s. Up to 4 full-time nursing graduate students preferably from the Masters of Nursing (Thesis) (1), Masters of Nursing (Course-Based) (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 Graduate Student Association of the College of Nursing or through consultation with the Graduate Chair;
- u. Clinical Coordinators\* Director of Operations and Strategic Planning,\*Director of Finance and Administration,\* UCAN Representatives,\* Research Facilitator,\* Communications Officer.\*

**\* Non-voting members**

Members on leave are not counted in quorum, unless they so otherwise notify the chair and ask that they be retained on the roster of voting members for the period of their absence and count toward quorum.

In accordance with a duly approved motion of the Faculty Council, Faculty Council 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 College of Nursing:

1. The representatives of departments from other colleges and schools shall be appointed by the Dean of the College of Nursing in consultation with respective department heads/deans of other colleges and shall hold membership for a period of 3 years and may be reappointed for an additional 3-year consecutive term as of July, 1<sup>st</sup>.
2. The undergraduate students shall be appointed by the College of Nursing Undergraduate Student Association and shall hold membership for a period of 1 year as of May 1<sup>st</sup>.
3. The graduate students shall be appointed by the College of Nursing Graduate Student Association or through consultation with the Graduate Chair. The graduate students shall hold office for a period of 1 year.
4. The postdoctoral fellow shall be appointed by the postdoctoral fellows in the College of Nursing and/or through consultation with the Graduate Chair. The postdoctoral fellow shall hold office for a period of 1 year.

An *ex-officio* member who is entitled under Council Bylaws to delegate his or her membership may designate an individual to serve on the Faculty Council with the same powers as the designator. Such designations will last for a 12-month period and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his or her 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 officers of the Faculty Council are the chair, the vice-chair, and the secretary.
2. The Dean of the College of Nursing is the chair of the Faculty Council unless the members of Nursing Faculty Council wish to elect a chair from the faculty members of the College. The chair of Faculty Council is an *ex-officio* member on all standing committees of the Nursing Faculty Council. The chair of the Faculty Council shall only vote to break a tie when there is an equal number of voting members support or opposing the motion.
3. The chair of the Faculty Council (or the vice-chair if the chair is incapacitated) shall be responsible:

- a. To preside 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. To prepare 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, to transmit to the University Council for consideration and review all matters that belong to the care of the University Council or from which the nature of the concern involves more than one college or school.
  - d. To ensure the maintenance of an archive of the proceedings and all approved minutes of Faculty Council meetings.
  - e. As the spokesperson for Faculty Council, to explain the decisions, activities and procedures of Faculty Council.
4. The chair may seek the guidance and assistance of the Governance Committee of University Council with respect to matters of procedure.
  5. The vice-chair is nominated by faculty members at the first meeting of the Faculty Council each year if no volunteer is willing to serve as the vice-chair, the Dean must nominate a vice-chair. The first regular faculty council is generally held in September, but a faculty council may also be called any other time should an emergency issue occurs.
  6. In the chair's absence or disability, the vice-chair shall have all the powers and perform all the duties of the chair. The vice-chair also will preside at meetings in place of the chair if the chair declares a conflict of interest in any matter.
  7. 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
    - a. To assist the chair in the preparation of agendas and minutes.
    - b. To arrange for the distribution of notice of meetings, agendas and minutes to all members of the Faculty Council.
    - c. To record attendance at all meetings.
    - d. To record all motions, resolutions, and other decisions taken at meetings.
    - e. To arrange for and carry out elections in accordance with these bylaws and provide the result to the chair.

## **E. Meetings**

1. Regular meetings of the Faculty Council will be held once per month during the period of September to June.
2. Notice of regular meetings will be in writing and will be provided to all members no less than thirty (30) calendar 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 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 no less than seven (7) calendar days in advance.
4. An agenda, and, wherever practical, all supporting materials shall be sent to each member of the Faculty Council at least seven (7) calendar days in advance of the meeting.
5. The quorum for regular and special meetings will be 40% who hold full-time faculty positions as full professors, associate professors, assistant professors, lecturers, or instructors in the College of Nursing. Any full-time faculty 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. Only the members of the College of Graduate and Postgraduate Studies have the privileges to vote on matters related to graduate programs, graduate admission, graduate curriculum, and any other College of Graduate and Postgraduate business. As per the College of Graduate and Postdoctoral Studies' Article 19.2.1, a quorum of 50% + 1 faculty members of the CGPS shall vote.
7. Any regular meeting may be postponed or cancelled at the call of the chair.
8. 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. Meeting shall be presided over by the chair or, in the absence of the chair, of the elected vice-chair; or, in the absence 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. Notice of any substantive motions to be voted upon by the Faculty Council will be included in advance in the agenda material. A 'substantive motion' refers to any motion dealing with a substantive matter which requires consideration by members of the Faculty Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this definition will be determined by

the chair. This requirement may be suspended upon vote of 2/3 of the members present and voting at a meeting.

3. Notwithstanding Section E(4) and F(2), the convocation lists of degrees, certificates, honours and distinctions and the recommendations of convocation awards need not be included in advance in the agenda material, but may be circulated at the meeting at which these items are considered.
4. Except as provided elsewhere in these bylaws, all questions legitimately before Faculty Council shall be decided by a simple majority of votes of the members present. The chair shall not vote on a motion before Faculty Council except when there is an equal number of voting members supporting and opposing the motion.
5. Voting will normally be by show of hands or by electronic vote. A procedural motion to require a written vote must be seconded and approved by a single majority of the votes of the members present.
6. 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 motion by voting members of the Faculty Council 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 next regular meeting of the Faculty Council.
7. Any member in attendance 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 one member.
8. Meetings of the Faculty Council and its committees shall be conducted in accordance with the rules of order contained in the 3<sup>rd</sup> edition of Kerr and King's *Procedures for Meetings and Organizations*, in cases where such rules are not covered in these bylaws.

## G. Committees

The Standing Committees of the College of Nursing are: The Academic Integrity Committee, the Bylaws Committee, the Faculty and Staff Development Committee, the Globalization Committee, the Graduate Education and Post-Doctoral Committee, the Nominations Committee, the Planning and Priorities Committee, the Research and Scholarly Committee, the Undergraduate Education Committee, and the Undergraduate Scholarships and Awards Committee. The chair of the College of Nursing Faculty Council is an *ex-officio* member on these committees.

1. 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.
2. Unless a motion of Faculty Council passed in accordance with a delegation by University Council specifically provides otherwise, all recommendations of committees will be brought to Faculty Council for consideration.

3. All standing committees will meet and report to Faculty Council at least once each academic year. Responsibility for calling committee meetings rests with the chair of the committee.
4. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Faculty Council.
5. There is no requirement that standing committees be composed entirely of Faculty Council members.
6. All standing and *ad hoc* committees will have written terms of reference outlining their composition and accountabilities. 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 as well as other committees of the College of Nursing are specified in Part Two of these bylaws.
7. The term of office for the chair and members of standing committees is as outlined in the respective Terms of Reference.
8. Term of office for chairs and members of standing committees will begin July 1<sup>st</sup>, unless otherwise determined by the Dean or the Nominations Committee. The term of student members will normally begin on May 1<sup>st</sup>.
9. 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 (6) consecutive months or more. The Dean or the Nominations Committee shall call for volunteers to fill in the vacancy and hold elections. If there are no volunteers, the Dean or the Nominations Committee shall select a person to fill the vacancy. The members of the Nominations Committee cannot nominate themselves and as such shall be nominated by the members of the Bylaws Committee.
10. In the case of a vacancy on a committee between meetings of the Faculty Council, the Faculty Council shall delegate authority to fill the vacancy to the Dean or the Nominations Committee in accordance with the membership requirements of the committee, for the balance of the academic year. The Dean may appoint a person if no volunteers come forward after 2 calls from the Nominations Committee.
11. The Dean (whether the Dean is the chair of the Faculty Council or not) is an *ex-officio* non-voting member of all standing committees, subcommittees, and *ad hoc* committees.
12. An *ex-officio* member of a committee may designate an individual to serve in her or his place with the same powers as the designator. Such designations shall last for a 12-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 his or her 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 Faculty Council with a voice but no vote.

13. Standing and ad hoc 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.
14. The quorum for all standing committees is as outlined in the Terms of Reference for that committee.
15. Matters decided by the committee shall be decided by a majority vote of those present and eligible to vote. The committee chair shall have the deciding vote in the case of a tie.
16. Committee Chairs shall ensure that minutes are taken at meetings; these minutes shall be made available through the internal SharePoint college site to all members of the Faculty Council.
17. The Dean 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. Subject to section 4, the record of all general and special meetings shall, once adopted, be signed by the presiding chair and the recording secretary of the meeting and kept on the College SharePoint site where it shall be available for inspection by any member of the Faculty Council.
4. 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 college and of the university. They will exercise independent judgment and may not act as agents of any person or organization. [taken from University of Saskatchewan Council Bylaws, *Part Two, Section V.1*]

2. There are no restrictions on the right of a member of the Faculty Council to participate in debate and to vote on any matter that comes before the Faculty Council. However, if a member of the Faculty Council has a conflict of interest in any matter under consideration, the member shall disclose his or her interest when speaking on the matter in the 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 he or she has 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 thirty (30) calendar 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: STANDING COMMITTEES' TERMS OF REFERENCE**

#### **I. Standing Committees of the College of Nursing Faculty Council**

The standing committees of the College of Nursing Faculty Council are:

- a) **The Undergraduate Education Committee (UEC)**
- b) **The Bylaws Committee**
- c) **The Nominations Committee**
- d) **The Academic Integrity Committee**
- e) **The Research and Scholarship Committee**
- f) **The Faculty and Staff Development Committee (FSDC)**
- g) **The Planning and Priorities Committee**
- h) **The Graduate Education and Post-Doctoral Committee**
- i) **The Globalization Committee**
- j) **The Undergraduate Scholarships and Awards Committee**

## **A. UNDERGRADUATE EDUCATION COMMITTEE (UEC)**

The Undergraduate Education Committee (UEC) is a standing committee of the College of Nursing. The Undergraduate Education Committee provides leadership and advocacy on matters relating to the implementation, management, and evaluation of undergraduate program(s) and the experiences of undergraduate students within the College of Nursing. The UEC recommends changes concerning curriculum, policy, and programs to Faculty Council.

### **Terms of Reference**

1. Provides oversight of curriculum development, implementation, revisions, and evaluations.
2. Ensures consistent implementation of the identified pedagogical/andragogical approaches to support student centeredness in the curriculum, with specific attention to distributed learning.
3. Develops, implements, and evaluates policies related to undergraduate program(s).
4. Ensures congruence of College of Nursing Undergraduate student policies with University of Saskatchewan student policies.
5. Coordinates issues among years of undergraduate programs across all sites.
6. Advises College Senior Leadership regarding the resources needs of the undergraduate program(s).
7. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success of undergraduate students and outcomes of the undergraduate programs.

### **Membership**

- Dean (ex-officio) or the Dean's designate
- Associate Dean, Undergraduate Program
- Other Associate/Assistant Deans (ex-officio)
- Chair of each Year Committee (as selected by the Year Committee)
- Vice Chair of each Year Committee (as selected by the Year Committee)
- Three undergraduate student representatives (must be in good academic standing and ideally should represent each of the 3 student associations and include Indigenous student representation if possible)
- Clinical Placement Coordinator \*
- Academic Advisor \*
- UCAN Advisor \*
- Director of Operations and Strategic Planning \*

- Health Sciences Liaison Librarian \*
- Administrative Support \*
- Others invited as required \*

**\*Non-voting members**

**Frequency of Meetings**

This Committee will meet a minimum of 8 times per year. Membership will be a 3-year commitment. Minutes of all meetings should be recorded and kept on SharePoint and accessible to Faculty Council members. All information deemed to be confidential in nature shall be handled and stored in a secure file.

**Quorum**

The quorum shall be 50% + 1 of the voting members. Decisions will be made by consensus or by a simple majority vote in the case that consensus cannot be achieved. In the event of a tie vote, the Chair will vote to break the tie.

**Reporting**

The Undergraduate Education Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>.

**B. BYLAWS COMMITTEE**

The Bylaws Committee is a standing committee of the College of Nursing. The Bylaws committee reviews and updates the College of Nursing's bylaws and the terms of reference of standing committees.

**Terms of Reference**

1. Develops and regularly review the terms of reference for the Bylaws Committee.
2. Reviews and updates the College of Nursing Faculty Council Bylaws and submit updates and changes to University Council.
3. Coordinates the development and updating of the terms of reference for standing committees of Faculty Council and recommend revisions as needed.
4. Regularly review the Faculty Council governance structure and bylaws and recommends revisions as needed. Non-substantive changes such as a change in the title of an administrative officer will not require a motion at Faculty Council.

## **Membership**

- Dean (ex officio) \* or Dean's designate\*
- Chairperson is selected by the members of the committee
- Three (3) tenured or tenure-track members of Faculty Council
- Administrative support provided by the dean's office\*

### **\*Non-voting members**

## **Frequency of Meetings**

The committee will meet as required but no less than twice per year. Membership will be a 3-year commitment. Additional meetings may be called upon special request of the chairperson. Decisions will be made by consensus or voting if consensus cannot be achieved. The chairperson will vote to break a tie.

## **Quorum**

The quorum shall be 50% + 1 of the voting members.

## **Reporting**

The Bylaws Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **C. NOMINATIONS COMMITTEE**

The Nominations Committee is a standing committee of the College of Nursing. The Nominations Committee determines faculty and staff interest in membership on College of Nursing's committees. The Nominations Committee takes into consideration the abilities and experience of the volunteers. The needs of geographic sites will also be considered when populating standing committees of the College of Nursing's Faculty Council.

### **Terms of Reference**

1. Determines faculty and staff interest in membership on College of Nursing committees. The Nominations Committee will take into consideration the abilities and experience of the volunteers. The needs of geographic sites will also be considered when populating standing committees of the Faculty Council.
2. Facilitates the naming of faculty and staff to special or external committees when requested by the Dean.

3. Facilitates and assists the college process for naming faculty and staff to vacancies within college committees.
4. Facilitates and assists the appointment of students to College standing committees through contacts with undergraduate and graduate student societies.
5. Makes call for volunteers to populate the Salary Review Committee related to the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association.
6. Makes call for volunteers in the goals of selecting the College of Nursing's representatives to serve on Associate Deans' or Dean of Nursing's Search Committees based on the Board of Governors' rules and procedures for appointment of senior administrators. The members of the Nominations Committee will take into consideration the abilities and experience of the volunteers.

### **Membership**

Members of the Nominations Committee are nominated for a period of 3 years. Members of the Nominations Committee will be elected by members of the College of Nursing Faculty Council through an independent vote. The Dean's office will proceed with the call for volunteers.

Membership includes:

- Dean (ex officio) \* or Dean's designate\*
- Three (3) tenured or tenure-track faculty members
- Administrative support provided by the dean's office\*
- The committee will select a Chair annually from one of the three faculty members of the committee. Decisions will be taken by consensus. The Chair vote will break a tie vote.

### **\*Non-voting members**

### **Frequency of Meetings**

The Nominations Committee will meet as required when the needs to fulfil vacancies arise and to populate the Salary Review Committee, the Dean's and Associate Deans' Search Committees, the nomination of instructors, and the nomination of the Postdoctoral fellow (if available). The Graduate Chair will be consulted for the selection of the Postdoctoral fellow (if available). Decisions will be taken by consensus. The chair may vote to break a tie.

### **Quorum**

The 3 members of the Nominations Committee shall be present for decision-making and voting purposes.

## **Reporting**

The Nominations Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **D. ACADEMIC INTEGRITY COMMITTEE**

The Academic Integrity Committee is a standing committee of the College of Nursing. This committee is responsible for dealing with formal allegations of academic misconduct related to students in all undergraduate programs.

### **Terms of Reference**

Following the procedures outlined in the current Regulations on Student Academic Misconduct of University Council, this committee will investigate allegations of academic misconduct as reported to the Dean or other academic administrator.

### **Membership**

- Dean (ex officio) or Dean's designate
- Associate Deans (ex officio)
- Six (6) tenured or tenure-track faculty members including the Chairperson and the Vice-Chairperson
- One (1) undergraduate student member
- Administrative Support\* (appointed by the Dean)

#### **\*Non-voting members**

A Chairperson will be appointed through the Dean's office or the Nominations Committee for a 3-year term. The Vice-Chairperson is selected by the members of the committee and acts with full authority as chairperson in the chairperson's absence.

### **Frequency of Meetings**

The committee will meet as required by the call of the Chair at the request of the Dean. Minutes will be taken according to the rule of University Council.

### **Quorum**

The quorum shall be 50% + 1 of the committee members.

## Reporting

The Academic Integrity Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## E. RESEARCH AND SCHOLARSHIP COMMITTEE

The Research and Scholarship Committee is a standing committee of the College of Nursing. Its mandate encompasses activities related to the research and scholarship within the College of Nursing. The Research and Scholarship Committee aligns its purpose with the University of Saskatchewan's vision of "building a dynamic research culture that enriches the academic experience for our students, creates new knowledge across a broad array of disciplines, and helps improve the economic, social, and cultural vitality of our region and beyond" ([http://www.usask.ca/vpresearch/our\\_vision/index.php](http://www.usask.ca/vpresearch/our_vision/index.php)). As a member of the Group of Canadian Research Universities (U15), the University of Saskatchewan and the College of Nursing acknowledge "research is a key driver of the social, intellectual and economic innovations that will maintain a thriving society and best position Canada to lead on the world stage" (<http://u15.ca/message-du-president>). The College of Nursing strives to align its activities to advance scientific and professional nursing knowledge, both at home and abroad, and collaborations with Indigenous and rural communities are particularly important. The College of Nursing contributes to the advancement of the art and science of nursing and generates disciplinary and interdisciplinary knowledge through cutting-edge research and scholarly endeavors that support the discipline and the profession of nursing in Saskatchewan, nationally, and internationally.

### Terms of Reference

1. Develops, implements, oversees, evaluates, and refines a research and scholarship strategy to guide the College of Nursing in expanding research and scholarly productivity.
2. Contributes to the College of Nursing's research and scholarly mandate by liaising with the Office of the Vice-President Research. Communicates USASK, provincial, national and international research priorities within the College of Nursing to support research and scholarly work.
3. Develops research processes and policies that contribute to the research and scholarly mandate of the College of Nursing. Under this provision, the Committee implements processes to monitor studies conducted with nursing students and assess requests to access nursing students as research participants.

4. Engages faculty, research support staff, undergraduate and graduate students, and post-doctoral fellows in developing and sustaining a strong, supportive culture of research in the College of Nursing.
5. Determines the adjudication and/or peer-review processes for all internal College of Nursing research-related funding competitions.
6. Supports research communications through knowledge translation activities – internally within the College and externally with various College of Nursing stakeholders.
7. Facilitates inclusion of Indigenous relativistic approaches to knowledges and practices within our research methodologies.
8. Works with the Director of Operations and Strategic Planning, makes recommendations regarding the use of technology that may facilitate the College of Nursing research portfolio.
9. Advises Senior Leadership regarding the resource needs of the College of Nursing Research and Scholarly portfolio.
10. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success and outcomes of the research strategy and research investments.

### **Membership**

- Dean (ex officio) or the Dean's designate
- Associate Dean Research (**Chairperson**)
- Other Associate Deans (ex officio)
- Graduate Chair (ex officio)
- Three (3) tenured or tenure-track faculty members (**Vice-Chair** selected by the Committee among these faculty members.)
- Up to two (2) nursing students (one from Year 4 and one graduate student)
- Research Facilitator\*
- Administrative Support\*
- Others invited as required\*

### **\*Non-voting members**

### **Frequency of Meetings**

The Research and Scholarship Committee will meet at least 6 times per academic year or by call of the Chair as required. The Research and Scholarship Committee can invite faculty or others to attend meetings.

### **Quorum**

The quorum must be 50% + 1 of the voting members.

### **Reporting**

The Research and Scholarship Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>. Minutes will be taken according to the rules of University Council. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty. The Chair or Vice-Chair will report to the Faculty Council of the College of Nursing.

## **F. FACULTY AND STAFF DEVELOPMENT COMMITTEE (FSDC)**

The Faculty and Staff Development Committee (FSDC) is a standing committee of the College of Nursing. Its mandate is to plan for and oversee faculty and staff development required for the effective, innovative and high quality delivery of College of Nursing programs and activities. The FSDC plays a key role in establishing the College of Nursing as a vibrant learning organization focused on improving the quality of teaching and learning, educational programs, scholarly activity and professional practice. Policy and resource recommendations of the FSDC will be brought to College of Nursing Faculty for approval.

### **Terms of Reference**

1. Performs ongoing assessment of the learning and development needs of faculty and staff as they relate to changing technologies, teaching and learning pedagogies, and program delivery.
2. Supports initiatives, strategies and events to support faculty and staff to meet their learning needs, including, but not limited to:
  - Providing information on available resources and supports at the University Saskatchewan.
  - Promoting peer consultation and support for teaching-learning strategies.
  - Collaborating with organizations and individuals within the university providing teaching-learning support.
  - Organizing learning opportunities specific to the needs of College faculty and staff.
3. Collaborates with other Standing committees in the College related to fulfilling the mandate, including but not limited to the Undergraduate Education Committee and the Graduate Education and Postdoctoral Committee.

4. Builds relationships with FSDC related university committees in support of fulfilling the committee mandate and playing a leadership role in innovative faculty and staff development at the University of Saskatchewan.

### **Membership**

- Dean (ex officio) or the Dean's designate
- Associate Deans (ex officio)
- Four (4) faculty members with an appropriate representation from sites and programs, with one (1) faculty elected by committee members to serve as Chair.
- Three (3) staff members, with appropriate representation from sites.
- E-learning team representative

### **Frequency of Meetings**

The Faculty and Staff Development Committee (FSDC) will meet at least 3 times per year.

### **Quorum**

The quorum shall be 50% + 1 of the voting members. Decisions will be made by consensus or by a majority vote in the case that consensus cannot be achieved. In the event of a tie vote, the Chair will vote to break the tie.

### **Reporting**

The Faculty and Staff Development Committee (FSDC) will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **G. PLANNING AND PRIORITIES COMMITTEE**

The Planning and Priorities Committee is a standing committee of the College of Nursing. The Planning and Priorities Committee provides shared oversight on the development, implementation, and evaluation of the college strategic plan. The Planning and Priorities Committee is responsible for setting strategic priorities, monitoring achievement, and providing recommendations on any changes to the strategic directions. The ongoing review and revision of each section of the strategic plan will be co-led by a faculty member and a Leadership Team member nominated from within the Planning and Priorities Committee membership.

### Terms of Reference

1. Guides the development, implementation, and evaluation of the College of Nursing strategic plan.
2. Updates and refines the strategic plan throughout the planning lifecycle.
3. Aligns and advances the College of Nursing's planning and priorities with the University of Saskatchewan's strategy and aspirations, and the University of Saskatchewan's health sciences' strategy.
4. Collaborates with other College of Nursing committees as required.
5. Balances academic ambitions with fiscal realities in forming recommendations.
6. Ensures timely and robust communications (activities and impacts) – internally within the College and externally with various College of Nursing stakeholders.
7. Advices on operating, reserve, and capital budgetary matters. Assists with identifying and diversifying revenue sources to achieve priorities within the strategic plan.
8. Advises on operating and capital budgetary matters, including infrastructure and space allocation issues. Report on the main elements of the operating budget and the capital budget to the Faculty Council.

### Membership

- Dean or Dean's designate (ex officio) (**Chairperson**)
- Associate Deans (ex officio)
- Assistant Deans (ex officio)
- Four faculty members with consideration of rank and site (Vice-Chair selected by the Committee from among these faculty members)
- Two (2) current students – One (1) undergraduate student and one (1) graduate student drawn from any College of Nursing programs
- Director of Finance
- Director of Operations and Strategic Planning
- Administrative Support\*
- Others invited as required\*

\* **Non-voting members**

### **Frequency of Meetings**

The Planning and Priorities Committee will meet quarterly, or by call of the Chair as required.

### **Quorum**

The quorum must be 50% + 1 of the voting members. Membership will be a 3-year commitment. Decisions will be made by consensus or by a majority vote in the case that consensus cannot be achieved. In the event of a tie vote, the Chair will vote to break the tie.

### **Reporting**

The Planning and Priorities Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **H. GRADUATE EDUCATION AND POST-DOCTORAL COMMITTEE**

The Graduate Education and Postdoctoral Committee provides leadership and advocacy on matters pertaining to graduate studies and the graduate student and postdoctoral fellow experiences within the College of Nursing.

The Graduate Education and Postdoctoral Committee strives to align its activities with the University of Saskatchewan's College of Graduate and Postdoctoral Studies. The College of Nursing is distinguished by interprofessional and interdisciplinary health research, distributive teaching modalities, and outreach and community engagement. Through its graduate programs, the College of Nursing aims to develop advanced practitioners, scholars, and researchers who will advance the scientific and social mandate of nursing and apply evidence/scholarly-informed solutions and innovations to an array of complex issues influencing the health and well-being of diverse populations in a variety of settings. The College of Nursing's key strategies to address global health realities and improve care delivery include *Learn Where You Live*, Indigenization, technology, and community-based approaches. With the use of technology, our research positively impacts the provision of health care to individuals, families, and communities at local, provincial, national and international levels.

### **Terms of Reference**

1. Develops, implements, oversees, evaluates and refines a graduate education and postdoctoral strategy to guide the College of Nursing in expanding graduate education and postdoctoral productivity.
2. Aligns the College of Nursing's graduate education and postdoctoral strategy with the University of Saskatchewan's policies for graduate and postdoctoral studies.
3. Develops, implements, evaluates, and revises graduate program curricula.

4. Develops graduate education and postdoctoral studies processes and policies that contribute to the mandate of the College of Nursing.
5. Reviews and selects graduate students for admission, graduate awards and scholarships (by subcommittee of the faculty and staff).
6. Develops best-practice guidelines for MN and PhD supervision, programs of studies, and advisory committees.
7. Develops processes and provides oversight and support for chairing of defenses, attending PhD committee meetings, chairing qualifying and comprehensive exams, chairing NURS 990 and 997 seminars.
8. Ensures timely and robust graduate education and postdoctoral communications (activities and impacts) – internally with the College and externally with various College of Nursing and University stakeholders.
9. Works with the Director of Operations and Strategic Planning and makes recommendations regarding the use of technology that may facilitate the College of Nursing graduate education and postdoctoral portfolio.
10. Advises College Senior Leadership regarding the resource needs of the College of Nursing Graduate Education and Postdoctoral portfolio.
11. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success and outcomes of the graduate programs.

### **Membership**

- Dean (ex-officio) or the Dean's designate
- Graduate Programs Chair (**Chairperson**)
- Other Associate Deans (Ex-officio)
- Six tenured or tenure-track faculty members (**Vice-chair** selected by the Committee from among these faculty members.). Preference is that faculty representation include members from Saskatoon, Regina and Prince Albert campuses and ranking will include Assistant Professor, Associate Professor and Full Professor.
- Director of the Nurse Practitioner Programs
- Two graduate student representatives
- One international graduate student representative
- One Postdoctoral fellow (PDF) representative
- NP Professional Academic Advisor/Clinical Coordinator\*
- Graduate Program Coordinator\*
- Administrative Support\*
- Others invited as required\*

### **\*Non-voting members**

### **Frequency of Meetings**

The Graduate Education and Postdoctoral Committee will meet at least 6 times per academic year or by call of the Chair as required. The members of the Graduate Education and Postdoctoral Committee can invite faculty or others to attend meetings. A Faculty Forum will be held for items that require a larger committee discussion. The minutes will be taken according to the rules of the University Council.

### **Quorum**

The quorum shall be 50% + 1 of the voting members. Decisions will be made by consensus or by a simple majority vote in the case that consensus cannot be achieved. In the event of a tie vote, the Chair will vote to break the tie.

### **Reporting**

The Chair or a committee member designated by the Chair will report to the Faculty Council of the College of Nursing. The Graduate Education and Post-Doctoral Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **I. GLOBALIZATION COMMITTEE**

The Globalization Committee is a standing committee of the College of Nursing. The Globalization Committee leads the development, prioritization, support, implementation and evaluation of the College of Nursing's globalization strategy, policies, procedures, and activities. Globalization within the College of Nursing encompasses teaching, professional practice, research and scholarship, and leadership. The Globalization Committee aligns its purpose with scholarly vision of global health and nursing in the 21st century. As such "the global in global health refers to the scope of problems, not their location" Kaplan et al., 2009, p. 1993). Globalization creates transnational links and economic interdependency that connect all nations which mean that global health issues include an array of health issues that cross borders and cultures (Kaplan et al., 2009).

Global health addresses domestic health disparities and international issues such as infectious diseases, urbanization, social determinants of health, food insecurity, management of chronic diseases, environmental issues, and migration (Nicholas & Breakey, 2015, p. 3). Global health is by nature interdisciplinary and intersectoral, embedding the establishment of partnerships among universities, governmental agencies, non-governmental organizations, community-based organizations, and private institutions to find solutions to health problems affecting low, middle- and high-income countries (Nicholas & Breakey). The College of Nursing contributes to providing sustainable solutions to the global health challenges of the 21st century and beyond through active engagement in the development of global and cultural health competencies among students, faculty and staff, the development of reciprocal, enduring global partnerships

supporting the priorities of the College and global partners, the establishment of global linkages for undergraduate and graduate students and faculty, as well as related activities.

### Terms of Reference

1. Develops, implements, oversees, evaluates, and refines, in partnership with the College of Nursing students, faculty, and other stakeholders, the College of Nursing's globalization strategy, focusing on rural, northern and Indigenous populations and global health systems.
2. Aligns the College of Nursing's globalization strategy with the University of Saskatchewan's strategic planning priorities for the institution including internationalization and research.
3. Recommends and supports opportunities and innovations in global collaborations and partnerships for research and knowledge translation to advance student and faculty mobility and linkages.
4. Recognizes, develops and sustains strong strategic relationships across campus, through interdisciplinary and inter-sectoral collaborations, and with our global partners.
5. Advises the College Senior Leadership regarding the resource needs and potentials of the College of Nursing Globalization portfolio and position within the broader University globalization agenda.
6. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative successes, challenges, opportunities and outcomes of the globalization strategy and investments, within the College and the University as a whole.

### Membership

- Dean (ex officio) or the Dean's designate
- Other Associate Deans (ex officio)
- Graduate Chair (ex officio)
- Four (4) tenured or tenure-track faculty members (*Chair selected by AoD and Vice-Chair selected by the Committee from among these faculty members*)
- Two (2) current students – drawn from any College of Nursing programs (preferably one graduate and one undergraduate)
- Director of International Research, International Research and Partnerships Office\*
- Communications Officer\*
- International Student and Study Abroad\*
- Administrative Support\*
- Others invited as required\*

#### **\*Non-voting members**

### **Meetings**

The Globalization Committee will aim to meet a minimum of 4 times per academic year or by call of the Chair as required. Decisions will be made by consensus or by a majority vote in the case that consensus cannot be achieved. In the event of a tie vote, the Chair will vote to break the tie. The members of the Globalization Committee can invite faculty or others to attend meetings.

### **Quorum**

The quorum must be 50% + 1 of the voting members.

### **Reporting**

The Chair or Vice-Chair of the Globalization Committee will provide an annual report to the Faculty Council. The Globalization Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **J. UNDERGRADUATE SCHOLARSHIPS & AWARDS COMMITTEE**

The Undergraduate Scholarships and Awards Committee is a standing committee of the College of Nursing. Its mandate is to develop procedures related to awarding scholarships, prizes and other awards.

### **Terms of Reference**

1. Develops the procedures related to the awarding of scholarships, prizes, and other awards and to ensure these procedures are made available in writing as appropriate.
2. Recommends policies related to the awarding of scholarships, prizes, and other awards.
3. Reviews the applications and select the candidates for scholarships, prizes and other awards.
4. Recommends to Faculty Council and other appropriate bodies the candidates for scholarships, prizes, and other awards.
5. Ensures students are informed on the availability of and criteria for relevant scholarships, prizes, and other awards.
6. Explores sources of funds for scholarships, prizes, and other awards.

7. Reviews periodically the College of Nursing's funds and criteria for scholarship and awards.

### **Membership**

Dean (ex-officio) or the Dean's designate  
 Associate Deans (ex officio)  
 One faculty member representing the Year 2 Committee  
 One faculty member representing the Year 3 Committee  
 One faculty member representing the Year 4 Committee  
 One faculty member representing the Post Degree BSN Committee  
 College Relations Officer\*  
 Administrative support\*

- **Non-voting members**

### **Frequency of Meetings**

The Undergraduate Scholarships and Awards Committee shall meet throughout the year as needed.

### **Quorum**

Quorum shall be three (3) voting members of the Committee, including a minimum of one faculty representatives from either Year 2, 3, 4 or the Post Degree BSN Committee.

### **Reporting**

The Chair or Vice-Chair of the Undergraduate Scholarships and Awards Committee will provide an annual report to the Faculty Council. The Undergraduate Scholarships and Awards Committee will provide an annual report to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>. Minutes of all meetings should be recorded and kept on SharePoint and accessible to faculty members.

## **K. AD HOC COMMITTEES THAT ARE NOT RELATED TO UNIVERSITY COUNCIL**

- a. **The Social Functions Committee**
- b. **The Local Safety Committee**

### **a. THE SOCIAL FUNCTIONS COMMITTEE**

#### **Terms of Reference**

1. Collects membership dues each September for the gift/event fund at each site.

2. Organizes two social events during the year, one in April and one in December:
  - Events will be either luncheons or evening functions (i.e., Marquis Hall, University Club, or external venue either catered or potluck).
  - All faculty, administrative, retired colleagues, graduate students, and support staff will be invited and are required to pay the full cost of the event, at the Christmas function. Donations can be collected for a charity.
  
3. Acknowledges significant events in the lives of FT and PT faculty, administrative, and support staff that have paid their memberships:
  - Death of an immediate family member – a \$50 donation to a charity of the family's choice. Definition of "immediate" will be at the committee/site's discretion
  - Significant illness, hospitalization, or leave due to sickness if absent for 7 working days – \$50 for flowers
  - Minor illnesses or surgical procedures – card
  - First born baby – \$50.00 gift card
  - Second or subsequent child – \$25.00 gift card
  - Marriage – \$50.00 gift card
  - First-time grandparents – card
  - Sabbatical – verbal recognition at the spring social event (we are changing this to be a recognition only as a sabbatical is part of one's appointment at the university and not an award such as a research grant, or professional recognition)
  - Resignation/Retirement – recognize the years of service of all individuals within the College of Nursing at either the April or December event:
    - Less than 2 years – card
    - 2 years or more – card and flowers
    - 5 to 10 years – maximum \$50 to be used for gift, card and/or lunch at the committee/site's discretion
    - 11 to 15 years – maximum \$75 to be used for gift, card and/or lunch at the committee/site's discretion.
    - 16 or more years – maximum \$100 to be used for gift, card, and/or lunch at the committee's discretion. Should there be a desire to purchase a larger gift for the individual; the responsibilities for such may be assumed by an individual outside the committee
  - Non-contributing faculty/staff and leaving takings, no gift monies will be dispensed from the Social Committee fund, but the individual may be presented with a card. Events and gifts may be coordinated by individuals who wish to do so, but the Social Committee is not obligated to assume this responsibility.
  - Professor emeriti, retired faculty, and master and doctoral students will be invited to social events but will not be required to contribute to membership fees.
  - Relies on faculty members identifying individuals who are deserving of recognition.
  - The recognition of individuals will be determined at the discretion of the members of the committee.

### **Membership**

- Three (3) tenured and tenure-track faculty members ideally representative of the geographic sites
- Up to two (2) part-time faculty members or instructors
- Up to two (2) staff members
- The term of office is 3 years for each member and members are nominated by the Dean's office or the Nominations Committee. The Chair is chosen from the members of the committee.

### **Frequency of Meetings**

There are no scheduled meeting dates or times. Meetings are held on a needs basis.

### **Quorum**

The Social Functions Committee does not require quorum and proceeds to decision-making through consensus. Disagreements could be solved through voting if needed.

### **Reporting**

The Social Functions Committee will report to the Faculty Council on June 30<sup>th</sup> of each academic year.

## **b. THE LOCAL SAFETY COMMITTEE**

The University of Saskatchewan is committed to providing leading edge health and safety programs and services that contribute to the engagement of employees and the success of the university in its education and research goals. The Local Safety Committee (LSC) provides a forum for consultation and engagement between the university and representatives of its employees concerning health and safety at the university.

### **Terms of Reference**

In relation to LSCs, Department Heads and Deans are responsible to:

- a) Provide leadership in health and safety for the college/division.
- b) Ensure that LSC membership fairly represents the work environment and the activities taking place in the college/division.
- c) Ensure the LSC operates in accordance with the terms of reference.

- d) Keep abreast of LSC activities.
- e) Allocate the necessary resources to support LSC activities and health and safety in the work environment.

### **Membership**

The LSC members shall include the following positions:

- One (1) management representative (***Chairperson***)
- Four (4) faculty/staff (minimum)
- One (1) OHC ex-officio member
- Two (2) Safety Resources ex-officio members (Safety Consultant and Safety Specialist)

The LSC management representative position shall be appointed by the Department/Division Head or Dean and acts as the chairperson for the committee.

LSC faculty/staff members are to be appointed by or in consultation with the Department/Division Head, Dean and the committee chairperson. Faculty/staff committee members should be selected to fairly represent the areas and activities taking place in the college/department/division.

While there is no maximum number of faculty/staff members permitted on an LSC, consideration should be given to a workable size to ensure the efficacy of the committee.

One member of the LSC is to be designated as committee secretary.

At the discretion of the LSC, other members of the campus community may be invited to attend committee meetings and activities.

College/department/division staff shall be made aware of current LSC members through internal communication processes.

### **Frequency of Meetings**

Local Safety Committee (LSC) meetings shall be held at least quarterly. Additional meetings may be called as required by the committee.

### **Quorum**

Quorum consists of one half (50%) of the members of the committee and the chairperson.

## **Reporting**

The LSC is responsible to record minutes of each meeting, and to maintain records of all committee activities. Copies of LSC minutes shall be posted at locations within the college/division, and/or available electronically and readily assessable to employees in the college/division. Safety Resources shall maintain copies of LSC records.

## **L. COLLEGE SUB-COMMITTEES INDIRECTLY ACCOUNTABLE TO FACULTY COUNCIL**

### **a. Curriculum Subcommittee of Undergraduate Education Committee (UEC)**

#### **b. Nurse Practitioner Programs Sub-Committee**

### **a. CURRICULUM SUBCOMMITTEE OF UNDERGRADUATE EDUCATION COMMITTEE (UEC)**

As a subcommittee of the Undergraduate Education Committee (UEC), this sub-committee provides oversight of the undergraduate curriculum to ensure that it is current and relevant and facilitates achievement of graduate expectations.

#### **Terms of Reference**

1. Provides curricular oversight and recommends changes to UEC.
2. Maintains documentation of approved changes to the curriculum.
3. Evaluates recommendations and their anticipated impact on the curriculum.
4. Evaluates the implementation and outcome of changes to the curriculum.
5. Recommends changes based on reviews internal documents including course reports, year reports, and course syllabi.
6. Recommends changes based on reviews of external documents including NCLEX achievement, approval and accreditation reports, and employer opinion survey.
7. Reviews student achievement, progress, and feedback about the curriculum.
8. Develops processes and procedures for recommendations for curricular change.

#### **Membership**

- Dean, College of Nursing (ex officio)
- Associate Dean responsible for Undergraduate Education
- Four (4) tenured or tenure-track faculty members
- Administrative Support\*
- Others invited as required\*

- Chairperson: To be selected from the four (4) faculty members

**\* Non-voting members**

**Frequency of Meetings**

This Committee will meet a minimum of 8 times/year. Membership will be a 3-year commitment.

**Quorum**

The quorum shall be 50% + 1 of the voting members.

**Reporting**

This Sub-Committee reports to the Undergraduate Education Committee (UEC) and UEC reports to the Faculty Council at the last Faculty meeting at the end of the academic year on June 30<sup>th</sup>.

**b. NURSE PRACTITIONER PROGRAMS SUB-COMMITTEE**

The Nurse Practitioner Programs Sub-Committee is a sub-committee of the Graduate Education and Postdoctoral Committee. The Nurse Practitioner Programs Sub-Committee provides leadership and advocacy on matters pertaining to the Nurse Practitioner graduate programs and students' experiences within the College of Nursing. The Graduate and Postdoctoral Sub-Committee strives to align its activities with the University of Saskatchewan's College of Graduate and Postdoctoral Studies. The College of Nursing is distinguished by interprofessional and interdisciplinary health research, distributive teaching modalities, and outreach and community engagement.

Through the graduate programs, the College of Nursing aims to develop advanced practitioners, scholars, and researchers who will advance the scientific and social mandate of nursing and apply evidence/scholarly-informed solutions and innovations to an array of complex issues influencing the health and well-being of diverse populations in a variety of settings. The College of Nursing's key strategies to address global health realities and improve care delivery include Learn Where You Live, Indigenization, technology, and community-based approaches. With the use of technology, our research positively impacts the provision of health care to individuals, families, and communities at local, provincial, national and international levels.

**Terms of Reference**

1. Develops, implements, oversees, evaluates and refines a graduate nurse practitioner education strategy to guide the College of Nursing in expanding graduate level advanced nursing practice education.

2. Aligns the College of Nursing's graduate level advanced nursing practice education with the University of Saskatchewan's policies for graduate and postdoctoral studies and the SRNA regulatory nurse practitioner program approval framework.
3. Develops, implements, evaluates, and revises graduate nurse practitioner program curricula.
4. Develops graduate level advanced nursing practice education processes and policies that contribute to the mandate of the College of Nursing.
5. Reviews and recommends graduate students for admission to the nurse practitioner programs.
6. Develops an advisory committee policy, process and best-practice guidelines for nurse practitioner student supervision, programs of studies and student academic and non-academic concerns.
7. Communicates (activities and impacts) – internally with the College and externally with various College of Nursing – nurse practitioner program stakeholders.
8. Works with the Director of Operations and Strategic Planning, make recommendations regarding the use of technology that may facilitate the College of Nursing nurse practitioner program graduate education.
9. Advises College Senior Leadership regarding the resource needs of the College of Nursing Advance Nursing Practice and Graduate Nurse Practitioner Education.
10. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success and outcomes of the nurse practitioner programs.
11. Collaborates and engages with the Nurse Practitioner Program Advisory Committee members and provide an annual orientation to new members and as needed.
12. Develops the SRNA program annual update and the SRNA regulatory program review self-assessment documents, program review schedule of activities and communication with the SRNA.

### **Membership**

- Dean (ex-officio) or Dean's designate
- Director of the Nurse Practitioner Program (Chairperson)
- All tenured or tenure-track nurse practitioner faculty members (Vice-chair selected by the committee from among these faculty members.)
- Contract nurse practitioner instructor(s)
- One tenured or tenure-track faculty member teaching nurse practitioner students in shared program course offerings of College of Nursing graduate level nursing research or statistics.
- One nurse practitioner graduate student representative\* (not involved in admissions process)
- NP Professional Academic Advisor/Clinical Coordinator\*
- Grad Program Coordinator\*
- Administrative Support\*

- Others invited as required\*

**\*Non-voting members**

**Frequency of Meetings**

The Nurse Practitioner Programs Sub-Committee will meet at least monthly during the academic year or by call of the Chair as required. The committee can invite faculty or others to attend meetings. There will be an annual retreat for the committee in June of each academic year.

**Quorum**

Quorum is not required for non-decision-making sub-committees.

**Reporting**

The Chair will report to College of Nursing Graduate Studies Committee and bring forward policy, program changes and other program related concerns for discussion and recommendations to the Faculty Council of the College of Nursing for a decision. The minutes will be taken according to the rules of the University Council.

**IV. COMMITTEES GOVERNED BY THE COLLECTIVE AGREEMENT AND/OR RELATED TO COLLEGIAL PROCESSES**

In alignment with the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association, these committees are populated by all eligible faculty. Faculty members will be nominated by a call for volunteers or nominations issued by the Nominations Committee. The faculty representation on these committees will be voted by faculty who are members of the USFA and not through the Assignment of Duties.

- i. Renewals and Tenure Committee**
- ii. Promotions Committee**
- iii. Salary Review Committee**
- iv. Faculty Search Committee**
- v. Ad Hoc Advisory Committee on Assignment of Duties**

**AD HOC ADVISORY COMMITTEE ON ASSIGNMENT OF DUTIES**

The Assignment of Duties Advisory Committee is an ad hoc committee of the College of Nursing. In accordance with the USFA Collective Agreement (*Section 11.1*), as the largest non-departmentalized college, duties shall be assigned by the College of Nursing Dean, following consultation and discussion with faculty. Working with the dean, the Assignment of Duties Advisory Committee helps guide the College of Nursing's faculty assignment of duties in the areas of teaching, leadership/administration, research/scholarship, and professional practice. The Assignment of Duties Advisory Committee is convened for the purpose of promoting equity

and transparency in assignment of duties for the College of Nursing, providing input for consideration. The Assignment of Duties Advisory Committee considers the strategic and academic directions of the College in aligning faculty resources. Guiding principles include equity, openness and transparency, empirically based, flexibility, and affordability.

### Terms of Reference

1. Consults with faculty to review and further develop the Guidelines for Assignment of Duties.
2. Aligns and advances the College of Nursing's assignment of duties in the areas of teaching, leadership/administration, research/scholarship and professional practice.
3. Reviews, monitors, and makes recommendations on assignment of duties based on the academic priorities of the College of Nursing.
4. Considers academic and fiscal concerns in forming recommendations related to assignment of duties.
5. Recommends and monitors indicators, metrics, and benchmarks to evaluate the ongoing and relative success and outcomes of the assignment of duties in the College of Nursing.

### Membership

- Dean (ex officio) (**Chairperson**)
- Associate Deans (ex officio)
- Graduate Chair (ex officio)
- Four (4) tenured or tenure-track faculty members (**Vice-Chair** selected from among these four). Faculty members will ideally represent all the academic ranks in the College (Instructors/Limited Term, Assistant, Associate, and Full professors). Faculty members will be nominated by a call from the Nominations Committee and the process will be open to voting from faculty who are members of the USFA
- Director of Operations and Strategic Planning\*
- Administrative Support\*
- Others invited as required\*

\* **Non-voting members**

### Frequency of Meetings

The Assignment of Duties Advisory Committee will meet at least 3 times per academic year or by call of the Chair as required. The members of the Assignment of Duties Ad Hoc Advisory Committee can invite faculty or others to attend meetings. Membership will be a 3-year commitment.

The Assignment of Duties Advisory Committee will be piloted for 2 years, at which time, the ad hoc committee will be assessed and evaluated.

**Quorum**

The quorum shall be 50% + 1 of the voting members.

**Reporting**

The Ad Hoc Advisory Committee on Assignment of Duties reports to the Faculty Council at the end of the academic year on June 30<sup>th</sup>.

**V. COMMITTEES GOVERNED BY THE UNIVERSITY OF SASKATCHEWAN'S BOARD OF GOVERNORS****Dean Search Committee****Associate Dean Search Committee**

In accordance with the Board of Governors' rules and procedures for the search of senior administrators, the Nominations Committee will seek faculty representatives through volunteers and nominations within all academic ranks. A vote will be organized and conducted across the sites.