

APPROVED BY FACULTY COUNCIL ON OCTOBER 26, 2017

Revisions:

Approved by Faculty Council on May 23, 2019 – UPC membership - Manager – Undergraduate Student Academic Services changed from non-voting to voting member.

COLLEGE COMMITTEES

1.0 COLLEGE OF KINESIOLOGY FACULTY COUNCIL BYLAWS

PREAMBLE

These bylaws describe and set forth procedures relating to the governance of the faculty council of the College of Kinesiology 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 College of Kinesiology 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*.

At the time of approval/last revision of these bylaws, those duties were specified as follows:

- a. To make recommendations to the university Council concerning the requirements for admission to programs offered by the college or school;

- b. To establish and report to the university Council on the number of students who may be admitted to a college or program of study and to report to the university Council on the number of students admitted each year;
- c. To make recommendations to the university Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- d. To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- e. Subject to the university Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
- f. To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions;
- g. To approve candidates for degrees, diplomas and certificates;
- h. To approve candidates for scholarships, prizes, and other awards and honours;
- i. To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the university Council's regulations governing academic misconduct;
- j. To consider appeals from students in accordance with the university Council's regulations governing student appeals in academic matters.

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/school administration that directly affect those areas for which faculty council has responsibility.

B. Membership

The membership of the faculty council of the College of Kinesiology is prescribed in the *Bylaws* of the university Council, *Part Three, Section V, Subsection 1*.

At the time of approval/last revision of these bylaws, the membership consisted as follows: (*denotes non-voting members)

- The President of the University*
- The Provost and Vice-president Academic*
- The Vice-president Research*
- The Vice-president Finance and Resources*
- The Vice-president University Relations*

- The Vice-provost Teaching and Learning*
- The Vice-provost Indigenous Engagement*
- Chief Information Officer and Associate Vice-president Information and Communications Technology*
- The Dean of the College of Kinesiology (Chair)
- The Dean of the College of Graduate and Postdoctoral Studies or designate
- The Dean, University Library or designate*
- The University Secretary or designate*
- The University Registrar or designate*
- Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity
- Such other persons as the Faculty Council may, from time to time, appoint in a non-voting capacity*
- Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Kinesiology
- Arts & Science – Biology (1), Psychology (1); Medicine – Physiology (1), Anatomy and Cell Biology (1), Physical Therapy (1); Education (1), as non-voting members
- One full-time Kinesiology undergraduate student and one full-time Kinesiology graduate student, and one Kinesiology postdoctoral fellow (PDF) (if available) will be entitled to attend and vote on all non-confidential matters at meetings of the Faculty Council.

Members on leave retain their right to participate in meetings and are counted in quorum if they exercise this right and notify the chair that they be retained on the roster of voting members for the period of their absence.

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 Kinesiology, [select only those that are relevant]

1. The representatives of departments from other colleges and schools shall be appointed by the Dean of the College of Kinesiology 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.
2. The undergraduate student shall be appointed by the Kinesiology Students' Society and shall hold membership for a period of 1 year.
3. The graduate student shall be appointed by the College of Kinesiology Graduate Students' Society and 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 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 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 Kinesiology is the chair of the faculty council.
3. The chair 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 which belong to the care of the university Council or which from their nature concern 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.

The chair may seek the guidance and assistance of the Governance Committee of Council with respect to matters of procedure. The vice chair is one of the Associate Deans of the College.

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
 - 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 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 51% 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 normally require written email notice to all members not less than 7 days in advance.
4. An agenda and, wherever practical, all supporting material shall be sent to each member of the faculty council at least 7 days in advance of the meeting. Members may submit items to the Chair to be considered for the agenda prior to the agenda being sent to members.
5. The quorum for regular and special meetings will be a majority of members who hold full-time faculty positions in the College of Kinesiology.
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. 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 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. A procedural motion to require a written vote must be seconded and approved by majority.
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 two-thirds 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 next regular meeting.
7. 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 one member.
 8. For procedures not covered in these bylaws, faculty council adopts the rules of order contained in *Procedures for Meetings and Organizations, Third Edition* by Kerr and King.

G. 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 the university Council specifically provides otherwise, all recommendations of committees will be brought to faculty council for consideration.
3. All standing committees and *ad hoc* 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 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 Kinesiology 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 unless otherwise determined by the Dean. The term of student members will normally begin on September 1.

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 consecutive months or more.
10. In the case of a vacancy on a committee between meetings of the faculty council, the faculty council delegates authority to fill the vacancy to the Dean in accordance with the membership requirements of the committee, for the balance of the academic year.
11. The dean, as the chair of faculty council, is an *ex officio* non-voting member of all standing 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. 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. Committees shall ensure that minutes are taken at meetings; these minutes shall be made available through the internal, secure college website 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 in the College Dean’s Office 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 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 his or her 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 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

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

I. Standing and *ad hoc* Committees of Faculty Council

a. Undergraduate Program Committee

The Undergraduate Program Committee (UPC) will be responsible for matters related to the management of the undergraduate program within the College of Kinesiology across the following areas: curriculum, academic policy development, student actions, faculty requests, convocation lists, admissions, and awards. UPC regularly monitors course offerings within the undergraduate curriculum suggesting modifications and/or future areas of emphasis when deemed desirable.

The UPC represents an important link between faculty and undergraduate students; thus, members are asked to actively participate in undergraduate activities.

The chair of UPC will report to faculty on a regular basis regarding issues and events related to the undergraduate academic program.

The terms of reference should be reviewed every three years.

i. Tasks and Responsibilities

Specific tasks and responsibilities include:

1. To oversee the Undergraduate Curriculum
Develop and oversee the implementation of the undergraduate academic program. Responsibilities include but are not limited to: approval of new courses; student actions; academic policy

development; examination regulations; faculty requests; compliance to CUPEKA accreditation standards

2. To lead the work of the subcommittees who report to UPC
Members of UPC will be asked to sit on College subcommittees whose work affects undergraduate students. Such subcommittees include but are not limited to: the Exchange Committee; the Awards Committee, and the Honours Committee. A UPC representative should be on each subcommittee to ensure that all policies and procedures are followed, and to report on the work of the subcommittee to UPC.
3. To ensure compliance of procedures and policies outlined in the Handbook for Instructors of Undergraduate Classes in the College of Kinesiology, and to regularly review and monitor the ongoing College of Kinesiology teaching and evaluation process of undergraduate classes, including both peer and student evaluations
4. To monitor student progression to completion of degree
(a) To recommend to faculty convocation decisions: list of graduates, graduates with distinction, and great distinction; (b) to monitor undergraduate student progress, completion rates, and make appropriate recommendations; and (c) to make recommendations on academic appeals received from students
5. To meet the needs of undergraduate students
To work in conjunction with the Academic Advisor and the Associate Dean of the Undergraduate Program to ensure that the needs of undergraduate students are met.
6. To assist with activities that support the undergraduate program such as presenting awards at student recognition events, attending Convocation, and supporting student fundraising events
7. To facilitate creative, innovative teaching and learning strategies
8. To report to faculty on a regular basis regarding issues (not events) related to teaching and learning
9. To advise the Dean on the allocation of resources related to the undergraduate program

ii. Membership

Membership is determined annually by the Dean and includes the following:
(*denotes non-voting members)

- The Dean, or designate – *ex officio*
- The Chair – as appointed by the Dean

- Faculty – a minimum of 3 faculty within the College as appointed by the Dean. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity
- Student Representative - one representative from the Kinesiology Students Society (KiSS) (student representative will be excluded from all discussion and voting on any issue where undergraduate students are identified)
- The Manager – Undergraduate Student Academic Services
- Administrative support staff*

iii. Voting

Quorum will consist of 50% +1 of voting members

iv. Term

Up to 3 years (with the possibility of an extension).

v. Frequency of Meetings

Monthly during the academic year with additional meetings at the call of the Chair.

vi. Reporting

To Faculty Council

b. Graduate Program Committee

The Graduate Program Committee will be responsible for all matters related to graduate studies and graduate student experience within the College of Kinesiology.

The terms of reference should be reviewed every three years.

i. Tasks and Responsibilities

Specific tasks and responsibilities include:

1. To ensure compliance with all College of Graduate and Postdoctoral Studies (CGPS) policies within the College.

2. To ensure compliance with policies outlined in the College of Kinesiology Policies and Procedures Manual.
3. To ensure Kinesiology graduate program information is up to date in the College of Kinesiology Policies and Procedures Manual and online.
4. Recommend changes to graduate program.
5. Review and make recommendations on new graduate course offerings, substantive changes to courses, and deletion of courses.
6. Approve Kin 898 and 899 course proposals and submit to the Dean for approval of course offering and scheduling.
7. To regularly review and monitor the ongoing College of Kinesiology teaching evaluation process for graduate courses including both peer and student evaluations.
8. To consider and select for recommendation to the CGPS graduate students for admission, and graduate awards and scholarships (where appropriate).
9. Approve M.Sc. and Ph.D. supervisors and advisory committees.
10. To monitor graduate student progress, program of studies, and completion rates and make recommendations where appropriate.
11. To monitor graduate student supervision and make recommendations where appropriate
12. To assist with activities that support the mandate of the graduate program such as chairing defenses, attending Ph.D. committee meetings, chairing comprehensive exams, chairing Kin 990 seminars, attending CGPS meetings, attending student recognition events, etc.

ii. Membership

Membership is determined annually by the Dean and includes the following:

(*denotes non-voting members)

- The Dean, or designate – *ex officio*
- The Chair – as appointed by the Dean
- Graduate faculty – a minimum of 3 members of graduate faculty within the college as appointed by the Dean. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity.
- Student Representative – as selected by the Kinesiology Graduate Student Association (student representative will be excluded from all discussion and voting on any issue where a specific graduate student is identified).

- Administrative support staff*

iii. Quorum

Quorum is 50% + 1 of voting members

iv. Term

Up to 3 years (with the possibility of an extension).

v. Frequency of Meetings

Monthly during the academic year with additional meetings at the call of the Chair.

vi. Reporting

To faculty council

c. Research Ethics Committee

The Research Ethics Committee is governed by the Research Services and Ethics Office (RSEO) at the University of Saskatchewan to be responsible for research ethics within the College of Kinesiology that involve Honours students or students conducting course-based research.

The terms of reference should be reviewed every three years.

i. Tasks and Responsibilities

Specific tasks and responsibilities include:

1. To ensure College compliance with all national, provincial, and University research ethics governing documents, standards and policies.
2. To ensure a comprehensive, efficient, and timely College process for ethics reviews.
3. To confirm the appropriate level of risk to participants in each proposal and refer all proposals deemed to be above minimal risk to the appropriate University Research Ethics Board.

4. To review non-invasive minimal risk protocols for undergraduate Honours student projects and course-based research conducted in the College.
5. To communicate all decisions in writing (print or electronic means) to researchers with appropriately reasoned and documented rationale.
6. As per RSEO requirements, prepare and maintain adequate documentation of Research Ethics Committee activities, including, but not limited to, copies of all research proposals reviewed, Notices of Ethical Review (NER), certificates of approval (CoA), study closure forms, and correspondence between the Committee and researchers. Documentation will be retained for five years after completion of the research.
7. To prepare and submit an annual Status Report Form to the Research Services and Ethics Office.
8. To recommend changes to College research ethics processes and policies.

ii. Membership

Membership is determined annually by the Dean and includes the following:

- A minimum of three (3) members comprised of a combination of faculty and staff members bringing requisite skills and experience in research ethics.

Administrative support will be provided by the Graduate Program Administrative Assistant.

iii. Voting

Quorum is 50% + 1 of voting members

iv. Term

A minimum of one academic year, renewable.

v. Duties and Frequency of Meetings

The majority of the work of the REC occurs in late November and early December corresponding to the intake deadline for undergraduate research ethics submissions. Additional course-based reviews and other duties may occur

throughout the academic year. Reviews are generally delegated; any meetings required are at the discretion of the Chair.

vi. Reporting

The REC is accountable to RSEO

d. Student Misconduct / Academic Hearing Panel

The college follows the University of Saskatchewan policies on student misconduct and academic hearing panels. For an outline of procedures, please see the “College of Kinesiology Formal Academic Misconduct Hearing Panel Procedures” document.

Membership is determined annually by the Dean.

II. Other College Committees not Accountable to Council

a. Committees governed by the Collective Agreements

- i. Renewals and Tenure Committee**
- ii. Promotions Committee**
- iii. Salary Review Committee**

b. Management Committees (Advisory to the Dean)

i. Dean’s Leadership Team

A. Introduction

The College of Kinesiology Dean’s Leadership Team [DLT] functions as an advisory group to the Dean and as a means by which information can be exchanged between the Dean and the various other constituency groups in the College and *vice versa*. Given the complexity of the College’s programs and operations it is also a forum for the exchange of information across units to ensure that ongoing activities and issues with College-wide operational impact are understood, managed and conducted in a manner that considers all units’ activities. Where appropriate, the DLT also manages and develops policy related to College operations

B. Name

The name of the Committee is the **Dean’s Leadership Team**. The Committee was previously referred to as the **College Management Committee**.

C. Purpose

The Dean’s Leadership Team [DLT] serves as an advisory group to the Dean on those issues relevant to the success of the College of Kinesiology.

It also serves as the primary communication body for the sharing of information amongst the primary program areas of the College and as a link between the Dean and to each of the program areas in the College and *vice versa*.

The DLT will develop, review and approve **operational** practices of the College.

D. Members

All members of the committee are *ex-officio*.

Membership consists of:

- The Dean (Chair)
- The Associate Dean Graduate Education and Research
- The Associate Dean Academic
- The Director of Finance and Administration
- The Director of Recreation Services
- Chief Athletics Officer

Administrative support will be provided by the Dean’s Executive Assistant.

Guests may be invited at the discretion of the Dean.

Delegates are not permitted.

E. Meetings

The DLT shall normally meet at least once a month and no less than ten times during the year. The Dean may request more frequent meetings as required.

There will be no formal minutes. Unofficial notes will be maintained in the event that future reference is required. The agenda will serve as the record of the topics discussed

This is primarily an advisory committee to the Dean. In circumstances where decision making is required it will normally be by consensus.

F. Responsibilities and Duties

Develop and approve operational and administrative practices for the College.

Provide advice to the Dean in the development of the annual College budget, and on short- and long-term budgetary items.

Provides advice to the Dean on questions related to long-range and short-term planning, in particular questions of space allocations, facility operations, human resources and integrated program planning.

Assists with the coordination of administrative processes and procedures and helps to ensure compliance with established University and College policies.

Provides advice to the Dean on any other matters relevant to the governance and operations of the College, the achievement of the College's Vision and Mission, and the management of the College's Integrated Plan as requested by the Dean or as brought forward by members of the College faculty/staff.

Provides advice to the Dean on items or requests requiring action from outside the College [i.e. requests to central administration for services or actions from the Presidents, Vice-Presidents, Advancement, Facilities Management etc.]

Provides advice to the Dean on matters related to the College's Advancement [Development, Communication and Alumni Relations] activities and priorities.

Is the primary means by which to facilitate the transmission of information from the Dean, to the various program areas in the College and *vice versa*.

G. Accountability

A summary of agenda items will be provided to the College of Kinesiology Faculty Council as part of the regular Faculty and Staff meetings of the College.

The Dean's Leadership Team shall review and evaluate annually the adequacy of its Terms of Reference and report thereon to the College of Kinesiology Faculty Council with recommendations for any changes deemed to be required.

ii. Recreation Services Committee

A. Introduction

The College of Kinesiology Recreation Services Committee functions as a consultative group by which information can be exchanged between Program Coordinators and Managers and other individuals and units within the College. It is also a forum for the exchange of information across programs to ensure that ongoing activities and issues with program-wide operational impact are understood, managed and conducted in a manner that considers all program activities. Where appropriate, the Recreation Services Committee also manages and develops policy related to program operations.

The Recreation Services Committee [RSC] serves as a consultative group on those issues relevant to the success of Recreation Service programming within the College of Kinesiology. Ultimately, the committee reports to the Dean of the College of Kinesiology.

It also serves as the primary communication body for the sharing of information amongst the Recreation Services staff, and as link between the Dean to each of the program areas in the College and *vice versa*.

The terms of reference should be reviewed annually.

B. Tasks and Responsibilities

Specific tasks and responsibilities include:

- Work consultatively to develop long term strategies for both individual programs and Recreation Services as a whole.
- Provides advice to the Dean on questions related to long-range and short-term planning, in particular questions of space allocations, facility operations, human resources and integrated program planning.

- Assists with the coordination of administrative processes and procedures and helps to ensure compliance with established University and College policies.
- Provides advice to the Director of Recreation Services on items or requests requiring action from outside the College [i.e. requests to central administration for services or actions from the Senior Administration, Facilities Management, etc.]
- Is the primary means to facilitate the transmission of information from the Director of Recreation Services and Recreation Coordinators to the various program areas in the College and *vice versa*.

C. Membership

All members of the committee are *ex-officio*.

Membership consists of:

- Dean, College of Kinesiology
- Director of Recreation Services (chair)
- Campus Recreation Coordinator
- Facilities Manager
- Aquatics Coordinator
- Human Performance Centre Coordinator
- University School of Dance Coordinator
- Health and Fitness Coordinator
- Program and Client Service Coordinator
- College of Kinesiology Financial Officer, Athletics and Recreation Services

Guests may be invited at the discretion of the Chair.

Delegates are not permitted and quorum will consist of 50% plus one.

D. Meetings

The RSC shall normally meet monthly. The Chair or committee members may request more frequent meetings as required.

There will be no formal minutes. Unofficial notes will be maintained in the event that future reference is required. The agenda will serve as the record of the topics discussed.

This is primarily an advisory committee. In circumstances where decision making is required it will normally be by consensus.

E. Accountability

A summary of significant items pertaining to Recreation Services will be provided to the College of Kinesiology Faculty Council as part of the regular Faculty and Staff meetings of the College.

The Committee shall review and evaluate annually the adequacy of its Terms of Reference and report thereon to the College of Kinesiology Faculty Council with recommendations for any changes deemed to be required.

iii. Local Safety Committee

A. Introduction

The responsibility to ensure, insofar as is reasonably practicable, a safe and healthy workplace rests on the University of Saskatchewan as employer under the 2013 Saskatchewan Employment Act Part III Occupational Health and Safety.

In accordance with Occupational Health and Safety Act, the University of Saskatchewan has established an Occupational Health Committee to provide a forum for consultation between the University of Saskatchewan and representatives of its employees concerning health and safety issues in the University workplace.

Operating under the auspices of the Occupational Health Committee, Local Safety Committees (LSC) play a key role in both the identification and the resolution of health and safety issues in the workplace at the college level.

To support health and safety, the University has established a unit called Safety Resources to develop health and safety and environmental protection programs, provide advice and technical support, develop and deliver safety training and ensure compliance with applicable legislation.

B. Responsibilities of Deans

In accordance with the University of Saskatchewan Workplace Responsibilities System, administrative responsibilities are delegated to department heads, deans and administrative unit heads in support of health and safety and Local Safety Committees.

It is the responsibility of the Deans to:

- a) Develop a working knowledge of University health and safety policies and applicable health and safety legislation.
- b) Promote safety in the workplace by encouraging workers to take an active role in identifying, reporting and resolving health and safety concerns.
- c) Establish a Local Safety Committee (LSC) with the assistance of Safety Resources.
- d) Ensure that the LSC membership fairly represents the work environment and the activities taking place.
- e) Ensure that the LSC meets at least quarterly.
- f) Support LSC activities through the provision of administrative and clerical support, printing and communication services.
- g) Review committee minutes with the LSC representative.
- h) Allocate the necessary resources to eliminate or control hazards in the workplace.
- i) Review and discuss committee minutes at departmental meetings.

C. Membership of the Local Safety Committee

A Local Safety Committee should contain a minimum of four members.

Local Safety Committee members are appointed by the Dean, or designate, and are to be drawn from a range of work areas and trade unions representative of the activities taking place in the work environment.

The Dean, or designate, shall be a permanent member of the LSC and act as the Co-Chairperson for committee meetings.

One member of the LSC is to be designated as Committee Secretary.

The configuration of the Local Safety Committees (LSC) at the University of Saskatchewan are defined by the Local Safety Committee Terms of Reference available on the Safety Resources website.

Local Safety Committee member names, telephone numbers and email addresses are to be posted in prominent locations (e.g. OHC bulletin board) in the college as well as on the Safety Resources website.

D. Functions of the Local Safety Committee

The functions of the Local Safety Committee (LSC) are to:

- a) Promote health and safety at the University with a focus towards the Workplace Responsibility System and injury prevention.

- b) Assist in identifying, eliminating and/or controlling hazards in the workplace.
- c) Receive, review and respond to local safety concerns in cooperation with Safety Resources that have not been resolved between a worker and his/her supervisor.
- d) Conduct workplace inspections. The frequency of inspections is to be determined based on the identified risks in the workplace. Workplace inspections shall be conducted at least once per year.
- e) Provide input to the Dean concerning the management of safety issues in the workplace.
- f) In consultation with Safety Resources, refer to the Occupational Health Committee (OHC) any concerns which the LSC is unable, after diligent effort, to resolve.
- g) Refer dangerous work refusals to the OHC.
- h) Cooperate with Safety Resources and the OHC.

Accidents involving a fatality or serious injury and dangerous occurrences are to be reviewed by the OHC in cooperation with Safety Resources.

E. Duties of the Local Safety Committee Secretary

The Local Safety Committee Secretary is to:

- a) Prepare meeting agendas and schedule meetings in cooperation with committee members.
- b) Record the meeting minutes.
- c) Maintain committee records.
- d) Provide information to the OHC through Safety Resources.

F. Meetings

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

For an LSC meeting to be considered valid, a quorum must be present. A quorum consists of one-half of the members of the committee where representatives of both the employer and employees are present and at least one-half of the members present represent employees.

G. Reporting

The LSC shall record minutes of each meeting in a standardized format available on the Safety Resources website. Alternate formats for meeting minutes are also acceptable as long as they contain the required information.

A copy of the minutes shall be sent to Safety Resources within two weeks of the date of the meeting. Copies of the minutes shall also be posted at locations readily assessable to employees. Meeting minutes and LSC reference information will be maintained on the Safety Resources website.

H. Training

All members of the LSC are expected to take Occupational Health Committee training accredited by the Government of Saskatchewan, respecting the duties and functions of an Occupational Health Committee. It is recommended that LSC members take both OHC Level I and OHC Level II training. As deemed necessary, additional training beneficial to LSC committee members may be recommended by Safety Resources.

I. Term of Office

Each committee member serves for a term of three years. Members may serve for more than one term. If a member wishes to discontinue his/her membership, that person should remain in office until a replacement has been selected.

J. Confidentiality

Members of the committee will periodically be in possession of information of a confidential nature. Such information shall not be disclosed to persons other than members of the committee or staff of Safety Resources without consultation with the committee.

iv. Risk Management Committee

Duties and matters pertaining to risk management have been assigned to the Dean's Leadership Team with the agreement of the Faculty Council.