

MEMBERSHIP FOR 2011-2012

ON

THE SENATE OF ACADIA UNIVERSITY

AND

UNIVERSITY COMMITTEES

INDEX

Academic Discipline Appeals	Pg 6
Academic Integrity	Pg 7
Academic Planning & Priorities	Pg 8
Academic Program Review	Pg 9
Academic Technologies	Pg 10
Admission & Academic Standing (Appeals)	Pg 11
Admission & Academic Standing (Policy)	Pg 12
Archives	Pg 13
Open Acadia	Pg 14
By-Laws	Pg 15
Curriculum	Pg 16
Faculty Development	Pg 17
Graduate Studies	Pg 18
Honorary Degrees	Pg 19
Honours	Pg 20
Library	Pg 21
Nominating	Pg 22
Research	Pg 23
Research Ethics Board	Pg 24
Scholarships, Prizes, & Awards	Pg 26
Senate Executive	Pg 5
Senators	Pg 2-3
Students With Disabilities That Affect Learning	Pg 27
Tenure-Track Teaching Complement Allocation	Pg 28
Timetable, Instruction Hours, & Examination	Pg 29

Document Date – 5 June 2012

(updated as applicable)

Prepared by the Office of the Senate Secretariat

**Senate of Acadia University
Membership for 2011 - 2012**

Membership Representative (57 positions, including Deputy Chair; 55 persons)	Term	Retirement Replacement	Leave Period
1 Chair (<i>see Note on page 2</i>)	Diane Holmberg	1 yr	2012
1 Deputy-Chair	Paul Doerr	1 yr	2012 (from the elected Faculty members of Senate)
1 Senate Secretary/Registrar (<i>non-voting</i>)	Rosemary Jotcham	ex-officio	--
1 Chancellor	Libby Burnham	ex-officio	--
1 President	Raymond Ivany	ex-officio	--
1 V-P (Academic)	Thomas Herman	ex-officio	--
1 V-P (Student Affairs)(<i>non-voting</i>)	Sara Lochhead	ex-officio	--
1 Chief Financial Officer (<i>non-voting</i>)	Darrell Youden	ex-officio	--
1 Dean of Arts	Barry Moody (<i>Acting</i>)	ex-officio	--
1 Dean of Professional Studies	Glyn Bissix (<i>Acting</i>)	ex-officio	--
1 Dean of Pure & Applied Science	Peter Williams	ex-officio	--
1 Dean of Research & Grad Studies	David MacKinnon	ex-officio	--
1 Dean of Theology	Harry Gardner	ex-officio	--
1 Director of Open Acadia	Jeff Banks (<i>Acting</i>)	ex-officio	--
1 University Librarian	Sara Lochhead	ex-officio	--
1 President, Student Union	Matthew Rios	ex-officio	--
1 Board of Governors	James Stanley	3 yr	10/2012
1 Board of Governors	Gwen Phillips	3 yr	10/2013
1 Board of Governors	Bryan Hagerman	3 yr	11/2011
1 Theology	William Brackney	3 yr	2013
1 Librarian	Ann Smith	3 yr	2013
1 Arts	Paul Doerr	3 yr	2013
1 Arts	Janice Best	3 yr	2013
1 Arts	Donna Seamone	3 yr	2013
1 Arts	Gillian Poulter	3 yr	2014
1 Arts	Heather Kitchin	3 yr	2014
1 Arts	Geoffrey Whitehall	3 yr	2014
1 Arts	Richard Cunningham	3 yr	2012
1 Arts	John Eustace	3 yr	2012
1 Arts (Music)	Jeff Hennessy	3 yr	2013
1 Prof. St. (Dir. - Bus)	Ian Hutchinson	3 yr	2012
1 Prof. St. (Bus)	Shelley MacDougall	3 yr	2013
1 Prof. St. (Bus)	Donna Sears	3 yr	2012
1 Prof. St. (Dir. - Ed)	Ann Vibert	3 yr	2013
1 Prof. St. (Ed)	Michael Corbett	3 yr	2012
1 Prof. St. (Ed)	M. Lynn Aylward	3 yr	2014
1 Prof. St. (Dir. - SRMK)	René Murphy	3 yr	2013
1 Prof. St. (SRMK)	Jason Holt	3 yr	2013
1 Prof. St. (SRMK)	Susan Markham-Starr	3 yr	2012
1 P&A Sc. (Biology)	Marlene Snyder	3 yr	2013
1 P&A Sc. (Chemistry)	Vlad Zamlynyy	3 yr	2013
1 P&A Sc. (Math)	Nancy Clarke	3 yr	2013
1 P&A Sc. (Earth & Environmental)	Clifford Stanley	3 yr	2014
1 P&A Sc. (Physics)	Bryan Latta	3 yr	2014
1 P&A Sc. (Dir. - Nut. & Diet.)	Barbara Anderson	3 yr	2014
1 P&A Sc. (Dir. - Computer)	Danny Silver	3 yr	2013
1 P&A Sc. (Dir. - Engineering)	Andrew Mitchell	3 yr	2014
1 P&A Sc. (Psychology)	Sonya Major	3 yr	2012
1 Student (VP Academic)	Kyle Power	1 yr	2013
1 Student (Graduate)	Jessica Sinclair	1 yr	2012

Anne Quéma 1July11~30 Jun12

Janna Wentzell 1July11~30Jun12

Darren Kruisselbrink 1July11~30Jun12

1	Student (Arts)	Emma Cochrane	1 yr	2013
1	Student (Prof. St.)	Colin Deal	1 yr	2012
1	Student (Science)	Alexandra Rice	1 yr	2013
1	Student (Theology)	David MacDonald	1 yr	2013
1	Lay person	John Whidden	3 yr	2013
1	Lay person	Wendy Elliott	3 yr	2012
1	Lay person	William Slights	3 yr	2014

VOTING MEMBERS = 53

Note: The position of Chair is open to ex officio members of Senate, Senators, and Faculty members who are not Senators. Should an ex officio member of Senate be elected as Chairperson, there shall be no adjustment to the composition of Senate; should a Faculty member of Senate be elected as Chairperson, a replacement member shall be elected from the Faculty to which the Chair belongs; should a member from the Faculty at large be elected, there shall be no adjustment to the composition of Senate.

Procedures for Appointment:

Chairperson - Elected by Senate in May to begin in September

Deputy-Chair - Elected by Senate in May to begin in September

Board of Governors - three representatives nominated and elected by BOG, term expires on September 30 of each year.

Faculty:

Pure and Applied Science - Six departments choose their representative by consensus, the three schools of Applied Science, Computer Science, and Nutrition and Dietetics are represented by the Directors.

Arts - Eight members are elected within the Faculty of Arts, the ninth member is a representative from the School of Music.

Professional Studies - two members elected each from School of Business Administration, School of Education, and School of Recreation Management and Kinesiology; and a Director from each School

Theology - one member elected from within the Faculty of Theology

Professional Librarian - one representative nominated and elected by Professional Librarians

Lay people - appointed by Senate

Graduate Student - appointed by the Graduate Students' Association

Undergraduate Students - appointed by the Acadia Students' Representative Council

Makeup of Senate

Chair	Three from Board of Governors
Chancellor	One from Faculty of Theology (Non-vote)
President	Nine from Faculty of Arts
Vice-President (Academic)	Nine from Faculty of Professional Studies
Chief Financial Officer	Nine from Faculty of Pure and Applied Science
Four Academic Deans	One from Faculty of Theology
Dean of R&G Studies	One Professional Librarian
Director, Open Acadia	President, Student Union
Librarian	Six Students
Registrar as Secretary (Non-vote)	Three Lay People
Provost (Non-vote)	

Senate Representatives on the Acadia Planning Committee

Arts: Richard Cunningham 2009-2012

Professional Studies: Ann Vibert 2009-2013

Science: Andrew Mitchell 2009-2011

Theology: Harry Gardner 2009-2012

Chair Faculty Council - Rachel Brickner

Vice-Chair of Faculty - Paul Doerr

Faculty Elections Officer – Paula Rockwell

Secretary to Faculty Council - Jessica Slights

Faculty of Arts Elections Officer - James Brittain

Faculty of Arts Nominating Chair - Robert Seale

Faculty of Pure and Applied Science Elections Officer – Paul Arnold

Faculty of Pure and Applied Science Nominating Chair - Andrew Mitchell

Faculty of Professional Studies Elections Officer - Scott Follows

Faculty of Professional Studies Nominating Chair - Scott Follows

Faculty of Theology - Harry Gardner

Committee: **Senate Executive**

Duties:

- (1) between meetings of Senate, to consider matters that in its judgement call for senatorial action or that by statute law may require senatorial action;
- (2) to consider matters referred to it by Senate.
- (3) in extraordinary circumstances dictated by time constraints, and from submissions of the Nominating Committee, appoint a Senator(s) to specific Senate and/or other University Committees. The Senator(s) so appointed may serve on the specific committee prior to the upcoming meeting of Senate where the appointment will be confirmed or modified.

Membership (12)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Chair of Senate	D. Holmberg	ex-officio	--	
1 Deputy Chair of Senate	P. Doerr	ex-officio	--	
1 President	R. Ivany	ex-officio	--	
1 Vice-President (Academic)	T. Herman	ex-officio	--	
1 Dean of Arts	B. Moody (<i>Acting</i>)	ex-officio	--	
1 Dean of P&A Sc.	P. Williams	ex-officio	--	
1 Dean of Prof. St.	G. Bissix (<i>Acting</i>)	ex-officio	--	
1 Dean of R & G Studies	D. MacKinnon	ex-officio	--	
1 Registrar (Secretary) (Non-voting)	R. Jotcham	ex-officio	--	
1 Dean of Theology (Theology only)	H. Gardner	ex-officio	--	
1 Student Vice-President Academic	K. Power	ex-officio	--	
1 Senate representative (Arts)	J. Hennessy	1 yr	2012	
1 Senate representative (Prof. St.)	S. MacDougall	1 yr	2012	
1 Senate representative (Science)	M. Snyder	1 yr	2012	

Chair: Chair of Senate (currently D. Holmberg)

Procedures for Appointment: Senate representatives are nominated by the Nominating Committee, with further nominations from Senate, and elected by Senate.

Committee: **Academic Discipline Appeals Committee**

Type: Standing

Status: Appointed and meets only when necessary.

Duties: to deal with the matter of academic discipline which cannot be resolved by the Vice-President (Academic).

Membership (5)	Representative	Term	Retirement	Leave	
				Replacement	Period
1 Prof. St.	H. Kapoor	3 yr	2013	P. Callaghan	<i>1 Jan12~30 June12</i>
1 P&A Sc.	E. Curry	3 yr	2013		
1 Arts	M. Dennis	3 yr	2013		
1 Student	S. Sweet	1 yr	2012		
1 Student	C. Deal	1 yr	2012		

Chair: Not Applicable to this Committee

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: **Academic Integrity Committee**

Type: Standing

Status: Active

Duties:

- (1) to advocate for any additional resources that are necessary and appropriate to support effective proctoring of tests and examinations, plagiarism detection software, campus awareness programs, etc.;
- (2) to recommend practical and technical measures to deter and detect cheating and plagiarism;
- (3) to monitor University policy on cheating and plagiarism and to recommend any changes deemed necessary;
- (4) to promote uniform procedures across campus for reporting cheating and plagiarism;
- (5) to oversee a Registry in the Registrar's Office of reported incidences of penalties applied for cheating and plagiarism in order to deter repeated offences; and
- (6) to review as necessary policy and procedures in other Canadian universities and to act as a liaison with outside organizations as appropriate.

Membership (5)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Registrar	R. Jotcham	ex-officio	--	
1 Arts	P. Rigg	3 yr	2014	
1 Prof. St.	R. Pitter	3 yr	2013	
1 P&A Sc.	M. Tango	2 yr	2012	
1 Librarian or delegate	P. Maher	3 yr	2013	
1 Student	E. Cochrane	1 yr	2012	

Chair: Faculty from Members

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: **Academic Planning and Priorities Committee**

Type: *Ad hoc*

Status: Active

This ad hoc committee shall serve at the pleasure of Senate, for a period not to exceed one year. The committee's composition, mandate, and procedures shall be reviewed by Senate no later than the May 2012 Senate meeting, at which point the committee might be disbanded completely, continued in the same or modified form, or replaced with a standing committee.

Duties:

This committee's goal shall be to gather and synthesize information relevant to identifying the ongoing academic goals and priorities of the University. In pursuit of this goal, the committee shall:

- (1) consult widely with all relevant sectors
- (2) foster discussions at all levels of the academic sector
- (3) maintain channels of communication with Faculty Councils. For example, the committee might encourage units, faculties and interdisciplinary Programs to engage in self-studies to identify their short-term and long-term plans and priorities; it might facilitate discussion and sharing of information across units, faculties and Programs; it might conduct broad-scale surveys, town hall meetings, etc., to gather information and opinions from across campus.
- (4) endeavour to provide relevant data to all those who need it to inform these discussions (e.g., financial information; enrolment information; information from other institutions; information from other committees, etc.).

Through its chairs, the committee shall report regularly to Senate on its procedures and its progress throughout the year, with the initial report on the procedures and mapping of how the committee will function to come to Senate no later than October 2011. Its goal shall be to begin to forge some consensus across the academic sector regarding where we are now, where we want to be in the future (e.g., five years from now), and how we can best get to where we want to be, given relevant constraints and opportunities.

Membership (16)	Representative
1 Vice President Academic	T. Herman
1 Senator	P. Doerr
1 Dean of Arts	B. Moody (<i>Acting</i>)
1 Dean of Prof. Studies	G. Bissix (<i>Acting</i>)
1 Dean of P&A Sc.	P. Williams
1 Dean of Research & Grad. St.	D. MacKinnon
1 Director of Open Acadia	J. Banks (<i>Acting</i>)
1 Arts	H. Kitchin
1 Arts	G. Whitehall
1 Prof. St.	D. Day
1 Prof. St.	G. Bissix
1 P&A Sc.	D. Benoit
1 P&A Sc.	J. Hooper
1 Rep from interdisciplinary Programs	A. Biro
1 Librarian	J. Richard
1 Student Vice President Academic	K. Power

Co-Chairs: T. Herman and P. Doerr

Procedures for Appointment:

Senator, elected by Senate from amongst the 27 Senators representing the Faculties of Arts, Professional Studies and Pure and Applied Science

Faculty members, elected by their respective faculties

Librarian, elected by Librarians

Representative from the interdisciplinary Programs, elected by the Steering Committees of the interdisciplinary Programs

Committee: **Academic Program Review Committee**

Type: Standing

Status: Active

Duties:

- (1) to determine policy and procedures for conducting program reviews;
- (2) to determine annually which academic units are to be reviewed;
- (3) to select the members of each unit review committee;
- (4) to oversee the process of review in each case;
- (5) to make recommendations to Senate on the basis of the findings of each unit review committee;
- (6) to deal with such matters as Senate may from time to time entrust to the Committee.

Membership (6 + 1)	Representative	Term	Retirement	Leave Replacement	Period
1 Vice-President (Academic)	T. Herman	ex-officio	--		
1 Registrar or Delegate	R. Jotcham	ex-officio	--		
1 Arts	J. Hennessy	3 yr	2014		
1 Prof. St.	D. Day	3 yr	2012		
1 P&A Sc.	S. McFarland	3 yr	2013	S. Major	15Oct11~30Jun12
1 Governor	B. Hagerman	3 yr	10/2012		
1 Dean of Faculty under review	--	--	--		

Chair: T. Herman

Secretary: R. Jotcham

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: Academic Technologies Committee

Type: Standing

Status: Active

Duties:

- (1) to develop and submit policy recommendations to Senate regarding the infrastructure and service support needs of faculty, staff, and students related to academic technologies;
- (2) to advocate through Senate for appropriate resources for academic technologies;
- (3) to address academic concerns regarding academic technologies on campus by making recommendations to the Director of Technology Services and where appropriate by making motions for consideration by Senate;
- (4) to consult annually with representatives of programs, departments, and schools regarding their computing needs;
- (5) to submit an annual report to Senate detailing the committee's activities.

Quorum for meetings – Six members of the committee

Membership (11)	Representative	Term	Retirement	Leave	
				Replacement	Period
1 Vice-President Academic	T. Herman	ex-officio	--		
1 Coordinator, Academic Technologies	D. Currie	ex-officio	--		
1 Director of Technology Services	Vacant	ex-officio	--	L. Chipman	
1 Director of Open Acadia	J. Banks (<i>Acting</i>)	ex-officio	--		
1 Arts	R. Cunningham	3 yrs	2014		
1 Prof. St.	R. Pitter	3 yrs	2013		
1 P&A Sc.	D. Silver	3 yrs	2012		
1 Librarian	M. Beazley	3 yrs	2014		
1 Student (Arts)	E. Cochrane	1 yr	2012		
1 Student (Prof. St.)	C. Deal	1 yr	2012		
1 Student (P&A Sc.)	S. Sweet	1 yr	2012		

Chair: D. Currie

Secretary: TBA

Procedures for Appointment:

Chair – Elected by the committee members.

Faculty - Nominated and elected within each Faculty.

Procedure for Appointment of Librarian: Nominated and elected within the Professional Librarian Group

Committee: **Admission and Academic Standing Committee (Appeals)**

Type: Standing

Status: Active

Duties: to hear appeals against academic regulations or the interpretation of such regulations that have not been resolved at the Departmental, School, or Faculty level or through the Registrar's Office.

Membership (9)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Vice-President Academic	T. Herman	ex-officio	--	
1 Registrar or Delegate (Non-vote)	R. Jotcham	ex-officio	--	
1 Arts	R. Seale	3 yr	2013	
1 Arts	P. Rigg	3 yr	2014	
1 Prof. St.	T. Weatherbee	3 yr	2012	
1 Prof. St.	J. Guiney Yallop	3 yr	2013	
1 P&A Sc.	N. Clarke	3 yr	2012	
1 P&A Sc.	J. Peng	3 yr	2014	
1 Theology	H. Gardner	3 yr	2012	
1 Student (VP Academic)	K. Power	1 yr	2012	

Chair: Vice-President (Academic) - T. Herman

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: **Admission and Academic Standing Committee (Policy)**

Type: Standing

Status: Active

Duties: to interpret and to apply the conditions of admissions and academic standing as outlined in the University Calendar and to make recommendations to Senate with respect to policy as it relates to admissions, failures, and academic regulations.

Membership (14)	Representative	Term	Retirement	Leave	
				Replacement	Period
1 Vice-President (Academic)	T. Herman	ex-officio	--		
1 Registrar	R. Jotcham	ex-officio	--		
1 Dean of P&A Sc.	P. Williams	ex-officio	--		
1 Dean of Arts	B. Moody (<i>Acting</i>)	ex-officio	--		
1 Dean of Prof. St.	G. Bissix (<i>Acting</i>)	ex-officio	--		
1 Director of Open Acadia	J. Banks (<i>Acting</i>)	ex-officio	--		
1 Arts (Head or Director)	P. Rigg	3 yr	2014		
1 Arts	L. Whaley	3 yr	2012	C. Thomas	1 July11~31 Dec11
1 Prof. St. (Director)	I. Hutchinson	3 yr	2012		
1 Prof. St.	David Piper	3 yr	2013		
1 P&A Sc. (Head or Director)	B. Anderson	3 yr	2012		
1 P&A Sc.	P. Arnold	3 yr	2013		
1 Theology (voting on Theology matters only)	B. Fawcett	3 yr	2014		
1 Student (VP Academic)	K. Power	1 yr	2012		

Chair: Vice-President (Academic) - T. Herman

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: **Archives Committee**

Type: Standing

Status: Active

Duties:

As representatives of their various constituents, members of the Senate Archives Committee will work collaboratively:

- (1) to advise and guide on long-term and short-term directions that are consistent with the mandate and strategic direction of the Archives;
- (2) to advocate for the Archives within the University, the Convention of the Atlantic Baptist Churches and the local community;
- (3) to make an annual report;
- (4) to address other Archives-related issues that shall arise from time to time.

Membership (11)	Representative	Term	Retirement	Leave Replacement	Period
1 Archivist	Pat Townsend	ex-officio			
1 Archivist	Wendy Robicheau	ex-officio			
1 University Librarian	Sara Lochhead	ex-officio			
1 Arts	K. Vincent	3 yr	2014		
1 Arts	L. La Rocque	3 yr	2012		
1 Arts	J. MacDonald	3 yr	2013		
1 Prof. St.	S. Markham-Starr	3 yr	2012	B. Trofanenko	1 July11~30Jun12
1 P&A Sc.	B. Anderson	3 yr	2013		
1 Theology	R. Wilson	3 yr	2014		
1 Alumni Appointee	W. Horton	3 yr	2012		
1 Presidential Appointee	Ann Smith	3 yr	2012		
1 Convention of Atlantic Baptist Churches Appointee	David Cumby	3 yr	2013		
1 Student (Graduate or Honours)	S. Sweet	1 yr	2012		

Chair: To Be Determined - Contact for this Committee: Wendy Robicheau

Procedures for Appointment:

Faculty - Nominated and elected within each Faculty.

Student - Appointed by the Acadia Students Union, preferably a graduate student or a fourth year Honours student.

Various Representatives - Appointed by Alumni, President, Convention of Atlantic Baptist Churches

Committee: **Board of Open Acadia**

Type: Standing

Status: Active

Duties: to formulate, review and modify policy pertaining to the operation and enhancement of the program in Continuing Education at Acadia University.

Membership (8)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Vice-President (Academic)	T. Herman	ex-officio	--	
1 Associate VP Finance & Treasurer	M. MacVicar	ex-officio	--	
1 Director of Open Acadia	J. Banks (<i>Acting</i>)	ex-officio	--	
1 Dean of Arts	B. Moody (<i>Acting</i>)	ex-officio	--	
1 Dean of P&A Sc.	P. Williams	ex-officio	--	
1 Dean of Prof. St.	G. Bissix (<i>Acting</i>)	ex-officio	--	
1 Registrar or Delegate	R. Jotcham	ex-officio	--	
1 Part-time student		1 yr		2011

Chair: Vice-President (Academic) - T. Herman

Procedures for Appointment of Student: Nominated by Open Acadia to the SRC for approval and appointment.

Committee: **By-Laws Committee**

Type: Standing

Status: Active

Duties:

- (1) to incorporate, on an annual basis, any changes to the By-laws of Senate occasioned by the decisions and operations of Senate;
- (2) to review any changes to the By-laws of Faculty and Faculty Councils prior to their presentation to Senate and recommend any revisions or additions deemed necessary;
- (3) to conduct periodic reviews of the By-laws of the Senate, Faculty and Faculty Councils and recommend any changes or additions deemed necessary. These reviews should be staggered such that the By-laws of each of these bodies are reviewed at a minimum every five years;
- (4) to monitor the evolution of the academic committees and to recommend changes to the committee structure of Faculty Councils and other bodies at the University for which it is responsible;
- (5) to deal with any other matters which Senate might refer to the Committee.

Membership (3)	Representative	Term	Retirement	Leave Replacement	Period
1 Arts (Senator)	H. Kitchin	3 yr	2014		
1 Prof. St. (Senator)	Vacant	3 yr	2013		
1 P&A Sc. (Senator)	B. Anderson	3 yr	2012		
1 Theology (Senator)	W. Brackney	3 yr	2013		

Chair: H. Kitchin

Procedures for Appointment of Faculty: Nominated by the Nominating Committee and elected by Senate. All members must be members of Senate.

Committee: Curriculum Committee

Type: Standing

Status: Active

Duties:

- (1) to consider recommendations from any Faculty, Department or School for changes in its degree, certificate or diploma regulations and make recommendations to Senate;
- (2) to initiate and make recommendations concerning changes in the curriculum; in particular, to make recommendations concerning the requirements for any degree;
- (3) to consider changes in the curriculum which may be made necessary by changes in secondary school matriculation standards;
- (4) to consider submissions from all departments or schools, or from any individual concerning changes in the curriculum;
- (5) to consider such other matters as Senate may from time to time entrust to the Committee.

Membership (10)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Registrar or Delegate (Non-vote)	R. Jotcham	ex-officio	--	
1 Librarian or Delegate	A. Smith	ex-officio	--	
1 Arts	M. Abou Zahra	3 yr	2013	
1 Arts	A. Quéma	3 yr	2014	
1 Prof. St.	R. Seaman	3 yr	2012	
1 Prof. St.	L. Elshof	3 yr	2014	
1 P&A Sc.	R. Raeside	3 yr	2012	
1 P&A Sc.	D. McMullin	3 yr	2013	
1 Theology	C. Killacky	3 yr	2013	
1 Student (VP Academic)	K. Power	1 yr	2012	
1 Student	E. Cochrane	1 yr	2012	

Chair:

Secretary:

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: **Faculty Development Committee**

Type: Standing

Status: Active

Mission Statement:

To contribute to the success and development of Acadia University Faculty in the areas of teaching, research, and overall professional development.

Duties:

- (1) to serve as a liaison between Faculty, Senate, and other resources available at this university;
- (2) to act as a directory for development resources;
- (3) to serve as a link to external faculty development resources;
- (4) to work as a feedback loop among the various resources and faculty;
- (5) to collect faculty ideas and develop suggestions to meet faculty development needs.

Membership (4)	Representative	Term	Retirement	Leave Replacement	Period
1 Arts	M. Horgan	3 yr	2012		
1 Prof. St.	R. Pitter	3yr	2012		
1 P&A Sc.	P. Arnold	3 yr	2012		
1 Theology	C. Killacky	3 yr	2014		

Chair: C. Killacky

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.

Committee: **Graduate Studies**

Type: Standing

Status: Active

Duties:

- (1) to develop policy on all matters regarding programs beyond the Bachelor's degree at Acadia University including but not limited to admission and graduation requirements and to recommend such policy to Senate;
- (2) to consider graduate curriculum submissions from Departments, Schools, and Faculties and to make recommendations to Senate. Such submissions include changes in existing programs, courses, and degree requirements and proposals for new courses, degree requirements, and programs;
- (3) to provide assistance to the Academic Program Review Committee in the review of graduate programs and by addressing recommendations resulting from those reviews;
- (4) to establish policies governing the allocation of University funds to graduate students (Faculty of Theology committee members and governance of Faculty of Theology excluded);
- (5) to establish and oversee the internal adjudication process for Acadia's applicants to external scholarship funds;
- (6) to identify needs and provide for educational opportunities for graduate students beyond specific degree programs;
- (7) to make recommendations to the Research Committee to enhance research programs and opportunities for graduate students;
- (8) to consider and respond to graduate program matters referred to it by graduate students, faculty members, Department, Schools, Faculties, the VP Academic or by the Senate of Acadia University;;
- (9) to recommend to Faculty and Senate the granting of graduate degrees, diplomas and certificates to students who have satisfactorily completed program requirements;;
- (10) to consider any other matters of policy relating to graduate studies, and any other matters referred to it by Faculty, Vice-President (Academic), Senate, or Board of Governors.

Membership (17)	Representative	Term	Retirement	Leave Replacement	Period
1 Dean of R&GS	D. MacKinnon	ex-officio	--		
1 Program Coordinator (Psychology)	P. Horvath	ex-officio	--	Lisa Price	1 July11~30 Jun12
1 Program Coordinator (Biology)	R. Evans	ex-officio	--		
1 Program Coordinator (Com Sc)	A. Trudel	ex-officio	--		
1 Program Coordinator (English)	H. Wylie	ex-officio	--		1 Jan12~30 Jun12
1 Program Coordinator (Education)	L. Aylward	ex-officio	--		
1 Program Coordinator (Political Sc)	R. Brickner	ex-officio	--		
1 Program Coordinator (Rec Mgt)	J. Colton	ex-officio	--		
1 Program Coordinator (Sociology)	M. Horgan	ex-officio	--		
1 Program Coordinator (Math/ Stats)	F. Mendivil	ex-officio	--		
1 Program Coordinator (Earth/Envir)	S. Barr	ex-officio	--		
1 Program Coordinator (Chemistry)	S. McFarland	ex-officio	--		
1 Program Coordinator (Theology)	W. Brackney	ex-officio	--		
1 Program Coordinator (Applied Geomatics)	I. Spooner	ex-officio	--		
1 Program Coordinator (Social & Political Thought)	A. Biro	ex-officio			
1 Chair, Senate Curriculum Committee (non-voting)		ex-officio	--		
1 Graduate Student (Arts)	N. Dueck	1 yr	2012		
1 Graduate Student (Prof. St.)		1 yr	2011		
1 Graduate Student (P&A Sc.)	D. Quinn	1 yr	2012		
1 Graduate Student (Theology)		1 yr	2011		

Chair: Dean of Research and Graduate Studies - D. MacKinnon

Procedures for Appointment:

Faculty - Graduate coordinator of each graduate program within each of the four faculties

Students - Four graduate students, one from each faculty, appointed by the Acadia Graduate Students

Association or Acadia Divinity College Student Association

Committee: **Honorary Degrees Committee**

Type: Standing

Status: Active

Duties:

- (1) to solicit and receive suggestions for honorary degrees from the University community and to make recommendations thereon to Senate;
- (2) to receive, through the President, nominations for the appointment of "Professores Emeriti" and to make recommendations thereon to Senate.

Membership (6)	Representative	Term	Retirement	Leave Replacement	Period
1 President	R. Ivany	ex-officio	--		
1 Arts	Z. Abramson	3 yr	2012		
1 Prof. St.	S. Markham-Starr	3 yr	2013	R. Seaman	1 July 11 ~ 30 June 12
1 P&A Sc.	A. Tong	3 yr	2014		
1 Theology (to vote on the nominee from the Faculty of Theology)	H. Gardner	3 yr	2014		
1 Governor or Senator (lay member)	Janet Kirk	3 yr	10/2012		
1 Student	B. Jessome	1 yr	2012		

Chair: President (R. Ivany) Secretary: Executive Assistant to the Office of the President

Procedures for Appointment:

- Faculty - Nominated and elected within each Faculty.
- Governor or Senator - Appointed by the Board.
- Student – Appointed by the SRC

Committee: Honours Committee

Type: Standing

Status: Active

Duties:

- (1) to review policies governing Honours theses regularly and to recommend changes to Senate as necessary;
- (2) to establish and oversee the process of evaluation for Honours theses;
- (3) to establish and oversee the internal adjudication process for Acadia's in-course Honours student applicants to external scholarship funds, summer research awards;
- (4) to establish and oversee the adjudication process for Acadia University's awards to honours students;
- (5) to make recommendations to the Research Committee to enhance research programs and opportunities for undergraduate students;
- (6) to consider Honours Program applications not routinely accepted by the Registrar (i.e. special cases, appeals);
- (7) to consider and respond to Honours program matters referred to it by undergraduate students, faculty members, Departments, Schools, Faculties, the VP Academic or by the Senate of Acadia University;
- (8) to make recommendations to Senate for modification of the regulations respecting Honours programs;
- (9) to consider such other matters as Senate may from time to time entrust to the Committee;
- (10) to identify needs and provide for educational opportunities for honours students beyond specific degree programs.

Membership (8)	Representative	Term	Retirement	Leave Replacement	Period
1 Dean of R&GS or Delegate	D. MacKinnon	ex-officio	--		
1 Arts	M. Grieve	3 yr	2012	S. Hudson	1 July 11 ~ 30 June 12
1 Arts	R. Seale	3 yr	2014		
1 Prof. St.	C. Shields	3 yr	2013	S. Dogra	1 July 11 ~ 30 June 12
1 Prof. St.	J. Yang	3 yr	2012	K. Dye	1 Jan 12 ~ 30 June 12
1 P&A Sc.	P. Ranjan	3 yr	2012		
1 P&A Sc.	A. Jha	3 yr	2012		
1 Honours Student (Arts)	K. Power	1 yr	2012		
1 Honours Student (Prof. St.)	C. Cramm	1 yr	2012		
1 Honours Student (P&A Sc.)	S. Sweet	1 yr	2012		

Chair: Faculty from Membership - P. Ranjan

Secretary:

Procedures for Appointment:

Faculty - Nominated and elected within each Faculty.

Students - engaged in research, appointed under the aegis of the Students' Representative Council.

Note: Members must come from departments offering honours programs.

Committee: **Library Committee**

Type: Standing

Status: Active

Duties:

The University Librarian, liaison Librarian, students and faculty members work collaboratively:

- (1) to consult actively with their constituents, to offer another conduit through which constituents convey their academic concerns regarding the library and to address these concerns by various means, including the formulation of policies;
- (2) to advocate for necessary and appropriate resources for the academic functions of the library;
- (3) to develop policy recommendations with regard to the library's collection development;
- (4) to develop policy recommendations with regard to the library's support of research;
- (5) to make an annual report

Membership (12)	Representative	Term	Retirement	Leave	
				Replacement	Period
1 Librarian	S. Lochhead	ex-officio	--		
1 Chair (Senator)	G. Poulter	3 yr	2011		
1 Professional Librarian	A. Smith	1 yr	2012		
1 Arts	M. Horgan	2 yr	2013		
1 Arts	L. Whaley	2 yr	2012	R. Seale	<i>1 July11~31 Dec11</i>
1 Prof. St.	K. Carmichael	2 yr	2012	P. Callaghan	<i>1 Jan12~30 Jun12</i>
1 Prof. St.	D. Piper	2 yr	2013		
1 P&A Sc.	H. Teismann	2 yr	2013		
1 P&A Sc.	M. Tango	2 yr	2012		
1 Theology	Glenn Wooden	1 yr	2012		
1 Student (VP Academic)	K. Power	1 yr	2012		
1 Student	C. Deal	1 yr	2012		
1 Graduate Student	J. Sinclair	1 yr	2012		

Chair: G. Poulter (3 yr until 2014) Secretary:

Procedures for Appointment of Faculty: Nominated and elected within each Faculty two members with each appointed for either a one year or two year term on a rotational basis throughout all academic units, with no one unit sitting twice before other units have served one term.

Procedures for Appointment of Chair: Committee Chair is nominated by the Nominating Committee from the membership of Senate, with further nominations from the Senate, and elected by Senate.

Procedures for Appointment of Librarian: Nominated and elected within the Professional Librarian Group

Committee: **Nominating Committee**

Type: Standing

Status: Active

Duties:

- (1) to nominate for the April meeting of Senate the Chairperson and Deputy Chair of Senate, for election by Senate in May, to take office the following July;
- (2) to nominate for the May meeting of Senate, to be elected by Senate and take office in July:
 - a) candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
 - b) candidates to fill annual vacancies designated for the Senate on ad hoc and standing committees of Senate;
 - c) the Chairperson of the Senate Library Committee;
 - d) lay persons to be members of Senate;
 - e) a person to fill the office of Faculty Elections Officer
- (3) to act upon such other matters as may from time-to-time be referred to it by Senate;
- (4) in extraordinary circumstances dictated by time constraints, the Nominating Committee will recommend to the Executive Committee of Senate, the name(s) of a Senator(s) to specific-Senate and/or other University Committees.

Process of Nomination and Election for Faculty:

- (1) issue a call for nominations from eligible members for all vacant positions. All nominations must be accompanied by an agreement to serve if elected;
- (2) in a case where no nominations are forthcoming, or if the Committee so desires, determine potential candidates based on their qualifications, availability, other committee loads, administrative loads, interests, etc;
- (3) whenever possible, present a slate of nominations to Senate where final nominations will be accepted and an election will be held. Nominees may submit a short statement outlining their interest in and relevant experience/expertise for a position.

Membership (7)	Representative	Term	Leave	
			Retirement	Replacement Period
1 President (Non-voting)	R. Ivany	ex-officio	--	
1 Art (Senator)	J. Hennessy	3 yr	2013	
1 Arts	R. Seale	3 yr	2014	
1 P&A Sc. (Senator)	A. Mitchell	3 yr	2013	
1 P&A Sc.	A. Parsons	3 yr	2014	
1 Prof. St. (Senator)	M. Corbett	3 yr	2012	
1 Prof. St.	D. Piper	3 yr	2013	

Chair: Michael Corbett

Procedures for Appointment of Faculty: Faculty members are nominated and elected within each Faculty. Senate members are elected by Senate with elections carried out by the Secretary to Senate.

Committee: **Research**

Type: Standing

Status: Active

Duties:

- (1) to develop policies and programs that encourage and support faculty, graduate, and undergraduate research at Acadia University
- (2) to establish and oversee the adjudication process for Acadia University's internal research funds, excluding the University Research Fund (Article 25.55)
- (3) to establish, propose to Senate for approval and subsequently to implement a consultative process for regular reviews of the Acadia University Strategic Research Plan
- (4) to encourage and facilitate interaction among Acadia's researchers, community members, community organizations, government and industry in order to expand and enhance research collaboration and dissemination
- (5) to consider and respond to research matters referred to it by graduate students, faculty members, Departments, Schools, Faculties, the VP Academic or by the Senate of Acadia University
- (6) to receive the annual reports of Research Centres for submission to Senate
- (7) to consider any other matters of policy relating to research, and any other matters referred to it by Faculty, Vice-President (Academic), Senate, or Board of Governors

Membership (10)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Dean, R&GS	D. MacKinnon	ex-officio	--	
1 Arts	M. Abou Zahra	3 yr	2013	
1 Prof. St.	J. Colton	3 yr	2014	
1 P&A Sc.	A. Jha	3 yr	2012	
1 Theology	W. Brackney	3 yr	2012	
1 Librarian	W. Robicheau	3 yr	2014	
1 Canada Research Chair	H. Chipman	3 yr	2012	
1 Director of a Research Centre	R. Perrins	3 yr	2012	
1 Graduate Student	N. Dueck	1 yr	2012	
1 Undergraduate (Honours) Student	S. Sweet	1 yr	2012	

Chair: Dean of Research and Graduate Studies

Procedures for Appointment:

Faculty - Nominated and elected within each Faculty

Canada Research Chair - Elected by the Canada Research Chairs

Graduate student, elected by the Acadia Graduate Students Association

Undergraduate student - engaged in research, appointed under the aegis of the Students' Representative Council.

Research Centre Director - chosen by the Directors

Professional Librarian - elected by professional librarians at Acadia University

Committee: Research Ethics Board

Type: Standing

Status: Active

Duties:

- (1) to adopt, interpret and implement the principles, protocols and procedures outlined in the Tri-Council Policy Statement, "Ethical Conduct of Research Involving Humans," as they pertain to the types of research and related activity conducted by employees, faculty, students and researchers associated with Acadia University;
- (2) to establish and supervise a process to review research proposals referred to it in a regular and timely manner so that researchers are not compromised in their ability to initiate their research programmes. The Research Ethics Board shall approve, reject, propose modifications to, or terminate any proposed or ongoing research involving human subjects which is conducted within, or by members of, Acadia University, using considerations set forth in the Tri-Council Policy Statement, "ethical Conduct of Research Involving Humans";
- (3) to communicate the Tri-Council Policy Statement and its implications (and any future modifications to the Tri-Council Policy Statement) to all employees, faculty, students and researchers associated with Acadia University;
- (4) to serve in a reciprocal relation, acting as the Appeal Board for Mount Allison University's REB;
- (5) to provide to Senate, through its Chair, an annual report of its activities. The report should address:
 - a. its policies for the training of members, appointment of Ad Hoc advisors, and other key operating decisions as required by the TCPS and implemented by the REB, and
 - b. appeals, complaints, interpretive matters for which the REB has sought guidance from the Canadian Secretariat on Research Ethics, and any other matters out of the ordinary with which the Board has dealt with over the reported period;
- (6) to consider such matters as may from time to time be referred to it.

Quorum for meetings – five voting members, one of which must be one of the two community members.

Membership (9)	Representative	Term	Retirement	Leave Replacement	Period
1 Dean of R&GS (Non-voting)	D. MacKinnon	ex-officio	--		
1 Faculty/Ethics (Chair)	S. Maitzen	3 yr	Jun 2014		
1 Arts	D. Duke	3 yr	Jun 2013		
1 P&A Sc.	S. Potter	3 yr	Jun 2014		
1 Prof. St.		3 yr	Jun 2011		
1 Theology	W. Brackney	3 yr	Jun 2013		
1 Community Member with no affiliation with Acadia University and not currently engaged in scientific, legal, or academic work	J. Boutilier	3 yr	Jun 2012		
1 Community Member who has legal knowledge, but with no affiliation with Acadia University	A. Hudak	3 yr	Jun 2012		
1 Graduate Student (Non-voting)	C. Sweeney	1 yr	Jun 2012		

Chair: Faculty Member Knowledgeable in Ethics – Stephen Maitzen

Membership on the Research Ethics Board shall include both men and women.

Members from the Faculty of Arts, the Faculty of Professional Studies, the Faculty of Pure and Applied Science, and the Faculty of Theology to have with broad expertise in the methods or in the areas of research that are covered by the REB.

Dean of Research and Graduate Studies to serve as a non-voting member who shall act as liaison to the Senate Research Committee, the Senate Graduate Studies Committee, and Senate.

Committee: **Research Ethics Board**, cont'd

Procedures for Appointment (as terms expire):

Chair - Elected through the Office of the Faculty Elections Officer

Faculty – Nominated by and elected within each Faculty

Graduate Student – Appointed by the Student Representative Council

1 Community Member – no affiliation with Acadia University, nominated by the Nominating Committee

1 Community Member – no affiliation with Acadia University and has legal knowledge, nominated by the Nominating Committee

Committee: **Scholarships, Prizes and Awards Committee**

Type: Standing

Status: Active

Duties:

- (1) to decide policy and process by which winners of scholarships, prizes, bursaries and awards are to be selected and to gather all information it considers necessary for the selection;
- (2) to select the winners of all undergraduate scholarships, prizes and awards;
- (3) periodically to investigate the scholarships, prizes and awards program and to recommend improvements (increased funds, new scholarships, more prizes, etc.) to those involved in the program;
- (4) to promote interest in the scholarship program by posters, letters and other means;
- (5) to consider such other matters as the Senate may from time to time entrust to the Committee.

Membership (8)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Registrar or Delegate	Judy Noel-Walsh	ex-officio	--	
1 Financial Aid Counselor	P. D'Entremont	ex-officio	--	
1 Arts	A. Saroli	3 yr	2013	
1 Arts	S. Ahern	3 yr	2014	
1 Prof. St.	S. Landry	3 yr	2012	
1 Prof. St.	I. Semenenko	3 yr	2013	
1 P&A Sc.	J. Hooper	3 yr	2012	
1 P&A Sc.	B. van der Ende	3 yr	2014	
1 Student (Arts)	E. Cochrane	1 yr	2012	
1 Student (Science)	S. Sweet	1 yr	2012	
1 Student (Prof Studies)	C. Deal	1 yr	2012	

Chair: J. Hooper

Secretary: P. D'Entremont ext.1574

Procedures for Appointment of Faculty: Nominated and elected within each Faculty. Students: Appointed by SRC.

Committee: **Students With Disabilities That Affect Learning**

Type: Standing

Status: Active

Duties:

- (1) to monitor the implementation of the Senate policy for students with disabilities that affect learning;
- (2) to conduct an annual review of the policy regarding students with disabilities that affect learning, and if necessary, recommend to Senate amendments to the policy;
- (3) to deal with any other matters which Senate might refer to the Committee.

Membership (8)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Disability Resource Facilitator or Delegate		ex-officio	--	
1 Academic Support Coordinator or Delegate		ex-officio	--	
1 Registrar or Delegate		ex-officio	--	
1 Arts (Senator)	J. Best	3 yr	2013	
1 Prof. St. (Senator)	M. Corbett	3 yr	2013	
1 Science (Senator)	M. Snyder	3 yr	2012	
1 Theology (Senator)	C. Janzen	3 yr	2014	
1 Student	E. Cochrane	1 yr	2012	

Chair: Janice Best

Secretary: TBA

Procedures for Appointment:

Senators - Nominated by the Nominating Committee with further nominations from Senate, and elected by Senate.

Student - Appointed by the Student Representative Council

Committee: Tenure-Track Teaching Complement Allocation

Type: Standing

Status: Active

Duties:

- (1) to compile a ranked campus-wide master list of open (unfilled) and new tenure-track positions from the Faculties of Arts, Professional Studies and Pure & Applied Science based on the ranked lists submitted by the Faculties listed above. The final list compiled by this committee will be a collated synthesis of the ranked lists submitted by the three Faculties by September 1st of each year. This list will be submitted to the Office of the Vice-President (Academic) and such list will determine the allocation of tenure-track positions to be advertised by the University.
- (2) to compile a revised master list, collating revised lists from Faculties that experienced late openings into the existing master list, if additional openings in tenure-track positions should arise after the Committee has completed its initial annual ranking procedures, but before December 15th. If openings in tenure-track positions should occur after December 15th, they shall be considered in the next academic year's ranking procedure.
- (3) to create, update and regularly distribute to Senate criteria upon which rankings are based.

Quorum shall be all six voting members.

The Senate will review the functioning of this committee in January of each year.

Membership (7)	Representative	Term	Leave	
			Retirement	Replacement Period
1 Dean of Arts	B. Moody (<i>Acting</i>)	ex-officio	--	
1 Dean of P&A Sc.	P. Williams	ex-officio	--	
1 Dean of Prof. St.	G. Bissix (<i>Acting</i>)	ex-officio	--	
1 Senator - Chair (Non-vote)	D. Kruisselbrink	3 yr	2014	
1 Arts (Tenured Faculty)	Z. Abramson	3 yr	2014	
1 Arts alternate (Tenured Faculty)	R. Proulx	3 yr	2012	
1 Prof. St. (Tenured Faculty)	R. Murphy	3 yr	2012	
1 Prof. St. alternate (Tenured Faculty)		3 yr	2013	
1 Science (Tenured Faculty)	H. Teismann	3 yr	2013	
1 Science alternate (Tenured Faculty)	R. Raeside	3 yr	2014	

Chair: D. Kruisselbrink

Secretary: TBA

Procedures for Appointment:

Senator - Nominated by the Senate Nominating Committee with further nominations from Senate and elected by Senate.

Faculty - Nominated and elected within each Faculty.

Committee: **Timetable, Instruction Hours, and Examination Committee**

Type: Standing

Status: Active

Duties:

- (1) to communicate the approved rules on instruction hours to all members of Faculty before the end of August of each academic year;
- (2) to recommend to Senate the approval of special requests as it deems valid, with supporting reasons;
- (3) to recommend to Senate new or modified policies and regulations pertaining to instruction hours;
- (4) to publish in the spring of each academic year, a time, a place and schedule of classes for the following year;
- (5) to make such amendments and corrections as may be deemed necessary in the timetable throughout the year;
- (6) to make recommendations concerning any changes in the scheduling of courses which, in its judgment, will more efficiently utilize the physical plant of the university without compromising academic needs;
- (7) to publish a timetable for December and April examinations;
- (8) to ensure that proper examination procedures are carried out;
- (9) to consider and to rule on all individual cases that may arise in the course of examination procedures and may deserve special consideration;
- (10) to recommend to Senate by the January meeting in each year the dates for the following academic year.

Membership (7)	Representative	Term	Retirement	Leave Replacement	Period
1 Registrar or Delegate	L. Davidson	ex-officio	--		
1 Senior Director Student Affairs (non-voting)	J. Sanford	ex-officio	--	(in lieu of Dean of Students)	
1 Art	A. Saroli	3 yr	2013		
1 Prof. St.	S. Landry	3 yr	2014		
1 P&A Sc.	R. Giles	3 yr	2012		
1 Student	C. Deal	1 yr	2012		
1 Student	E. Cochrane	1 yr	2012		

Chair: Faculty from Members - TBA

Procedures for Appointment of Faculty: Nominated and elected within each Faculty.