



UNIVERSITY OF
SASKATCHEWAN

SENATE HANDBOOK



BE WHAT THE WORLD NEEDS

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Introduction

This handbook was created by the Senate Engagement Committee as a resource for all members of the University of Saskatchewan (USask) Senate, both new and experienced. It is designed to support members by providing easy access to information about Senate and the university. Those who are new to Senate and want a comprehensive overview of its functions and practices might find it helpful to read (or skim) the entire handbook, with or without exploring the supplementary university information available through the hyperlinks provided. Others might read a section for targeted information or answers to a specific question, either in the handbook itself or online. Comments and suggestions for improvement are welcome.

Please feel free to reach out to the engagement committee via the Governance Office email address:
governance.office@usask.ca.

1. USASK FUNDAMENTALS

Who we are: Mission, vision and values

The University of Saskatchewan is proud of who we are. The members of Senate play an important role in advancing the university's **mission, vision and values**.



Mission, vision and values of the University of Saskatchewan

Who we are

The University of Saskatchewan, situated in the vibrant city of Saskatoon on Treaty Six territory and the traditional homeland of the Métis, and on one of Canada's most beautiful campuses, is grounded in the character of a dynamic, forward-looking province. We have a well-deserved reputation for creativity, collaboration, and achievement. Supported by an innovative, energetic faculty, staff, student, and alumni community, and by a research infrastructure unique in Canada, we deliver across Saskatchewan and beyond one of Canada's widest arrays of academic and professional programs.

The university displays remarkable resilience and a commitment to problem solving, attributes drawn from our prairie roots and from the outstanding contributions by members of our community from around the world. Our university's unique spirit has transformed the lives of those who have experienced it.

Our mission

The University of Saskatchewan advances the aspirations of the people of the province and beyond through interdisciplinary and collaborative approaches to discovering, teaching, sharing, integrating, preserving, and applying knowledge, including the creative arts, to build a rich cultural community. An innovative, accessible, and welcoming place for students, educators, and researchers from around the world, we serve the public good by connecting discovery, teaching, and outreach, by promoting diversity and meaningful change, and by preparing students for enriching careers and fulfilling lives as engaged global citizens.

Our vision

We will contribute to a sustainable future by being among the best in the world in areas of special and emerging strengths, through outstanding research, scholarly, and artistic work that addresses the needs and aspirations of our region and the world, and through exceptional teaching and engagement.

We will be an outstanding institution of research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities.

Our principles and values

A belief in principles vital to our institution and a commitment to key values—ways of conducting ourselves—constitute the *raison d'être* of our mission and vision.

The University of Saskatchewan community believes in the following principles:

ACADEMIC FREEDOM
COLLABORATION
COMMITMENT TO COMMUNITY
DIFFERENT WAYS OF KNOWING, LEARNING, AND BEING
DIVERSITY, EQUALITY, AND HUMAN DIGNITY
EXCELLENCE
A HEALTHY WORK AND LEARNING ENVIRONMENT
INNOVATION, CURIOSITY, AND CREATIVITY
OPENNESS, TRANSPARENCY, AND ACCOUNTABILITY
RECONCILIATION
SUSTAINABILITY

The University of Saskatchewan community is committed to acting in accordance with the following values:

COLLEGIALITY
FAIRNESS AND EQUITABLE TREATMENT
INCLUSIVENESS
INTEGRITY, HONESTY, AND ETHICAL
BEHAVIOUR
RESPECT

OUR MISSION. OUR VISION. OUR VALUES.

Equity, diversity, and inclusion

USask's Equity, Diversity and Inclusion Framework for Action is embedded in the [University Plan 2025](#). The university's comprehensive policy on equity, diversity, and inclusion is detailed online on the [Equity, Diversity, and Inclusion](#) website

Members of Senate are members of the university community. Following are the responsibilities that apply generally to all members of the university community under this policy.

Responsibilities

All members of the university community share responsibility for creating a supportive and inclusive environment. The university community is accountable to:

- foster a culture that embraces equity, diversity, inclusion, and belonging
- acknowledge and address the biases, underlying beliefs and values, assumptions, and stereotypes that inhibit opportunity in work and learning environments
- welcome, embrace, and foster positive, informed and inclusive attitudes towards each other
- provide environments that are free of discrimination and harassment, and inclusive of all individuals
- ensure the inclusion of perspectives and voices of underrepresented groups in decision-making

Indigenous strategy and Indigenous engagement

ohpahotân | oohpaahotaan

ohpahotân | oohpaahotaan (let's fly up together) is the [Indigenous Strategy](#) for the University of Saskatchewan and is one of our defining characteristics. It was created by Indigenous people and gifted to all. It is a multifaceted plan setting out specific commitments, practices, steps toward implementation and reporting guidelines.

In accepting the strategy, then President Peter Stoicheff said in part:

The University of Saskatchewan's aspiration, as expressed in our University Plan 2025, is *nîkânîtân manāchitowinihk | ni manachihitoonaan* (to lead with respect) and to be The University the World Needs. More than ever, the world needs a university in which decolonization, reconciliation, and Indigenization are an animating force.



Indigenous Engagement

Indigenous engagement at USask is led and facilitated through the [Office of the Vice-Provost, Indigenous Engagement](#). Senate members are encouraged to access information about resources, Indigenous initiatives and student experience, [here](#).

deybwewin | taapwaywin | tapwewin: Indigenous Truth

deybwewin | taapwaywin | tapwewin policy requires verification documentation for all incoming assertions of Indigenous membership/citizenship by members of the university community where that claim may result in a material advantage or where the absence of verification would otherwise be contrary to stated principles. The policy also provides for verification of assertions that have occurred before it came into effect where there is reason to question the authenticity of the claim and where that prior assertion has resulted in material advantage, or where the absence of verification would be otherwise contrary to the principles recognized. The policy was developed by an Indigenous led and informed taskforce. Further information is available [here](#).

University strategic plans

The university's strategic framework is set out in **University Plan 2025** "Be What the World Needs nīkānītān manācihitowinihkni manachihitoonaan". The new **University Plan 2035** is currently under development.

Plans and policies addressing Equity, Diversity and Inclusion and Indigenous initiatives and priorities are identified above. A range of additional plans guide the work of various university units. These include the following:

- **Learning, Teaching and Student Experience Plan**
- **Colleges and Schools Strategic Plans**
- **Research Plan**
- **Sustainability Strategy**
- **University Relations Strategic Plan**
- **Campus Planning**
- **International Plan**
- **Technology Plan**

2. UNIVERSITY GOVERNANCE

Statutory structure: The University of Saskatchewan Act, 1995

The University of Saskatchewan governance structure is established by [The University of Saskatchewan Act, 1995](#). Governance is conducted by three distinct but affiliated bodies: Senate, the Board of Governors and University Council. The Act prescribes the composition, powers and responsibilities of each body. The General Academic Assembly is not a governing body but has governance-related powers under the Act. All four bodies are supported in their work by the University Administration.

Senate

The Senate serves as bridge between the university and the people of the province. The purpose statement adopted by Senate elaborates its role in these words:

As an influential part of the university governance process, the Senate serves as a window for observation and understanding between the university and the broader community. Members of Senate bring their professional, cultural and geographic knowledge in reflective opinions and perspectives to the institution's various strategic, operational, local, and global challenges and opportunities.

These representative ambassadors undertake to consult with and seek inspiration from their constituents in order to boldly provide sound, relevant advice and leadership toward supporting the university's its mission, vision, values and goals.

Senate elects the [University Chancellor](#), who serves as its Chair. Further detail regarding the role, composition and function of Senate is provided on the [Senate website](#) and in the further material included in this guide.

Board of Governors

The Board of Governors is responsible for overseeing and directing all matters respecting the management, administration and control of the university's property, revenues and financial affairs. It consists of eleven members: the Chancellor, the President of the University, five members appointed by the Saskatchewan government acting through the Lieutenant-Governor-in-Council, two members elected by Senate, one student, and one faculty member. It elects its own Chair and Vice-Chair from among its members. Further information, including a list of current members and the minutes of Board meetings, is available [on the governance website](#).

University Council

Council oversees and directs the university's academic affairs, including academic programs and teaching. It has 121 members including

- the University President
- the Provost
- two elected members from each college and affiliated and federated college, one of whom may be the dean
- two librarians
- one elected student representing each college and each affiliated and federated college
- 54 elected faculty (members-at-large)

Senate appoints two Senate members who attend and participate in Council but are not entitled to vote in meetings unless they are also members of Council (see [University of Saskatchewan Act, 1995](#), section 54(j)). Further information, including a list of current members and the agendas and minutes of Council meetings, is available [on the governance website](#).

General Academic Assembly

The General Academic Assembly is composed of the university President, Vice-Presidents, Registrar, Deans and Directors employed by the university or an affiliated or federated college, all full-time faculty members and a number of USask students. It serves as the collective voice of the academic community. The Assembly meets annually to hear the president's report on the state of the university and at such other times as may be required at the request of a stipulated number of members. Although not a governing body, the Assembly has the power to require University Council to reconsider a decision on specified matters relating to university institutional structure and affiliations, and the power to dissolve Council. Meeting information and agendas are available [on the governance website](#).

3. UNIVERSITY ALUMNI AND FACULTY BODIES

University of Saskatchewan Convocation

The term “convocation” has two meanings. It is ordinarily understood to refer to the ceremonies at which degrees and certificates are formally conferred on graduating students – i.e., at “convocation”. However, it has another meaning that is particularly relevant to Senate.

USask alumni are formally designated by the [University of Saskatchewan Act, 1995](#) as members of the “Convocation” of the University of Saskatchewan (see section 10). Convocation is composed of the Chancellor, the Senate, *all graduates of the university* and any other persons or class of persons determined by the Senate (currently none so designated). Only members of convocation are qualified to serve as elected members of Senate and to vote in Senate elections. Members of Convocation are entitled to participate in other specified university processes under the *Act* and university policies, such as nomination of the Chancellor.

University of Saskatchewan Alumni Association

USask alumni may participate in the [University Alumni Association](#), a volunteer-driven non-profit organization that works with the university through the office of the Vice-President University Relations to strengthen ties to our alumni. Information on alumni communications and events is available on the [Alumni and Friends](#) website.

The alumni leadership structure is outlined in the attached [appendix 1](#).

4. UNIVERSITY ADMINISTRATION

University Administration is comprised of the administrative staff who guide and oversee the conduct of university teaching, research and public service in accordance with the policies established by the governing bodies.

Executive leadership

The **Executive Leadership team** consists of:

- **President and Vice-Chancellor** (Vince Bruni-Bossio): general oversight of all university operations and planning
- **Provost and Vice-President Academic** (Patti McDougall, interim): academic leadership and teaching. The **Office of the Provost and VP Academic** includes Vice-Provosts and Associate Provosts responsible for Students and Learning, Indigenous Engagement, Teaching Innovation and Faculty Relations. It also includes the Deans and Executive Directors of all university colleges and schools.
- **Vice-President Research** (Baljit Singh): university research
- **Vice-President Administration and Chief Operating Officer** (Greg Fowler): administrative functions
- **Vice-President University Relations** (Kim Kroll-Goodwin, interim): alumni relations, fundraising and university communications and outreach. See also **University Relations Units**
- **Chief Financial Officer** (Deidre (Dee) Henne): financial oversight and planning

The Governance Office

The Governance Office is a crucial resource for Senate, providing administrative support, information, and guidance. It also supports the Board of Governors, University Council and the General Academic Assembly.

The office is led by **the University Secretary and Chief Governance Officer** (Julian Demkiw). The **Governance Office team** serves a broad range of functions that include planning and facilitating the meetings of Senate and Senate committees.

Senate is supported specifically by a governance officer and can be reached through the governance office at:

Email: governance.office@usask.ca or

Tel: (306) 966-4632.

5. COMPOSITION OF SENATE

Membership

The composition of Senate is described generally in the preamble to its bylaws:

The Senate comprises appointed, elected and ex officio members who are broadly representative of graduates from across the geographic regions of the province; professional, educational and cultural organizations with an interest in the university; students; and members of the university's administration.

The membership of Senate is prescribed by section 24 (1) of the *University of Saskatchewan Act, 1995*. All members of Senate are entitled to vote in Senate proceedings (the University Secretary and Chief Governance Officer being the sole exception.) The members of Senate are:

- **The Chancellor and former chancellors:** The current Chancellor serves as Senate Chair. Although former chancellors are also recognized as members, they are not expected to attend and participate in Senate meetings when their term ends and rarely do.
- **Ex Officio Members:** Includes the University President, Vice-Presidents and other senior university administrators, the Minister and Deputy Minister of Education, Deans of USask colleges and heads of USask federated or affiliated colleges. The Minister and Deputy Minister may be represented at Senate meetings by a designated official, but ministerial officials do not regularly participate. Deans and college heads are encouraged, but not obliged, to attend meetings of Senate.
- **Elected Members:** Fourteen regional members residing in the geographic districts established by the *Act* and Senate bylaws, elected by members of Convocation (alumni and Senate members) residing in the respective districts plus 14 members at large, elected by members of convocation residing anywhere (see further Senate bylaws election provisions). Only members of Convocation are qualified to serve as elected members.
- **Organizational Members:** Organizations are admitted to Senate by vote of the *elected* members in compliance with statutory requirements and membership policy. Organizational members are represented by delegates assigned by their respective organizations. There are currently about 45 organizational members.

NOTE: The organizations that participate in Senate are generally referred to as “members” although that terminology is not technically correct. Under the terminology of the *Act* an organization may be “designated” by vote of the elected members to appoint a representative who is a “member” of Senate.

- **Student Members:** Six undergraduate students elected by the University of Saskatchewan Students Union (**USSU**) under a formal **Senate election policy**, and 1 graduate student elected by the Graduate Students Association (**GSA**).

The Chancellor

The Chancellor is elected by Senate. The current Chancellor is **Scott Banda**. The chancellor holds office for a term of three years and may be appointed to serve for a second term. The duties of Chancellor as established by the **University of Saskatchewan Act, 1995** are to:

- a) preside over all meetings of the Senate and Convocation (alumni and Senate members) and
- b) formally confer degrees earned by USask graduates.

The Chancellor sits on the Board of Governors and may also sit on Senate committees. The Chancellor, in partnership with executive leadership, often plays an active role in university affairs including through liaison with students and participation in university events and outreach.

The Chancellor must be a member of Convocation for at least 10 years before their appointment. The Chancellor may be a current or former member of Senate but this is not a requirement.

The Chancellor is elected through a process conducted by a **Joint Nominations Committee** constituted to fill the position, as prescribed by section 17 of the **University of Saskatchewan Act, 1995**. The Joint Nominations Committee is struck during the spring of the second year of the term of the incumbent Chancellor, or when a vacancy otherwise occurs. These are the steps in the process, in summary form:

1. The Senate Nominations Committee nominates two elected members of Senate (i.e. district representatives or members at large) to sit on the Joint Nominations Committee with the university President.
2. The Senate Nominations Committee presents its nominees for the Joint Nominations Committee to Senate for confirmation at Senate's spring meeting. Senate votes to confirm the proposed appointments. The Joint Nominations Committee is constituted when the nominees are confirmed.
3. The Joint Nominations Committee invites submissions for candidates for nomination to the position of Chancellor. Only members of Convocation (alumni and Senate members) are entitled to make a submission.
4. The Joint Nominations Committee reviews submissions and selects one name for presentation to Senate at the spring meeting prior to expiry of the incumbent Chancellor's term.
5. Senate votes to confirm or reject the candidate proposed. If the proposed candidate is not accepted, the Joint Nominations Committee puts forward an alternative nomination no later than the next meeting of Senate.

Senate elections

The elected members of Senate are selected through a vote open to members of Convocation (alumni and Senate members). The university community is notified of elections to fill impending vacancies through general communication channels including email and social media. Voting is managed by the Governance Office and conducted electronically. Candidates are required to submit brief personal bios, which are posted on the **Senate website** during the election period.

Designation and review of organizational members

Organizational members are admitted to Senate under requirements set out in the *University of Saskatchewan Act, 1995* and supplemented by policies of the Senate Membership Committee.

Section 24 (3) of the *Act* provides that elected members of Senate “may designate professional societies or other organizations that, in the opinion of those members:

- a. contribute in a significant way to the social, economic and cultural welfare of Saskatchewan; and
- b. have a demonstrated interest in furthering the goals of higher education and research at the university.”

Organizations must be nominated for membership by three members of Senate or Convocation, who complete a nominating form describing relevant characteristics of the nominee and explaining how they meet the criteria in the *Act*. The nomination is considered by the Senate Membership Committee who, if satisfied that the nominee meets the statutory criteria and other membership policies, recommends that the nominee be designated by vote of the elected members held at a general Senate meeting.

In addition to the statutory criteria, the Membership Committee will consider established policies and practices including the following:

Criteria for membership and continued membership (organizations)

Criteria

1. Licensing and professional bodies for professions that are taught at the university, or for professions for which the university provides preparatory study, should be invited to send a representative to Senate, on the advice of the relevant dean(s). In general where there is both a national or international and a provincial association, the provincial association will be invited to send the representative.
 - a. Where both a regulatory authority and a professional association exist in relation to a profession or group and both express a desire to sit as members of Senate, the regulatory authority will ordinarily be selected as the member representing that profession or group
2. The alumni associations for the University of Saskatchewan and the University of Regina will each be invited to send a representative.
3. Educational institutions are not themselves eligible for membership but may be represented by associations such as the CEO Council of Regional Colleges or the Saskatchewan School Boards Association.
4. Cultural and business organizations may be considered for membership if they meet the criteria in the act and
 - a. Their members represent a significant constituency of stakeholders within Saskatchewan, and
 - b. The goals and aims of the organization are consistent with the strategic directions of the university.

Once an organization has been designated by vote of the elected members of Senate they will appoint a delegate, who is the Senate member serving on their behalf. The *Act* does not require designated organizations to appoint as delegate a person who is a member of Convocation (alumni) but they will often do so.

The *Act* requires that the elected members of Senate review the status of organizational members at least once every five years to determine whether they should continue to send a representative to be a member of Senate. In fulfilment of this requirement the Membership Committee surveys all organizational members every five years to determine their continuing qualification for and interest in participating in Senate and, if it concludes

that an organization should not continue to participate, recommends to the elected members that the designation of that organization be revoked. The recommendation is then determined by vote of the elected members of Senate.

Term of membership

The University of Saskatchewan Act, 1995 provides in section 26 that the elected members and organizational delegates hold office for a term of three years and may be elected or appointed for a second term, but may not serve more than two consecutive terms. A member who has held office for two consecutive terms is not eligible for election or appointment to the Senate for one year from the date of termination of that member's second term.

For example, a person who is elected in 2015 holds office until 2018 (a three-year term) and may be re-elected in 2018 to hold office until 2021 (a second three-year term). That person may be elected again in 2022 – i.e. one year after the end of their second term – and may be re-elected in 2025 to hold office until 2028 (two further consecutive three-year terms). In effect, there is a one year waiting period between possible consecutive terms.

Senate membership policy includes **criteria for continued membership** that apply to organizational members. The criteria are designed to ensure that organizations and their delegates remain interested and engaged in the work of Senate.

An organization whose delegate misses two consecutive Senate meetings or whose delegate position remains vacant for two consecutive Senate meetings will be notified by the University Secretary, with a copy to the delegate, that should their delegate miss the next meeting following, their membership will be revoked unless a special exemption is granted to accommodate continued membership. Organizations may designate an alternate in accordance with Bylaw XXII.3 if their delegate will be unable to attend a meeting. Any organization whose membership is revoked may re-apply for membership after one year.

6. THE ROLE OF A SENATE MEMBER

Statutory powers and responsibilities

The formal powers of Senate as a governing body are set out in section 23 of the **University of Saskatchewan Act, 1995**. The Act contemplates the general consultative role of Senate in considering and, to the extent of its authority, acting on matters raised by University Administration and the other governing bodies. More specifically, Senate has statutory responsibility for:

- confirming admission requirements on the approval of Council
- making recommendations regarding the establishment or disestablishment of any college, school or department,
- granting honorary degrees (see **Honorary Degrees Committee**), and
- non-academic student discipline (see **Non-Academic Misconduct**).

Senate role in electing Board of Governors

Senate is empowered by section 42 of the **University of Saskatchewan Act, 1995** to elect two of the eleven members of the Board of Governors. The persons elected to the Board by Senate need not be Senate members.

These are the steps in the election process in summary form [see **Senate Bylaws** section III.5, **Senate Executive Committee Terms of Reference** section (d)(viii), and **Nominations Committee Terms of Reference** section (d)(vi)]:

1. The University Secretary issues a call to all Senators to nominate candidates, accompanied by a description of the desired qualifications and qualities most needed by the Board ascertained by the Senate Executive Committee as a result of consultations through the Chancellor and President with the Chair of the Board.
2. A slate of candidates for election to the Board of Governors is produced by the Senate Executive Committee and submitted to the Senate Nominations Committee.
3. The Senate Nominations Committee presents the slate with accompanying background information to Senate.
4. Senate votes at a plenary meeting to elect two of the candidates proposed.

Senate bylaws

Members are encouraged to review the Senate's **bylaws**. They include detailed provisions regarding Senate membership, elections, meetings, committees and the fulfilment of statutory responsibilities. Aspects of the bylaws are described more fully under pertinent topic headings in this handbook.

The purpose of Senate

The role and function of Senate is broader than what the list of powers specified in the *University of Saskatchewan Act, 1995* might suggest. Its purpose as one of the university's three governing bodies is reproduced here for ease of reference:

Senate Purpose Statement

As an influential part of the university governance process, the Senate serves as a window for observation and understanding between the university and the broader community. Members of Senate bring their professional, cultural and geographic knowledge in reflective opinions and perspectives to the institution's various strategic, operational, local, and global challenges and opportunities.

These representative ambassadors undertake to consult with and seek inspiration from their constituents in order to boldly provide sound, relevant advice and leadership toward supporting the university's mission, vision, values and goals.

Senate engagement

Senate can only fulfil its purpose in a meaningful way if its members are engaged and active in its work. The importance of engagement is described broadly in this approved statement:

Definition of Senate engagement

Successful and sustainable higher education institutions must reflect the priorities of society, economy and the engagement of all key stakeholders.

Healthy governance requires regular and formal engagement of the Senate on key critical issues, strategies and actions that may consequentially affect the future of the institution. Effective engagement requires clear, well-defined communication protocols and committed leadership.

An engaged Senate will have forged key relationships with both the university and the broader community, where outreach is natural, and involvement is welcome. Meaningful Senate engagement serves to assist in bringing alignment of teaching and research missions with the vision, values and goals of the university.

The general responsibilities of members are outlined in the Preamble to the Senate bylaws below.

Whether elected, appointed, or ex officio, the members of Senate have the following responsibilities:

- to attend Senate meetings;
- to participate diligently and use fair and independent judgement in discussions, decisions, and planning activities;
- to take an active role in fostering openness and trust among members of Senate, the administration, the faculty, the staff, the students, all levels of government, and the public;
- to contribute to the effectiveness and orderly functioning of the Senate.

Senate members also share with members of the university's other governing bodies the following responsibilities:

- to abide by the policies of the university;
- to seek to be fully informed about the university, its mission, its strategic plan, its culture, and its role in the province and in higher education;
- to help the university be responsive to the changing environment that affects it;
- to promote and defend the autonomy of the university;

- to find opportunities to communicate the university's role and mission to the external community.

Senate members who are organizational delegates are expected to report to their organizations with relevant information provided at Senate meetings and otherwise, and reciprocally to communicate to Senate the interests and concerns of their organization through Senate committees or through open question and discussion opportunities at plenary meetings. Elected members of Senate are expected to share information and generally advance the interests of the university through personal and professional contacts to the extent possible.

Get involved!

Members of Senate are invited to attend both spring and fall USask convocation ceremonies as members of the platform party and are encouraged to do so to the extent of their availability. Senate members may also subscribe to email notification of university events and are encouraged to attend (see **Senate Resources**, below). Senate members are encouraged to participate in Senate committees, plenary meetings, receptions and other opportunities.

Considerable work has been and continues to be directed to the development of strategies, resources and opportunities that will enhance the ability of Senate members to engage with Senate and the university in service of Senate's critical role and purpose. To that end, Senate has struck an Engagement Committee tasked with pursuing the development of practices and mechanisms that will enrich the experience of Senate members and support them in their role. **Senate members are encouraged to contact the Engagement Committee with questions or ideas in that regard. The committee may be reached by email directed to the Governance Office at governance.office@usask.ca.**

Further information regarding engagement in Senate through committees, plenary meetings and other opportunities is provided below.

Orientation

New members of Senate are invited to participate in an online orientation session with members of the Governance Office and Senate volunteers. This is a great opportunity to get an overview of the role and function of Senate and to ask questions. Helpful information is available on the **Senate website**. See especially, the information provided under the heading "Orientation", which includes a general Introduction to USask, governance, student information, information regarding Colleges, Schools and Programs, Research, and university Initiatives.

7. SENATE COMMITTEES

The committees established by Senate are listed in the bylaws, accompanied by their respective terms of reference. They are:

- **Nominations Committee**
- **Executive Committee**
- **Membership Committee**
- **Honorary Degrees Committee**
- **Board for Student Discipline and Appeal Board** (and see **Non-Academic Misconduct**)
- **Engagement Committee**
- **Joint Nomination Committee for Chancellor** (and see “The Chancellor” above)
- **Education Committee**

Committees may be composed of ex officio, elected and/or appointed members as specified by their terms of reference. Members are appointed to committees through a process managed by the Nominations Committee. Appointments are made annually in the spring but may be made at any time to fill vacancies. Membership on a given committee is limited by committee terms of reference to a maximum of three years, except in the case of ex officio members.

Senate members are invited by email to volunteer for participation in any committee or committees in which they may be interested and asked to submit a brief description of the basis for their interest. Relevant experience or qualifications may be stated but are not a prerequisite for appointment to any committee.

The Nominations Committee reviews the submissions received from members and nominates identified individuals to the various committees, taking into account the membership categories mandated in the terms of reference. The committee seeks to facilitate members’ interests by offering committee opportunities to as many as possible while preserving a reasonable degree of continuity in committee functions. The Nominations Committee also nominates identified individuals to serve as committee chairs, except where the chair is specified by terms of reference.

The Committee submits its slate of nominees at a plenary meeting of Senate and the slate is endorsed by vote of those present. The slate presented by the Committee may be varied by passage of a motion from the floor but in practice this occurs rarely, if ever.

Participation in committees is one means by which members may deepen their knowledge of university matters, get to know other Senate members, and engage more fully in the work of Senate. **Senate members are strongly encouraged to put their name forward for participation in committees.**

Committee meetings are ordinarily online or hybrid, as best suits committee members. Scheduling, agendas, minutes and other details are facilitated by the Governance Office. Meetings are informal and participation is encouraged. Ordinary Rules of Order apply (see below) where vote on a motion is required. Committees report their activities to Senate at the spring and fall plenary meetings.

8. SENATE PLENARY MEETINGS

Logistics

Meetings of the entire Senate are held twice annually on Saturdays – one in spring and one in fall, usually in April and October. Senate members are strongly encouraged to attend in person if possible but participation remotely is available. Travel expenses to attend meetings are reimbursed (see procedure and form [here](#)). Meetings typically begin at 9 am, with light breakfast available from 8:30 am, and end at around 4:30 pm. Parking, lunch and snacks are provided. Style of dress is personal to attendees but most choose business casual or similar.

Pre-meeting social and university highlights receptions

Senate members are encouraged to attend the pre-meeting social receptions held at various venues on campus, which typically include an information session and/or tour of the facilities or signature programs offered through the host venue. Receptions are held on the Friday immediately preceding the Saturday meeting and typically run from 4:30 – 6:30 pm. Receptions are a great opportunity to connect informally with other members of Senate and with university administrators as well as to learn something new and inspiring about the many exciting things happening at our university.

Agenda and procedure

Senate members are provided with agendas and meeting materials by email and are encouraged to **review them in advance** to prepare to ask questions and participate in discussion. The agenda and non-confidential materials are also posted on the [Senate webpage](#). Any member of Senate may propose a motion or information item for discussion in timely manner before meetings (see webpage under “**Deadlines**” for form of submission). Proposed motions and information items are considered by the Executive Committee to determine whether they will be included in the meeting agenda.

Opportunities to ask questions and advance comments to University Administration and others are available at various times during the meeting as well as informally during lunch and breaks. **Members of Senate are strongly encouraged to ask questions and participate in discussion! Senate can only be effective in fulfilling its purpose if members are engaged and involved.**

Many agenda items are for information and discussion. Matters of decision are determined by motion. Standard rules of order are followed to facilitate fair and orderly discussion and decision making.

Meeting minutes are recorded by the Governance Office. The minutes of past meetings are available on the [Senate meetings webpage](#).

Conflict of interest

Conflict of interest concerns rarely arise in connection with matters before Senate. However, before participating in a discussion or decision, members of Senate must disclose any conflict of interest or the appearance of a conflict of interest relating to the matter in question.

A conflict of interest occurs when there is a divergence between a Senate member’s private interests or work outside of the university and their obligations to the university in their role as Senate member, such that an independent observer might reasonably question whether the member’s actions or decisions are determined

by considerations of personal gain, financial or otherwise. A fuller statement of the university's conflict of interest policy and associated procedures is available [here](#).

9. SENATE RESOURCES

Senate Webpage

The [Senate webpage](#) offers a range of information and resources, including materials referenced in this Handbook. Note in particular helpful information about the university and its operations under “Orientation”, including,

- Introduction to USask
- USask Governance
- Student Information
- Colleges, Schools and Programs
- Research
- Initiatives

Email updates

Email updates regarding current university news and initiatives will be sent to Senate members who choose to subscribe. Please email the Governance Office at governance.office@usask.ca to be added to the mailing list.

Media releases:

A running list of media releases is available on the [media releases webpage](#). Media releases are also available through the email service referred to immediately above.

Provost and VP Academic News and Events

Includes [stories](#) related to university students and teaching.

Research News

Includes [stories](#) related to university research.

Social Media

- <https://www.facebook.com/usask>
- <https://x.com/usask>
- <https://www.youtube.com/usask>
- <https://www.instagram.com/usask>
- <https://www.linkedin.com/school/university-of-saskatchewan/>

Governance Office contact information

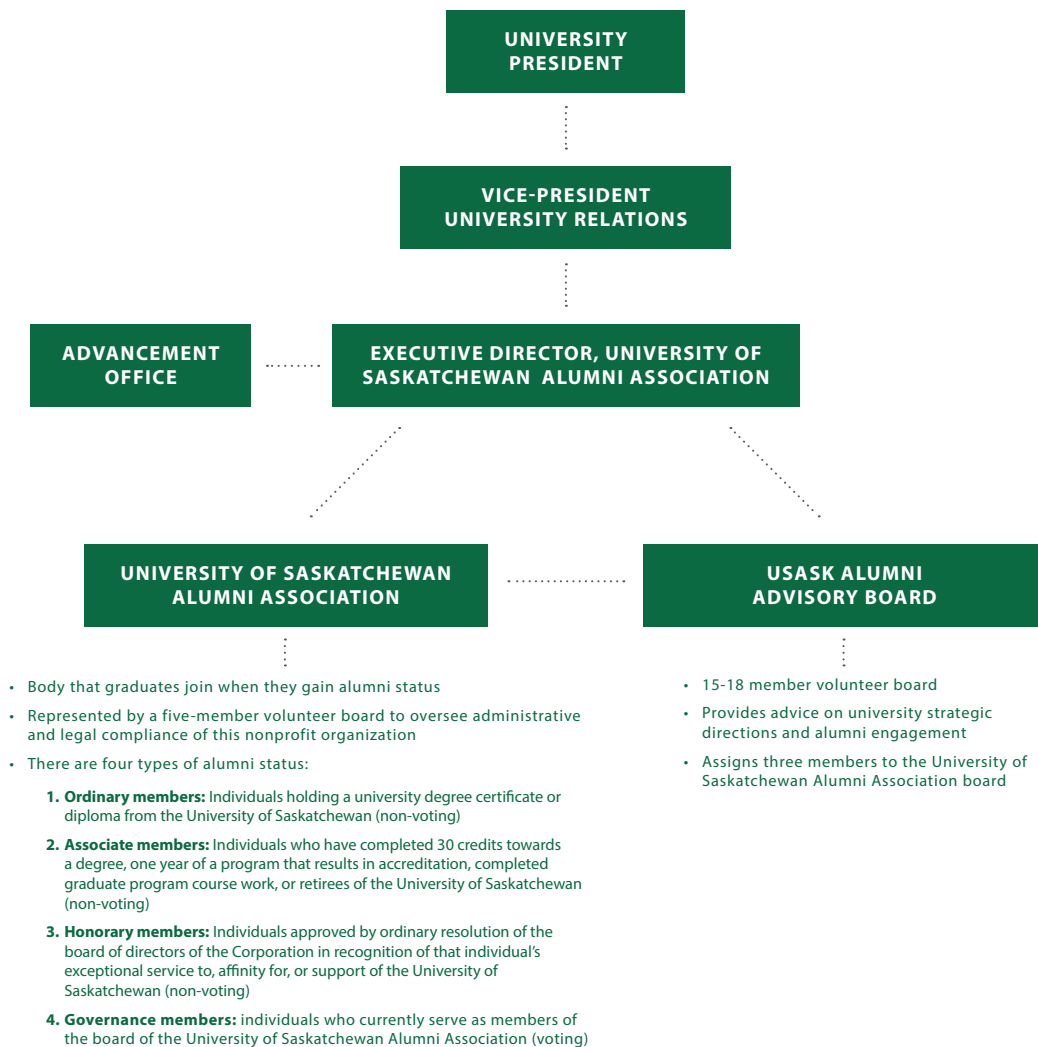
Email: governance.office@usask.ca,

Tel: (306) 966-4632.

APPENDIX 1: USASK ALUMNI LEADERSHIP STRUCTURE



UNIVERSITY OF SASKATCHEWAN ALUMNI LEADERSHIP STRUCTURE



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