

NOTICE OF MEETING

There will be a meeting of the Senate Governance Committee

on **Wednesday, May 18, 2016 at 2:30p.m.**

Room 209/211 Assumption Hall

A G E N D A

- | | | |
|----------|--|--|
| 1 | Approval of Agenda | |
| | 1.1 Unstarring agenda items | |
| 2 | Approval of the minutes of the meeting of January 19, 2016.
E-vote of March 18, 2016 | SGCm160119
SGC160318E |
| 3 | Business arising from the minutes | |
| 4 | Outstanding Business/Action Items | |
| | 4.1 Committee Membership | |
| | 4.1.1 Senate Standing Committees | Alan Wildeman-Approval
SGCa160518-4.1.1 |
| | 4.1.2 Judicial Panel | Alan Wildeman-Approval
SGCa150519-4.1.2 |
| | 4.1.3 Discipline Appeal Committee | Alan Wildeman-Approval
SGCa160518-4.1.3 |
| | 4.1.4 Procedures and Discrimination Committee | Alan Wildeman-Approval
SGCa160518-4.1.4 |
| | 4.1.5 Nominating Committee | Alan Wildeman-Approval
SGCa160518-4.1.5 |
| | 4.1.6 Special Appointments Committee | Alan Wildeman-Approval
SGCa160518-4.1.6 |
| | 4.1.7 Bylaw Review Committee | Alan Wildeman-Approval
SGCa160518-4.1.7 |
| | 4.2 Distinguished University Professor (<i>In-Camera</i>) | Alan Wildeman-Approval |
| 5 | Bylaw Business | |
| | 5.1 Revisions to Bylaw 51 including Multiple Final and Term Evaluations
Over a 24-hour Period | Katherine Quinsey-Approval
SGCa160518-5.1 |

5.2 Revisions to Bylaw 32	Katherine Quinsey-Approval SGCa160518-5.2
5.3 Revisions to Bylaw 23	Katherine Quinsey-Approval SGCa160518-5.3
5.4 Revisions to Bylaw 22	Katherine Quinsey-Approval SGCa160518-5.4
5.5 Revisions to Bylaw 20	Katherine Quinsey-Approval SGCa160518-5.5
5.6 Revision to Bylaw 10 – Approval Process	Douglas Kneale-Discussion
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**

4.1.1: Senate Standing Committees

Item for: Approval

Forwarded by: Nominating Committee

MOTION: That the Senate Governance Committee recommend to Senate the approval of the Senate Standing Committees membership for 2015-2016.

**See attached*

Program Development Committee *		
Member	Term	Notations
Provost and Vice President, Academic (or designate) Dr. Douglas Kneale	Ex-officio	
President Dr. Alan Wildeman	Ex-officio	
Dean of Graduate Studies (or designate) Dr. Patricia Weir	Ex-officio	
Vice-Provost, Teaching and Learning (or designate) Dr. Erika Kustra (designate)	Ex-officio	
Faculty of Business Administration		
Dr. Maureen Gowing (S-2017)	2015-2017	
Faculty of Education		
Dr. Larry Glassford	2015-2017	
Faculty of Engineering		
Dr. Edwin Tam (S-2017)	2015-2017	
Faculty of Human Kinetics		
Dr. Marijke Taks (S-2017)	2016-2018	
Faculty of Law		
Ms. Maggie Liddle	2016-2018	
Faculty of Nursing		
Dr. Jamie Crawley	2016-2018	
Faculty of Science		
Dr. Zhiguo Hu	2015-2017	
Dr. Nurlan Turdaliev (S-2017)	2015-2017	
Faculty of Arts Humanities & Social Sciences (at least one from Social Science & one from Arts)		
Arts/Humanities - Prof. Lionel Walsh (S-2017) Chair	2015-2017	
Social Sciences – Dr. Maureen Muldoon (S-2017)	2016-2018	
Social Sciences - Dr. Valerie Dr. Scatamburlo-D’annibale	2015-2017	
Librarian Representative		
Mr. Pascal Calarco	2016-2017	
Student Representation (1 year terms) Five students(including at least one graduate, one part-time undergraduate, two full-time undergraduates) TBA (UWSA), TBA (UWSA), Mr. Dariush Karimi (GSS), Mr. Hussein Elnimairi (OPUS), TBA () (additional).		

***At least three members must be elected members of Senate.**

Academic Policy Committee		
Member	Term	Notations
Associate Vice President Academic (or designate) Prof. Jeff Berryman	Ex-officio	
President Dr. Alan Wildeman	Ex-officio	
Vice-Provost, Teaching and Learning (or designate) Dr. Erika Kustra (designate)	Ex-officio	
Faculty of Business Administration		
Dr. Fazle Baki	2015-2017	
Faculty of Education		
Dr. Karen Roland	2016-2018	
Faculty of Graduate Studies		
Dr. Katherine Quinsey (S-Ex-officio)	2015-2017	
Faculty of Engineering		
Dr. Shervin Erfani (S-2017)	2016-2018	
Faculty of Law		
Prof. John Weir	2015-2017	
Faculty of Human Kinetics		
Dr. Scott Martyn	2015-2017	
Faculty of Nursing		
Dr. Lorna de Witt	2016-2018	
Faculty of Science		
Dr. Phil Dutton (S-2017) Chair	2016-2018	
Faculty of Arts, Humanities & Social Sciences (One from Social Science & one from Arts)		
Arts/Humanities – Dr. Antonio Rossini	2015-2017	
Social Sciences – Dr. Alan Scoboria (S-2018)	2016-2018	
Librarian Representative		
Ms. Joan Dalton	2015-2017	
Student Representation (1 year terms) Four students(including one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), Mr. Dariush Karimi (GSS), TBA (OPUS)		

***At least three members must be elected members of Senate.**

Senate Student Caucus		
Member	Term	Notations
Associate Vice-President, Student Experience Mr. Ryan Flannagan	Ex-officio	
President Dr. Alan Wildeman	Ex-officio	
Director, Campus Services Mr. Dave McEwen	Ex-officio	
Faculty of Business Administration		
Dr. Gurupdes Pandher (S-2017)	2016-2018	
Faculty of Education		
Dr. Geri Salinitri	2015-2017	
Faculty of Engineering		
Dr. Jennifer Johrendt	2016-2018	
Faculty of Law		
TBA	2016-2017	
Faculty of Human Kinetics		
Dr. Ryan Snelgrove	2015-2017	
Faculty of Nursing		
Ms. Kathy Pfaff	2015-2017	
Faculty of Science		
Dr. Ziad Kobti (S-2018) Chair	2016-2018	
Faculty of Arts, Humanities & Social Sciences		
Arts/Social Sciences/Humanities– Dr. Tina Pugliese (S-2017)	2016-2018	
Librarian Representative		
Ms. Sharon Munro	2016-2018	
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) Ms. Nusrat Tarin Chowdhury (GSS), Mr. Chaitanya Dharwa (GSS), Mr. Aftab Anwar (OPUS), Ms. Bernarda Doctor (OPUS), TBA (UWSA), TBA (UWSA), TBA (UWSA), TBA (UWSA), TBA (International), TBA (Residence), TBA (Student At-Large)		

***At least three members must be elected members of Senate.**

Senate Governance Committee		
Member	Term	Notations
President (Chair) Dr. Alan Wildeman	Ex-officio	
Provost and Vice President, Academic (or designate) Dr. Douglas Kneale	Ex-officio	
Faculty of Business Administration		
Dr. Gurupdes Pandher (S-2017)	2015-2017	
Faculty of Education		
Dr. Darren Stanley (S-2017)	2016-2018	
Faculty of Engineering		
Dr Majid Ahmadi (S-2018)	2016-2018	
Faculty of Law		
Dr. Chris Waters (S-Ex-officio)	2016-2018	
Faculty of Human Kinetics		
Dr. Michael Khan (S-Ex-officio)	2016-2017	
Faculty of Nursing		
Dr. Linda Patrick (S-Ex-officio)	2015-2017	
Faculty of Science		
Dr. Chuck Macdonald (S- Ex-officio)	2016-2018	
Faculty of Graduate Studies		
Dr. Katherine Quinsey (S-Ex-officio)	2016-2018	
Faculty of Arts, Humanities & Social Sciences		
Arts/Humanities – Dr. Joanna Luft (S-2017)	2016-2018	
Social Sciences – Dr. Shelagh Towson	2016-2018	
Librarian Representative		
Mr. Pascal Calarco	2015-2017	
Student Representation (all vacant 1 year terms) Five student Senate members (including at least one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), Ms. Nusrat Tarin Chowdhury (GSS), Dr. Ed King (OPUS).		

***At least half must be elected members of Senate.**

**University of Windsor
Senate Governance Committee**

4.1.2: **Judicial Panel**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: That the Judicial Panel membership be approved.

*****Changes to Bylaw 31 were approved on March 13, 2015. The 2015 changes affected the composition of the Judicial Panels, of which there were three plus the Student Affairs Judicial Panel. The 3 Judicial Panels dealing with academic matters no longer exists. However, Senate has agreed that until the Board of Governors considers the new non-academic misconduct process the old process last approved October 10, 2014 should be used. Thus, membership to one Student Affairs Judicial Panel outlined below is necessary, since the number of case's is reduced by dealing with non-academic cases only.**

Excerpt from Bylaw 31(Previously approved bylaw 31)

5.2.3 "Judicial Panel" shall mean "Student Affairs Judicial Panel". The Student Affairs Judicial Panel shall be composed of **one faculty member (chair), one staff member, and one student member.** The membership of Student Affairs Judicial Panels shall be the membership of Judicial Panels with a staff member appointed in place of the faculty member. **Staff members shall be appointed to Student Affairs Judicial Panels from a list of six staff members recommended by the Provost and approved by the Senate Governance Committee.** The President may appoint a replacement for a member of the Student Affairs Judicial Panel or pool of alternates, where the individual is unable to serve, or in other extenuating circumstances, bearing in mind the constituency represented by that member.

*Representatives do not have to be Senate members.

1 Student Affairs Judicial Panel

Faculty Member as Chair: Prof. Myra Tawfik (2016-2017)
Staff Member: (Chosen from a list of six staff members, see below)
Student Member: Mr. Hussein Elnimairi (2016-2017) OPUS

Student Alternate Member: Ms. Brinda Tank (2016-2017) (GSS)

Student Alternate Member: TBA (2016-2017) (UWSA)

6 Staff Members for Non-Academic Misconduct Cases

Mike Houston	International Student Centre
Marty Lowman	Student Success Centre
Kerri Zold	Co-op, Career and Employment Services
Jane Sylvester	Co-op, Career and Employment Services
Alison Samson	Faculty of Graduate Studies
Diane Rawlings	Residence Services
<u>Alternate</u>	
Lynn Charron	Residence Services/Student Success Centre

******All staff members listed above have been vetted by Dr. Douglas Kneale and Dr. Clayton Smith. Confirmation of the willingness and availability have been vetted by each staff members supervisor.**

**University of Windsor
Senate Governance Committee**

4.1.3: **Discipline Appeal Committee**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: **That the Discipline Appeal Committee membership be approved.**

Excerpt from Bylaw 31

The two faculty members (one of whom shall be appointed as chair) shall be appointed by the Senate Governance Committee for two-year terms. Two faculty member alternates shall also be appointed by the Senate Governance Committee for two-year terms, as possible replacements where an appointed faculty member is unable to serve. Faculty members, including ancillary academic staff as learning specialists holding a regular appointment and professors/associate professors emeriti are eligible to serve on the Discipline Appeal Committee.

The University of Windsor Students' Alliance, the Graduate Students Society, and the Organization of Part Time University Students shall each provide the name of one student to the Senate Governance Committee for consideration and appointment to the Discipline Appeal Committee for one-year terms. The student serving on the Discipline Appeal Committee for a given case shall be selected from this pool and should normally represent the constituency of the student against whom the allegation is made, subject to availability.

*Representatives do not have to be Senate members.

Discipline Appeal Committee

Chair: **Prof. Reem Bahdi** (2016-2018)
Faculty Member: **Ms. Grace Liu** (2016-2018)
Student Member: **Mr. Chaitanya Dharwa** (GSS) (2016-2017)

2 Faculty Alternates

Faculty Alternate #1: **Mr. Michael Potter** (2016-2018)
 Faculty Alternate #2: **Dr. Maureen Muldoon** (2016-2018)

2 Student Alternates

Student Alternate #1: **Dr. Ed King** (OPUS) (2016-2017)
 Student Alternate #2: **TBA** (UWSA) (2016-2017)

**University of Windsor
Senate Governance Committee**

4.1.4: **Procedures and Discrimination Committee**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: That the Procedures and Discrimination Committee membership be approved.

Excerpt from Bylaw 32

1. Procedures and Discrimination Committee

1.1 There shall be a Procedures and Discrimination Committee whose membership shall be approved by the Senate Governance Committee. The Procedures and Discrimination Committee shall hear petitions from students on the grounds of discrimination, bias, sexual or other forms of harassment and procedural irregularities, regarding academic instruction, evaluation, or appeals, and shall have final and binding jurisdiction over such matters.

1.2 The Procedures and Discrimination Committee shall be composed of **two faculty members**, appointed for a two-year term (one of whom shall be appointed as chair), and **one student**, appointed for a one-year term. **Two faculty member alternates** shall also be appointed by the Senate Governance Committee for a two-year term. The student appointed to the Procedures and Discrimination Committee and **two student alternates** shall be selected by the Senate Governance Committee from a list of nominees submitted annually by the University of Windsor Students' Alliance, the Graduate Students' Society and the Organization of Part Time University Students. The President of the University may appoint a replacement for a member of the Procedures and Discrimination Committee or pool of alternates, where the individual is unable to serve, or in other extenuating circumstances, bearing in mind the constituency represented by that member.

*Representatives do not have to be Senate members.

Procedures and Discrimination Committee

Chair: Prof. Bruce Elman (2016-18)
Faculty Member: Dr. Kimberly Calderwood (2015-2017)
Student Member: Mr. Aftab Anwar (OPUS) (2016-2017)

2 Faculty Alternates

Dr. Anne Forrest (2016-2018)
Ms. Anna Farias (2015-2017)

2 Student Alternates

Mr. Chaitanya Dharwa (GSS) (2016-2017)
TBA (UWSA) (2016-2017)

**University of Windsor
Senate Governance Committee**

4.1.5: **Nominating Committee**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: **That the Nominating Committee membership be approved.**

Composition

Chair of Senate

Provost and Vice-President, Academic

Two faculty members

One student representative & Alternate

Membership 2016-2017

Dr. Alan Wildeman

Dr. Douglas Kneale

Dr. Barbara Zielinski - Faculty

Dr. Tom Najem – Faculty

TBA – Student

Ms. Bernarda Doctor – Student

**University of Windsor
Senate Governance Committee**

4.1.6: **Special Appointments Committee Membership**

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: That the Special Appointments Committee membership be approved.

Excerpt from Bylaw 3

1.2.3.3.5 establishing a Special Appointments Sub-Committee composed of the President, Chair, the Provost and Vice-President, Academic, **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 shall be added to the sub-committee.

2016-2017 Membership

Core Membership

Dr. Alan Wildeman, President and Chair
Dr. Douglas Kneale Provost and Vice-President Academic
Dr. Charles MacDonald, Senior Faculty Representative
Dr. Robin Wright, Senior Faculty Representative
Dr. Alan Richardson Senior Faculty Representative
Dr. Christopher Tindale, Senior Faculty Representative
 TBA, Student Representative,
Dr. Bernarda Doctor, Alternate Student Representative
 TBA Equity Assessor (Non-voting)

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

Ms. Marilyn Farough, Board of Governor Representative

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

Dr. Melba Boyd
Dr. David Bentley

**University of Windsor
Senate Governance Committee**

4.1.7: Bylaw Review Committee

Item for: Approval

Forwarded by: Nominating Committee

MOTION: That the Bylaw Review Committee membership be approved.

Bylaw Review Committee

Dr. Charles Macdonald
Dr. Katherine Quinsey (chair)
Mr. R. J. D'Aguilar (for student related bylaws)
Ms. Renee Wintermute

The Bylaw Review Committee is a subcommittee of the Senate Governance Committee. Subcommittee terms are in affect until they have completed the mandate assigned to them.

**University of Windsor
Senate Governance Committee**

5.1: **Revisions to Bylaw 51 including Multiple Final and Term Evaluations Over a 24-hour Period**

Item for: **Approval**

Forwarded by: **Academic Policy Committee and SGC Bylaw Review Committee**

MOTION: That the Senate Governance Committee recommend to Senate approval of the proposed revisions to Bylaw 51 and the deletion of the Policy on Multiple Final Exams in One Calendar Day.

Proposed Revisions to Bylaw 51: Academic Evaluation Procedures

- **Change “evaluative” to “evaluation” in 1.5 and 1.5.1**

- **Revise 1.5.1**

1.5.1 [...]

With the exception of distance education courses, grading policies that effectively allow a single evaluation procedure to be worth the entire course (i.e., a student who fails this assignment fails the course, regardless of the total grade received for other assignments) are not permitted.

Deleted: result in a failing course grade should a certain mark level not be achieved on the final examination or other evaluative procedure,

- **Add 1.5.2 [Taken verbatim from policy on multiple final exams in one calendar day, with new revisions in track changes]**

1.5.2 A student scheduled to write three final examinations in consecutive time slots over a 24-hour period or three final examinations in one calendar day may apply, no later than the fourth week of classes, 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, by the end of the eighth week of classes. Where permission has been granted, instructors shall provide an alternate examination. 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.

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- **Add 1.5.3**

1.5.3 A student who has three or more major in-term evaluations scheduled or due within a 24-hour period has the right to seek an appropriate accommodation (such as a due date extension, alternative assignment, or rescheduled test). Such a request shall not be unreasonably denied. In the case where the matter cannot be resolved between the instructor and the student, the final determination will rest with the Head of the Department offering the course.

[Subsequent paragraphs will be renumbered accordingly]

- **Revise 2.6.2 and 2.6.4**

2.6.2 A student who wishes to receive consideration [...] should communicate with the Head of the AAU offering the course and the Faculty of Graduate Studies [...]. A letter of rationale [...] must be submitted to the Faculty of Graduate Studies forthwith and will be forwarded to the Head of the AAU offering the

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course. [...]

2.6.4 Following receipt of the letter of rationale and supporting documents, and until the Dean of Graduate Studies has communicated his/her decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of Graduate Studies shall communicate his/her decision to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents.

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Rationale:

- At the Senate meeting on April 10, 2015, members noted that the stress on students with an afternoon, evening and morning exam, mirrors the stress of having three exams in one calendar day. The general consensus of Senate was for APC to revisit the policy *Multiple Final Examinations in One Calendar Day* with a view to addressing accommodation for students who have *three consecutive final exam slots* within 24 hours, and extending this to mid-terms. APC was also asked to consider developing a definition for mid-term exams. Because of the number of ways that mid-terms are defined across Faculties and disciplines, the latter was addressed by referring to in-term evaluations.
- Adoption of 'in-term' rather than 'mid-term' acknowledges that evaluation procedures are conducted at many points in time over the course of an academic semester, not solely at mid-term.
- Given the many pressures on students, having more than two in-term evaluations in a 24-hour period arguably may result in an unfair and inaccurate assessment of a student's knowledge. This policy recognizes that the purpose of evaluations is to assess student learning and acknowledges that there are times when the logistics of assessment load (and other factors) make it so that attaining this end is questionable.
- An example of a reasonable denial of an application would be where a student is applying for an extension on a group project. It would be reasonable to deny such a request, since it would impact other students in the group.
- Note: Bylaw 51 already states that instructors are required to hold mid-term evaluations during class time unless there are exceptional circumstances. (See bylaw 51, paragraph 1.9) Also, instructors are to notify students of the dates of evaluation procedures by the first day of classes, with changes possible only up until the 2nd week of classes. (See bylaw 51, paragraph 1.2.2)
- Consideration should be given to including in the list of important dates published by the Office of the Registrar, the deadline date for requesting to have a final examination moved to an alternate exam date based on Bylaw 51, section 1.5.2.
- In keeping with the streamlining of policies and bylaws begun by APC last year, the revisions have been incorporated into bylaw 51 and, if they are approved, the policy on multiple final exams in one calendar day will be deleted to avoid duplication.
- Because the change will be incorporated into Bylaw 51, the proposed wording was subsequently reviewed by the Bylaw Review Committee.
- With regard to the last paragraph under 1.5.1, the original wording was convoluted. The Bylaw Review Committee is proposing clearer wording. There is no change in policy or intent.
- With regard to the change to 2.6.2, There is a lot of confusion surrounding the formal requests for *Considerations for Health, Bereavement, or Extenuating Circumstances*. While this process is to be initiated in the Office of the Registrar it often ends up getting sent to our office. Given that the document finishes in the Faculty of Graduate Studies, it would be best if the process began in the Faculty of Graduate Studies, allowing better tracking of requests that are being sent to the departments to ensure that all applications for consideration are processed and completed. This would provide consistency to the process and allow the appropriate level of monitoring.

Note:

In 2015 Fall, 57 students had 3 consecutive exams in a 24-hour period and 61 students had 3 exams on the same calendar day.

In 2015 Fall, 6 students with 3 exams on the same day made requests.

In 2014 Fall, 94 students had 3 consecutive exams in a 24-hour period and 84 students had 3 exams on the same calendar day.

In 2014 Fall, 20 students with 3 exams on the same day made request.

**University of Windsor
Senate Governance Committee**

5.2: **Revisions to Bylaw 32**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: **That the Senate Governance Committee recommend to Senate approval of the proposed revisions to Bylaw 32.**

Proposed Revisions to Bylaw 32

Change: “academic instruction, evaluation and appeals” to “academic instruction, academic evaluation and academic grade appeals” and “Senate Secretariat” to “University Secretariat”

Add: “For the purpose of this bylaw, all communications (including signatures, notices, memos, invitations, decisions, etc.) may be electronic.”

Revise Sections 3, 5 and 6:

[...]

3.1.1 Following the investigation conducted under 3.1, the Committee shall normally attempt to resolve the matter informally, where appropriate, ~~or, with the consent of the parties involved, refer the matter to mediation. (see Bylaw 31, section 3.3.1, for Mediation procedures)~~

3.2 Conduct of Hearings

3.2.1 The parties shall be given at least ten calendar days’ written notice of the hearing unless this right is waived. The notice shall be deemed to have been received by the parties three working days after it has been sent. ~~The notice of the hearing shall be sent by expedited mail or couriered delivery and by electronic mail to the student’s last known mailing and email addresses as recorded in the Student Information System.~~

3.2.2 The parties shall have the right to have an advisor or counsel present at a hearing.

3.2.3 The parties shall have the right to present evidence in support of their cases. They ~~and~~ shall have the right to full disclosure of any evidence upon which the parties will rely, including lists of witnesses. The parties shall normally exchange such evidence a minimum of ~~submitted prior to, or during the hearing. Evidence submitted in support of either case shall be submitted to the Senate Secretariat seven calendar days prior to the hearing. The Senate Secretariat shall distribute, to the parties involved in the hearing, copies of all the evidence submitted. Parties shall be permitted to exchange new evidence that comes to light in the period between this deadline date and the last working day before the hearing, and may present, at the hearing, a revised list of witnesses and/or additional documentary evidence~~ The parties shall also have the right to testify and call witnesses, and with the permission of the Chair of the Procedures and Discrimination Committee and where the interests of justice warrant it, to present additional documentary evidence at the hearing. The individual presenting the additional evidence shall provide copies of this additional documentary evidence to The parties shall come to the hearing with five copies of the evidence upon which they will rely for the Procedures and Discrimination Committee, ~~and~~ the other party at the hearing, and the official file in ~~shall file a copy with the Senate~~ University Secretariat.

[...]

3.2.4.9 All hearings shall be audio-recorded ~~taped~~ and shall provide an accurate record of the proceedings. Any party to the hearing may request a copy of the ~~tape~~ recording solely upon official proof of the intent to file for a judicial review of the proceedings. Audio-recordings released to the parties may not be copied or distributed. Files and audio-tapes shall be kept, in confidence, for one ~~four~~ years following the date of the hearing, in the ~~Senate~~ University Secretariat, and shall be disposed of thereafter, provided that they have been kept for a minimum of one year beyond their last use. Costs involved in the copying of tapes and any transcription shall be borne by the party requesting a copy or transcription of a tape.

[...]

5. The Ruling of the Procedures and Discrimination Committee

5.1 Within fifteen calendar days of the conclusion of the investigation or the hearing, as the case may be, the Chair of the Committee shall, ~~by expedited mail or couriered delivery~~, report its decision to the parties and to the President ~~to the hearing of its decision and shall report through the Senate~~ University Secretariat ~~to the President of its decision.~~

[...]

6. Report to Senate

Matters before the Committee are confidential, subject to 3.4. The Chair of the Procedures and Discrimination Committee shall present an annual report to Senate summarizing the proceedings under this bylaw (if any), including a broad summary of the cases heard by and dispositions of the Committee under 3.2, along with any recommendations. The reports filed in the ~~Senate~~ University Secretariat, relating to these matters, shall be made available to the Chair for this purpose.

Rationale:

- While it is grammatically correct as written, the phrase “academic instruction, evaluation and appeals” is being changed to remove any ambiguity that the word “academic” must be read with every other word in that phrase.
- Housekeeping changes to reflect the name of the office which was changed to University Secretariat in 2009.
- Mediation Services no longer exists and the provision in Bylaw 31 was removed last year due to this.
- Changes in the paragraphs under 3.2 ensure consistency with the revised Bylaw 31.
- Changes to 5.1 make it clear that a decision must be issued within fifteen days after the close of an investigation (where there is no hearing). Currently, there is no deadline specified.
- Change to section 6 reiterates that matters are confidential and that any report to Senate should provide only a broad summary.

**University of Windsor
Senate Governance Committee**

5.3: **Revisions to Bylaw 23**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION: **That the Senate Governance Committee recommend to Senate approval of the proposed revisions to Bylaw 23.**

Proposed Revisions to Bylaw 23

2.2 Candidates for tenure and promotion to Associate Professor may follow the AAU criteria and standards in place at the time of their initial appointment or any AAU criteria and standards approved thereafter. Candidates for promotion to Professor must follow the criteria and standards in place at the time of the submission of their application.

Rationale:

- Clarification about which criteria can be used when applying for promotion. The notion is that if a tenured Associate Professor was hired in 1998 and is now submitting an application for full Professor, the criteria in place in 1998 may be outdated and s/he should follow more current criteria.

University of Windsor
Senate Governance Committee

5.4: Revisions to Bylaw 22
Item for: Approval
Forwarded by: SGC Bylaw Review Committee

MOTION: That the Senate Governance Committee recommend to Senate approval of the proposed revisions to Bylaw 22.

Proposed Revisions to Bylaw 22: Committees and Procedures on Renewal, Tenure and Promotion

[...]

4.3 Performance Reviews
Performance Review reports completed by the AAU Head must address the specific AAU-approved criteria and standards.

[...]

4.4 Renewal, Tenure and Promotion

4.4.1 By October 15, all elements of the performance review process under 4.3 shall be completed and the AAU Head shall review with the appropriate faculty member his or her work and achievement over the past year including the Performance Review of the faculty member and any response of the faculty member to the Review and

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5 **Procedures of the AAU Head and Chair of the Renewal, Tenure and Promotion Committee**

5.1 The AAU Head shall initiate all proceedings of the AAU RTP Committee by presenting his or her recommendations, the Performance Review(s) of the faculty member, and any response(s) of the faculty member to the Review(s). Untenured faculty members shall be considered for renewal by the AAU RTP Committee after the third full year of their probationary period. When the review is positive, the AAU RTP Committee may recommend continuation of the probationary appointment.

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5.2 At least forty-eight hours before the meeting or meetings, the Chair of the AAU RTP Committee shall inform each faculty member in writing of the date and time of the meeting or meetings when his or her case will be considered.

5.2.1 A faculty member has the right to make personal representation to the AAU RTP Committee. Where the Committee is divided, the faculty member shall be invited to make personal representation to the Committee.

5.2.2 At the AAU RTP Committee meeting at which the faculty member's file is being reviewed, the faculty member concerned shall have the right to respond immediately after the Head has presented his or her recommendation to the Committee on renewal of contract, tenure, or promotion, and before any discussion takes place.

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[...]

6 **Procedures of the AAU Renewal, Tenure and Promotion Committee**

[...]

6.3 All decisions of the AAU RTP Committee and the recommendation of the Dean shall be presented to the faculty member in writing.

6.3.1 Prior to submitting the Committee's recommendations to the UCAPT, the AAU Head will inform the faculty member concerned whether a positive recommendation is to be made in his or her case regarding renewal of contract, tenure and promotion.

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6.3.2 In the case of a decision not to recommend, the faculty member shall be informed in writing of that fact, the reasons therefor and of his or her right to make written representations to the UCAPT. In all cases the faculty member must be informed of the Committee's recommendation or decision not to recommend by the dates specified in 6.5.

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6.4 The Dean's recommendation on the file, the reasons therefor, and the right to make written representations to the UCAPT, will be provided in writing to the faculty member concerned.

6.5 The recommendations of the AAU RTP Committee on contract renewals, with all the necessary supporting documents as directed by the UCAPT, the recommendations from the Dean, and any written responses from the faculty member concerned shall be submitted to the Chair of the UCAPT on or before October 31. The recommendations of the AAU RTP Committee concerning tenure, with all the necessary supporting documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of UCAPT by December 15 by the AAU Head. The recommendations of the AAU RTP Committee for promotions, with all the necessary documents as directed by the UCAPT, and the recommendations from the Dean shall be submitted to the Chair of the UCAPT by January 31.

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[...]

Rationale

- Revisions in sections 4 and 5 are intended to clarify and are not substantive changes. They clarify that procedures under 4.3 relate to the Performance Review and procedures under 4.4 relate to the Renewal, Tenure and Promotion review/application.
- Under section 5, more explicit wording added to make it clear that while a faculty member always has the right to make personal representations, s/he must be specifically invited to the meeting where the committee is divided. The head and the faculty member make their cases at the same meeting.
- Added language to clarify that the faculty member has right to make written representation to the UCAPT on the AAU RTP Committee's, Head's and Dean's recommendations relating the faculty's member renewal, tenure or promotion application.

University of Windsor
Senate Governance Committee

5.5: Revisions to Bylaw 20

Item for: Approval

Forwarded by: SGC Bylaw Review Committee

MOTION: That the Senate Governance Committee recommend to Senate approval of the proposed revisions to Bylaw 20.

Proposed Revisions to Bylaw 20: Types and Terms of Appointments

[...]

1.1.1a Probationary appointments: Initial appointments for probationary members shall be for ~~four years~~. In accordance with Bylaw 22, faculty members shall be considered for renewal and the granting of tenure. The purpose of the probationary appointment is to provide a period of mutual appraisal for both the University and the candidate. Probation does not imply that the candidate will be given an appointment with tenure.

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Rationale:

- This is not a substantive change. The wording makes it clearer that the review occurs in the fourth year, *after* the first three years of the appointment.