

# **University Governance**

Ms. Edyta Rogowska, Secretary-General





# **Key Purpose**

To better understand University governance at McGill.

To highlight the role that Senate holds in University governance.

To provide an opportunity to ask questions about University governance, specifically the role of Senate.



# What is Governance?

Governance refers to the framework, processes, and practices that the University has in place to assign decision-making authorities, define how decisions are made to support the mission of the University.

It also involves overseeing the implementation of approved policies, plans, programs, and projects to ensure accountability.

Collegial Governance is the collective participation of colleagues to establish and realize a shared purpose through processes that are consistent with the University's mission and principles. This practice provides an opportunity for members of the University community to participate in decision-making, by fostering input from faculty members, administrative and support staff, students, alumni, and external University community members.



# **Legislative Framework**

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#### **McGill University**

- Our primary constitutional document is the Royal Charter granted by Her late Majesty Queen Victoria on July 6, 1852.
   This superseded our initial Royal Charter, which was granted in 1821 by His late Majesty King George IV.
- The 1852 Royal Charter provided for the creation of the University Statutes.

#### vs. the majority of other Universities in Canada

• Established by Provincial Legislature (*University Act*) which serves as the university's primary constitutional document and may also serve as its bylaws.

Although there are many checks and balances in place, McGill University is an autonomous, self-governing entity.



# **How is Authority Exercised?**

At McGill, authority is exercised through **Shared Governance**, which is the distribution of responsibility for decision making among key bodies, principally including:

The **Board of Governors** (Article 1 of the Statutes)
Supported by Board Standing Committees

The **Senate** (Article 6 of the Statutes)
Supported by Senate Standing Committees

The **Senior Administration** (under the purview of the Principal, Article 3 of the Statutes)

Committees arising from University Regulations/Policies make recommendations or decisions on individual cases (tenure, promotion, grievances, appeals)



# **Board of Governors**

The **Board of Governors** holds as trustee all University property and is responsible for the maintenance and the administration thereof. It possesses general jurisdiction and final authority over the conduct of the affairs of the University (Statutes, 1.2, 1.3.1)

The **Board of Governors** is composed of work two voting members and two non-voting student observers.

The Chancellor, ex officio

The Principal and Vice-Chancellor, ex officio

- 12 Members-at-large
- Representatives of the McGill Alumni Association
- Representatives of Senate
- Representatives of the Academic Staff
- Representatives of the Administrative and Support Staff
- Representative of the SSMU
- 1 Representative of the PGSS
- Representative of MACES (observer)
- Representative of MCSS (observer)



# Senate

Described in detail in Article 6 of the University Statutes

The Senate exercises general control and supervision over the academic activities of the University, with a special reference to the development of the curriculum and courses of study in the University's various faculties and schools, as well as the approval of degrees, certificates, and diplomas, the conferral of honorary degrees, and the fixing of the University's academic calendar.

The Statutes also describe the general duties and responsibilities of other University bodies (Faculties, Schools, Departments) and University officers (Chancellor, Chair of the Board, Principal, and Deans).



# **Composition of Senate**

(Statutes, art. 6.1.1)

#### 111 Members (Senators)

- **25 Ex Officio Members** (Chancellor, Chair of the Board of Governors, Principal, Provost, Deputy Provost, VPs, Deans, University Registrar, Director of Teaching & Learning)
- **3** Representatives of the Board of Governors
- 3 Members Elected from the Faculty-at-Large
- **53** Members Elected as Faculty and Library Representatives
- 6 Members from the Elected Administrative and Support Staff (from Groups 1, 2, and 3)
- **21 Student Members** (from SSMU, PGSS, MCSS, and MACES)



# **Senate and Board Interaction**

The Board and the Senate have several members in common:

- The Chancellor
- The Principal and Vice-Chancellor
- The Chair of the Board of Governors
- Three Representatives of the Board serve on Senate
- Two Representatives of Senate serve on the Board
- Four Student Senators (PGSS, SSMU, MACES, MCSS) serve on the Board

Senate receives a report from the Board of Governors four times per year, for information.

The Board of Governors receives a report from Senate at every meeting. The report may contain recommendations requiring the Board's approval.



# **Senate and Board Interaction**

#### Examples of shared responsibilities:

- Approving policies and regulations (when of an academic nature or when containing academic implications)
- Approving the establishment of academic entities (such as departments, schools, institutes, and faculties)
- The appointment of representatives to statutory advisory committees, or to Committees formed under University regulations
- Overseeing the implementation of strategic plans (such as the academic plan, research plan etc.)

Joint Committee under the purview of both the Board and the Senate: Board-Senate Equity, Diversity, and Inclusion Committee (EDIC)

Joint Board-Senate annual meeting – requirement of the Statutes (Article 6.3.9.1)

### BOARD (examples)

# SENATE (examples)

- Oversees the university's audit and risk functions
- Sets financial policy and oversees financial matters (endowment fund); approves the University budget
- Makes decisions related to property and IT infrastructure
- Oversees, via the HR Committee, the University's rapport with various employee groups and associations
- Appoints the Principal and other members of the Senior Administration
- Grants final approval to University-wide policies and regulations
- Sets rules and regulations governing its own meetings and procedures
- Grants final approval to the Statutes

- Oversees and approves academic program development and/or closure;
- Oversees academic planning and the educational and research environment
- Approves honorary and in-course degrees;
- Approves terms of reference of Faculty Councils
- Exercises general disciplinary authority over studer body (rights and responsibilities)
  - Approves and recommends to the Board University wide academic policies and regulations
- Approves and recommends to the Board establishment of academic entities (depts., schools, faculties)
  - Receives reports and advises on matters that have academic implications (i.e. univ. budget, staffing reports)
- Sets rules and regulations governing its own meetings and procedures

#### **SHARED RESPONSIBILITIES & ACTIVITIES**

University-wide policies and regulations of an academic nature Establishment of academic entities (departments, schools, institutes, faculties) Overseeing implementation of strategic plans (academic plan, research plan etc) EDIC; Joint Board Senate meetings; each appoints reps to advisory committees



# **Senate Meetings**

Regular meetings are held once monthly from September to May (nine times per year), and start at 2:30 p.m.

Senate convenes in the 'Senate Chamber'- Room 232 of the Leacock Building.

Conduct of Senate meetings is based on the <u>Senate Standing Rules of Procedure</u>.

Planned agenda items for the year are included in Senate's Calendar of Business, which contains the dates of all Senate meetings and a breakdown of all agenda items expected to be presented at each meeting. The Calendar is reviewed and updated monthly by the Steering Committee, and is available online.



# **Senate Details**

#### Quorum

The minimum number of attendees to conduct business is 40% of Senate members (set by the Statutes).

#### **Consent Agenda**

Used to expedite Senate business and approve routine items of business in a single motion (i.e. items included in the Report of the Senate Steering Committee, such as meeting minutes, assignment of speaking rights, etc.)

#### **Confidential Session**

Used to consider sensitive recommendations in confidence, usually relating to items included in the Report of the Honorary Degrees and Convocations Committee. Deliberations held in Confidential Session are not livestreamed, nor recorded in the publicly posted meeting minutes (the confidential minutes are approved by the Senate Steering Committee on behalf of Senate).

#### **Livestreaming and Spectators (during Open session)**

The Senate meeting livestream is available here (requires McGill credentials/login to view):

Spectators may view the livestream, or attend meetings in person as a Guest (on request made to the Secretariat).

The livestream recording is available until the minutes of the meeting are approved (at the following meeting), and posted online.

Guests do not have speaking rights unless granted to them by Senate, on the recommendation of the Senate Steering Committee.

#### Voting

Usually a simple majority (50%+1), with some exceptions (i.e. Honorary degrees or amendments to the Statutes, which require a 2/3 majority). Voting is conducted by a show of hands (holding name cards).



# Senate Agenda



McGILL UNIVERSITY SENATE

#### Senate

NOTICE OF MEETING AND AGENDA

The next meeting of Senate will be held on *Wednesday*, *May 10*, 2023, at 2:30 p.m. in the Robert Vogel Council Room (Room 232), of the Leacock Building, 855 Sherbrooke Street West, Montreal.

Secretariat RSVP - REGRETS ONLY 514-398-6827 Mr. Thomas Daudlin thomas.daudlin@mcgill.ca

Ms. Edyta Rogowska Secretary-General

#### AGENDA

#### SECTION I

2:30 - 2:35 p.m. 1. Welcoming Remarks
2:35 - 2:40 p.m. 2. Memorial Tribute: Professor Emeritus Charles Scriver
2:40 - 2:45 p.m. 3. Report of the Steering Committee [Consent item]
2:45 - 2:50 p.m. 4. Business Arising from the April 19, 2023, Minutes

(22-23:10)

2:45 - 2:50 p.m. 4. Business Arising 2:50 - 3:05 p.m. 5. Chair's Remarks

#### SECTION II

Part "A" - Questions and Motions by Members

1. None.

Part "B" - Motions and Reports from Organs of University Government

#### **Open Session**

3:05 - 3:15 p.m. 1.	Report of the Senate Nominating Committee	(D22-68)
	Professor Christopher Manfredi, Provost and Vice-Principal (Academic)	Approval
3:15 - 3:25 p.m. 2.	Report of the Academic Policy Committee	(D22-69)
	Professor Christopher Manfredi, Provost and Vice-Principal (Academic)	Approval
3:25 - 3:35 p.m. 3.	Policy on Safe Disclosure ("Whistle Blowing") /	(D22-70)
	New Policy on Disclosure of Wrongdoing	Approval
	Ms. Edyta Rogowska, Secretary-General	
3:35 - 3:45 p.m. 4.	Proposed Policy on Academic Freedom	(D22-71)
	Professor Angela Campbell, Associate Provost (Equity and Academic Policies)	Approval
3:45 - 3:55 p.m. 5.	Biennial Report on Employment Equity	(D22-72)
	Professor Angela Campbell, Associate Provost (Equity and Academic Policies)	Information
3:55 - 4:05 p.m. 6.	Report from the Board of Governors to Senate	(D22-73)
•	Professor Petra Rohrbach, Representative of Senate on the	Information
	Board of Governors	

SECTION I is meant to welcome Senators, provide institutional updates and notices, and address routine business (plus business arising from the previous meeting, as needed).

section II comprises the bulk of the meeting, and includes the presentation and discussion of items slated both for Senate approval, and information. Typical items include Committee reports, Annual reports, proposed revisions to Policies, and, occasionally, Questions or Motions submitted by Senators (and reviewed by the Senate Steering Committee).



# **Types of Committees**

- 1. Senate Standing Committees
- 2. Ad hoc Committees (established by Senate for a particular purpose for a limited duration)
- 3. Committees Arising from University Regulations (to which Senate makes appointments of members)



# **Senate Standing Committees**

- 1. Academic Policy Committee (APC)
- 2. Committee on Enrolment and Student Affairs (CESA)
- 3. Senate Steering Committee
- 4. Honorary Degrees and Convocations Committee (HDCC)
- 5. Committee on Libraries
- 6. Committee on the Rights of Senate
- 7. Committee on Physical Development
- 8. Senate Nominating Committee
- 9. Committee on Student Services
- 10. Equity, Diversity, and Inclusion Committee (EDIC) (joint Committee with the Board of Governors)



## **Committees arising from University Regulations**

- 1. University Tenure Committees (UTC)
- 2. University Appeals Committee (related to denial of tenure)
- 3. University Tenure Committee for Recruitment (UTCR)
- 4. Statutory Selection Committees (SSC) (related to promotions to the rank of Full Professor)
- 5. Committee on Student Discipline (CSD)
- 6. Committee on Student Grievances (CSG)
- 7. Appeal Committee for Student Discipline and Grievances
- 8. Advisory Council on the Charter of Students' Rights
- 9. Committee on Staff Grievances and Disciplinary Procedures
- 10. Panel for the Investigation of Research Misconduct

These Committees serve advisory roles and/or are charged with making quasi-judicial determinations on individual cases. The Regulations they arise from are approved by the Board and/or the Senate, under their vested authority under the University Statutes.



# **Ad hoc Committees**

When deemed necessary, Senate may establish Ad hoc Committees or working groups on a particular subject matter (usually of an academic nature or with academic implications).

These committees are dissolved after the completion of their mandate.

Recent example: Ad hoc Committee on COVID Academic Planning and Policies (dissolved 2022).



# **Senate Steering Committee**

A Senate Standing Committee charged with proposing the Senate agenda and carrying out functions such as:

- Reviewing the Senate calendar of business
- Recommending the approval of the minutes of the last meeting and approving confidential minutes (the latter, on behalf of Senate)
- Assigning Speaking Rights to Senate Guests (i.e. Chairs of committees who are non-Senators, but present reports to Senate)
- Reviewing Senator-submitted questions and motions, and determining if they are acceptable for inclusion on the Senate Agenda
- Recommending that Senate hold confidential sessions (HDCC items)
- Appointing acting Chairs (in the absence of the Interim Principal or Principal)
- Selecting open discussion topic(s) for the governance year
- Approving degrees, diplomas, and certificates on Senate's behalf (twice annually)
- Dealing with some of the contingencies that arise between Senate meetings.

A written report (included as a consent item on the agenda) of the Senate Steering Committee is submitted to Senate at every meeting.



## **Honorary Degrees and Convocations Committee (HDCC)**

A Senate Standing Committee which advises on convocation matters and recommends to Senate outstanding individuals for the conferral of:

- Honorary Degrees
  - o (DD, LLD, DLitt, DMus and DSc, honoris causa)
- The McGill University Medal for Exceptional Academic Achievement
- The Lifetime Achievement Award for Leadership in Learning

The Committee's recommendations are only presented/discussed in **confidential session**, and all Senators share a collective responsibility to maintain the strict confidentiality and procedural integrity of the process.



# **Example Approval Process**

The creation and naming of the **Bensadoun School of Retail Management** (Desautels Faculty of Management), 2017

#### The Establishment of the School of Retail Management was approved by:

- The Desautels Faculty of Management
- The Senate Academic Policy Committee (APC), following approval by the Faculty
- Senate, on the recommendation of the APC
- The Board of Governors, on the recommendation of Senate

#### The Honorific Naming, Bensadoun, was approved:

- In accordance with the Policy on the Naming of University Assets
- Following the Principal's consultation with an ad hoc committee composed of members of the Board of Governors, Senate, and the University community, and the Board of Governors' subsequent approval of the recommended honorific naming, brought forward by the Principal



# The Role of Senators

#### Engage in the work of Senate by:

- Preparing for meetings (read over all documents in advance)
- Participating in discussion, asking questions
- Supporting decisions within the mandate of Senate that aim to benefit the University's academic mission as a whole.

#### Engage in the work of Senate committees by:

- Accepting to serve on them when asked
- Committing to attend meetings
- Participating in Committee discussions and business.

Understand and respect the distinction between the Board of Governors and the Senate (articles 1 and 6 of the Statutes)

After each meeting, communicate Senate's decisions to your constituency (while respecting confidentiality rules!)



## How to effectively participate in a Senate meeting

**Arrive on time**, sign in, and collect your name card. You may sit wherever you like- but please be seated by 2:30.

The Chair will invite questions or comments from Senators following the presentation of nearly every Agenda item. If you wish to speak:

- Raise your name card and await acknowledgement
- The Secretary will assist the Chair in maintaining a speaker's list/order. An individual may only address Senate after being invited to do so by the Chair
- When called upon, turn on your microphone by pressing the big red button, then speak (remember to turn it off when you are done!)

Do not take pictures, audio record or capture images (video record, take photos) during the meeting - it is forbidden by the Senate Standing Rules of Procedure

Respect your role by attending all meetings, being well-prepared, and participating actively in deliberations, while allowing others to do the same (be precise and concise in the delivery of your remarks).



# Reference Documents

Charter and Statutes of McGill University

McGill University Mission Statement and Principles

Statement of Academic Freedom

Senate Standing Rules of Procedure

Meeting Dates (Senate and Committees)

Senate Calendar of Business

Guidelines for the Review of Questions and Motions

Templates for Questions and Motions

Senate Archives (documents from previous years)



http://www.mcgill.ca/secretariat https://www.mcgill.ca/senate



# **Contact the Secretariat**

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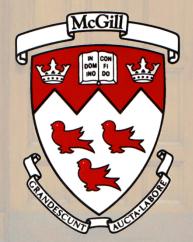
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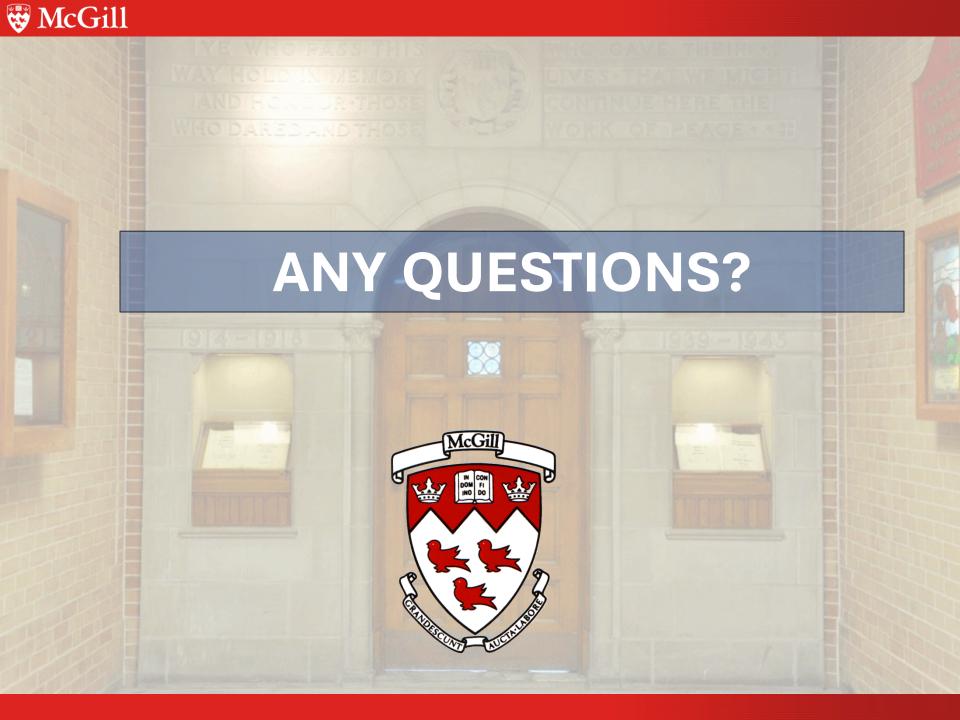
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Ms. Sacha Young

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# Provost & Vice-Principal (Academic): Roles and responsibilities

 Academic Administration - oversees and is responsible for the strategies, planning, development, implementation and assessment of all academic priorities, policies and programs

 University Budget – with the collaboration of the Vice-Principal (Administration and Finance), responsible for the development of the overall university budget and the allocation of funds and other resources in alignment with the University's academic priorities



# McGill University Strategic Academic Plan

 Builds on a commitment to be Open, Connected and Purposeful

## 5 Key Objectives

- Be Open to the World
- Expand Diversity
- Lead Innovation
- Connect Across Disciplines and Sectors
- Connect with our Communities
   https://www.mcgill.ca/provost/academic-plan/

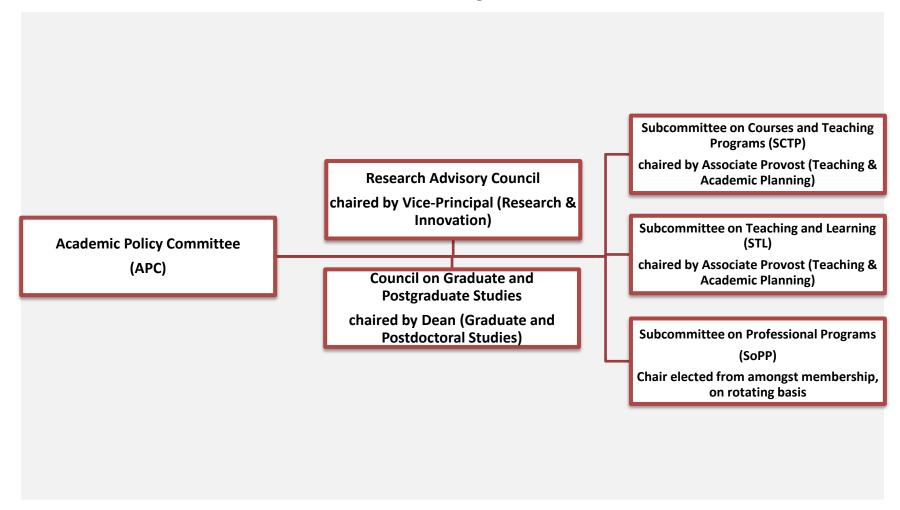


# Academic Policy Committee (APC): Areas of Responsibility

- Standing committee of Senate
- Charged with making recommendations to Senate on all matters regarding academic policy
- Develops proposals for the establishment and continuous review of:
  - Academic programs, policies, and structures
  - Teaching, learning, and research
- Ensures that University standards are maintained
- Evaluates the quality of teaching and learning
- Addresses matters arising from or under the <u>Policy on Academic</u>
   <u>Freedom</u> (Subcommittee on Academic Freedom)



# Organizational Structure of the Academic Policy Committee





## **APC: Terms of Reference**

- Meets nine times during the academic year
- Submits regular reports to Senate
- Terms of Reference: <a href="https://www.mcgill.ca/apc/">https://www.mcgill.ca/apc/</a>



# Academic Policy Committee: Assessment of Proposals and Policies

- New programs and major revisions to existing programs
- Creation, amalgamation, changes in name and reporting of academic units
- Approval of and/or revisions to by-laws for research centres
- Conduct of research, student exchange agreements, and partnerships
- Teaching and learning
- Continuing education
- Online education
- Nomenclature



## Budget Matters Presented to Senate for Information and Feedback

- FY2024-2025 Budget Planning Report I (December 6, 2023)
  - Presented for information and feedback
  - Outlines key considerations for the FY2024-2025 budget
- FY2024-2025 Budget Planning Report II (March 20, 2024)
  - Presented for information and feedback
  - Provides details on the major revenue and expense assumptions for the development of the FY2024-2025 budget
- FY2024-2025 Proposed University Budget (April 18, 2024)
  - Provides a forecast of FY2024-2025 results for information and feedback
  - Presentation of the McGill University FY2024-2025 Budget for information



# Sustainability at McGill

- Strategic Academic Plan (2017-2022)
- Vision 2020: McGill's Sustainability Strategy
  - Advisory Council on Sustainability [Chaired by François Miller]
    - a sounding board of internal and external members to assess the viability of the University's sustainability commitments and actions
    - A commitment to embedding sustainability at McGill (both academically and in our operations)
  - 2020-2025 Climate and Sustainability Strategy Plan
    - Sets framework to achieve meaningful changes on our campuses over next five years
    - https://www.mcgill.ca/sustainability/files/sustainability/sustainability\_strategy executive\_summary.pdf





Comments?

Questions?





# SENATE ORIENTATION 2023

Professor

Angela Campbell

Associate Provost
(Equity & Academic Policies)

# Items for Senate 2023-2024

#### **December:**

- Proposed Revisions to the Regulation on Conflict of Interest (I)
- Annual Implementation Report: Strategic EDI Plan (I) through EDIC
- Annual Implementation Report: Action Plan to Address Anti-Black Racism (I) through EDIC

#### January:

Proposed Revisions to the Regulation on Conflict of Interest (A)

#### February:

- Presentation on the Implementation of the Initiative against Islamophobia and Antisemitism (IAIAS) (I) through EDIC
- Annual Report: Policy on Harassment & Discrimination Prohibited by Law (I) through EDIC
- Annual Report: Policy against Sexual Violence (I) through EDIC
- Presentation: McGill Accessibility Strategy (I) through EDIC

#### May:

Annual Report: Policy on Academic Freedom (I)

# Overview of Research and Innovation 2023 – 2024

**Senate Orientation September 11, 2023** 

Martha Crago, Vice-Principal (Research and Innovation)





#### **Research + Innovation**

#### Academic Leadership and Units in the Portfolio



MARTHA CRAGO
Vice-Principal
Research + Innovation



CHRISTINA WOLFSON Research Integrity Officer



PHILIPPE GROS

Deputy Vice-Principal
Research + Innovation



**DEBRATITONE**Associate Vice-Principal
Research



**BENOIT BOULET**Associate Vice-Principal Innovation + Partnerships



Associate Vice-Principal Research & University Veterinarian



KRISTINA ÖHRVALL Assistant Vice-Principal Research Development



ROMAN SZUMSKI

Special Advisor
Public and Life Science
Policy + Business Development



ANIMAL COMPLIANCE Suzanne Smith Director



INNOVATION + PARTNERSHIPS Mark Weber Director



OFFICE OF SPONSORED RESEARCH Carole Goutorbe Director



RESEARCH WITH HUMAN PARTICIPANTS Lynda McNeil Associate Director



VICE-PRINCIPAL'S
OFFICE
TBD
Director, Operations

#### Strategic Research Plan 2019 - 2024

- Endorsed by Senate January 16, 2019
- To be extended until 2025
- Four Objectives
  - I. Strengthen innovation and partnership agenda
  - II. Steward research trajectories toward collaborative, large-scale initiatives and international partnerships
  - III. Promote and draw on diversity in all aspects of research
  - IV. Lead in open science and data management

#### • Seven Research Excellence Themes

- I. Develop knowledge of the foundations, applications and impacts of technology in the Digital Age
- II. Understand the potential of the human brain and nervous system
- III. Design and create sustainable materials, technologies, landscapes and communities
- IV. Advance biomedical and health sciences for healthy populations
- V. Strengthen public policy and organizations, and create a deeper understanding of society and social transformation
- VI. Explore Earth's biological and physical systems and the universe
- VII. Examine fundamental questions about humanity, identity and expression





### **Upcoming Revisions to University Documents and Policies**

#### I. Revisions to *Policy on Research Centres*

• Provides criteria and specifies University-wide principles for McGill-recognized research centres and research institutes as well as sets out procedures for their inception, reporting and review, and closure. Also, developing guidelines and operating framework for core facilities.

### II. Updates to Policy on the Ethical Conduct of Research Involving Human Participants

• Describes the administrative structures and procedures for the ethical review of research involving human participants at McGill





### **Approval Path for Research Related Items at McGill**

Research Advisory Council



Academic Policy Committee



Senate



Board of Governors





### **Annual Reports**

#### I. Report on Research and Innovation

- Annual update on McGill's research enterprise
- Contains data on performance in federal and provincial funding programs, innovation-related metrics, and noteworthy accomplishments
- Presented to Senate in Winter 2024

### II. Report on Regulations Concerning the Investigation of Research Misconduct

- Annual overview of research misconduct allegations received and investigated
- Summarizes actions resulting from investigations
- Presented to Senate by Research Integrity Officer in Fall 2023





Thank you!

• Questions or comments?

