



Report on Committee Terms of Reference

This Report to Senate addresses Senate committee review and the results of work undertaken by the Senate Review Working Group, reporting to the Senate Nominating Committee.

This Report includes amended terms of reference for Senate Standing Committees. Comments received from Senate Nominating Committee and Senate (on April 28 and May 5, and April 29 respectively) concerning terms of reference have been addressed in this draft for approval.

Note that on the question arising at the April 29 Senate meeting as to whether a “delegate” of an ex officio committee member would replace that ex officio member for a complete term or for particular meetings, the phrase “or delegate” could indicate either usage and will vary according to the particular committee and its requirements. In either case, the use of delegates will be guided by the general aim for continuity of representation.

The next and final steps will be the introduction of Senate Regulations including Senate Committee Regulations, use and distribution of Senate documentation, and matters of regulating the conduct of Senate, including the revised terms of reference of the Committee on the Rights of Senate (by the Committee itself) – these recommendations are expected in October 2009.

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I INTRODUCTION – SENATE REVIEW

1. Background

In 2003/04, under the Principal's leadership, McGill launched a review of its governance activities. The focus of the first two phases was the functioning of the Board of Governors and its committees, respectively. The review of the Board and its committees was completed in 2005, with the focus now turning to appointment processes for external Board members, Board self-evaluation and a review of the changes that have been implemented to date. The next step is a review of the functioning of Senate and its committees.

Senate review began in 2006 with consultations led by the Secretary-General with past and present Senate members over the course of 2006 on the nature and purpose of Senate review. The result of the consultations and research report on Senate reform options was that review would begin with Senate committees and their functions.

By January 2007 ten of Senate's then twenty-one committees requested review of their terms of reference (Academic Policy and Planning Committee, Bookstore Committee, University Admissions and University Admissions Appeals Committee, Committee on Continuing Education, Committee on Information Systems and Technology, Committee on Physical Development, Committee on Scholarship and Student Aid, Committee on Student Affairs, and the Committee on the Coordination of Student Services). Senate Nominating Committee, in response to a recommendation from the Secretary-General, struck a subcommittee to review committee terms of reference as the first phase of Senate Review.

2. Senate Review Working Group

The Senate Review Working Group began its review of committee terms of reference in Spring of 2007. Review Group Members (2007-2008): Johanne Pelletier (Chair), Professors Morton Mendelson, Anthony Paré, Phil Oxhorn and Mr. Adrian Angus. In the fall of 2008, Beverly Tallant and Rosemary Cooke were members.

Current membership (2008-2009): Johanne Pelletier (Chair), Professors Morton Mendelson, Phil Oxhorn, Martin Grant, and student members (Nadya Wilkinson and Ashley Burgoyne).

The Working Group reviewed all of the committee terms in collaboration with committees and developed recommendations for amendments, and in some cases proposals for dissolving or merging committees. The Working Group, while acknowledging the "signal" to review was self-initiated by ten of twenty-one Senate committees, affirmed that a review of Senate functions and Senate committees was timely, following on the Board review exercise in 2004/05. The Working Group's goals regarding Senate committee review are to:

Review and recommend amendments, in collaboration with committees, to Senate committee terms of reference and composition with a view to harmonizing terms of reference with Senate's mandate; and

Recommend rules and regulations governing the functioning of Senate committees.

II PROPOSALS FOR SENATE COMMITTEES

1. Committees Included in this Report

This Report contains recommendations relating to the Senate Standing Committees listed below. A summary of the key changes relating to each committee is contained on the page relating to that committee. The summary recommendations for these committees are as follows:

Academic Policy Committee (*Status: Approved by Senate October 15 2008*)

Status: Minor amendments concerning the Research Policy Subcommittee – for approval

Committee on Libraries

Status: Amended terms endorsed by the Committee - for approval

Committee on Student Services

Status: Minor editorial amendments – for approval

Honorary Degrees and Convocations Committee

Status: Amended terms endorsed by the Committee – for approval

Nominating Committee

Status: Amended terms endorsed by the Committee – for approval

Steering Committee

Status: Amended terms endorsed by the Committee – for approval

Committee on Enrolment and Student Affairs

*Status: Creation of new committee based on proposed restructuring of: University Admissions Committee
Committee on Student Affairs, Committee on Scholarship and Student Aid – for approval*

Committee on Physical Development

Status: Amended terms have been endorsed by the Committee – for approval

Committee on Ancillary Services

Status: Dissolve the Committee – for approval

Committee on Technology Transfer

Status: Dissolve the Committee, with matters of research policy moved to the Research Policy Subcommittee of APC – for approval

2. Committees Not Included in this Report

Committee on the Rights of Senate

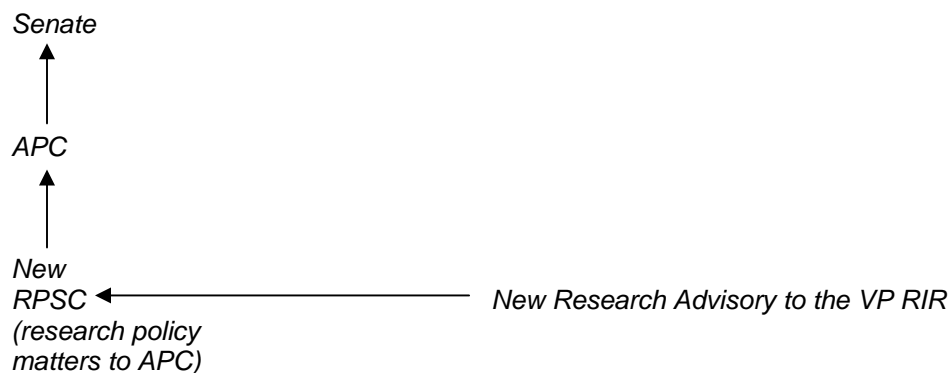
Status: Amended terms have been drafted by the Committee and will be reviewed over the summer in conjunction with the development of regulations for Senate and its committees.

ACADEMIC POLICY COMMITTEE

Status: These terms of reference were adopted by the Senate on May 23, 2007, with minor further amendments approved by Senate on October 15, 2008 – this Committee was the first of Senate Committees to bring forward amended terms of reference.

The only amendments proposed concern the role of the new Research Policy Subcommittee (RPSC) – see underlined text in section 4.a and 4.e.

Note that the current Research Policy Committee (RPC) is an administrative advisory to the VP RIR and has no reporting relationship to APC – this will be renamed to reflect its advisory role. The new RPSC will report directly to APC, and will be responsible for bringing forward items from the new Research Advisory to the VP RIR requiring Senate approval, such as the creation of new research centres and research policy matters.



ACADEMIC POLICY COMMITTEE

The Academic Policy Committee (“the Committee”) is a Standing Committee of Senate charged with making recommendations to Senate on all matters regarding academic policy. In particular, it shall, for the University and in consultation with faculties, develop proposals for the establishment and continuous review of academic programs, policies and structures, and proposals relating to teaching, learning, and research. The Committee may create subcommittees or working groups to deal with issues as appropriate.

The Committee shall review academic course and program proposals in order to determine whether they meet academic standards and are aligned with the academic mission and priorities of the University, whether they are based on an adequate body of knowledge, whether proposed teaching or learning methods and methods of evaluation of student performance are satisfactory, and whether the necessary human and material resources are in place.

SPECIFIC AREAS OF RESPONSIBILITY

1. The Committee or its subcommittees shall review:
 - a. existing programs and proposals for new or revised courses and academic programs, considering, as appropriate, the resources needed to offer these in line with the University’s academic standards;
 - b. proposals for the creation, assessment, renewal, restructuring, dissolution and non-honoric name changes of academic entities;
 - c. issues and proposals relating to international education;
 - d. proposals for teaching and learning policies for the University and for initiatives that enhance the quality of teaching and learning;
 - e. ongoing continuing education activities throughout the University and proposals for broad policies regarding continuing education;
 - f. the role of information systems and technology in the provision, management, and support of academic programs.
2. The Committee shall advise Senate and the appropriate officers of the University on developments that have implications for the long-term academic planning of the University, on the probable consequences of such developments, and on appropriate responses to them. In order to carry out these functions, the Committee shall keep informed of matters that have implications for academic planning, including developments in the field of higher education and in the public and private sectors.

3. The Committee shall report regularly to Senate on the following matters approved in the name of Senate:
 - a. creation, revisions and deletions of courses that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
 - b. revisions and deletions of academic programs that are approved by the unit proposing them and by the faculty or faculties in which they are taught;
 - c. initiatives for enhancing teaching and learning for the University that are approved by the unit proposing them and by the relevant faculty or faculties;
 - d. new student exchange agreements that are proposed by the Office of the Provost.
4. The Committee shall report to Senate on all academic matters relating to teaching, learning, and research, with recommendations on the following:
 - a. creation, restructuring, dissolution, and non-honorific name changes of academic entities that have been approved by the faculty or faculties proposing them, and by the Research Policy Subcommittee in the case of new research units;
 - b. creation of academic programs that have been approved by the unit, faculty, and, where appropriate, the Council of Graduate and Postdoctoral Studies and that, in the Committee's opinion, have met established criteria for the University;
 - c. changes in degree designations;
 - d. adoption and amendment of policies and regulations relating to teaching, learning, and research that have been approved by the University committees proposing them;
 - e. adoption and amendment of policies relating to ~~the conduct of~~ research matters that have been approved by the Research Policy SubcCommittee;
 - f. adoption and amendment of policies relating to other academic matters under the purview of the Committee.
5. The Committee shall report at least annually to Senate on matters dealing with teaching and learning and other academic matters, and on its activities, concerns and plans for the academic year.
6. The Committee shall meet at least three times per semester during the academic year and may meet during the summer months.

Composition:

Provost (Chair)

Deputy Provost (Student Life and Learning) – Vice Chair

Vice-Principal (Research and International Relations) or delegate

Director of Libraries or delegate

Associate Provost (Graduate Education)

Dean of Continuing Education or delegate

Board of Governors representative

Chairs of APC Sub Committees

Director, Teaching and Learning Services

One member from each of the faculties (appointed by Senate, on the recommendation of Senate Nominating Committee)

Student members:

- Three undergraduate students
- One graduate student
- One student representative of Macdonald campus
- One continuing education student



COMMITTEE ON LIBRARIES

Status: These amendments have been endorsed by the Committee, the Senate Review Working Group and the Senate Nominating Committee, and are now submitted to Senate for approval.

The amendments reflect consideration by the Committee and the Review Group of the Committee's mandate, clarifying language and formatting according to a common template for terms of reference.

COMMITTEE ON LIBRARIES

The Committee on Libraries is a Standing Committee of Senate with the following specific areas of responsibility.

SPECIFIC AREAS OF RESPONSIBILITY

The Committee shall:

1. ~~To Recommend to Senate, as appropriate,~~ broad policies concerning the library in support of the University's strategic plans and academic priorities.
2. ~~To Review receive~~ and advise on planning documents and reports as they relate to the Library and advise Senate and others, as appropriate, on library and information service developments which are of academic significance to the University. These will include but not be limited to reports from the Trenholme Director of Libraries and the Library Advisory Committees.
3. ~~To advise, where appropriate, on the development and implementation of budget policies and on allocations and expenditures for Library collections.~~

Review resource allocation policies as they relate to the Library's strategic plan.

4. ~~To Facilitate~~ and advise on communication liaisons between the University community and the Library.
5. ~~the Senate Committee on Libraries will submit an annual report to Senate on goals and priorities (Fall) and a report on related outcomes (Spring). Meet at least twice per semester during the academic year and submit an annual report to Senate.~~

Composition:

The Provost, Chair

The Trenholme Director of Libraries

Chairs of the Library Advisory Committees (including Macdonald campus)

Three faculty members appointed by Senate on the recommendation of the Senate Nominating Committee

Two librarians appointed by Senate on the recommendation of the Senate Nominating Committee

One administrative and support staff member from the University Libraries appointed by Senate on the recommendation of the Senate Nominating Committee

~~Vice President (University Affairs) of SSMU, or delegate~~

Student Members: ~~Two~~ Three undergraduate students ~~(including one from Macdonald Campus)~~

One graduate student

One continuing education student

One student representative of Macdonald Campus

Committee Secretary

COMMITTEE ON STUDENT SERVICES

Status: These amendments have been endorsed by the Committee, the Senate Review Working Group and the Senate Nominating Committee, and are now submitted to Senate for approval.

Note this committee's composition is based on parity between student and non-student members. Minor editorial amendments – endorsed by the Committee.

COMMITTEE ON STUDENT SERVICES

The Committee on Student Services (CSS) is a Standing Committee of Senate, charged with providing a forum to provide advice and direction to, and general accountability for the Executive Director of Services for Students regarding the mission, goals and priorities of Student Services.

SPECIFIC AREAS OF RESPONSIBILITY

The Committee shall:

1. Formulate broad policies with regard to the Student Services including short, medium and long term planning;
2. Review initiatives to enhance the quality of Student Services;
3. Advise the Executive Director of Services for Students on budgetary priorities;
4. Receive Annual Reports from Services' Advisory Boards addressing long term priorities in the fall term;
5. Receive Annual Reports from the Directors of Services addressing long term priorities in the fall term;
6. Formulate, approve and forward the recommend for the annual Student Services fee to Senate for information and to the Board of Governors for approval in the winter term.
7. Meet at least four times during the academic year and report annually to Senate.

~~Meetings: At least four meetings shall be called during the academic year. Additional meetings may be convened at the discretion of the Chair or upon the request of four members.~~

Composition:

Deputy Provost – Student Life and Learning, Chair

Executive Director of Services for Students

The Manager, Finance & Systems, Dean of Students' Office & Office of the Executive Director of Services for Students

Associate Dean (Student Affairs) Macdonald Campus

Two Directors of Student Services

Two Associate Deans (Student Affairs)

Two representatives of Senate (appointed by Senate on the recommendation of Senate Nominating Committee)

~~Representatives appointed by Senate~~

Three graduate students ~~PGSS~~

Two undergraduate students ~~SSMU~~

One student representative of Macdonald Campus ~~MCSS~~

Four undergraduate students representing ~~natives of~~ undergraduate Student Societies (three of which shall be from Arts, Science, Engineering, Management or Education)

Committee Secretary, ~~Office of the Executive Director of Services for Students~~

HONORARY DEGREES AND CONVOCATIONS COMMITTEE

Status: These amendments have been endorsed by the Committee and the Senate Review Working Group and are now submitted to Senate for approval. The Committee's Guidelines, included below, have also been endorsed by the Committee, and the Senate Review Working Group and are submitted to Senate for approval along with the revised terms of reference.

Key changes: the appointment of the Marshal/Vice-Marshal need not come through this committee, but instead may go directly to Nominating and then to Senate. The terms also clarify the oversight role to convocations not previously in the terms.

The amendments to the Guidelines are editorial – the key change is that an annual call for nominations will be issued in lieu of the Committee receiving nominations over the course of a year with no firm deadline. The Guidelines were last approved by Senate in 2006.

HONORARY DEGREES AND CONVOCATIONS COMMITTEE

The Honorary Degrees and Convocations Committee is a Standing Committee of Senate. Its mandate is to recommend to Senate outstanding individuals for the conferral of McGill honorary degrees, the highest honour that the University can bestow. It shall also advise on convocations matters as required.

Individuals nominated for honorary degrees have lifetime records of outstanding scholarly, scientific or artistic achievement, or of exceptional contributions to the public good through professional or philanthropic activity, that make them worthy candidates and position them to contribute to McGill's reputation and distinction both at home and internationally.

SPECIFIC AREAS OF RESPONSIBILITY

The Committee shall:

~~The Committee shall meet from time to time during the year to consider the suggestions for honorary degrees and to make recommendations to the Senate of candidates to whom degrees should be awarded.~~

1. Solicit, receive and review nominations for the conferral of honorary degrees from the Faculties, from individual members of the McGill community, from members of Senate, from the McGill Alumni Association and from members of the broader community;

~~The shall make recommendations to Senate, through the Senate Nominating Committee, concerning the appointment, for a fixed term, of the University Marshal and Vice-Marshal~~

2. Select candidates for the conferral of honorary degrees and submit them to Senate for approval;
3. Recommend the particular honorary degree that should be awarded to each candidate submitted to Senate for approval;
4. Develop guidelines for the selection of candidates for McGill honorary degrees and submit them to Senate for approval;
5. Receive and review nominations from the Principal's Advisory Committee for the conferral of the McGill University Medal for Exceptional Academic Achievement (The McGill Medal).
6. Advise Senate as appropriate on convocation matters.
7. Meet twice a year (in closed session).

Composition:

The Chancellor (Chair of the Committee), ex officio

The Principal, ex officio ~~or the Provost,~~

The Provost, ex officio

The Chair of the Board of ~~Governors~~ or delegate, ex officio

The University Marshal ~~or Vice-Marshal~~

President of the McGill Alumni Association or delegate ~~A representative The President of the McGill Alumni Association~~

Six representatives of Senate, to be nominated by the Senate Nominating Committee and appointed by Senate to reflect the breadth of the University

One graduate student

One undergraduate student

~~Two student members, one of whom should be from the Macdonald Campus~~

The Secretary-General (Committee Secretary)

McGill University
Guidelines for the Awarding of Honorary Degrees Senate Honorary Degrees and Convocations Committee

Preamble

An honorary degree is the highest honour within the power of the University to confer, and the manner of conferral of such a degree is to reflect McGill University's highest aspirations and ideals.

McGill honorary degrees are to be awarded to distinguished individuals, in recognition of a lifetime of scholarly, scientific or artistic achievement, or of exceptional contribution to the public good through professional or philanthropic activity. Individuals selected to receive a McGill honorary degree will have a record of contribution and accomplishment such that they will serve as an inspiration and role model to our students, graduates and our community as a whole, and which positions them to enhance the reputation of McGill University.

The primary criterion for selection of a candidate for a McGill honorary degree is the level of excellence the candidate has demonstrated in scholarship, scientific inquiry or artistic endeavour, or the exceptional nature of his or her contribution to the public good. The Committee may honour individuals whose outstanding contributions to their fields or to society may not yet have been widely recognized, as well as those who have received recognition.

Through its recommendations of outstanding individuals, the Senate Honorary Degrees and Convocations Committee (the "Committee") will endeavour to reflect the intellectual and cultural diversity of the McGill community and the broader communities in Quebec and Canada, and the international impact and reach of the University.

~~The awarding of honorary degrees is a means a method by which the University recognizes extraordinary achievement and expresses its highest ideals and standards, recognizing those individuals whose accomplishments are of such excellence that they provide, through example, inspiration and leadership to our students, graduates and our community.~~

~~The most significant criterion for selection of an honorary degree recipient shall be the level of excellence that the recipient has shown in one or more fields. The Honorary Degrees and Convocations Committee (the "Committee") shall also should attempt, through its recommendations of nominees, to reflect the cultural diversity of the country and the international character and diversity of the University itself. The Committee shall It should also attempt to honour those whose outstanding contributions to their fields or to society have not yet been widely recognized.~~

I. General

1. Eligibility and Exclusions

1.1 Nationals of any country are eligible for the award of honorary degrees at McGill University.

~~Canadians and non-Canadians may be considered for honorary degrees.~~

1.2 With the exception of section 2.3, active or newly retired members of the staff of McGill University, voting members of the Board of Governors of McGill University, and Canadian politicians currently in office will not normally be eligible for McGill honorary degrees.

~~1.2 b) Generally, active or newly retired members of staff, voting members of the Board of Governors, and Canadian politicians currently in office should not be considered for honorary degrees; and,~~

1.3 Honorary degrees will not normally be awarded posthumously or in absentia.

~~1.3 c) Normally, honorary degrees are not awarded posthumously or in absentia.~~

2. Criteria

In selecting candidates for submission to Senate, the Committee shall consider the following factors:

2.1 scientific or scholarly distinction, or outstanding contribution to the creative or performing arts;

2.2 outstanding service to the community, through professional or philanthropic activities, including distinguished public service nationally, internationally or at the local or community level;

2.3 longstanding and distinguished record of service to the University, as can be reflected in the tradition of conferring an honorary degree on the Visitor, on the Chair of the Board of Governors when that person steps down from that office, and on the Principal when he or she retires or leaves the University.

2.4 relevance to a McGill anniversary or other special event may be considered by the Committee in support of a particular candidacy, but even then will not be the primary criterion for selection of candidates.

~~The Committee shall consider the following factors:~~

~~2.1a) Accomplishments of note including scholarly distinction and outstanding contributions to the creative or performing arts;~~

~~2.2 b) Service to the community, a profession or a discipline, including outstanding achievements in public service nationally, internationally, at the local or community level;~~

~~2.3 c) Relevance to a McGill anniversary or other special event; and,~~

~~2.4d) Long-standing meritorious service to the University, such as the tradition of conferring an LLD on the Visitor, on the Chair of the Board when that person steps down from that office, and on the Principal when that person retires or leaves the University.~~

3. Honorary Degrees ~~Degrees Conferred~~

The following honorary degrees may be conferred by the University:

3.1 *Doctor of Divinity, honoris causa (DD)*: Awarded for outstanding scholarship in theology or exceptional service to a the religious community;

3.2 *Doctor of Laws, honoris causa (LLD)*: Awarded for outstanding scholarly achievement in law or for exceptional service to the University or the community-at-large;

3.3 *Doctor of Letters, honoris causa (DLitt)*: Awarded for outstanding achievement in the humanities or social sciences, ~~or in the performing arts of a scholarly or creative nature~~, for outstanding achievement in the arts, whether of a scholarly or creative nature;

3.4 *Doctor of Music, honoris causa (DMus)*: Awarded for outstanding achievement in music, including scholarship, composition and performance; and,

3.5 *Doctor of Science, honoris causa (DSc)*: Awarded for outstanding achievement in the pure and applied sciences, ~~usually~~ whether of a scholarly nature or in innovation.

II. PROCEDURES

4. Nomination

4.1 Nominations to the Committee are made on a strictly confidential basis.

~~Nominations will be considered no later than 18 months before the ceremony at which the degree is to be conferred. Additional review of proposed nominations may be considered within the 18-month period where necessary.~~

4.2 The Principal will issue a call to the University community in the spring of each year for nominations for honorary degrees to be awarded at Convocations:

The call will be made by the Secretary-General on behalf of the Principal directly to the Vice-Principals and Deans and the broader McGill community.

Notices soliciting candidacies will be placed in campus newspapers and on the McGill University website.

4.3 Nominations for honorary degrees shall be submitted to the Secretary-General, by the deadline date specified in the call for nominations; the Secretary-General receives nominations on behalf of the Committee.

4.4 Late or incomplete submissions will be returned to sponsors and may be resubmitted for consideration at the next appropriate cycle of work of the Committee.

4.5 Nominations must include the following information:

- a) name and address of nominee;
- b) career summary;
- c) summary of education;
- d) list of awards and recognitions; and

- e) reasons for recommending award; with consideration to the suitability of the nominee as a convocation speaker.

Supporting documentation may be attached to the nomination forms (e.g., curriculum vitae, news clippings, etc).

4.6 In the early fall of each year, the Committee will review nominations received, with a view to recommending the optimal slate of candidates for honorary degrees to Senate normally at its November meeting.

4.7 ~~Under no circumstances will the name of a nominee for an honorary degree be disclosed unless he or she accepts the offer of an honorary degree.~~ In all cases, the name of a nominee will be kept in the strictest confidence until the University publicly announces the candidacy, following approval by Senate and acceptance by the nominee.

4.8 The names of nominators or sponsors shall remain confidential.

III. PROCEDURES

4. Committee Cycle of Business~~The Honorary Degrees and Convocations Committee~~

~~4.1 The Committee shall consider nominations for honorary degrees. It is the intent of the Honorary Degrees and Convocations Committee that nominations will be considered no later than 18 months before the ceremony at which the degree is to be conferred. Additional review of proposed nominations may be considered within an 18 month period where warranted.~~

~~4.2 The Secretary General shall, on behalf of the Committee, issue an annual call for nominations to Deans of the Faculties, the Director of Libraries and the Senate. Deadlines for submission of nominations and scheduled meeting dates for the Honorary Degrees and Convocations Committee, shall be placed before Senate in February of each year, along with a call for nominations. Deadlines for submission as noted in the call, under ordinary circumstances, should be respected. Late or incomplete submissions are returned to their sponsors and may be resubmitted for consideration at the next appropriate meeting of the Committee.~~

5. Selection

5.1 The Committee will apply uniformly rigorous selection standards appropriate to the type of nomination whether the nomination was received from within the University community or from a member of the public.

~~5.1 Nominations may be received from individuals both within as well as outside the University community. The same stringent criteria shall apply to all nominations.~~

5.2 Candidates selected by the Committee will be brought to Senate for approval.

~~5.2 Nominations must include the following information: name and address of nominee; career summary; education; awards received; reasons for recommending award; and evidence of suitability as a convocation speaker. Supporting documentation may be attached (e.g., curriculum vitae, news clippings, etc).~~

5.3 The Committee shall recommend the degree to be conferred as part of its submission of a candidacy to Senate.

~~5.3 Nominations for honorary doctorates to be awarded at the spring convocations are typically based on nominations supported/endorsed by the faculties. Nominations for honorary doctorates to be awarded at the fall convocation may be are normally chosen from among other nominations including the Committee's Standing List of nominations. The McGill Alumni Association may also nominate a candidate to be honored at the fall convocation.~~

5.4 Consistent with the prestige of a McGill honorary degree, the highest honour the University can bestow, the award of honorary degrees will normally be limited to no more than one per convocation ceremony. When a suitable candidate is not indentified, no honorary degree will be awarded at such ceremonies.

~~5.4 The Committee shall recommend the degree designation as part of the recommendation to the Senate.~~

5.5 Candidates for conferral of an honorary degree at Spring Convocation are normally endorsed by the Faculties but need not be. Nominations for the conferral of an honorary degree at Fall Convocation may be selected from among nominations received from the McGill Alumni Association or other nominations received, including the Committee's Standing List of outstanding nominations.

5.6 The Committee will endeavour to ensure over time that honorary degrees recommended and awarded reflect the University's commitment to intellectual and social diversity.

6. Time Limits and the Standing List Recommendations and Time Limits

6.1 Materials relating to nominations not selected by the Committee for submission to Senate will be destroyed by the University Secretariat in accordance with the *McGill University Records Retention Schedule*.

~~6.1 Recognizing that an honorary degree is the highest honor the University can bestow, typically, one degree will be awarded per convocation ceremony.~~

6.2 The Committee shall maintain a Standing List, to include nominations which the Committee wishes to consider at a later date. The Standing List shall also include those nominations, subject to 6.3, approved by Senate but for which the conferral of the degree remains pending.

~~6.2 Nominations or re-nominations accepted by the Honorary Degrees and Convocations Committee will be recommended forwarded to Senate for approval; materials relating to nominations or re-nominations rejected by the Committee will be destroyed by the University Secretariat in accordance with the *McGill University Records Retention Schedule*.~~

6.3 Candidates approved by Senate for the conferral of an honorary degree who do not receive their degree within five years will be eliminated from the Standing List unless and until they are selected by the Committee and approved by Senate a second time, following a resubmission of the nomination to the Committee.

~~6.3 Names of approved nominees may be placed on a Standing List for consideration at a later date. The Standing List will be reviewed by the Committee on a regular basis.~~

~~6.4 Nominations approved by Senate that are not conferred within a five year period will no longer be considered active. Such nominations, if to be conferred, would require resubmission to the Committee and approval by the Senate.~~

Complete Policy Title: Guidelines for the Senate Honorary Degrees and Convocations Committee

Reviewed by: Honorary Degrees and Convocations Committee
Last revised, Senate: May 8 2006

Approved by: Senate

**Office responsible for developing
and maintaining the policy:** University Secretariat

NOMINATING COMMITTEE

Status: These amendments have been endorsed by the Committee and the Senate Review Working Group, and are now submitted to Senate for approval.

Summary of key changes: Ex officio members may not run for election to the Committee.

The number of elected academic and non-academic staff members had been reduced from ten to six, in the interests of reducing committee sizes generally, with the Nominating Committee playing a lead role by reducing its own size. Following concerns expressed by Senate and the Committee, this proposal restores ten elected academic and non-academic staff members, and recommends five deans, in lieu of six as previously recommended, be selected on the recommendation of the Provost.

NOMINATING COMMITTEE

The Senate Nominating Committee is a Standing Committee of Senate charged with recommending to Senate committee membership and committee terms of reference.

SPECIFIC AREAS OF RESPONSIBILITY

The Committee shall:

1. Review the terms of reference of all Senate committees and recommend revisions, the dissolution, or creation of new committees;
2. ~~The committee shall propose~~Review and recommend to Senate at the first meeting of the session the membership of all ~~its committees~~standing, ad hoc, joint, and tenure committees of Senate; it shall review the terms of reference of these committees and recommend revisions, the abolition, or creation of new committees.
- 3.1. ~~The committee shall r~~Recommend to Senate its representatives on all other University committees requiring such representation; ~~statutory selection committees and advisory committees on the appointment of vice-principals, deans, etc.~~
4. Receive and recommend for approval the creation of special committees charged with specific consideration of issues under Senate's mandate. Such committees shall have a specific mandate and deadline for providing recommendations to Senate and shall not be Standing Committees of Senate.
5. Meet at least three times per semester in the academic year.

~~The terms of office of the elected members shall be the duration of their existing term on Senate. Members re-elected to Senate shall be eligible for re-election to the Nominating Committee.~~

Composition:

Principal (Chair), ex officio

Provost, ex, officio

The Dean of Graduate and Postdoctoral Studies, ex officio

The Associate Vice-Principal (Macdonald Campus), ex officio

Five Deans selected on the recommendation of the Provost, ex officio

~~The Deans of the Faculties of Agricultural and Environmental Sciences, Arts, Engineering, Medicine, and Science as ex officio members~~

Ten members from among the elected ~~staff~~ academic or non-academic staff members of Senate, elected by all academic and non-academic staff members of Senate

Two student members of Senate (one undergraduate and one graduate), elected by student members of Senate.

Committee Secretary (Secretary General)

STEERING COMMITTEE

Status: These amendments have been endorsed by the Committee and the Senate Review Working Group and are now submitted to Senate for approval.

Summary of key changes: Ex officio members may not run for election to the Committee. A graduate student member has been added.

STEERING COMMITTEE

The Senate Steering Committee is a Standing Committee of Senate charged with proposing Senate agenda and routine business matters.

SPECIFIC AREAS OF RESPONSIBILITY

The Committee shall:

- ~~1. The committee shall carry out the routine business of Senate meetings; it shall prepare the agendas for Senate meetings.~~ Recommend to Senate, the approval of the Senate agenda following review of the draft developed by the Secretary-General;
- ~~2. Report in writing to Senate on recommendations related to the development of the agenda and the Senate meeting, including recommendations for approval of the minutes of the last meeting, assignment of speaking rights, assigned items for confidential session and committee of the whole, time allotted for discussion per item as required and other items of relevance to the conduct of Senate meetings. and follow up on decisions taken by Senate.~~ The A written report of actions taken by the Steering Committee shall be submitted to Senate at each meeting.
- ~~3. Review the Senate calendar of business including any follow up on matters arising from decisions and discussion at Senate.~~
- ~~4. The committee shall p~~ Propose Senate representatives to Statutory Selection Committees should the scheduling of regular meetings of Senate Nominating Committee not permit timely nominations to such Committees. that body to so recommend
- ~~5. Have the committee shall be delegated the authority of Senate to grant degrees and diplomas, provided that the same degree of formality obtained in Senate presentation of degrees is assured. The Steering Committee will report such degree-granting activities to Senate at the earliest possible opportunity.~~
6. Meet one week prior to every Senate meeting.

~~—The term of office of the elected members shall be the duration of their existing term on Senate, with a maximum term of three years should an *ex officio* member of Senate be elected. Members re-elected to Senate shall be eligible for re-election to the Steering Committee. [*Ex officio* members of Senate shall be eligible for re-election after their three-year term has expired].~~

Composition:

The Principal – Chair (ex officio)

The Provost or delegate (ex officio)

Five members from among the elected academic or non-academic staff members of Senate elected by all academic and non-academic staff members of Senate

One undergraduate student member of Senate, elected by student members of Senate

One graduate student member of Senate, elected by student members of Senate

Secretary-General (Committee Secretary)



COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS

Status: These amendments have been endorsed by the Senate Review Working Group, and are now submitted to Senate for approval.

Summary of key changes: This is a new committee replacing the current Committee on Student Affairs, University Admissions Committee and the Committee on Scholarships and Student Aid. The University Admissions Committee and the Committee on Scholarships and Student Aid lacked sufficient business to remain as standing committees in their own right.

Further to the recommendation of Senate and Senate Nominating Committee, a student representative from the Macdonald Campus has been added to the membership.

COMMITTEE ON ENROLMENT AND STUDENT AFFAIRS

The Committee on Enrolment and Student Affairs ("the Committee") is a Standing Committee of Senate charged with oversight to enrolment and student affairs matters.

SPECIFIC AREAS OF RESPONSIBILITY

1. The Committee shall review and recommend to Senate:
 - a) policies as they affect course timetabling, student records, and student affairs in general;
 - b) principles regarding sessional dates and specific sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations.
2. The Committee shall review and recommend to Senate, where appropriate in collaboration with the faculties and Academic Policy Committee:
 - a) policies related to academic integrity;
 - b) policies related to student advising and orientation.

3. The Committee shall review and approve in the name of Senate:
 - a) new awards and changes in the conditions of existing awards made by the University to its students; awards include scholarships, fellowships, prizes, medals, bursaries, loans, and the work-study program;
 - b) the admissions standards and policies of the University.
4. The Committee shall report annually to Senate about:
 - a) policy recommendations;
 - b) actions taken in the name of Senate;
 - c) awards and financial aid provided to McGill students.
5. The Committee shall strike a subcommittee with the Dean of Students as Chair that would make recommendations regarding procedures for review of admissions decisions and, as needed, review the application of such procedures in individual cases. The subcommittee shall report annually to the Committee.
6. The Committee shall meet at least three times during the academic year.

Composition:

The Deputy Provost (Student Life and Learning), Chair
The Associate Provost (Graduate Studies) or delegate
The Dean of Students or delegate
Three delegates of Dean from among the large faculties
One delegate of a Dean from among the small faculties
One representative of Senate from the administrative and support staff, on the recommendation of
Senate Nominating Committee
Three representatives of Senate from the academic staff on the recommendation of Senate Nominating
Committee
One representative named by the Alumni Association
Two undergraduate students
One graduate student
One student representative of Macdonald Campus

Resource Persons:

Individuals identified by the Committee for specific agenda items, possibly including, but not limited to the following:

The University Registrar and Executive Director of Enrolment Services

The Director of Admissions

The Executive Director of Services for Students

The Executive Director of Residences & Student Housing

The Director of the Scholarship and Student Aid Office

The Manager, Scholarships Office

A staff member from Development and Alumni Relations (DAR) as designated by the Vice-Principal (DAR)

Assistant from the Office of the Deputy Provost, secretary

The terms of reference (in summary) of those committees proposed for merging:

UCSSA - Terms of Reference

1. The committee shall review and formulate policies on all matters pertaining to awards made by the University to its students. Awards shall include scholarships, fellowships, prizes, medals, bursaries, loans, and the work study program.
2. The committee shall approve in the name of Senate new awards and changes in the conditions of existing awards, including their values.
3. The committee shall report annually to Senate about changes in policies, new and revised awards, and awards and financial aid provided to McGill students.

<http://www.mcgill.ca/senate/committeesofsenate/standingcommittees/scholarships/>

CSA - Terms of Reference

- a) To interpret academic policies as they affect timetabling, student records, and student affairs in general, and to review and recommend administrative procedures to implement them;*
- b) To study and recommend the sessional dates for all faculties and for the Centre for Continuing Education, including the beginning and end of the session, holidays, and examinations;*
- c) To review and recommend on practices and procedures related to student advising and orientation;*
- d) To review and recommend to Senate or to the Academic Policy and Planning Committee where appropriate on practices, procedures, and policies related to issues of academic integrity such as, but not limited to, cheating and plagiarism.*

<http://www.mcgill.ca/senate/committeesofsenate/standingcommittees/studentaffairs/>

UAC - Terms of Reference :

The University Admissions Committee is a Standing Committee of Senate charged with the following responsibilities:

- 1. Review the admissions standards, policies, and procedures of the University;*
- 2. Recommend to Senate admissions policies for all faculties, and schools;*
- 3. Strike a subcommittee with the Dean of Students as Chair which would make recommendations regarding procedures for review of admissions decisions and, as needed, review the application of such procedures in individual cases. The subcommittee shall report annually to the Committee.*
- 4. Report at least once annually to Senate.*

<http://www.mcgill.ca/senate/committeesofsenate/standingcommittees/admissions/>

COMMITTEE ON PHYSICAL DEVELOPMENT

STATUS: Amendments have been endorsed by the Committee and the Senate Review Working Group and are now submitted to Senate for approval.

These amendments reflect the Committee's charge to consider matters of physical development as they intersect with academic matters. These terms, focussed and structured around the University's master plan principles, seek to guide discussion of this connection between space and academic matters.

Further to the recommendation of Senate and Senate Nominating Committee, student representation from the Macdonald Campus has been included in the membership, and the resource persons have been added below the Committee membership. On the recommendation of Senate Nominating Committee, the Provost or delegate has been added. On the recommendation of the Committee and Senate Nominating Committee, the Trenholme Director of Libraries has been modified to include "or delegate".

COMMITTEE ON PHYSICAL DEVELOPMENT

The Committee on Physical Development is a Standing Committee of Senate charged with advising on the nature of physical development as it reflects the academic priorities and needs of the University.

SPECIFIC AREAS OF RESPONSIBILITY

The Committee shall:

1. Advise Senate on the extent to which major physical development projects on campus reflect the academic plans and priorities of the University as expressed in the principles defining the University's Master Plan. These nine principles are:
 - a. facilitate a dynamic intellectual community
 - b. achieve strategic growth
 - c. reinforce campus identities
 - d. support excellence in research, teaching and learning
 - e. invest in priority service areas
 - f. conserve and build upon strengths of historic buildings and landscapes
 - g. provide appropriate facilities and infrastructure
 - h. improve campus accessibility
 - i. develop and maintain the campus open spaces for maximum benefit.

~~To prepare for the general approval of Senate, and in collaboration with the Planning and Priorities Subcommittee of the Academic Policy and Planning Committee of Senate, a Master Physical Development Plan for the University's campus in Montreal and for the Macdonald Campus; to report from time to time on the desirable modifications and development of these Master Plans.~~

2. Consider possible modifications to the Master Planning principles over time.~~To consider the acquisition, use, development, and disposal of all University properties or trusts as they relate to the academic needs of the University, in consultation with the Building and Property Committee of the Board of Governors, and to make recommendations thereon to Senate, as need may arise.~~

~~To receive from faculties and departments proposals for new buildings or major building renovations of a project cost exceeding \$500,000 and to develop and maintain a priority listing of construction projects and major renovations.~~

3. Appoint subcommittees and workgroups that may assist the Committee in carrying out its mandate, and to dissolve them as necessary;~~to establish their terms of reference and memberships, to ensure that these subcommittees and workgroups report to the SCPD on a regular basis, and to consider their reports and recommendations on such matters as:~~

- ~~— architectural matters,~~
- ~~— physical accessibility,~~
- ~~— the University's art collection,~~
- ~~— development plans for the campus open space areas,~~
- ~~— physical facilities on the Macdonald Campus, and~~
- ~~— the naming of buildings and facilities.~~

4. Monitor trends in the use, for academic purposes, of facilities, including those not located on the main campuses, to receive reports on these facilities and to advise Senate and the Associate Vice-Principal (University Services) on such matters.

~~To receive the annual report of the Director of the Gault Estate from the Dean of Science; to receive an annual report from the University Planning Office regarding the allocation of University space; to receive a list of University properties as referred to in clause 2 above.~~

6. To report to Senate yearly and at such times as may be deemed appropriate, and thereafter within the terms of the Master Plan as approved by Senate, Report on the committee's deliberations and to submit the appropriate recommendations, on behalf of Senate, to the Board of Governors Building and Property Committee.

7. ~~To conduct its activities in a manner complementary to those other University planning bodies, principally, the Building and Property Committee of the Board of Governors and the Academic Policy Committee of Senate.~~

The Committee shall meet at least four times per year and report annually to Senate.

Composition:

The Associate Vice-Principal (University Services) - Chair

The Vice-Principal (Administration and Finance), Chair

The Provost or delegate

The Deputy Provost

The Vice-Principal (Development and Alumni Relations)

The Associate Vice-Principal (Macdonald Campus)

The Director of the Gault Nature Reserve

The Trenholme Director of Libraries or delegate

The Director of the Office of Planning and Institutional Analysis

The Director of the Office for Students with Disabilities

The Director of the Department of Athletics, or delegate

The Executive Director of Facilities Management and Facilities Development

Eight representatives of academic faculties Senate approved by Senate on the recommendation of Senate

Nominating Committee

One representative of MAUT

Three representatives from the Alumni Association

One representative of the Administrative and Support Staff

Two undergraduate students and one graduate student, with representation from both campuses

Resource Persons:

Individuals identified by the Committee for specific agenda items, possibly including, but not limited to, the following:

Chairs of Subcommittees

Associate Director, University Safety (Environmental Health and Safety)

Director, Planning and Institutional Analysis

Director, Office for Students with Disabilities

Director, Athletics and Recreation

Executive Director, Facilities Operations

Executive Director, Residence Administration

COMMITTEE ON ANCILLARY SERVICES

Status: It is recommended that this committee be dissolved. The Committee was originally created to address food service issues that are now an administrative responsibility of Dining Services, reporting directly to the Office of the Deputy Provost.

COMMITTEE ON ANCILLARY SERVICES**CAS Terms of Reference (current)**

The role of the Committee on Ancillary Services is to facilitate liaison between the larger McGill community and the McGill administration by discussing and advising on policy matters relating to ancillary services that impact on academic life.

Ancillary services include, but are not limited to, food services, parking services, photocopy, course pack and printing services, hospitality and travel services, and alcohol permit administration.

To this end, the Committee will meet at least twice yearly and report to Senate annually, and shall meet at other times upon one week's written notice from at least two-thirds of the members of the Committee. The Committee will receive annual reports from the director of each Service, as to their actions for the past year. The Committee may recommend the creation of subcommittees to address specific issues. Subcommittees will report to the full Committee at least annually or on a timely basis.

Composition:

Vice-Principal (Administration and Finance) or delegate

Three academic representatives as selected by Senate Nominating Committee

Three administrative and support staff representatives as selected by Senate Nominating Committee

Two undergraduate students

One graduate student

The Chair shall be chosen from among the committee membership by Senate, on recommendation of the Senate Nominating Committee.

COMMITTEE ON TECHNOLOGY TRANSFER

Status: It is recommended that this committee be dissolved, with technology transfer matters repositioned under the Research Policy Subcommittee (reporting to APC), with the endorsement of the VP RIR. The Research Policy Subcommittee is responsible for bringing forward items requiring Senate approval, such as the creation of new research centres and research policy matters.

COMMITTEE ON TECHNOLOGY TRANSFER*Objectives*

The committee shall advise and assist the Vice-Principal (Research and International Relations) in formulating policies relating to technology transfer and in the active promotion of technology transfer in a manner that is consistent with the academic priorities of the University. And decisions to encourage interactions between the University and the public and private sectors and actively promote technology transfer in a manner consistent with the academic priorities of the University.

Terms of Reference

Make recommendations, as appropriate, to Senate and the Board of Governors on revisions to the University's policies on technology transfer and research, conflict of interest, consulting, and intellectual property. Particular attention should be given to ensure that the sponsorship of research by third parties does not divert the University from its primary missions of undergraduate and graduate teaching and the advancement of knowledge in all of the disciplines practised at McGill.

- Formulate new strategies to promote and assist the development of interactions between the University and the public and private sectors, where appropriate across the University.
- Receive reports from and review the performance of the Office of Technology Transfer.
- Receive reports, at least annually, from the Martlet Research Trust and from arm's-length corporations established for the purpose of commercializing McGill research, on activities undertaken to commercialize such research.
- Review, at least annually, the status of the McGill portfolio of licenses and spin-off companies.

Membership:

Vice-Principal (Research and International Relations) – Chair

The Associate Vice-Principal (Research and International Relations)

Two academic members appointed by Senate

Three members representing the Board of Governors

Two Deans or Associate Deans to be appointed by the deans of the faculties

One undergraduate student

One graduate student

Members appointed by Senate, the Board of Governors, and deans shall be appointed for three-year terms, staggered; student representatives shall be appointed for a one-year term.

Advisors (voice but no vote):

University Legal Advisor

Director, Office of Technology Transfer

Observer: Treasurer or delegate