

NOTICE OF MEETING

There will be a meeting of the Senate Governance Committee

on Monday, May 8, 2017 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 17, 2017.** SGCm170117

- 3 Business arising from the minutes**

- 4 Outstanding Business/Action Items**
 - 4.1 Committee Membership**
 - 4.1.1 Senate Standing Committees** **Alan Wildeman-Approval**
SGCa170508-4.1.1

 - 4.1.2 Senate Governance Committee - Subcommittees** **Alan Wildeman-Approval**
SGC170508-4.1.2
**(Discipline Appeal Committee, Procedures and Discrimination
Committee, Nominating Committee, Special Appointments
Committee, Bylaw Review Committee)**

 - 4.2 Distinguished University Professor (*In-Camera*)** **Alan Wildeman-Approval**

- 5 Bylaw Business**
 - 5.1 Bylaw Revisions**
 - 5.1.1 Revisions to Bylaw 22** **Katherine Quinsey-Approval**
SGCa170508-5.1.1

 - 5.1.2 Revisions to Bylaw 51 and Bylaw 31** **Katherine Quinsey-Approval**
SGCa170508-5.1.2

- 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 Committee Membership – Senate Standing Committees

Item for: **Approval**

Forwarded by: **Nominating Committee**

MOTION: That the Senate Governance Committee recommend to Senate for approval of the Senate Standing Committees membership for 2017-2018.

**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 Sterling	2017-2019	
Faculty of Education		
Dr. Beth Daly (S-2018)	2017-2019	
Faculty of Engineering		
Dr. Randy Bower	2017-2019	
Faculty of Human Kinetics		
Dr. Krista Chandler	2016-2018	
Faculty of Law		
Prof. Maggie Liddle	2016-2018	
Faculty of Nursing		
Dr. Jamie Crawley	2016-2018	
Faculty of Science		
Dr. Jeremy Rawson	2017-2019	
Dr. Nurlan Turdaliev (S-2019)	2017-2019	
Faculty of Arts Humanities & Social Sciences (at least one from Social Science & one from Arts)		
Arts/Humanities – Dr. Jeremy Worth	2017-2019	
Social Sciences – Dr. Maureen Muldoon (S-2018)	2016-2018	
Social Sciences – Dr. Greg Chung-Yan (S-2019) Chair	2017-2019	
Librarian Representative		
Ms. Tamsin Bacon	2017-2019	
Student Representation (1 year terms) Five students (including at least one graduate, one part-time undergraduate, two full-time undergraduates) TBA (UWSA), TBA (UWSA), Dilpreet Singh (GSS), TBA (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 (S-2018)	2017-2019	
Faculty of Education		
Dr. Karen Roland	2016-2018	
Faculty of Graduate Studies		
Dr. Dan Mennill	2017-2019	
Faculty of Engineering		
Dr. Ruth Urbanic	2017-2018	
Faculty of Law		
Prof. John Weir	2017-2019	
Faculty of Human Kinetics		
Dr. Scott Martyn (S-2018)	2017-2019	
Faculty of Nursing		
Dr. Susan Fox	2017-2018	
Faculty of Science		
Dr. James Gauld (S-2018)	2017-2018	
Faculty of Arts, Humanities & Social Sciences (One from Social Science & one from Arts)		
Arts/Humanities – Dr. Antonio Rossini (S-2018) Chair	2017-2019	
Social Sciences – TBA	2017-2018	
Librarian Representative		
Mr., Scott Cowan	2017-2019	
Student Representation (1 year terms) Four students(including one graduate, one part-time undergraduate, two full-time undergraduates). TBA (UWSA), TBA (UWSA), Dilpreet Singh (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. Bill Wellington (S-2018)	2017-2018	
Faculty of Education		
Dr. Geri Salinitri	2017-2019	
Faculty of Engineering		
Dr. Jennifer Johrendt	2016-2018	
Faculty of Law		
Prof. Claire Mumme	2017-2019	
Faculty of Human Kinetics		
Dr. Sean Horton	2017-2019	
Faculty of Nursing		
Dr. Kathy Pfaff	2017-2019	
Faculty of Science		
Dr. Scott Goodwin (S-2018)	2017-2018	
Faculty of Arts, Humanities & Social Sciences		
Arts/Social Sciences/Humanities– Dr. Tina Pugliese (S-2018) Chair	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 thfs group would be elected co-chair) Meet Patel (GSS), Harshjot Singh Lohat (GSS), TBA (OPUS), TBA (OPUS), TBA (UWSA), 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. Mitch Fields (S-Ex-officio)	2017-2019	
Faculty of Education		
Dr. Darren Stanley	2016-2018	
Faculty of Engineering		
Dr. Majid Ahmadi (S-2018)	2016-2018	
Faculty of Law		
Prof. Myra Tawfik (S-ex-officio)	2017-2018	
Faculty of Human Kinetics		
Dr. Michael Khan (S-Ex-officio)	2017-2019	
Faculty of Nursing		
Dr. Linda Patrick (S-Ex-officio)	2016-2018	
Faculty of Science		
Dr. Chuck Macdonald (S-2018)	2016-2018	
Faculty of Graduate Studies		
Prof. Brenda Francis-Pelkey	2017-2018	
Faculty of Arts, Humanities & Social Sciences		
Arts/Humanities – Dr. Joanna Luft	2016-2018	
Social Sciences – Dr. Carlin Miller	2017-2018	
Librarian Representative		
Mr. Pascal Calarco (S-ex-officio)	2017-2019	
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), Meet Patel (GSS), TBA (OPUS).		

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

**University of Windsor
Senate Governance Committee**

4.1.2 **Senate Governance Committee - Subcommittee Membership (Discipline Appeal Committee, Procedures and Discrimination Committee, Nominating Committee, Special Appointments Committee, Bylaw Review Committee)**

Item for: **Approval**

Forwarded by: **Nominating Committee**

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

***Discipline Appeal Committee 2017-2018**

Chair: **Prof. Reem Bahdi** (2016-2018)

Faculty Member: **Ms. Grace Liu** (2016-2018)

2 Faculty Alternates

Mr. Michael Potter (2016-2018)

Dr. Maureen Muldoon (2016-2018)

2 Student Representatives

Mr. Harshjot Singh Lohat (GSS) (2017-2018)

TBA (OPUS) (2017-2018)

TBA (UWSA) (2017-2018)

***Membership for Procedures and Discrimination Committee 2017-2018**

Chair: **Prof. Bruce Elman** (2017-2019)

Faculty Member: **Dr. Anne Forrest** (2017-2018)

Student Member: **Mr. Harshjot Singh Lohat** (GSS) (2017-2018)

2 Faculty Alternates

Dr. Fazle Baki (2017-2019)

Dr. Michael Darroch (2017-2019)

2 Student Alternates

TBA (UWSA) (2017-2018)

TBA (OPUS) (2017-2018)

***Special Appointments Committee 2017-2018**

Core Membership

Dr. Alan Wildeman, President and Chair
Dr. Douglas Kneale Provost and Vice-President Academic
Dr. Stephen Brooks, Senior Faculty Representative
Dr. Alan Richardson, Senior Faculty Representative
Dr. Nihar Biswas, Senior Faculty Representative.
Dr. Chris Tindale, Senior Faculty Representative
Mr. Amin Safaei (GSS), Student Representative,
TBA, Alternate Student Representatives
TBA Equity Assessor (Non-voting)

For Honorary Degrees 1 Board of Governor member is included

Ms. Teresa Piruzza Board of Governor Representative

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

Dr. Bernhard Schlegel, Wayne State University
Dr. David Bentley, Western University

***Nominating Committee 2017-2018**

Dr. Alan Wildeman
Dr. Douglas Kneale
Dr. Barbara Zielinski - Faculty
Dr. Tom Najem – Faculty
TBA– Student
TBA – Student Alternate

***Bylaw Review Committee 2017-2018**

Dr. Charles Macdonald (chair)
Dr. Jennifer Willet
TBA (for student related bylaws)
Ms. Renee Wintermute

University of Windsor
Senate Governance Committee

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

MOTION: That the proposed revisions to Bylaw 22 be approved.

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

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.

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 and of his/her right to make personal representation to the Committee.

5.2.1 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.

[...]

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.

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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.
- At the June 2016 meeting, Senate asked the Bylaw Review Committee to clarify, under 5.2, that any member whose file is being considered has the right to make representations to the AAU RTP Committee.

**University of Windsor
Senate Governance Committee**

5.1.2: **Revisions to Bylaw 51 and Bylaw 31**

Item for: **Approval**

Forwarded by: **SGC Bylaw Review Committee**

MOTION 1: That the proposed revision to Bylaw 51 be approved.

Revision to Bylaw 51:

1.4 [...] **In the case of courses where students are placed in field settings (practica, co-op placements, internships, clinical and field placements), where the basics of professional behaviour form a core component of the learning outcomes, attendance requirements may be imposed by the program area.**

1.5.2 A student scheduled to write three or more final examinations in consecutive time slots over a 24-hour period or three or more 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.

1.5.3 A student who has three or more major in-term evaluations scheduled or due within a 24-hour period **may apply, no later than the fourth week of classes** ~~has the right~~ to seek an appropriate accommodation (such as a due date modification, 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, **in consultation with the faculty member(s).**

1.15 [...] The student who wishes to drop a course or courses after the relevant withdrawal period based on medical or compassionate grounds shall follow the procedure outlined below (paragraph 1.18.1.2). An interview may be required.

Rationale:

- Section 1.4: In professional and co-op programs, attendance in work settings is mandatory to meet the requirements of the relevant accrediting body's professional standards. Such attendance requirements are already in place. This additional wording ensures that there is no ambiguity between the bylaw and the professional standards.
- Sections 1.5.2 and 1.5.3: brings it in line with the deadlines in 1.5.2 and offers consistency of deadlines; allows any requests to wend their way through the process in a timely fashion; enables faculty to better plan.
- Students receive their syllabus and are aware from the first week of classes when their assignments are due, thus there should be a deadline for when they may ask for extensions to their major mid-term evaluations.

- Section 1.15: This is a very minor housekeeping revision due to confusion caused when renumbering the bylaw (from alpha to numeric) relating to how and to whom students are to make requests for late voluntary withdrawals. As has always been the case, requests for late voluntary withdrawals (which are an exemption to Senate policy) fall under the purview of the Dean's office to adjudicate.

MOTION 2: That the proposed revision to Bylaw 31 be approved.

Revision to Bylaw 31:

Adjudicator means the Dean or designate of the Dean who will normally act to investigate and adjudicate academic misconduct matters occurring in courses offered by his/her Faculty. Where the instructor reporting the misconduct is also the adjudicator who would normally be reviewing the matter, the Dean shall act in the adjudicator's place or designate another to act as adjudicator under this bylaw on that particular matter. In the event of the absence or inability to act of the adjudicator, the Dean shall act in the adjudicator's place or designate another to act as adjudicator under this bylaw. ~~In Inter Faculty Programs, the Assistant Provost Inter Faculty Programs will normally act as adjudicator.~~ If the Dean ~~or Assistant Provost Inter Faculty Programs~~ is the instructor initiating the complaint, the Provost shall act as, or designate, an adjudicator. **In the case of academic misconduct involving graduate students, the Dean of the Faculty of Graduate Studies or designate of the Dean of the Faculty of Graduate Studies will normally act to investigate and adjudicate such matters.**

Rationale:

- Housekeeping revision to make it clear that graduate academic misconduct cases are adjudicated by the Faculty of Graduate Studies, as has always been the case.

For Information:

Meaning of "Mode of Operation"

In response to a request for clarification regarding the meaning of the phrase "mode of operation" in the Senate bylaws relating to certain appointments (e.g. Bylaws 5, 8, 10-14, 16, 17)*, the Bylaw Review Committee confirms that, simply put, the "mode of operation" refers to the particulars of how the Search Committee has/will conduct the search, including whether it has scheduled regular meetings, whether a search consultant has been engaged, the timeline for the process, etc. The report or updates may be delivered verbally or in writing. The Equity Assessor is present to ensure that all procedures are appropriately followed.

*RE clause: "The report will specify its proposed agenda (including its mode of operation, schedules for the Search Procedure, and schedules for the submission of periodic progress reports to [the relevant body])."