

NOTICE OF MEETING

There will be a meeting of the
Senate Governance Committee
on Wednesday September 27, 2023, at 9:00 am
LOCATION: Room 209 Assumption Hall
or via [MS Teams](#)

AGENDA

- 1 Approval of Agenda
- 2 Approval of the minutes of the meeting of May 17, 2023 SGC230517M
- 3 Business arising from the minutes
- 4 Outstanding Business
- 5 Reports/New Business
 - 5.1 Review Motion Relating to Reporting to Senate on UCAPT/RTP Process Erika Kustra-Discussion
SGC230927-5.1
 - 5.2 Proposed Revisions to Bylaws 2 and 3 Dixon-Approval
SGC230927-5.2
 - 5.3 Senate and Senate Standing Committee Diversity Report (2023-2024) Gordon-Information
SGC230927-5.3
 - *5.4 Senate Standing Committee – APC Membership Gordon-Approval
SGC230927-5.4
 - 5.5 Strategic Items for Senate Discussion Gordon-Discussion
SGC230927-5.5
- 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**

5.1: Review Motion Relating to Reporting to Senate on UCAPT/RTP Process

Item for: **Discussion**

Forwarded by: **Senate**

Background:

At the June 2022 meeting, Senate passed the following motion:

MOTION: That the University Committee on Academic Promotion and Tenure (UCAPT) report to Senate in the Fall and Spring, through the Senate Governance Committee (SGC), an aggregated update on the Renewal, Tenure, and Promotion (RTP) process for the current academic year. Respecting the required confidentiality, the report shall include, as appropriate:

1. Information concerning: revisions to UCAPT and AAU (Academic Administrative Unit) RTP content (e.g., to reflect Equity, Diversity, Inclusion, and Decolonizing [EDID] initiatives); dates on mandatory training sessions for Deans, Heads and Directors including list of attendees, relevant supports (e.g., faculty RTP ombudsperson), a performance assessment of personnel critical to the RTP process (e.g. heads, directors, and deans); and any issues identified, together with a plan for redress;
2. UCAPT identified Equity, Diversity, Inclusion, and Decolonizing (EDID) data to control for equity and parity;
3. Gross number of faculty submitting applications at each stage in the RTP process, with final outcomes as currently available;
4. Processing times between identified critical action points at each stage of the RTP process;
5. Results from an anonymous “Faculty Evaluation of Process” (FEP) survey to be offered to all faculty that have undergone a UCAPT process during the academic year;
6. Any other such relevant items as prioritized by the President, UCAPT, Vice-President EDI, or the SGC.
7. Recommendations for Senate Bylaw revision identified as necessary.

Reports summarizing UCAPT-related information on aggregated RTP details were submitted to Senate, through the Senate Governance Committee, in December 2022 and May 2023. (see attached for prior reports)

Improvements made over the past year include the introduction of a new UCAPT assessment form and, related to RTP/RPP processes, the introduction of a revised Student Perceptions of Teaching Survey through the SPT Task Force.

Next Steps – Action Item:

In its last report, UCAPT raised concerns about elements of the motion. As discussed at Senate, SGC is asked to review the motion to determine how best to uphold the intention for improved communications and reporting, while ensuring that the reports provide tangible measurable benefits, are within the mandate of Senate, and that the requested reporting respects the constraints on sensitive and confidential information.

FALL 2023 REPORT to SENATE – UCAPT/RTP Process

This report summarizes UCAPT related information for fall 2022 pertaining the motion of UCAPT reporting to Senate on aggregated RTP details for the fall semester 2022.

Candidate Related Data

Because UCAPT meetings begin after the first deadline for RTP related activities (e.g., contract renewal), no candidate related data is available as of this writing. The majority of RTP related activities occur practically between December and June.

For the 2022-2023 academic year, we expect to receive the following from all faculties:

- 21 contract renewals
- 23 tenure and promotion to associate professor
- 2 permanence and promotion to AAS III
- 5 promotions to full professor
- 1 promotion to AAS IV
- 1 promotion to Sessional Lecturer III

For the 2022-2023 academic year, we expect to receive the following from the Libraries:

- 1 contract renewal
- 1 permanence and promotion to Librarian III
- 1 permanence only consideration
- 1 promotion to Librarian IV

There may be additional candidates seeking full promotion, or from those choosing to seek tenure or admission before their probationary period concludes. These would not be known in advance and are initiated by the candidate.

Training and Information Sessions

A variety of information and outreach sessions were held during the fall of 2022 to provide information about the RTP process in general, as well as the “checkpoint process” introduced by this motion.

1. The RTP general information session is open to RTP committee members, UCAPT members, AAU Heads, candidates, and other members interested in more information about the RTP process. This was held on Thursday, September 29th with 34 individuals attending.
2. At the biweekly Deans Council meeting on Wednesday, October 19, an information session focused on the new RTP “checkpoint” process being implemented by this motion was presented to all Deans or their representatives.
3. Using the AAU Heads Group network, an information session focused on the new RTP “checkpoint” process being implemented by this motion for all AAU Heads was held on Tuesday, October 25th with 20 individuals attending.
4. On Tuesday, November 1st a session was held for all administrative assistants with 19 individuals attending.

At the general RTP information session, the main topics for discussion focused on:

- The specifics of applying the various rules and procedures for candidates applying to the RTP process.
- A discussion for preparing a teaching portfolio.
- Feedback from Dean Ken Montgomery about the RTP process.
- Discussion surrounding the upcoming RTP reporting checkpoint process introduced by this motion.

A conceptual workflow and reporting/tracking structure of key RTP related activities (including decisions) was developed and presented to the Deans; the AAU Heads Networking group; and the departmental administrative assistants for their feedback and commentary at the events noted above. Given the amount of work the RTP process

entails, one key objective is to minimize the additional amount of time and effort necessary for reporting on the RTP process in any AAU and corresponding faculty.

The feedback has been overall positive, and many acknowledge the value of a more detailed reporting mechanism. However, it was recognized that any process should be efficient and not cumbersome. As of this writing and based on the feedback received, the reporting process will be implemented using a combination of spreadsheet / shared drive access as a preliminary tracking mechanism for key RTP checkpoints. More information on how effective these checkpoints can be operationalized should be available next spring after it has been piloted through several RTP processes. There has also been some discussion into a future web-based approach for handling the RTP process for improved efficiency.

The feedback from both the Deans and AAU heads indicates further that the current due dates for applications to be submitted to UCAPT are unrealistic; for example, most RTP committees cannot be formed until late September when faculty and student representatives are available. Current bylaw deadlines would require a much earlier start, which is impractical given the circumstances. The current deadlines will be reviewed to determine if and which alternate dates would be more feasible.

Additional items contained in the motion will continue to be addressed as UCAPT meets to consider applications and discuss the motion details for 2022-2023.

SPRING 2023 REPORT to SENATE – UCAPT/RTP Process

This report summarizes UCAPT related information for the academic year 2022-2023 pertaining the motion of UCAPT reporting to Senate on aggregated RTP details for this academic year.

General Information

The University Committee on Academic Promotion and Tenure (UCAPT) normally meets regularly between November and June during the academic year (July 1 to June 30) to review and recommend applications for contract renewals; applications for tenure and promotion to associate professor; applications for permanence and promotion for AAS; applications for promotion to full professor or Level IV for AAS. UCAPT also reviews ongoing significant updates and changes to renewal-tenure-promotion (RTP) or renewal-permanence-promotion (RPP) criteria. UCAPT also provides commentary on general issues that may arise in the RTP/RPP process.

A parallel process governs advancement for University librarians and law librarians via the University Committee on Renewal, Permanence, and Promotion for Library Members (UCRPPLM). Where appropriate, data on advancement for UCRPPLM members is also reported.

As overall observations for 2022 to 2023, UCAPT notes that:

- AAUs are increasingly revising and submitting updated RTP/RPP criteria for their unit members. These criteria are moving towards a rubric based format for assessment.
- AAUs are increasingly addressing how equity, diversity, and inclusion, and Indigenization and Decolonization are being considered within their criteria.
- AAUs are now developing criteria appropriate for the new teaching intensive positions.
- AAUs are facing increasing challenges in securing the required 3 external reviews, particularly if the position is unique to Windsor (e.g., certain AAS positions).

Training and Information Sessions

A variety of information and outreach sessions were held during the Fall of 2022 to provide information about the RTP process in general.

5. The RTP general information session is open to RTP committee members, UCAPT members, AAU Heads, candidates, and other members interested in more information about the RTP process. This was held on Thursday, September 29th with 34 individuals attending.
6. At the biweekly Deans Council meeting on Wednesday, October 19, an information session focussing on the new RTP “checkpoint” process being implemented by this motion was presented to all Deans or their representatives.
7. Using the AAU Heads Group network, an information session focussing on the new RTP “checkpoint” process being implemented by this motion for all AAU Heads was held on Tuesday, October 25th with 20 individuals attending.
8. On Tuesday, November 1st a session was held for all administrative assistants with 19 individuals attending.
9. Spring 2023 – revision to the UCAPT evaluation form and the new Student Perceptions of Teaching form (former SET survey form). Separate sessions were scheduled for the following to discuss the revision of these new forms:
 - Deans Council – March 1, 2023, with 14 individuals attending including guests.
 - Associate Deans Council – March 9, 2023, with 19 individuals attending.
 - AAU heads – March 9, 2023, with 27 individuals attending.
 - Student Senate Caucus – March 22, 2023.
 - Provost’s Council – April 1, 2023, with 14 individuals attending.
 - UCAPT – April 18, 2023, with 10 individuals attending.

At the general RTP information session, the main topics for discussion focused on:

- The specifics of applying the various rules and procedures for candidates applying to the RTP process.
- A discussion for preparing a teaching portfolio.
- Feedback from Dean Ken Montgomery from Education about the RTP process.
- Discussion surrounding the upcoming RTP reporting checkpoint process introduced by this motion.

A conceptual workflow and reporting/tracking structure of key RTP related activities (including decisions) was developed and presented to the Deans; the AAU Heads Networking group; and the departmental administrative assistants for their feedback and commentary at the events noted above. Given the amount of work the RTP process entails, one key objective is to minimize the additional amount of time and effort necessary for reporting on the RTP process in any AAU and corresponding Faculty. As of this writing and based on the feedback received, the reporting process was envisioned as a combination spreadsheet / shared drive access as a preliminary tracking mechanism for key RTP activities. The initial attempt to create such a tool has proven to be technically challenging, and more assistance is being sought to develop this tool. There has also been some discussion into a future web-based approach for handling the RTP process for improved efficiency: this is commonplace among other institutions.

UCAPT identified Equity, Diversity, Inclusion, and Decolonizing (EDID) data

UCAPT does not receive applicant data that would identify if a member belongs to a designated group. Because of the confidential and sensitive nature of such data, there are strict measures on accessing such information. The Office of Human Rights, Equity, and Accessibility has been contacted to determine how such information can be compiled. As of the time of this writing, a solution is being actively explored with OHREA to provide the requested EDID data in aggregate.

Candidate Related Data and RTP/RPP Process

For the 2022-2023 academic year, we received the following applications from all Faculties:

- 17 contract renewals (15 faculty; 1 AAS; 1 Sessional Lecturer – all completed)
- 27 tenure and promotion to associate professor (18 completed; 9 pending)
- 3 permanence and promotion to AAS III (2 completed; 1 pending)
- 9 promotions to full professor (5 completed; 4 pending)
- 4 promotions to Sessional Lecturer III (all completed)

For the 2022-2023 academic year, we received the following from the libraries:

- 1 contract renewal (completed)
- 1 permanence and promotion to Librarian III (completed)
- 1 permanence only consideration (completed)
- 2 promotions to Librarian IV (1 complete; 1 pending)

The feedback from both the Deans and AAU heads indicates that the current due dates for applications to be submitted to UCAPT are unrealistic; for example, most RTP committees cannot be formed until late September when faculty and student representatives are available. Current bylaw deadlines would require a much earlier start, which is impractical given the circumstances. Based on the various discussions with the Deans, Associate Deans, AAU Heads and the current membership of UCAPT, the dates for submission to UCAPT should be changed to improve the efficiency and effectiveness of the process. The suggested, revised dates are:

- Contract renewals – December 15
- Tenure/permanence and promotion – January 31
- Promotion – Full professor, Librarian IV, AAS IV – March 15

For 2022-2023, multiple AAUs have noted significant challenges in securing and receiving sufficient external referee letters. Of the pending applications still expected, the vast majority are awaiting a third and final reference letter to

allow the AAU to complete their assessment. After the RTP/RPP applications for 2022-2023 are completed, the Office of the AVPA will review the issues that arose and consider best practices for addressing this challenge.

Additional Items

In addition to the possible Bylaw changes for submission dates outlined previously, a revised UCAPT assessment form has been developed that closely aligns with the general format adopted by most updated AAU RTP/RPP criteria, and streamlines the documentation requirements. This new form has been demonstrated to multiple groups, and especially AAU heads who are the primary users of the form. The feedback about this new form has been very positive. The intent is to implement the revised form for the 2023-2024 academic year.

UCAPT has considered and discussed the items contained in the motion. UCAPT supports the intention for improved communications and reporting. However, it has raised concerns about multiple elements of the motion. In addition to the prior concerns about confidential or sensitive information, it is not clear what the scope of actions are being requested in some instances, nor what would be the measurable or demonstrated benefits in others. UCAPT is concerned that acting on elements within the motion may create unintended impacts; establish a process that is outside of Senate approved processes; or duplicate provisions already allowed for under the current, approved Senate bylaws and processes. As a result, UCAPT would like to refer this motion to Senate Governance for review.

**University of Windsor
Senate Governance Committee**

5.2: **Proposed Revisions to Bylaws 2 and 3**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION 1: That the proposed revisions to Bylaw 2 be approved.

Proposed Revisions

[revisions are in bold and strikethrough]

I. Rules of Order for Senate **and its** Committees and Subcommittees

The rules of order adopted for Senate proceedings are the rules of order for all Senate committees and subcommittees where separate rules of order based on particular needs or circumstances have not been formally adopted. This includes standing committees such as Faculty Assemblies, Faculty Councils, Faculty Coordinating Councils, and Departmental Councils but does not include task forces, working groups, and committees of Departmental Councils, Faculty Councils, Faculty Assemblies and Faculty Coordinating Councils.

Normally, all meetings shall be held in-person and only members present shall be permitted to vote, subject to other bylaw provisions.

~~(The following applies through to December 31, 2023)~~

For all Senate Committees and Subcommittees:

- Meetings of the Committees of Senate shall be held 100% in-person, unless there is a majority vote of the Committee to hold a meeting or meetings 100% virtually or in hybrid format, subject to the Chair determining that there are the required technology and resources to hold a virtual or hybrid meeting or meetings.
- Members are exempted from required in-person **Committee** meeting attendance where they have an approved registered accommodation through Human Resources or Student Accessibility Services to attend meetings virtually, **resources and technology permitting**. Other requests relating to in-person attendance will be determined by a majority vote of the Committee on a case by case basis.
- ~~Members participating virtually are encouraged to keep their video camera on, as much as possible, for the entirety of the meeting to confirm presence.~~

Members participating ~~by videoconference~~ **virtually** will have all the rights and responsibilities as those attending in person and will count towards quorum.

Rationale:

- The pilot provision for virtual or hybrid Senate Committee meetings expires at the end of December 2023.
- The proposal is to retain the provision in the bylaw, with some minor clarification; notably that virtual access to Senate Committee meetings can only be provided where there are the required resources (personnel and space) and technology to do so.
- Senate meetings continue to be in-person.

MOTION 2: That the proposed revisions to Bylaw 3 be approved.

Proposed Revisions

[revisions are in bold and strikethrough]

1.2.3.3 Terms of Reference: The Senate Governance Committee will advise Senate on academic governance matters including bylaws, policies and Senate committee membership. Specifically it is responsible for:

[...]

1.2.3.3.5 establishing a Special Appointments Subcommittee composed of the President **(or designate)**, ~~Chair~~, the Provost and Vice-President, Academic, **the Vice-President, Research and Innovation**, four senior faculty representatives from different disciplines, one student representative, and a non-voting Equity Assessor, to recommend to the Senate Governance Committee Honorary Degree recipients and Special Appointments. In the case of selection of Honorary Degree recipients, one member of the Board of Governors shall be added to the Sub-committee; in the case of selection of Distinguished University Professors, two senior members of the teaching staff of other universities selected by the ~~University of Windsor members~~ **Senate Governance Committee** shall be added to the subcommittee. **The President shall chair the subcommittee. Where the President's designate is serving, the subcommittee shall be co-chaired by the Provost and Vice-President Academic and the Vice-President, Research and Innovation.**

Rationale:

- This provides more flexibility, particularly in terms of scheduling and timelines, while ensuring that the chairing of the subcommittee remains with senior executive leaders who who have oversight over teaching and research at the University.
- It is important that the VPRI serve on this subcommittee, particularly in the review of Distinguished University Professor applications.
- The composition and membership of subcommittees are the responsibility of the Committee to which they report. Further, it is not efficient to require a Special Appointments Subcommittee meeting for the sole purpose of having the UWindsor members select the external members. The revision clarifies the practice to have the external members selected and approved by the Senate Governance Committee, on the recommendation of the SGC Nominating Committee

**University of Windsor
Senate Governance Committee**

5.3: **Senate and Senate Standing Committee Diversity Report (2023-2024)**

Item for: **Information**

Forwarded by: **University Secretariat**

Updated: as of September 20, 2023

	Current Voting Members	Survey Responses	# Self-Identified	50/30 Challenge	
				50% Women-identified Persons	30% other designated group members
Senate	81 (of 86)	69 ^{1,2}	43	38%	27.2%
Academic Policy Committee	17 (of 17)	15 ^{4,5}	12	65.7%	5.9%
Program Development Committee	19 (of 20)	20 ^{3,4}	14	36.8%	47.4%
Senate Governance Committee	20 (of 20)	19 ^{3,4}	12	35%	55%
Senate Student Caucus	19 (of 22)	15 ^{1,3,4}	9	42.1%	26.3%

¹ still awaiting responses from members.

² twelve stated that they did not wish to self-identify.

³ one did not wish to self-identify.

⁴ students responses TBA

⁵ two did not wish to identify.

NB: # of designated group members may not equal the number of individuals who self-identified, as individuals may have self-identified under more than one category. Responses are still coming in. It is difficult to know or be able to report that the University is meeting the federal 50/30 challenge (of which it is a signatory), without active participation by members. Efforts to gather responses will continue over the Fall. If additional responses are received, the report will be updated and a more complete report will be presented to SGC and Senate in the W2024.

**University of Windsor
Senate Governance Committee**

***5.4: Senate Standing Committee – APC 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. Karen Robson, Odette School of Business – Academic Policy Committee

**University of Windsor
Senate Governance Committee**

5.5: Strategic Items for Senate Discussion

Item for: **Discussion**

Current list of possible Strategic Items for Senate discussion

Additional suggestions? Suggestions for order/scheduling of the following items?

- 1) University and College Partnerships
- 2) Work Integrated Learning
- 3) Curriculum Development
- 4) Individual Faculty plans and strategies moving forward
- 5) Entrepreneurship
- 6) Knowledge mobilization
- 7) Continuing Education
- 8) Future of Education (open discussion on differing approaches to teaching, learning, and evaluations; the purpose of education; and what student success means)
- 9) Strategic Enrolment Management Strategy
- 10) Internationalization planning
- 11) Blue Ribbon Panel
- 12) Strategic Academic and Research Planning (Process and Consultation)

Senate Information Sessions - 2:00-3:00pm

1. November 3, 2023
2. December 1, 2023
3. February 2, 2024
4. March 1, 2024
5. April 5, 2024
6. May 3, 2024
7. May 24, 2024