

NOTICE OF MEETING

There will be a meeting of the
Senate Governance Committee
on Tuesday, November 16, 2021
9:00-10:30am

LOCATION: Virtual Meeting
Link: [Join Microsoft Teams Meeting](#)

AGENDA

- | | | |
|---|---|---|
| 1 | Approval of Agenda | |
| 2 | Approval of the minutes of the meeting of October 18, 2021 | SGC211018M |
| 3 | Business arising from the minutes | |
| | *3.1 SGC Subcommittee on Equity, Diversity, Inclusion, and Decolonization – Membership | Beckford-Information
SGC211116-3.1 |
| 4 | Outstanding Business | |
| 5 | Reports/New Business | |
| | 5.1 Bylaw Business | Caron-Approval
SGC211116-5.1.1 |
| | 5.1.1 Proposed Bylaw Revisions
<i>[Bylaws 3, 5, 8, 10, 11, 12, 13, 14, 16, 17, 20, 22]</i> | |
| | 5.1.2 Proposed Revisions to Bylaw 1 | SGC211116-5.1.2 |
| | 5.1.3 Proposed Revisions to Bylaws 54 and 55 | SGC211116-5.1.3 |
| | 5.1.4 Proposed Bylaw on Associate Vice-President, Enrolment Management | SGC211116-5.1.4 |
| | 5.1.5 Proposed Bylaw on Vice-President, Equity, Diversity and Inclusion | SGC211116-5.1.5 |
| | 5.2 Strategic Items for Senate Discussion | Gordon-Discussion
SGC211116-5.2 |
| | *5.3 Senate Standing Committee Membership | Gordon-Approval
SGC211116-5.3 |
| | 5.4 Policy on the List of Approved Honorary Degree Candidates | Robert Gordon-Approval
SGC211116-5.4 |
| | 5.5 Honorary Degrees (<i>in-camera</i>)
<i>[to be distributed separately]</i> | Robert Gordon-Approval
SGC211116-5.5 |
| 6 | Question Period/Other Business | |
| 7 | Adjournment | |

Please carefully review the 'starred' (*) agenda items. As per the June 3, 2004 Senate resolution, 'starred' items will not be discussed during a scheduled meeting unless a member specifically requests that a 'starred' agenda item be 'unstarred', and therefore open for discussion/debate. This can be done any time before (by forwarding the request to the secretary) or during the meeting. By the end of the meeting, agenda items which remain 'starred' (*) will be deemed approved or received.

**University of Windsor
Senate Governance Committee**

*3.1: **SGC Subcommittee on Equity, Diversity, Inclusion and Decolonization – Membership**

Item for: **Information**

Forwarded by: **Clinton Beckford**

- There are a number of initiatives and reviews underway that will result in recommendations relating to equity, diversity, inclusion, and decolonization/indigenization. Some will require Senate deliberation and may have policy considerations.
- To assist with this, at its October 18, 2021 meeting, the Senate Governance Committee established the composition and terms of reference for a Subcommittee on Equity, Diversity, Inclusion and Decolonization.
- The following individuals have agreed to serve on the Subcommittee: Clinton Beckford (Chair), Reem Bahdi, Jaimie Kechego, Lana Parker, Yu Fei Qin, Bonnie Stewart. Kaitlyn Ellsworth in the Office of the Vice-President, EDI will be providing support.
- As noted in the approved proposal, the Subcommittee may add members with expertise or lived experience relevant to a particular initiative or proposed recommendation/policy direction.

**University of Windsor
Senate Governance Committee**

5.1.1: **Proposed Bylaw Revisions**
[Bylaws 3, 5, 8, 10, 11, 12, 13, 14, 16, 17, 20, 22]

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That proposed revisions to Bylaws 3, 5, 8, 10, 11, 12, 13, 14, 16, 17, 20 and 22 be approved.

Proposed Revisions to Bylaw 3:
[changes are in bold and strikethrough]

1.1.7 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, all Senate committees and Senate bodies as outlined in 1.1.3 shall have non-student members from at least two different gender identities, one of whom self-identifies as female. **Efforts shall be made to have representation from the other four designated groups on the Standing Committee including encouraging eligible members of these under-represented groups to volunteer and or nominate people to serve on the Committees.**

Proposed Revisions to Bylaw 5:
[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member/sessional lecturer from a second gender identity shall be elected by the Search Committee from a list of eligible faculty members/sessional lecturers in the Faculty provided by the Dean. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 8:
[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member/sessional lecturer from a second gender identity shall be elected, by the Search

Committee from a list of eligible faculty members/sessional lecturers provided by the University. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 10:

[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member/sessional lecturer from a second gender identity shall be elected by the Search Committee from a list of eligible faculty members/sessional lecturers provided by the University. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 11:

[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a decanal/faculty/sessional lecturer/librarian member from a second gender identity shall be elected by the Search Committee from a list of eligible decanal/faculty/sessional lecturer/librarian members of the Senate provided by the University. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 12:

[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected by the Search Committee from a list of eligible faculty members of the Senate provided by the University. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 13:
[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary, a decanal/faculty/sessional lecturer/librarian member from a second gender identity shall be elected, by the Search Committee from a list of eligible decanal/faculty/sessional lecturer/librarian members of the Senate provided by the University. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 14:
[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee**

Proposed Revisions to Bylaw 16:
[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 17:
[changes are in bold and strikethrough]

2.2.2 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a decanal/faculty/librarian member from a second gender identity shall be elected, by the Search Committee from a list of eligible decanal/faculty/librarian members provided by the University. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.**

Proposed Revisions to Bylaw 20:

[changes are in bold and strikethrough]

2.1.5 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, all appointments committees shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected to the appointments committee by the AAU Council(s) from a list of eligible faculty members provided by the university. **Efforts shall be made to have representation from the other four designated groups on the Search Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee**

Proposed Revisions to Bylaw 22:

[changes are in bold and strikethrough]

3.1.4 **In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.** Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, all AAU RTP committees shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected by the AAU Council from a cognate discipline as an additional voting member of the AAU RTP Committee. **Efforts shall be made to have representation from the other four designated groups on the Renewal, Tenure, and Promotion Committee including encouraging eligible members of these under-represented groups to run for election to the Renewal, Tenure, and Promotion Committee.**

Proposed Revisions to all bylaws noted above:

Sexual minorities will be revised to **sexual/gender** minorities throughout these bylaws.

Rationale:

- As charged by the Senate Governance Committee, the Bylaw Review Committee, in consultation with the Vice-President, Equity, Diversity and Inclusion, are proposing revisions to the bylaws which provide more inclusive language (beyond the statement on gender representation) in terms of committee composition and diversity of members.
- The goal is to have more diverse representation on search committees, while balancing the need to ensure that any new provision does not overload faculty members who self-identify as members of designated groups, due to the limited number of candidates available to serve on the committees in this capacity.
- A review of other Canadian universities revealed that no university has established specific requirements around diversity representation on committees. For Committee composition, there was general language around ensuring diversity of membership in accordance with the equity, diversity, and inclusion policies of the university.

**University of Windsor
Senate Governance Committee**

5.1.2: **Proposed Revisions to Bylaw 1**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed revisions to Bylaw 1 be approved.

Proposed Revisions

[revisions are in bold and strikethrough]

Bylaw 1

1 Ex Officio Members (voting)

The following are the ex officio members of the Senate:

President (Chair)

Provost and Vice-President, Academic

Vice-President, Equity, Diversity and Inclusion

[...]

Rationale:

- The proposed change will allow the Vice-President, Equity, Diversity and Inclusion to be able to fully participate and have a vote on important matters that come before Senate.
- The change will result in the addition of an elected faculty member-at-large, in light of paragraph 3.6 which states that “the total number of elected faculty/sessional lecturer/library representatives is [to be] four greater than the total number of all other voting members.”
- The number of student representatives will not change as “the number is determined by dividing the number of faculty members with voting privileges by four and rounding to the nearest whole number” (5.1). This number does not change.
- Senate composition will increase from 84 to 86.

**University of Windsor
Senate Governance Committee**

5.1.3: **Proposed Revisions to Bylaws 54 and 55**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed revisions to Bylaws 54 and Bylaw 55 be approved.

Proposed Revisions to Bylaw 54 - Undergraduate Academic Evaluation Procedures:
[changes are in bold and strikethrough]

1.2 Two to three-hour examination slots will normally be scheduled in the formal final examination periods in each semester for all courses which terminate in that semester. All final examinations shall take place (or fall due, as the case may be) during the two to three-hour final examination slot so scheduled. **Asynchronous online examinations must commence or end within the scheduled time slot.** The actual duration of testing procedures during the scheduled final examination slot may be less than the scheduled time, at the discretion of the individual instructor.

If oral or other special types of examinations cannot be accommodated in the two to three-hour final examination slot, and satisfactory arrangements cannot be made with the course instructor, notice will be given to the Registrar by the AAU Head and special arrangements will be made.

2.3 **There shall be no instruction, nor ~~no~~ shall there be any** forms of assessment ~~shall be~~ scheduled or ~~made~~ due, on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.

[...]

2.5.2 A student who has three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day may apply to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Vice-President, Student Experience. Where permission has been granted, instructors shall provide an alternate examination at the rescheduled time. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Applications and notification of decisions shall be made in accordance with the deadlines listed in Appendix A.

Proposed Revisions to Bylaw 55 - Graduate Academic Evaluation Procedures:
[changes are in bold and strikethrough]

1.3 **There shall be no instruction, nor shall there be any** forms of assessment ~~shall be~~ scheduled or ~~made~~ due, on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.

1.4 Other Evaluative Procedures

1.4.1 A student who has three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day may apply to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Dean, Faculty of Graduate Studies. Where permission has been granted, instructors shall provide an alternate examination at the rescheduled time. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Applications and notification of decisions shall be made in accordance with the deadlines listed in Appendix A.

Rationale:

- The proposed revisions clarify that for asynchronous online courses, the 3-hour block scheduled for the exam will be used to determining whether a student has 3 or more consecutive exams in 24 hours or in a calendar day, regardless of the total duration of the asynchronous online examination. Students who opt to start their asynchronous online exams outside of this 3-hour block (where, for example, 48 hours is given to complete the exam) are making a choice to potentially have conflicts or a number of exams due at the same time. This is similar to how take-home exams are treated.
- The revisions also clarify that the asynchronous exam can start or end during the scheduled exam slot, as determined by the instructor.
- No changes are required to in-term evaluations as instructor will state the deadline for submission of the asynchronous mid-term or evaluation and so that due date will be used to determine whether there are 3 or more evaluations scheduled or due within a 24-hour period.
- For greater clarity, it is being expressly stated in the bylaws (2.3/1.3) that instructors cannot schedule or hold a class on a break day.

**University of Windsor
Senate Governance Committee**

5.1.4: **Proposed Bylaw on Associate Vice-President, Enrolment Management**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed Bylaw on Associate Vice-President, Enrolment Management be approved.

Bylaw 19: Associate Vice-President, Enrolment Management

1 Term and Conditions of Office

The term of office for the Associate Vice-President, Enrolment Management shall be up to five years. Upon appointment an Associate Vice-President, Enrolment Management may be appointed with tenure.

2 Rules and Regulations with Respect to Qualifications and Procedures for Appointment

2.1 Qualifications

The Associate Vice-President, Enrolment Management, reporting to the Provost, oversees the University's student recruitment, retention, and enrolment management strategies, and shall possess appropriate qualifications therefor.

2.2 Search Committee

2.2.1 There shall be a Search Committee composed of the Provost and Vice-President, Academic, as chair, four members of the Senate elected by the Senate, one of whom must be a student, one individual who directly reports to the Associate Vice-President, Enrolment Management, selected by and from individuals directly reporting to the Associate Vice-President, Enrolment Management, and an Employment Equity/Procedures Assessor (EE/PA) [non-voting].

2.2.2 In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women. Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected by the Search Committee from a list of eligible faculty members of the Senate provided by the University. Efforts shall be made to have representation from the other four designated groups on the Standing Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.

- 2.2.3 If a member of the Search Committee steps down, a replacement will be appointed by the remaining members of the Committee giving due consideration to the appropriate constituency representation.

2.3 Search Process

- 2.3.1 All proceedings of the Search Committee shall be kept confidential. (see 2.4)
- 2.3.2 A search process shall be initiated normally fifteen months prior to the expiration of the term of an incumbent Associate Vice-President, Enrolment Management.

Renewal

- 2.3.3 Where there is an incumbent Associate Vice-President, Enrolment Management, at the end of a first term, the Search Committee shall consult with the incumbent Associate Vice-President, Enrolment Management and members of the Senate, to determine at least one calendar year prior to the expected date of appointment whether it should recommend to the Senate a renewal without a search in light of the activities of the areas that may be placed within the ambit of management of the Associate Vice-President, Enrolment Management. The Search Committee shall provide a report to the Senate and to the President. The report will specify its proposed agenda (including its mode of operation and schedule for the renewal process).

Search

- 2.3.4 Where there is no incumbent Associate Vice-President, Enrolment Management or where the incumbent Associate Vice-President, Enrolment Management has completed more than one term, or where a renewal without search is not recommended, the Search Committee shall at least one calendar year prior to the expected date of appointment, provide a report to the Senate and to the President. The report will specify its proposed agenda (including its mode of operation, schedules for the Search Procedure, and schedules for the submission of periodic progress reports to the Senate and the President).
- 2.3.5 The Search Committee, with the agreement of the President, shall determine whether it will, in the case of an incumbent who has completed more than one term, conduct a review under 2.3.3 above, or conduct the search internally or advertise externally for the position and thereafter, as appropriate, shall issue a call for nominations and applications.
- 2.3.6 The Search Committee shall prepare a short list of candidates (one to three) and obtain views and comments on the candidates in an appropriate manner from members of the Senate. The list shall normally be announced to the Senate six months prior to the expected date of the appointment.
- 2.3.7 The Search Committee shall discuss its findings with the President.

Recommendation

- 2.3.8 Either on a recommendation for renewal or following a search, the Search Committee shall present the name of a single candidate in writing with appropriate supporting material to the members of the Senate at an *in camera* meeting at which time individual Senators may elect to make written submissions to the Search Committee.
- 2.3.9 After the meeting of Senate, the Search Committee shall review any written submissions and determine its recommendation.

- 2.3.10 In the event that the Search Committee decides to recommend the appointment of the candidate whose name was presented to the Senate, it shall present the recommendation to the President. The President may thereupon recommend the selected candidate to the Board of Governors which may by resolution either appoint such person the Associate Vice-President, Enrolment Management, or further instruct the Search Committee. If the Committee decides not to recommend the name of the candidate whose name was presented to the Senate, it shall resume the search.
- 2.3.11 If the candidate recommended by the Search Committee is not accepted by the President, the Search Committee shall reconsider its recommendation. If the second recommendation by the Search Committee, which was presented to the Senate is not accepted by the President, the Committee shall be reconstituted.
- 2.3.12 Should the Chair of the Search Committee declare that a lack of Committee progress requires it, the Chair may request that the Senate decide among the following alternatives: that the Search Committee's agenda be altered; that an acting appointment be made and/or that the Search Committee be reconstituted.
- 2.3.13 If the reconstituted Search Committee is unable to make a recommendation, or if the recommendation is not accepted by the President, the President may recommend a candidate to the Board of Governors.

- 2.4 Records shall be kept of all the proceedings. All meetings of the Search Committee shall be held *in camera* and the proceedings, discussions, records and any materials kept strictly confidential. A report, following the format outlined in Appendix A, shall be submitted to the Office of Human Rights, Equity and Accessibility, following the conclusion of the Search. The University of Windsor's five designated groups are: aboriginal persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.

3 Duties, Responsibilities, and Terms and Conditions of Appointment

The duties and responsibilities of the Associate Vice-President, Enrolment Management are appended to this bylaw as Schedule A.

4 Review

At any time the Board of Governors may remove an Associate Vice-President, Enrolment Management from office upon the recommendation of the President, or request a review of an Associate Vice-President, Enrolment Management's performance.

- 4.1 A review of the performance of an Associate Vice-President, Enrolment Management may be requested by a two-thirds vote of the members of the Senate. Such a vote may be initiated at any time by a petition of ten members of the Senate addressed to the Provost and Vice-President, Academic, who shall arrange for a secret ballot upon two weeks' notice. Failure to receive a two-thirds vote of the members of the Senate will deny a request for a review.
- 4.2 Upon a request for a review or where the President considers it appropriate, the President may appoint a committee to conduct a review and to submit its report and recommendations to the President within ninety days of its appointment.

5 Acting Appointment

In the event of a vacancy in the office of the Associate Vice-President, Enrolment Management, the President

may recommend to the Board of Governors an acting appointment normally not to exceed twelve months, or until an Associate Vice-President, Enrolment Management is appointed, whichever occurs sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Associate Vice-President, Enrolment Management shall not be renewed in the position without the approval of the Senate. An Acting Associate Vice-President, Enrolment Management shall not normally be replaced by a different Acting Associate Vice-President, Enrolment Management except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. The maximum term for an Acting Associate Vice-President, Enrolment Management shall be two years.

SCHEDULE A

Duties and Responsibilities

Subject to determination by the Board and in consultation with the President and the Provost and Vice-President, Academic, the Associate Vice-President, Enrolment Management shall:

- Be responsible to the Provost and Vice-President, Academic;
- Provide strategic vision and tactical oversight to develop and implement a strategic enrolment management plan that achieves the university mission, vision, goals and objectives, leading enrolment with optimism and energy with to reach targeted outcomes, increasing student recruitment, enrolment, and graduation rates.
- In consultation with Deans and the Provost, make data-informed enrolment projections and strategic recruitment decisions by routinely analyzing data to shape strategic directions, clearly identifying, and defining historical University enrolment patterns while forecasting trends in new student markets. Regularly reassess effectiveness of recruitment activities and scholarship programs based on data and make appropriate adjustments to continuously refine goals and strategies to reflect a proactive response to market forces and the University's needs.
- In collaboration with other units and the Provost to ensure transparency and consistency of data, support Faculty decision making through the proactive, responsive, systematic provision of data sets that enable faculty-level strategic leadership and decision making,
- Inform the continued development and implementation of the University's comprehensive recruitment program, including market segmentation, promotional strategies, and recruitment tactics to meet the University's enrolment goals. Provide leadership in collaboration with the Department of Public Affairs & Communications to coordinate marketing and assess effectiveness.
- In collaboration with Student Awards & Financial Aid, leverage financial aid and scholarship funds to meet recruitment and retention goals.
- In collaboration with academic leadership, support Faculty-determined recruitment and enrolment strategies and activities.
- In collaboration with academic leadership, develop and implement systemic and respectful strategies to enhance access and engagement of students from equity-deserving groups with University of Windsor programs. In collaboration with the VP, EDI, support the establishment of data collection processes to track progress in this area.
- Understand technological innovations and lead the process of harnessing emerging technologies and leveraging technology investments to refine operational procedures, policies, and standards.
- Foster student-focused partnerships with key enrolment partners including the K-12, and community colleges in key markets.
- Formulate and manage the portfolio's annual budget, as well as short and long-term financial obligations.
- Chair the Strategic Enrolment Management Committee

Appendix A

Report to the Office of Human Rights, Equity and Accessibility

Column 1			Column 2			Column 3			Column 4			Column 5		
# of Indigenous persons			# of persons with disabilities			# of sexual/gender minorities			# of visible minorities			# of women		
applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed

Table continued from above:

Column 6	Column 7	Column 8		Column 9	
Total # of designated group applicants (do not double count individuals)*	Total # of all applicants (designated and non-designated)	Offer made to (mark with an "X"):		Offer accepted by (mark with an "X"):	
		Designated group member	Non-designated group member	Designated group member	Non-designated group member

*An applicant may be a member of multiple designated groups categories. As such, the sum of the numbers from the first five columns may be greater than the total number designated group members. For the "total number of designated group members" column, each applicant is to be counted only once.

**University of Windsor
Senate Governance Committee**

5.1.5: **Proposed Bylaw on Vice-President, Equity, Diversity and Inclusion**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed Bylaw on Vice-President, Equity, Diversity and Inclusion be approved.*

**This bylaw is subject to approval by the Board of Governors.*

Bylaw 18: Vice-President, Equity, Diversity and Inclusion

1 Term and Conditions of Office

The term of office for a Vice-President, Equity, Diversity and Inclusion shall be up to five years. The duration of office for an incumbent Vice-President, Equity, Diversity and Inclusion shall not normally exceed ten consecutive years. Upon appointment, the Vice-President, Equity, Diversity and Inclusion shall be appointed with tenure.

2 Rules and Regulations with Respect to Qualifications and Procedures for Appointment

2.1 Academic Qualifications

The Vice-President, Equity, Diversity, and Inclusion is the leader on matters relating to equity, diversity and inclusion at the University and shall possess the appropriate qualifications therefor. The Vice-President, Equity, Diversity and Inclusion reports to the President.

2.2 Search Committee

2.2.1 There shall be a Search Committee composed of the President, as Chair, three members elected from the decanal/faculty/sessional lecturer/librarian members of Senate by the Senate, a student member of Senate elected by the Senate, three members appointed by and from the Board of Governors, and an Employment Equity/Procedures Assessor (EE/PA) [non-voting]. The Senate shall either elect the decanal/faculty/sessional lecturer/librarian and student members of the Search Committee at a meeting held for the purpose or upon the request of the Chair of Senate, the University Secretariat shall conduct the election.

2.2.2 In accordance with the University's Employment Equity and Education policy/program, the designated groups are: Indigenous persons, persons with disabilities, sexual/gender minorities, visible minorities, and women. Recognizing the historic and present need for ensuring women's representation on Senate committees, and appreciating the diversity of gender identities, the Search Committee shall have non-student voting members from at least two different gender identities, one of whom self-identifies as female. Where necessary a faculty member from a second gender identity shall be elected by the Search Committee from a list of eligible faculty members of the Senate provided by the University. Efforts shall be made to have

representation from the other four designated groups on the Standing Committee including encouraging eligible members of these under-represented groups to run for election to the Search Committee.

- 2.2.3 If a member of the Search Committee steps down, a replacement will be appointed by the remaining members of the Committee, giving due consideration to the appropriate constituency representation.

2.3 Search Process

- 2.3.1 All proceedings of the Search Committee shall be kept confidential. (see 2.4)
- 2.3.2 A search process shall be initiated normally fifteen months prior to the expiration of the term of an incumbent Vice-President, Equity, Diversity, and Inclusion.

Renewal

- 2.3.3 Where there is an incumbent Vice-President, Equity, Diversity, and Inclusion, at the end of a first term, the Search Committee shall consult with the incumbent Vice-President, Equity, Diversity and Inclusion and members of the Senate and other segments of the university community, to determine at least one calendar year prior to the expected date of appointment whether it should recommend a renewal without a search to the Senate in light of the activities of the University within the responsibility of the Vice-President, Equity, Diversity and Inclusion and the future needs of the University. The Search Committee shall provide a report to the Senate. The report will specify its proposed agenda (including its mode of operation and schedule for the renewal process).

Search

- 2.3.4 Where there is no incumbent Vice-President, Equity, Diversity and Inclusion, or where the incumbent Vice-President, Equity, Diversity, and Inclusion has completed more than one term, or where a renewal without search is not recommended, the Search Committee shall at least one calendar year prior to the expected date of appointment provide a report to the Senate. The report will specify its proposed agenda (including its mode of operation, schedules for the Search Procedure, and schedules for the submission of periodic progress reports to the Senate).
- 2.3.5 The Search Committee, with the agreement of the President, shall determine whether it will, in the case of an incumbent who has completed more than one term, conduct a review under 2.3.3 above, or conduct the search internally or advertise externally for the position and thereafter, as appropriate, shall issue a call for nominations and applications.
- 2.3.6 The Search Committee shall prepare a short list of candidates and obtain confidential views and comments on the candidates from appropriate persons as it deems necessary.

Recommendation

- 2.3.7 The Search Committee shall present in writing the name of a single candidate from the short list together with appropriate supporting material to the members of the Senate at an *in camera* meeting at which time individual Senators may elect to make written submissions to the Search Committee.
- 2.3.8 After the meeting of Senate, the Search Committee shall review any written submissions and determine its recommendation.

- 2.4.3 In the event that the Search Committee, decides to recommend the appointment of the candidate whose name was presented to the Senate, it shall present the recommendation to the President. The President may thereupon recommend the selected candidate to the Board of Governors who may by resolution either appoint such person the Vice-President, Equity, Diversity and Inclusion, or further instruct the Search Committee. If the Committee decides not to recommend the name of the candidate whose name was presented to the Senate it shall resume the search.
- 2.4.4 Should the President declare that a lack of Committee progress requires it, the President may request that the Senate decide among the following alternatives: that an Acting Appointment be made; and/or that the Search Committee be reconstituted.
- 2.4.5 If the reconstituted Search Committee is unable to make a recommendation, the President may recommend a candidate to the Board of Governors.
- 2.5 Records shall be kept of all the proceedings. All meetings of the Search Committee shall be held *in camera* and the proceedings, discussions, records and any materials kept strictly confidential. A report, following the format outlined in Appendix A, shall be submitted to the Office of Human Rights, Equity and Accessibility, following the conclusion of the Search. The University of Windsor's five designated groups are: aboriginal persons, persons with disabilities, sexual/gender minorities, visible minorities, and women.

3 Duties, Responsibilities, and Terms and Conditions of Appointment

The duties and responsibilities of the Vice-President, Equity, Diversity, and Inclusion are appended to this bylaw as Schedule A.

4 Review

At any time the Board of Governors may remove a Vice-President, Equity, Diversity, and Inclusion from office upon the recommendation of the President, or request a review of the Vice-President, Equity, Diversity, and Inclusion performance.

- 4.1 A review of the performance of an incumbent Vice-President, Equity, Diversity and Inclusion may be requested by a two-thirds vote of the members of each of the Senate and of the Executive Committee of the Board of Governors. Such a vote may be initiated by a petition of ten faculty members of the Senate addressed to the President who may arrange for a secret ballot upon two weeks' notice. Failure to receive a two-thirds vote of the members of the Senate and of the Executive of the Board of Governors will deny a request.
- 4.2 The performance review specified in 4 shall be performed by a special Committee (including some Board members) appointed by the President.

5 Acting Appointments

In the event of a vacancy of the Office of the Vice-President, Equity, Diversity and Inclusion, the President may recommend to the Board of Governors an acting appointment not normally to exceed twelve months, or until Vice-President, Equity, Diversity and Inclusion is appointed, whichever comes sooner. Such recommendation shall be made only after consultation with the Senate, and the Senate's view of the appointment shall be communicated to the Board of Governors. An Acting Vice-President, Equity, Diversity and Inclusion shall not be renewed in the position without the approval of the Senate. An Acting Vice-President, Equity, Diversity and Inclusion shall not normally be replaced by a different Acting Vice-President, Equity, Diversity and Inclusion except in circumstances which must be stated to the Senate and after consultation in accordance with the procedures above. The maximum term for an Acting Vice-President, Equity, Diversity and Inclusion shall be two years.

SCHEDULE A

Duties and Responsibilities

Subject to determination by the Board and in consultation with the President, the Vice-President, Equity, Diversity and Inclusion shall:

- work collaboratively with a coalition of university stakeholders, to build a sustainable equity, diversity, and inclusion (EDI) infrastructure at the University of Windsor
- establish and oversee processes and structures to dismantle systematic discrimination and oppression and transform the University of Windsor into a truly safe, inclusive, equitable, and just learning and working environment.
- lead efforts to enshrine EDI infrastructure in the governance structure of the university and build upon a shared and common vision of the University of Windsor community
- develop a whole-system approach in which EDI considerations, principles, and values not just permeate but form the foundations of practice in policy-making, teaching and learning, research and scholarship, service, co-curricular activities, and community engagement.
- provide oversight of, and facilitate the enhancement of services provided by areas reporting to the Office of the portfolio of the Vice-President, Equity, Diversity, and Inclusion.
- lead and support efforts to address racism and discrimination on campus.
- provide guidance to ensure that equity, diversity, and inclusion priorities thoughtfully inform decision making in all aspects of the University.
- facilitate ongoing internal and external equity, diversity and inclusion reviews.
- in conjunction with the Executive Leadership Team, support the implementation of a broad range of strategic equity, diversity and inclusion initiatives.
- work closely with the other Vice-Presidents on initiatives related to diversity planning, student experience, conflict resolution, faculty engagement, research facilitation, and curriculum development.
- work closely with relevant departments, offices and personnel to ensure fairness and transparency in University of Windsor student disciplinary processes including non-academic conduct.
- lead efforts in capacity building around EDI through recruiting of the best talent and provision of education, training and professional development for members of our campus community.
- lead and facilitate a process for making the University of Windsor a better citizen and more socially responsive to vulnerability and marginalization in the community.
- lead and support efforts to enhance recognition and valuation of EDI at the University of Windsor.
- establish opportunities for the University of Windsor to demonstrate leadership in EDI in the local community and region.

Appendix A

Report to the Office of Human Rights, Equity and Accessibility

Column 1			Column 2			Column 3			Column 4			Column 5		
# of Indigenous persons			# of persons with disabilities			# of sexual/gender minorities			# of visible minorities			# of women		
applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed	applying	short-listed	interviewed

Table continued from above:

Column 6	Column 7	Column 8		Column 9	
Total # of designated group applicants (do not double count individuals)*	Total # of all applicants (designated and non-designated)	Offer made to (mark with an "X"):		Offer accepted by (mark with an "X"):	
		Designated group member	Non-designated group member	Designated group member	Non-designated group member

*An applicant may be a member of multiple designated groups categories. As such, the sum of the numbers from the first five columns may be greater than the total number designated group members. For the "total number of designated group members" column, each applicant is to be counted only once.

**University of Windsor
Senate Governance Committee**

5.2: Strategic Items for Senate Discussion

Item for: **Discussion**

The following is the current list of Strategic Items for Senate discussion:

- 1) Aboriginal Education Council Response to the Report of the Senate Working Group on Benchmarking the University of Windsor in Relation to Universities Canada 13 Principles on Indigenous Education
 - Item on October 29, 2021 Senate Meeting
- 2) The Budget Model and Faculty Financial Sustainability Plans
 - Item for December 10, 2021 Senate Meeting
- 3) Enrolment management
- 4) Curriculum Development (including Indigenization)
- 5) Micro-credential programming
- 6) Work integrated learning
- 7) Faculty plans and their current efforts on teaching and research
- 8) Student transition/onboarding
- 9) University/College partnerships and experiential learning

Additional items?

**University of Windsor
Senate Governance Committee**

*5.3: **Senate Standing Committee Membership**

Item for: **Approval**

Forwarded by: **University Secretariat**

MOTION: That the Senate Governance Committee recommend to Senate the approval of the following Senate Standing Committee membership:

Dr. Kate Kemplin – Faculty of Nursing – Academic Policy Committee

**University of Windsor
SGC Honorary Degree Committee**

5.4: **Policy on the List of Approved HD Candidates**

Item for: **Approval**

Forwarded by: **SGC Honorary Degree Committee**

MOTION: That the Policy on the List of Approved Honorary Degree Candidates be approved.

Policy on the List of Approved Honorary Degree Candidates

The purpose of this policy is to ensure the currency and relevancy of the List of Approved Honorary Degree Candidates. After more than five years on the approved list, the connection or relevance of a candidate to the current priorities of the University, as well as the currency of the information on which the decision was made, are called into question.

Nothing prevents a new nomination of a candidate removed from the list, accompanied by an updated nomination package.

Procedure

1. Following review and approval by the Senate Governance Committee, on the recommendation of the SGC Honorary Degree Committee, successful nominees will be added to the list of approved honorary degree candidates, maintained by the University Secretariat.
2. Approved honorary degree candidates will remain on the list for a period of three years, after which time their candidacy will be reassessed by the Honorary Degree Committee, which will determine whether to retain the names on the list for a further two years. Where the Honorary Degree Committee concludes that a name should be removed, a recommendation to this effect will be forwarded to the Senate Governance Committee for approval.
3. Names that have been on the list for five or more years will be automatically removed. Exceptions may be made by the President, where deemed appropriate.