

NOTICE OF MEETING

**There will be a meeting of the
Senate Governance Committee
on Wednesday, May 15, 2024, at 2:00-4:00pm
LOCATION: Room 209 Assumption Hall
or via [MS Teams](#)**

AGENDA

- | | | |
|----------|---|---|
| 1 | Approval of Agenda | |
| 2 | Approval of the minutes of the meeting of April 24, 2024 | SGC240424M |
| 3 | Business arising from the minutes | |
| 4 | Outstanding Business | |
| 5 | Reports/New Business | |
| 5.1 | UCAPT Report on Renewal, Tenure/Permanence, and Promotion Processes | Kustra-Information
SGC240515-5.1 |
| 5.2 | Memberships | |
| 5.2.1 | Senate Standing committees | Gordon-Approval
SGC240515-5.2.1 |
| 5.2.2 | Discipline Appeal Committee, Procedures and Discrimination Committee, SGC Nominating Committee, SGC Special Appointments Committee, SGC Bylaw Review Committee | Gordon-Approval
SGC240515-5.2.2 |
| *5.2.3 | Senate Membership (2024-2025) | Gordon-Information
SGC240515-5.2.3 |
| *5.2.4 | UCAPT Membership | Gordon-Information
SGC240515-5.2.4 |
| 5.3 | Proposed Revisions to Bylaw 42 | Dixon-Approval
SGC240515-5.3 |
| 5.4 | Distinguished University Professor Criteria | Gordon-Approval
SGC240515-5.4 |
| 5.5 | Senate Information Sessions (2024-2025) | Gordon-Information
SGC240515-5.5 |
| 5.6 | Senate Academic Continuity Policy | Gordon-Discussion/Approval
SGC240515-5.6 |

5.7 Review Hiring Practices and Bylaw Considerations
[Best Practice Review from Black Scholars Hiring Initiative]

Beckford-Information

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: **UCAPT Report on Renewal, Tenure/Permanence, and Promotion Processes**

Item for: **Information**

See attached.

University of Windsor
SPRING 2024 REPORT to SENATE – UCAPT, UCRPPLM and RTP Processes

This report summarizes the Spring 2024 University Committee on Academic Promotion and Tenure (UCAPT) information on aggregated Renewal, Tenure/Permanence and Promotion (RTP/RPP) details, pertaining to the motion of UCAPT reporting to Senate passed [June 2022](#) (page 10) and revised [December 2023](#) (page 8).

The 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, permanence and promotion. UCAPT also reviews ongoing significant updates and changes to RTP/RPP criteria. UCAPT 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).

Candidate Related Data

For the 2023-2024 academic year, we expected to receive approximately 52 files from all Faculties and three (3) from the Library, for a total of 55 files. To date, we can report that we have received 46 files. Of the files received, eleven (11) will be reviewed at an upcoming meeting scheduled for May 7th. Further to the Fall report, there was one (1) permanence file that was held over from the 2022-2023 academic year which was completed. The majority of RTP-related activities occur between December and June, and meetings have been set for this period. Heads and Deans have received a copy of the schedule. The trends for total RTP/RPP files over the past 6 years are summarized by Faculty in Appendix 1 (as of Fall 2023, and a new version will be updated in Fall 2024).

The following files have been received:

- 15 contract renewals
- 18 tenure and promotion to associate professor
- 3 permanence and promotion to AAS III
- 5 promotions to full professor
- 2 promotions to Sessional Lecturer III

For the 2023-2024 academic year, three (3) files were received from the Libraries:

- 1 permanence and promotion to Librarian II
- 1 permanence and promotion to Librarian III
- 1 promotion to Librarian IV

The following files have yet to be received:

- 3 contract renewals
- 1 tenure and promotion to associate professor
- 1 permanence and promotion to AAS III
- 3 promotions to full professor
- 1 promotion to AAS IV

UCAPT Report of Equity, Diversity, Inclusion, Decolonization and Indigenization (EDI-DI) Data

UCAPT does not receive applicant data that would identify if a member belonged 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 (OHREA) has compiled the information for July 1, 2022-June 2023, please see Appendix 2 supplied by OHREA, and an updated report will be provided in the Fall UCAPT report once all data have been received for 2023-2024.

Revisions to UCAPT Processes and AAU RTP Criteria

AAU RTP/RPP Criteria are submitted to UCAPT for approval, with 13 reviewed since July 2023 and approved criteria [shared](#) online. Additional criteria are on the agenda for June review.

EDI-DI in Criteria: The RTP/RPP revisions have included explicit articulation in the criteria addressing Equity, Diversity, Inclusion, and Decolonizing and Indigenization. Upon review, 33 of 70 RTP/RPP have been revised or fully developed, approved by UCAPT and posted online since 2016 when the initiative for Teaching Evaluation Framework began. Of those revised, 61% explicitly address EDI-DI and new submissions are reminded to include EDI-DI in the updated criteria.

The new [UCAPT Evaluation Form](#) approved by Senate May 2023 has been used in the 2023-2024 reviews. The changes were designed to improve the alignment of the evaluation with the AAU RTP/RPP Criteria and ensure that student ratings were not used alone to evaluate teaching but used as one element of evidence. The AVPA recommends use of the form during performance reviews to support constructive feedback alignment with the RTP/RPP process. Information sessions were shared with Senate, the Deans Council, Heads, Associate Deans, as part of the RTP/RPP Workshop in September 2023 and April 2024, Faculty Council meetings, and some Departmental Councils as invited in October and November.

The [Student Perception of Teaching \(SPT\) Survey](#) was developed and approved by Senate May 2023 as a new approach to gathering student feedback on teaching, and integrated into the RTP/RPP processes, the first individual instructor reports were circulated for Fall 2023, and the summary reports for AAU Heads are being finalized. AAU RTP/RPP criteria are being updated to address the new SPT forms. A reminder has been shared with AAU Heads to consider this change during the annual review and revision of RTP/RPP Criteria, and many have integrated the changes.

The **RTP/RPP Workflow and Reporting/Tracking System** was finalized in Summer 2023, developed by Institutional Analysis. Given the amount of work the RTP/RPP process entails, one key objective was to minimize the additional amount of time and effort necessary for reporting, and another is to improve transparency. The system is intended to help track the processing times between identified critical action points at each stage of the RTP/RPP process as requested by Senate. The system was developed as a temporary solution using Excel and identifies key RTP/RPP related activities (including decisions), then generates automatic emails to notify the candidate and key contacts. A pilot group tested this system in the summer. Cindy Wills is preparing a session with the administrative assistants to gain their feedback on the system. Information on how effective the system is, and standard timelines for the different checkpoints should be available next spring after use for one RTP/RPP cycle in the Fall 2024 report.

Preparation for a Request for Proposals (RFP) - The current excel system for RTP/RPP Workflow and Reporting/Tracking System is only able to function as a temporary solution. It is manually maintained and not designed to be a sustainable enterprise system. A business case was prepared and reviewed for a new RTP/RPP Workflow and Tracking system along with an integrated eCV, in liaison with HR as they undergo an RFP for an HR system. Partial funding was approved. Steering and Advisory committees have been developed, and a survey to gather faculty and staff input has been drafted and will be circulated in spring 2024 to finalize the Request for Information (RFI) that will be used to finalize the RFP.

Candidate Feedback: The June 2022 motion requested an anonymous “Faculty Evaluation of Process” (FEP) survey to be offered to all faculty that have undergone a UCAPT process during the academic year. Questions for this survey have been drafted and are being reviewed. A draft survey has been designed, and at the end of the 2023-2024 cycle, the survey questions will be shared through an anonymous Qualtrics survey that will enable UCAPT to gather feedback to be collected and reviewed for further system and process improvements.

Identified Issues: Three themes were identified as issues.

1. As identified in Fall 2023, a large number of packages were received by UCAPT in summer 2023 after the deadlines, resulting in meetings after the contract renewal date. In part, this was because of external review delays, and this issue has remained a theme in the past term. The recommended and mandatory timelines are being reviewed, in addition to a review of the processes for recruiting external reviewers to help better complete the process. Potential revised dates are being circulated for feedback, with earlier start dates, particularly for tenure/permanence and promotion to allow the external reviews to be conducted in the summer when reviewers are more available. If pilots are successful, this may result in a requested revision to Senate Bylaws. In the meantime, meeting times for the UCAPT committee were determined for the year, with a new approach, creating document submission deadlines for submission of documents reviewed by UCAPT. Sharing the dates and deadlines is part of increasing transparency.
2. Additionally, several requests for information about the 'arms-length' and potential perceived conflicts of interest for external reviewers were received. Guidelines are being drafted to be shared on the UCAPT website.
3. Examination of the UCAPT meeting processes to clarify the procedure for the candidate and committee members when a presentation to UCAPT is desired.

Training and Information Sessions

A variety of information and outreach sessions and individual consultations were held during the Fall of 2023 to provide information about the RTP process in general, as well as the "checkpoint process" introduced by this motion and revisions to the UCAPT processes.

1. CHERD Performance Review session with Jonathan Malloy, Sept. 15, 2023
2. Short update to Dean's Council members regarding the new SPT, UCAPT evaluation form and the RTP tracking system, September 6, 2023
3. The RTP General Information Session for all RTP committee members, UCAPT members, AAU Heads, candidates, and other members interested in more information about the RTP process. This was held on Tuesday, September 26, 2023, with 55 individuals attending.
4. A new Spring RTP General Information Session for all RTP committee members, UCAPT members, AAU Heads, candidates, and other members interested in more information about the RTP process was held on Thursday, April 11, 2024, with 17 individuals attending.
5. Session for all administrative assistants with 36 individuals attending, Tuesday, September 26, 2023. There is a plan to hold a Spring administrative assistants' session to review how the implemented tracking of files has worked for this academic year.
6. Faculty Council Committee meetings with Dennis Jackson and AVPA to discuss the new UCAPT evaluation form and SPT survey, and shared resources for circulation to those Faculty Councils that it was not possible to attend: Science, Oct 5; FAHSS October 13; Nursing, October 19; Engineering, October 30; Human Kinetics, November 17, 2023
7. AAU departmental council meetings to discuss the new UCAPT evaluation form and SPT: MAME, October 20; ECE, November 15; School of Social Work, November 22, Civil and Environmental Engineering, Nov 21
8. AAU Heads meeting October 20, 2023; and meeting to discuss performance reviews and using UCAPT Evaluation Forms with the Faculty of Nursing, August 23; Faculty of Engineering Department Heads, November 6, 2023
9. Monthly AAU Heads meetings were held throughout the academic year on various topics. The latest session discussed Conflict Resolution and De-escalation and effective performance reviews was held on April 19, 2024, which was presented by Tracey Jandrisits from FBS/SANCP and had 19 attendees.
10. Virtual AAS/AAS-LS WUFA Committee meeting to discuss RPP, sabbatical and study-leave timelines, how the procedure differs from tenure-track faculty, eligibility, etc., approximately 25 participants, November 6, 2023
11. Early Career Faculty Workshop on *Creating and Sharing your eCV* with Erika Kustra, Kyle Asquith, and Paul Henshaw introduced using the eCV system, including using the AAU/RPP criteria to guide development of the

eCV and using the eCV for RTP/RPP package. 16 participants November 7, 2023; Another session on March 1, 2024 was held with 43 participants 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.
- Discussion surrounding the upcoming RTP reporting checkpoint process introduced by this motion with Brandon Besant from the Office of Institutional Analysis presenting.
- Discussion surrounding the launch of the new SPT form.
- Discussion around the use of the new UCAPT Evaluation form.

Additional items contained in the motion will continue to be addressed as UCAPT meets to consider applications and discuss the motion details for 2024-2025.

Appendix 1

Table 1: RTP/RPP Files by Faculty and Year from 2017-2023*

	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	TOTALS BY FACULTY
Business	3	14	9	5	1	5	37
Education	3	3	0	0	0	1	7
Engineering	9	10	10	8	4	2	43
FAHSS	19	22	16	18	11	7	93
Human Kinetics	0	3	7	3	1	1	15
Law	5	4	6	1	3	4	23
Libraries (Ledy/Law)	5	4	2	2	2	0	14
Nursing	2	5	1	1	2	3	14
Science	16	12	12	11	6	8	65
CTL	0	2	2	2	1	0	7
OOL	1	1	2	0	1	0	5
ARC	3	0	5	2	0	3	13
TOTALS BY YEAR	66	80	72	54	30	34	336

*The totals include all processes including contract renewal, tenure/permanence and promotion. An updated report for 2023-2024 will be included in the Fall 2024 report.

Appendix 2

Table 2: UCAPT Report of Equity, Diversity, Inclusion, and Decolonizing (EDID) Data July 1, 2022-June 30, 2023 (2023-2024 data will be provided in the Fall 2024 report)

Provided by the Office of Human Rights, Equity and Accessibility November 2023

Applicants	# of aboriginal persons	# of persons with disabilities	# of sexual minorities	# of visible minorities	# of women	Total # of designated group members (do not double count individuals)*	Total # of all applicants (designated and non-designated)	Ratio of designated to non designated-group applicants
For Renewal	6	7	N/A	12	25	33	50	66.00%
For Tenure	4	8	N/A	8	17	24	31	77.42%
For Promotion	4	11	N/A	13	22	34	42	80.95%

*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 of 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**

5.2.1: **Senate Standing Committee Membership 2024-2025**

Item for: **Approval**

Forwarded by: **SGC Nominating Committee**

MOTION: **That the Senate Governance Committee recommend to Senate the approval of the Senate Standing Committees membership for 2024-2025.**

**See attached*

2024-2025
Senate Standing Committee Membership

Program Development Committee		
Member	Term	Notations
Provost and Vice President, Academic (or designate) – Ray Darling	Ex-officio	
Dean of Graduate Studies (or designate) – Patti Weir	Ex-officio	
Vice-Provost, Teaching and Learning (or designate) Allyson Skene	Ex-officio	
Faculty of Business Administration		
Fazle Baki* (S.2025)	2023-2025	
Faculty of Education		
Zuochen Zhang	2023-2025	
Faculty of Engineering		
Darryl Danelon	2023-2025	
Faculty of Human Kinetics		
Sarah Woodruff Atkinson	2024-2026	
Faculty of Law		
Gemma Smyth	2024-2026	
Faculty of Nursing		
Edward Cruz	2024-2026	
Faculty of Science		
Kenneth Ng	2023-2025	
Nurlan Turdaliev* (S.2025)	2023-2025	
Faculty of Arts Humanities & Social Sciences (at least one from Social Science & one from Arts)		
Arts/Humanities – Jeremy Worth	2023- 2025	
Arts/Humanities – Lionel Walsh* Chair (S.2025)	2024-2026	
Social Sciences – John Deukmedjian	2023-2025	
Librarian Representative		
Dave Johnston	2023-2025	
Student Representation (1 year terms)		
Five students (including at least one graduate, one part-time undergraduate, two full-time undergraduates) TBA (UWSA), TBA (UWSA), (GSS), TBA (OPUS), TBA Additional		

*At least three members must be members of Senate: 3 of 3 satisfied

Academic Policy Committee		
Member	Term	Notations
Associate Vice President Academic (or designate) Erika Kustra	Ex-officio	
Vice-Provost, Teaching and Learning (or designate) Jessica Raffoul (designate)	Ex-officio	
Faculty of Business Administration		
Karen Robson (S. 2025)	2023-2025	
Faculty of Education		
Juliet Bushi (S. 2025)	2024-2026	
Faculty of Graduate Studies		
Chitra Rangan* (S. 2025)	2024-2026	
Faculty of Engineering		
Jacqueline Stagner	2024-2026	
Faculty of Law		
Anneke Smit	2023-2025	
Faculty of Human Kinetics		
Sara Scharoun Benson	2023-2025	
Faculty of Nursing		
TBA	2024-2026	
Faculty of Science		
Isabell Barrette-NG* (S.2026)	2024-2026	
Faculty of Arts, Humanities & Social Sciences (One from Social Science & one from Arts/Humanities)		
Arts/Humanities – Maureen Muldoon* (S.2025)	2023-2025	
Kristina Nikolova	2024-2026	
Librarian Representative		
Adam Mulcaster	2023-2025	
Student Representation (1 year terms) Four students (including one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), TBA (GSS), TBA (OPUS)		

*At least three members must be members of Senate: 5 of 3 satisfied

Senate Student Caucus		
Member	Term	Notations
Associate Vice-President, Student Experience Shetina Jones	Ex-officio	
Director, Campus Services Shae Harasym	Ex-officio	
Faculty of Business Administration		
Peter Savoni* (S. 2025)	2024-2026	
Faculty of Education		
Michael MacDonald* (S. 2025)	2023-2025	
Faculty of Engineering		
Lindsay Miller	2024-2026	
Faculty of Law		
Ruth Kuras	2023-2025	
Faculty of Human Kinetics		
Sean Horton	2023-2025	
Faculty of Nursing		
Sherry Morrell	2023-2025	
Faculty of Science		
Tranum Kaur	2024-2026	
Faculty of Arts, Humanities & Social Sciences		
Natalie Atkin*, Chair (S.2025)	2023-2025	
Librarian Representative		
Sarah Glassford	2024-2026	
Student Representation (1 Year Terms) Eleven Students (2 graduate students, 2 part-time undergraduate, 4 full-time undergraduate, 1 international, 1 residence student, 1 student at large) (1 student from this group would be elected co-chair) TBA (GSS), TBA (GSS), TBA (OPUS), TBA (OPUS), TBA (UWSA), TBA (UWSA), TBA (UWSA), TBA (UWSA), TBA (International), TBA (Residence), TBA (Student At-Large)		

*At least three members must be members of Senate: 3 of 3 satisfied

Senate Governance Committee		
Member	Term	Notations
President (Chair) Rob Gordon	Ex-officio	
Provost and Vice President, Academic (or designate) Dr. Robert Aguirre	Ex-officio	
Vice-President, People, Equity, and Inclusion Clinton Beckford	Ex-officio	
Faculty of Business Administration		
Dave Bussiere	2023-2025	
Faculty of Education		
Ken Montgomery* (S. 2025)	2024-2026	
Faculty of Engineering		
Bruce Minaker* (S. 2025)	2024-2026	
Faculty of Law		
Reem Bahdi* (S.2025)	2024-20246	
Faculty of Human Kinetics		
Joel Cort	2023-2025	
Faculty of Nursing		
Debbie Sheppard-Lemoine* (S.2025)	2024-2026	
Faculty of Science		
Phi Dutton	2024-2026	
Faculty of Graduate Studies		
Patti Weir* (S. 2025)	2024-2026	
Faculty of Arts, Humanities & Social Sciences		
Dennis Jackson* (S.2025)	2024-2026	
Johanna Luft* (S. 2025)	2024-2026	
Representative – at- Large		
Nick Baker* (S. 2025)	2024-2026	
Librarian Representative		
Selinda Berg* (S. 2025)	2023-2025	
Student Representation (all vacant 1year terms) Five student Senate members (including at least one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), TBA (GSS), TBA (OPUS).		

*At least half must be members of Senate: 8 of 6 Satisfied

**University of Windsor
Senate Governance Committee**

5.2.2: **Discipline Appeal Committee, Procedures and Discrimination Committee, SGC Nominating Committee, SGC Special Appointments Committee, SGC Bylaw Review Committee)**

Item for: **Approval**

Forwarded by: **SGC Nominating Committee**

MOTION: That the 2024-2025 Discipline Appeal Committee, Procedures and Discrimination Committee, Special Appointments Committee, Nominating Committee, and Bylaw Review Committee memberships be approved.

Discipline Appeals Committee (2024-2025)

Chair: David Tanovich (2024-2026)

Faculty Member: Gina Pittman (2023- 2025)

2 Faculty Alternates

Dima Alhadidi (2023-2025)

Sarah Woodruff (2024-2026)

3 Student Representatives

TBA GSS (2024-2025)

TBA OPUS (2024-2025)

TBA UWSA (2024-2025)

Procedures and Discrimination Committee (2024-2025)

Chair: Anneke Smit (2024-2026)

Faculty Member: Patti Fritz (2024-2026)

Student Member: TBA UWSA (2023-2024)

2 Faculty Alternates

Rajesh Seth (2023-2025)

Zareen Amtul (2024-2026)

2 Student Alternates

TBA OPUS (2022-2023)

TBA GSS (2022-2023)

SGC Special Appointments Committee (2024-2025)

Core Membership

Shanthi Johnston, Co-Chair, Vice- President Research and Innovation

Robert Aguirre, Co- Chair, Provost and Vice-President Academic

Nihar Biswas, Senior Faculty Representative (Engineering)

Linda Rohr, Senior Faculty Representative (Human Kinetics)

Kenneth Drouillard, Senior Faculty Representative (Science)

Charlene Senn, Senior Faculty Representative (FAHSS)

TBA, Student Representative

TBA, Alternate Student Representatives

TBA, Alternate Student Representatives

TBA, Equity Assessor (Non-voting)

In the case of Honorary Degrees 1 Board of Governor member is included

Irene Moore Davis, Board of Governor Representative (term continues, as appointed by Board)

In the case of University Professors two senior members of the teaching staff of other universities are included

Bernhard Schlegel (Science, Wayne State University)

Charmaine Dean (VP, Research and International, University of Waterloo)

SGC Nominating Committee (2024-2025)

Robert Gordon

Erika Kustra

Isabelle Barrette-NG

Tom Najem

Ghallia Hasem – Student

TBA – Student Alternate

SGC Bylaw Review Committee (2024-2025)

TBA – Phil Dutton (Chair)

TBA – Jessica Raffoul

TBA – Patti Fritz

Ghallia Hashem (Student Representative)

Ms. Renée Wintermute (University Secretariat)

Student names will be provided by the UWSA, OPUS, and GSS.

**University of Windsor
Senate Governance Committee**

*5.2.3: **Senate Membership (2024-2025)**

Item for: **Information**

Forwarded by: **University Secretariat**

SENATE MEMBERSHIP 2024-2025

Updated: May 6, 2024

Ex officio members

1. R. Gordon- President (Chair)
2. R. Aguirre – Provost and Vice-President, Academic
3. S. Jones – Associate Vice-Provost, Student Experience
4. R. Darling – Registrar
5. S. Johnson – Vice-President Research and Innovation
6. C. Beckford – Vice-President People, Equity and Inclusion
7. C. Collier – Dean, Faculty of FAHSS
8. TBA – Dean, Faculty of Science
9. TBA - Dean, Odette School of Business
10. K. Montgomery – Dean, Faculty of Education
11. B. Van Heyst – Dean, Faculty of Engineering
12. L. Rohr – Dean, Faculty of Human Kinetics
13. R. Bahdi – Dean, Faculty of Law
14. D. Sheppard – LeMoine –_Dean, Faculty of Nursing
15. P. Weir – Dean, Faculty of Graduate Studies
16. S. Berg – University Librarian
17. J. Cappucci – President of Assumption University
18. J. Garbin – Principal of Canterbury College
19. N. King – Principal of Iona College
20. G. Hashem – President, University of Windsor Students Alliance (UWSA)
21. C. Baillargeon – President, Organization of PartTime University Students (OPUS)
22. A. Bhullar – President, Graduate Students Society (GSS)
23. E. Kustra – Associate Vice-President, Academic
24. F. Baki – Academic Colleague to COU

Faculty of Arts, Humanities and Social Sciences

1. M. Muldoon [to Sept 2025]
2. G. Salvato [to Sept 2025]
3. L. Walsh [to Sept 2025]
4. J. Luft [to Sept 2025]
5. K. Asquith [to Sept 2025]
6. N. Atkin [to Sept 2025]
7. S. Pender [to Sept 2025]

8. P. Fagan [to Sept 2025]
9. A. Nelson [to Sept 2026]
10. D. Jackson [to Sept 2026]
11. P. Selmi [to Sept 2026]

Odette School of Business

1. TBA [to Sept 2025]
2. J. Pathak [to Sept 2025]
3. K. Robson [to Sept 2026]
4. P. Savoni [to Sept 2026]

Faculty of Education

1. M. MacDonald [to Sept 2025]
2. J. Bushi [to Sept 2026]

Faculty of Engineering

1. A. Abdulhusein [to Sept 2025]
2. N. Van Engelen [to Sept 2025]
3. B. Minaker [to Sept 2026]
4. Y. Kim [to Sept 2026]

Faculty of Human Kinetics

1. S. Martyn [to Sept 2025]
2. TBA [to Sept 2026]

Faculty of Law

1. TBA [to Sept 2026]
2. TBA [to Sept 2026]

Faculty of Nursing

1. K. Pfaff [to Sept 2026]
2. N. Gionatti [to Sept 2026]

Faculty of Science

1. N. Turdaliev [to Sept 2025]
2. K. Drouillard [to Sept 2025]
3. K. Granville [to Sept 2025]
4. A. Swan [to Sept 2026]
5. S. Rondeau-Gagne [to Sept 2026]
6. Z. Kobti [to Sept 2026]
7. C. Rangan [to Sept 2026]
8. I. Barrette - Ng [to Sept 2026]

Library Representatives

1. R. Reka [to Sept 2025]
2. R. Luo [to Sept 2026]

Elected representatives-at-large (1 year terms)

1. N. Baker [to Sept 2025]
2. M. Lubrick [to Sept 2025]
3. M. MacArthur [to Sept 2025]
4. C. Mumme [to Sept 2025]

5. R. Nahdee [to Sept 2025]
6. J. Raffoul [to Sept 2025]
7. A. Skene [to Sept 2025]

Academic Professional [1 year term]

1. Cherie Gagnon [to Sept 2025]

Elected representative of the Faculty Association

1. TBA [to Sept 2025]

Elected representative of the Aboriginal Education Council

1. TBA [to Sept 2025]

Board of Governors Representatives

1. S. Cunningham [until Nov 2024]
2. S. Williams [until Aug 2024]

Appointed by the Alumni Association

1. J. Rondot [to Sept 2025]

Student Representatives (1 year term)

1. Aiden Carr (UWSA) [to April 2025]
2. Jana Jandal Alrifai (UWSA) [to April 2025]
3. Adam Merhab (UWSA) [to April 2025]
4. Walter Rischke (UWSA) [to April 2025]
5. Husam Morra (UWSA) [to April 2025]
6. TBA (UWSA) [to April 2025]
7. TBA (GSS) [to April 2025]
8. TBA (GSS) [to April 2025]
9. TBA (OPUS) [to April 2025]
10. TBA (OPUS) [to April 2025]

**University of Windsor
Senate Governance Committee**

*5.2.4: **UCAPT Membership (2024-2025)**

Item for: **Information**

Forwarded by: **University Secretariat**

UCAPT Membership
2024-2025

Erika Kustra, Associate Vice-President, Academic (ex-officio) (CHAIR)

Patti Weir, Dean, Graduate Studies (ex-officio)

Bill Van Heyst, Dean, Engineering (2023-2025)

Trevor Pitcher, Elected Faculty Representative, Science (2023-2025)

Jody Ralph, Elected Faculty Representative, Nursing (2023-2025)

Bonnie Stewart, Elected Faculty Representative, Education (2023-2025)

Cheryl Collier, Dean, FAHSS (2024-2026)

Linda Rohr, Dean, Human Kinetics (2024-2026)

Fazle Baki, Elected Faculty Representative, Business (2024-2026)

TBA, Elected Faculty Representative, Law (2024-2026)

TBA, Elected Faculty Representative, FAHSS (2024-2026)

TBA, Student Representation, OPUS (2024-2025)

TBA, Student Representation, GSS (2024-2025)

TBA, Student Representation, UWSA (2024-2025)

**University of Windsor
Senate Governance Committee**

5.3: **Proposed Revisions to Bylaw 42**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: That the proposed revisions to Senate Bylaw 42 be approved.

Proposed Revisions:

[changes are in bold and strikethrough]

The Faculty Council shall be composed of:

- 2.1.1 Dean of Graduate Studies;
- 2.1.2 Associate Dean, Graduate Studies;
- 2.1.3 Vice-President, Research and Innovation (or designate);
- 2.1.4 President of the Graduate Student Society;
- 2.1.5 University Librarian;
- 2.1.6 One graduate faculty representative from each non-departmentalized Faculty offering a graduate program and three graduate faculty representatives from each departmentalized Faculty offering a graduate program, selected by and from graduate coordinators in the Faculty.
- 2.1.7 Three decanal representatives, elected by the Faculty Deans;
- 2.1.8 Other members, to a maximum of two invited from the academic and/or administrative support services (non-voting);
- 2.1.9 Five additional student representatives from the Graduate Student Society

Rationale:

- The current composition of the Graduate Studies Council contemplates one graduate faculty representative from either “each discipline” or “group of disciplines” offering an OCGS (Quality Council) approved program.
- Over the years, graduate programs have advocated for representation for each graduate program. This has led not only to a graduate council that is very large, but a council where representation does not come from each graduate program.
- The graduate executive committee and the academic deans supported streamlining the composition of graduate council in compliance with the spirit of Bylaw 42 and consistent with the faculty:student ratio required of Senate Committees.
- All members are de facto voting members, unless stated otherwise.

**University of Windsor
Senate Governance Committee**

5.4: **Distinguished University Professor Criteria**

Item for: **Approval**

Forwarded by: **Special Appointments Committee**

MOTION: That the proposed revisions to the criteria and guidelines for awarding Distinguished University Professor be approved.

Proposed Revision:

The criteria for Distinguished University Professor is outlined in Bylaw 20:

1.4.1 Distinguished University Professor: A distinguished university professor is a member of the faculty of the rank of professor who has distinguished achievements in teaching and wide national and/or international reputation for scholarship or creative or professional accomplishment. A distinguished university professor retains the rights and responsibilities of a regular appointment at the rank of professor.

~~In adjudicating files, the Special Appointments Committee has further noted that the rank of Distinguished University Professor is typically awarded to senior scholars at the height of their career, who have distinguished achievements in teaching, and whose scholarly activities reflect a legacy of nationally and/or internationally-recognized research, scholarship or creative activity over the course of a full career.~~

Not counting retirees, no more than 3% of regular faculty members will be appointed as Distinguished University Professor at any one time, with a maximum of two new appointments annually.

Rationale:

- The language of “senior scholars” can imply an age requirement, rather than a focus on the candidate’s impact on teaching and national/international research and creative activity.
- A review of similar policies at Canadian universities and one US institution indicates criteria that focusses on “distinguished achievements”, “pre-eminent contributions”, “significant discipline impact”, or “exceptional scholarly activities”. In a few cases, there is reference to “sustained contributions”. When following-up with these institutions, there was no particular number or length of time associated with the review of files. One announcement noted the individual’s contribution over a period of 15 years, though this was not part of the criteria.
- Rather than specify “senior scholars at the height of their career”, the focus should be on national and international impact of research and excellence in teaching.
- Adding a limit to the number DUPs awarded emphasizes the distinguished/exceptional nature of the award. For instance:

York	Generally not more than two annually; and no more than 30 at any one time
Western	Capped at 3% of the full-time tenured or probationary faculty members
Queen's	Limited to approximately one percent of academic appointments

Waterloo	Not counting retirees, it is anticipated there will be one University Professor for approximately every 60 full-time regular faculty members, with at most two appointments each year
McMaster	Restricted to no more than 2% of all full-time faculty members, with a maximum of five new titles conferred annually.
Ottawa	No more than 20 regular tenured faculty, at any one time
USaskatchewan	Not more than thirty individuals hold the title at any given time.
UVictoria	No more than 2% of total regular faculty at any time, ensuring at least one position per Faculty.
UManitoba	Up to three people annually, with no more than twenty-five professors holding the title at one time.
Ohio State	One to three appointments awarded annually.

https://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/dups_awarded.pdf

**University of Windsor
Senate Governance Committee**

5.5: Senate Information Sessions (2024-2025)

Item for: **Information**

Select Senate Information Sessions topics for 2024-2025.

Confirmed Upcoming Senate Information Sessions

May 24, 2024: International Risk Strategy and Success
November 1, 2024: Curriculum Development (CTL)

Current list of possible Strategic Items for Senate discussion

- 1) University and College Partnerships
- 2) Work Integrated Learning
- 3) Individual Faculty plans and strategies
- 4) Entrepreneurship
- 5) Knowledge mobilization
- 6) Continuing Education
- 7) Future of Education (open discussion on differing approaches to teaching, learning, and evaluations; the purpose of education; and what student success means)
- 8) Strategic Academic and Research Planning (Consultation)

Proposal to reduce the number of Senate Information Sessions from 7 to 5. Participation is reduced in late Winter term and early Spring term given the busy time of year and number of conferences.

2023-2024

Topic	Date / Time / MS Teams Link	SIS Attendees	Views Post-SIS
Generative AI	November 3, 2023, 2:00pm	48	19
Blue Ribbon Panel - Overview and Next Steps	December 1, 2023, 2:00pm	39	11
Mental Health Strategy	February 2, 2024, 2:00pm	34	15
SEM Plan	March 1, 2024, 2:00pm	32	13
Strategic Academic Plan and Strategic Research Plan	April 5, 2024, 2:00pm	32	2
Student Retention/Success PART 1 / PART 2	May 3, 2024, 2:00pm	31	1
International Risk Strategy and Success	May 24, 2024, 2:00pm		

2024-2025

Topic	Date / Time / MS Teams Link
Curriculum Development	November 1, 2024, 2:00pm
	December 6, 2024, 2:00pm
	February 7, 2025, 2:00pm
	March 7, 2025, 2:00pm
Strategic Academic and Research Plan	April 4, 2025, 2:00pm

**University of Windsor
Senate Governance Committee**

5.6: **Senate Academic Continuity Policy**

Item for: **Discussion/Approval**

MOTION: That the Senate Academic Continuity Policy be approved.

Academic Continuity Policy

Upon declaration of an emergency by the President, one or more of the following alternate academic provisions may be implemented for the duration of the emergency. Within 72 hours of the declaration, the Senate shall confirm or amend which of the alternate academic provisions identified below will apply to the emergency in question, taking into account the nature, level, and impact of the emergency on members of the University community and/or University operations:

Alternate Academic Provisions:

- [1] A suspension of Senate Bylaw 54 Undergraduate Academic Evaluation Procedures 54.1 to 54.2.17 and Senate Bylaw 55 Graduate Academic Evaluation Procedures to allow for greater flexibility in the evaluation of student performance and recording of grades provided that the intent of the bylaws is respected.
- [2] Provide for faculty, after approval by the Dean (or designate), to redesign courses (including prerequisite requirements and course learning outcomes), change course syllabi, alter the mode of delivery of classes (including contact hours) to online, and make any changes to academic evaluation that deviate from Senate Bylaws 54 and 55 pursuant to clause [1], provided that the learning outcomes of the program can still be met.
- [3] To implement the compassionate grading policy for the semester(s) in which the emergency occurred, allowing eligible students to select from three options once final grades are in, as follows:
 1. To retain the final course grade assigned by the instructor
 2. To request a Pass/ Non-Pass grade for one course based on the minimum required passing grade in their program or course; or,
 3. To voluntarily withdraw from a course or courses without academic penalty.
- [4] To allow for the alteration of semester timetables, class schedules, co-op/internship placements, and examination periods.
- [5] To allow the Registrar to work in conjunction with Deans (or designate), or the Director of Experiential Learning (or designate) for co-op/internship programs, to make any necessary accommodations to allow eligible students to register in the programs to which they have been admitted.
- [6] To allow faculty members to choose whether to include Student Perceptions of Teaching (SPT) scores for courses they taught during the emergency period in their RTP/RPP and performance review processes.
- [7] Following approval by the relevant Dean, to waive other Senate bylaw or policy provisions which impact academic regulations, courses, and degree progression, provided that the academic integrity of the course and degree is upheld.

- [8] To move to online meetings and/or e-votes for Senate or Senate Committee matters, where in-person attendance is limited or prohibited.

An emergency is defined as any actual or potential natural or human-caused event that creates an urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, or the property of the University, or disrupts the normal business operations of the University. This policy does not apply to collective bargaining labour disruptions. (For information on other emergency policies, click here (to be provided))

The Senate Governance Committee will review the Senate Academic Continuity Plan annually, with amendments to Senate, as appropriate.

Rationale:

- Based on feedback received by Senators and others, the following revisions were made:
 - The name of the policy was changed to reflect the focus on academic continuity when faced with an emergency situation and limit conflation with the broader University's emergency plan, of which this policy would form a part, as needed. The name of the policy is also consistent with other universities.
 - The review of the provisions initiated by the emergency under the policy will be conducted by Senate, rather than the Senate Governance Committee with the timeline set at 72 hours in case the emergency occurs on a Friday.
 - Add wording clarifying that this policy does not apply to collective bargaining labour disruptions.
- It is essential that the University be able to react quickly in emergency situations and provide as much certainty and clarity on the path forward to faculty, staff, and students. The Senate Academic Continuity Policy is a critical part of this.
- Rather than scrambling to address academic concerns or disruptions in the event of an emergency through ad hoc measures, which may not be effective if constrained by policies and bylaws, there should be a standard policy governing such situation.
- The COVID-19 pandemic and cybersecurity incident provided Senate with an opportunity to review and refine the alternate academic plans it deemed suitable in the event of an emergency.
- The proposed plan mimics the plans in place for the COVID-19 pandemic and cybersecurity incident, while providing a definition for emergency (based on Western's and Waterloo's definitions, with other universities having similar definitions), specifically including details on the compassionate grading policy, removing redundancy and clarifying language, and adding a review by Senate.
- The policy aims to provide a framework for academic flexibility in emergency situations. It is one piece (a sub-plan) of a broader institutional emergency plan which will define levels of emergency and include additional emergency operational sub-plans.
- The policy provides flexibility to instructors and students.
- Categories/levels of emergencies are being defined in the broader institutional emergency plan. It is important to note that not all emergencies that would fall under the same category or level would result in the same academic provisions. Emergencies classified at the same level may require different types of responses and academic provisions depending on the nature, extent, and duration of the emergency. Likewise, emergencies of the same nature may require different types and length of responses depending on the nature and extent of the impact/damage. (Eg, tornado impacting one building vs impacting all campus). Further a lower level emergency with a longer duration may require more extensive or focussed academic, than a higher level emergency such as an active attacker which may last a few hours and not require any alternate academic provisions. For the purpose of the academic continuity policy, having the levels of emergencies defined is not material as the Senate will confirm the appropriate academic provisions for the emergency in question, regardless of classification, taking into account the nature and extent of the emergency.