

MEMBERSHIP FOR 2014-2015

ON

THE SENATE OF ACADIA UNIVERSITY

AND

UNIVERSITY COMMITTEES

INDEX

Academic Discipline Appeals	Pg 6
Academic Integrity	Pg 7
Academic Planning	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
Awards	Pg 14
Open Acadia	Pg 15
By-Laws	Pg 16
Curriculum	Pg 17
Faculty Development	Pg 18
Graduate Studies	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
Timetable, Instruction Hours, & Examination	Pg 28

Document Date – July 2nd, 2014
(updated as applicable)
Prepared by the Office of the Senate Secretariat

**Senate of Acadia University
Membership for 2014 - 2015**

Membership Representative (57 positions, including Deputy Chair; currently 54 persons)	Term	Retirement Replacement	Leave Period
1 Chair (<i>see Note on page 2</i>)	Paul Doerr	1 yr	2015
1 Deputy-Chair	Rob Raeside	1 yr	2015 (from the elected Faculty members of Senate)
1 Senate Secretary/Registrar (<i>non-voting</i>)	Derek Serafini	ex-officio	
1 Chancellor	Libby Burnham	ex-officio	
1 President	Raymond Ivany	ex-officio	
1 V-P, Academic	Robert Perrins (<i>Acting</i>)	ex-officio	
1 V-P, Enrolment & Student Services (<i>non-voting</i>)	Susan Mesheau	ex-officio	
1 V-P, Finance & Admin (<i>non-voting</i>)	Darrell Youden	ex-officio	
1 Dean of Arts	Jeff Hennessy (<i>Acting</i>)	ex-officio	
1 Dean of Professional Studies	Heather Hemming	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	ex-officio	
1 University Librarian		ex-officio	
1 President, Student Union	Callie Lathem	ex-officio	
1 Board of Governors	Gwen Phillips	3 yr	2016
1 Board of Governors	Bryan Hagerman	3 yr	2014
1 Board of Governors	James Stanley	3 yr	2015
1 Theology	William Brackney	3 yr	2016
1 Librarian	Ann Smith	3 yr	2016
1 Arts	Paul Doerr	3 yr	2016
1 Arts	Herb Wyle	3 yr	2016
1 Arts	Donna Seamone	3 yr	2016
1 Arts	Gillian Poulter	3 yr	2017
1 Arts	Jessica Slights	3 yr	2017
1 Arts	Romira Worvill	3 yr	2017
1 Arts	Sonia Hewitt	3 yr	2015
1 Arts	Andrew Biro	3 yr	2015
1 Arts (Music)	Christianne Rushton	3 yr	2017
1 Prof. St. (Dir. – Bus)	Ian Hutchinson	ex-officio	by tradition
1 Prof. St. (Bus)	Jun Yang	3 yr	2016
1 Prof. St. (Bus)	Edith Callaghan	3 yr	2015
1 Prof. St. (Dir. - Ed)	Ann Vibert	ex-officio	by tradition
1 Prof. St. (Ed)	John Guiney Yallop	3 yr	2015
1 Prof. St. (Ed)	M. Lynn Aylward	3 yr	2017
1 Prof. St. (Dir. - SRMK)	René Murphy	ex-officio	by tradition
1 Prof. St. (SRMK)	Jason Holt	3 yr	2016
1 Prof. St. (SRMK)	Jim MacLeod	3 yr	2015
1 P&A Sc. (Biology)	Glenys Gibson	3 yr	2017
1 P&A Sc. (Chemistry)	Vlad Zamlynny	3 yr	2016
1 P&A Sc. (Math)	Nancy Clarke	3 yr	2016
1 P&A Sc. (Earth & Environmental)	Rob Raeside	3 yr	2017
1 P&A Sc. (Physics)	Anna Kieft	3 yr	2017
1 P&A Sc. (Dir. - Nut. & Diet.)	Barbara Anderson	ex-officio	by tradition
1 P&A Sc. (Dir. - Computer)	Darcy Benoit	ex-officio	by tradition
1 P&A Sc. (Dir. - Engineering)	Andrew Mitchell	ex-officio	by tradition
1 P&A Sc. (Psychology)	Lisa Price	3 yr	2015
1 Student SRC rep(VP Academic, by trad)	Liam Murphy	1 yr	2015
1 Student (Graduate)	Lyndsay Sprado	1 yr	2015

Replacing A. Quema Jul-Dec 2014

Finishing S. Major's term

1	Student SRC rep (Arts, by tradition)	Connor Thompson	1 yr	2015
1	Student SRC rep (Prof. St., by tradition)	Hector Rode	1 yr	2015
1	Student SRC rep (Science, by tradition)	Ryan Densmore	1 yr	2015
1	Student (Theology)	James Wood	1 yr	2014
1	Lay person	Sheonagh McCullough	3 yr	2016
1	Lay person	Pete Connelly	3 yr	2015
1	Lay person	Jane Cayford	3 yr	2017

CURRENT VOTING MEMBERS = 52

CURRENT QUORUM = 27

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 – Nominated by Senate Nominating Committee after a call to Senate and all Faculty. Elected by Senate in May to begin term in July

Deputy-Chair - Nominated by Senate Nominating Committee, after a call to all Senators. Elected by Senate in May to begin term in July

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 have by tradition been represented by their Directors, and the Constitution of the FPAS states that they should be represented by their Directors. HOWEVER, the Senate Constitution, Appendix A: Membership, 7:3, which is based on the Acadia Act, states that “each School shall be guaranteed one place on Senate, the appointee to be named by the School concerned and chosen in a manner determined by the individual schools”. As the Senate Constitution is what determines Senate membership, individual Schools could decide to choose a representative other than the Director if they wished, notwithstanding the FPAS Constitution. The FPAS Constitution should likely be changed to bring it into line with the Senate Constitution.

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

Professional Studies – by tradition and the FPS Constitution, 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. Again, though, the Senate Constitution states that Schools are free to choose their representatives in a manner they determine; therefore, individual schools could decide to choose their representatives differently if they so desired. Again, the FPS Constitution should likely be changed to bring it into line with the Senate Constitution.

Theology - one member elected from within the Faculty of Theology

Professional Librarian - one representative nominated and elected by Professional Librarians

Lay people - Nominated by the Senate Nominating Committee after a call to all Senators, Faculty, and staff, and elected by Senate. They must not be eligible for membership in Senate in any of the other roles or categories, and must not be full-time employees of Acadia.

Graduate Student - chosen by the Graduate Students' Association

SRC Student reps - chosen by the Acadia Students' Representative Council. By tradition, one has been the Student V-P Academic, and one has been chosen to represent each of the faculties of Arts, Pure and Applied Sciences, and Professional Studies. However, the exact nature of these four representatives is up to the SRC, and is not mandated by Senate.

Theology Student rep – normally chosen by the Acadia Divinity College Student Association; if that group is not able to make an appointment in a timely fashion in a given year, the position may be chosen by the Dean of Theology.

Makeup of Senate (57 positions, including Deputy Chair; number of members may be fewer in any given year, if one person occupies more than one role)

Chair	Nine from Faculty of Arts
Chancellor	Nine from Faculty of Professional Studies
President	Nine from Faculty of Pure and Applied Science
Vice-President, Academic	One from Faculty of Theology
Vice-President, Enrolment and Student Services (non-voting)	One Professional Librarian
Vice-President, Administration (non-voting)	<i>(Note, one of the 29 elected faculty members of Senate shall also serve in the position of Deputy Chair)</i>
Registrar as Secretary (Non-voting)	
Dean, Arts	Three from Board of Governors
Dean, Pure and Applied Sciences	Three Lay People
Dean, Professional Studies	President, Student Union
Dean, Theology	Four SRC Student Representatives
Dean, R&G Studies	One Graduate Student
Director, Open Acadia	One Theology Student
University Librarian	

Chair Faculty Council – Anna Kiefte
Vice-Chair of Faculty – Sonia Hewitt
Faculty Elections Officer –
Secretary to Faculty Council – Lesley Frank
Faculty of Arts Elections Officer - Stephen Henderson
Faculty of Arts Nominating Chair – Anna Saroli
Faculty of Pure and Applied Science Elections Officer – Dave Shutler
Faculty of Pure and Applied Science Nominating Chair – Teri Gullon
Faculty of Professional Studies Elections Officer – Glynis Ross
Faculty of Professional Studies Nominating Chair – Glynis Ross
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		Period
			Retirement	Replacement	
1 Chair of Senate	P. Doerr	ex-officio	--		
1 Deputy Chair of Senate	R. Raeside	ex-officio	--		
1 President	R. Ivany	ex-officio	--		
1 Vice-President (Academic)	R. Perrins (<i>Acting</i>)	ex-officio	--		
1 Dean of Arts	J. Hennessy	ex-officio	--		
1 Dean of P&A Sc.	P. Williams	ex-officio	--		
1 Dean of Prof. St.	H. Hemming	ex-officio	--		
1 Dean of R & G Studies	D. MacKinnon	ex-officio	--		
1 Registrar (Secretary) (Non-voting)	D. Serafini	ex-officio	--		
1 Dean of Theology (Theology only)	H. Gardner	ex-officio	--		
1 Student Vice-President Academic	L. Murphy	ex-officio	--		
1 Senate representative (Arts)	H. Wylie	1 yr		2015	
1 Senate representative (Prof. St.)	R. Murphy	1 yr		2015	
1 Senate representative (Science)	A. Mitchell	1 yr		2015	

Chair: Chair of Senate (currently P. Doerr)

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.	Harish Kapoor	3 yr	2016		
1 P&A Sc.	Jianan Peng	3 yr	2016		
1 Arts	Christian Thomas	3 yr	2016		
1 Student	Ryan Densmore	1 yr	2015		
1 Student	Hector Rode	1 yr	2015		

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	Retirement	Leave	
				Replacement	Period
1 Registrar	D. Serafini	ex-officio	--		
1 Arts	S. Ahern	3 yr	2017		
1 Prof. St.	R. Pitter	3 yr	2016		
1 P&A Sc.	S. Potter	2 yr	2015		
1 University Librarian or delegate	P. Townsend	3 yr	2016		
1 Student	C. Thompson	1 yr	2015		

Chair: (Transitional) D. Serafini

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

Committee: **Academic Planning Committee**

Type: Standing

Status: Active

Mandate:

The Academic Planning Committee shall make recommendations to Senate on matters relating to academic principles and planning.

In carrying out its work, the Committee shall consult widely with all stakeholders and relevant bodies on campus. The APC shall report regularly to Senate, no less than two times per year.

Membership (8)	Representative	Term	Retirement	Leave Replacement	Period
1 Vice President Academic	R. Perrins (<i>Acting</i>)	ex-officio	--		
1 Dean of Arts	J. Hennessy (<i>Acting</i>)	ex-officio	--		
1 Dean of Prof. Studies	H. Hemming	ex-officio	--		
1 Dean of P&A Sc.	P. Williams	ex-officio	--		
1 University Librarian		ex-officio	--		
1 Faculty Member	J. Hooper	3 yr	2016		
1 Faculty Member	T. Weatherbee	3 yr	2017		
1 Faculty Member	M. Lukeman	2 yr*	2016		
1 Faculty Member	D. Duke	2 yr	2015		
1 Student	L. Murphy	1 yr	2015		

Chair: Vice President Academic

**Initial term is 1 or 2 years to stagger retirements going forward.*

Procedures for Appointment:

Faculty members, elected by Faculty**

Student - Appointed by the Student Representative Council

***Faculty members include instructors, lecturers, librarians, archivists and professors. They shall be elected by a general call for nominations from the Faculty Elections Officer.*

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)	R. Perrins (<i>Acting</i>)	ex-officio	--		
1	Registrar or Delegate	D. Serafini	ex-officio	--		
1	Arts	C. Rushton	3 yr	2017		
1	Prof. St.	D. Day	3 yr	2015		
1	P&A Sc.	S. Major	3 yr	2016		
1	Governor	B. Hagerman	3 yr	10/2015		
1	Dean of Faculty under review	--	--	--		

Chair: R. Perrins (*Acting*)

Secretary: D. Serafini

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	R. Perrins (<i>Acting</i>)	ex-officio	--		
1	Coordinator, Academic Technologies	D. Currie	ex-officio	--		
1	Director of Technology Services	G. Doucette	ex-officio	--		
1	Director of Open Acadia	J. Banks	ex-officio	--		
1	Arts	R. Cunningham	3 yrs	2017		
1	Prof. St.	R. Pitter	3 yrs	2015		
1	P&A Sc.	D. Benoit	3 yrs	2015		
1	Librarian	M. Beazley	3 yrs	2014		
1	Student (Arts)	C. Thompson	1 yr	2015		
1	Student (Prof. St.)	H. Rode	1 yr	2015		
1	Student (P&A Sc.)	R. Densmore	1 yr	2015		

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	Retirement	Leave	
				Replacement	Period
1 Vice-President Academic	R. Perrins (<i>Acting</i>)	ex-officio	--		
1 Registrar or Delegate (Non-vote)	D. Serafini	ex-officio	--		
1 Arts	C. Thomas	3 yr	2016		
1 Arts	C. Rushton	3 yr	2017		
1 Prof. St.	T. Weatherbee	3 yr	2015		
1 Prof. St.	J. Guiney Yallop	3 yr	2016		
1 P&A Sc.	N. Clarke	3 yr	2015		
1 P&A Sc.	A. Redden	3 yr	2017		
1 Theology	H. Gardner	3 yr	2015		
1 Student (VP Academic)	L. Murphy	1 yr	2015		

Chair: Vice-President (Academic) - R. Perrins (*Acting*)

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)	R. Perrins (<i>Acting</i>)	ex-officio	--		
1 Registrar	D. Serafini	ex-officio	--		
1 Dean of P&A Sc.	P. Williams	ex-officio	--		
1 Dean of Arts	J. Hennessy (<i>Acting</i>)	ex-officio	--		
1 Dean of Prof. St.	H. Hemming	ex-officio	--		
1 Director of Open Acadia	J. Banks	ex-officio	--		
1 Arts (Head or Director)	B. Van Blarcom	3 yr	2017		
1 Arts	M. Dennis	3 yr	2015		
1 Prof. St. (Director)	I. Hutchinson	3 yr	2015		
1 Prof. St.	David Piper	3 yr	2016		
1 P&A Sc. (Head or Director)	B. Anderson	3 yr	2015		
1 P&A Sc.	R. Raeside	3 yr	2016		
1 Theology	A. Robbins	3 yr	2017		
(voting on Theology matters only)					
1 Student (VP Academic)	L. Murphy	1 yr	2015		

Chair: Vice-President (Academic) - R. Perrins (*Acting*)

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	R. Perrins (<i>Acting</i>)	ex-officio			
1 Arts	B. Delpeche	3 yr	2017		
1 Arts	P. Doerr	3 yr	2015		
1 Arts	C. Bonner	3 yr	2016	<i>Replacing J. MacDonald jul-jun'15</i>	
1 Prof. St.	B. Trofanenko	3 yr	2014		
1 P&A Sc.	C. Morley	3 yr	2016		
1 Theology	C. Janzen	3 yr	2017		
1 Alumni Appointee	Bev Richardson	3 yr	2016		
1 Presidential Appointee	A. Smith	3 yr	2015		
1 Convention of Atlantic Baptist Churches Appointee		3 yr	2016		
1 Student (Graduate or Honours)	E. Gaunce	1 yr	2015		

Chair: (Transitional) P. Doerr

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: **Awards Committee for Honorary Degrees and Emeriti Distinction
(Awards Committee)**

Type: Standing

Status: Active

Purpose:

The purpose of the Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee) is to:

1. Invite nominations for Honorary Doctorate degrees and Professores, Librarian, and Archivists Emeriti awards.
2. Adjudicate the nominations; and recommend nominees thereon to Senate.

Membership (8)	Representative	Term	Retirement	Leave	
				Replacement	Period
1 President	R. Ivany	ex-officio	--		
1 Arts	D. Charke	3 yr	2015		
1 Prof. St.	R. Seaman	3 yr	2016		
1 P&A Sc.	A. Parsons	3 yr	2017		
1 Acadia Divinity College/Theology	H. Gardner	3 yr	2017		
1 Librarian/Archivist	P. Townsend	3 yr	2015		
1 Governor or Senator (lay member)	J. Rogers	3 yr	10/2015		
1 Student	C. Lathem	1 yr	2015		

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

Procedures for Appointment:

- Faculty: Nominated and elected within each Faculty.
- Librarian/Archivist: Nominated and elected by librarians/archivists.
- Governor or Senator: Appointed by the Board.
- Student: Appointed by the Student Representative Council.

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	Retirement	Leave	
				Replacement	Period
1 Vice-President (Academic)	R. Perrins (<i>Acting</i>)	ex-officio	--		
1 Associate VP Finance & Treasurer	M. MacVicar	ex-officio	--		
1 Director of Open Acadia	J. Banks	ex-officio	--		
1 Dean of Arts	J. Hennessy (<i>Acting</i>)	ex-officio	--		
1 Dean of P&A Sc.	P. Williams	ex-officio	--		
1 Dean of Prof. St.	H. Hemming	ex-officio	--		
1 Registrar or Delegate	D. Serafini	ex-officio	--		
1 Part-time student	T. Murray	1 yr		2015	

Chair: (Transitional) J. Banks

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. Wylie	3 yr	2016		
1 Prof. St. (Senator)	J. MacLeod	3 yr	2017		
1 P&A Sc. (Senator)	B. Anderson	3 yr	2015		
1 Theology (Senator)	W. Brackney	3 yr	2016		

Chair: B. Anderson

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	Retirement	Leave Replacement	Period
1	Registrar or Delegate (Non-vote)	D. Serafini	ex-officio	--		
1	Librarian or Delegate	P. Townsend	ex-officio	--		
1	Arts	S. Hewitt	3 yr	2016		
1	Arts	P. Rigg	3 yr	2017		
1	Prof. St.	R. Seaman	3 yr	2015		
1	Prof. St.	L. Elshof	3 yr	2014		
1	P&A Sc.	J. Hooper	3 yr	2015		
1	P&A Sc.	R. Raeside	3 yr	2016		
1	Theology		3 yr	2017		
1	Student (VP Academic)	L. Murphy	1 yr	2015		
1	Student	C. Thompson	1 yr	2015		

Chair: (Transitional) D. Serafini

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	S. Henderson	3 yr	2016		
1 Prof. St.	J. Fowles	1 yr*	2015		
1 P&A Sc.	L. Price	3 yr	2017		
1 Theology		3 yr	2017		

Chair: (Transitional) L. Price

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

**Initial term is 1 or 2 years to stagger retirements going forward.*

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/S. Potter	ex-officio	--		
1	Program Coordinator (Biology)	M. Mallory	ex-officio	--		
1	Program Coordinator (Com Sc)	A. Trudel	ex-officio	--		
1	Program Coordinator (English)	K. Whetter	ex-officio	--		
1	Program Coordinator (Education)	M. Corbett	ex-officio	--		
1	Program Coordinator (Political Sc)	G. Whitehall	ex-officio	--		
1	Program Coordinator (Rec Mgt)	G. Bissix/A. Warner	ex-officio	--		
1	Program Coordinator (Sociology)	H. Kitchin	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)		1 yr	2014		
1	Graduate Student (Prof. St.)		1 yr	2014		
1	Graduate Student (P&A Sc.)		1 yr	2014		
1	Graduate Student (Theology)		1 yr	2014		

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: **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	Leave	
			Retirement	Replacement Period
1 Dean of R&GS or Delegate	D. MacKinnon	ex-officio	--	
1 Arts	T. Thomson	3 yr	2015	
1 Arts	C. Alexander	3 yr	2017	
1 Prof. St.	C. Shields	3 yr	2014	
1 Prof. St.	J. Yang	3 yr	2016	
1 P&A Sc.	C. Stanley	1 yr*	2015	
1 P&A Sc.	A. Redden	3 yr	2017	
1 Honours Student (Arts)	S. Loney	1 yr	2015	
1 Honours Student (Prof. St.)	H. Price	1 yr	2015	
1 Honours Student (P&A Sc.)	C. Fuller	1 yr	2015	

Chair: (Transitional) D. MacKinnon**Initial term is 1 or 2 years to stagger retirements going forward.*

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	Leave	
			Retirement	Replacement Period
1 Librarian	Britanie Wentzell	ex-officio	--	
1 Chair (Senator)	W. Brackney	3 yr	2014	
1 Professional Librarian	A. Pash	1 yr	2017	
1 Arts	D. Landgraf	2 yr	2015	
1 Arts	B. Moore	2 yr	2016	
1 Prof. St.	K. Carmichael	2 yr	2015	
1 Prof. St.	L. Thompson	2 yr	2014	
1 P&A Sc.	S. McFarland	2 yr	2015	
1 P&A Sc.	A. Tong	2 yr	2016	
1 Theology	G. Wooden	1 yr	2015	
1 Student (VP Academic)	L. Murphy	1 yr	2015	
1 Student	H. Rode	1 yr	2015	
1 Graduate Student	Vacant	1 yr	2015	

Chair: (Transitional) K. Carmichael 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)	R. Worvill	3 yr	2017	
1 Arts	A. Saroli	3 yr	2016	
1 P&A Sc. (Senator)	A. Mitchell	3 yr	2016	
1 P&A Sc.	E. Curry	3 yr	2017	
1 Prof. St. (Senator)	I. Hutchinson	3 yr	2015	
1 Prof. St.	D. Piper	3 yr	2016	

Chair: (Transitional) A. Mitchell

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	Retirement	Leave Replacement Period
1	Dean, R&GS	D. MacKinnon	ex-officio	--	
1	Arts	Z. Abramson	3 yr	2016	
1	Prof. St.	J. Colton	3 yr	2014	
1	P&A Sc.	D. Silver	3 yr	2015	
1	Theology	W. Brackney	3 yr	2016	
1	Librarian	W. Robicheau	3 yr	2017	
1	Canada Research Chair	B. Trofanenko	3 yr	2015	
1	Director of a Research Centre	A. Redden	3 yr	2015	
1	Graduate Student	Vacant	1 yr	2014	
1	Undergraduate (Honours) Student	C. Fuller	1 yr	2015	

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 2017		
1 Arts	D. Duke	3 yr	Jun 2016		
1 P&A Sc.	S. Potter	3 yr	Jun 2017		
1 Prof. St.	C. Vibert	3 yr	Jun 2017		
1 Theology	A. Robbins	3 yr	Jun 2015		
1 Community Member with no affiliation with Acadia University and not currently engaged in scientific, legal, or academic work	J. Boutilier	3 yr	Jun 2015		
1 Community Member who has legal knowledge, but with no affiliation with Acadia University	A. Hudak	3 yr	Jun 2015		
1 Graduate Student (Non-voting)	B. Pulsifer	1 yr	Jun 2015		

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 Graduate Student Association. In the event the Graduate Student Association is not able to select a representative in a timely fashion in a given year, the appointment shall be made 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 (11)		Representative	Term	Retirement	Leave Replacement Period
1	Registrar or Delegate	Judy Noel-Walsh	ex-officio	--	
1	Financial Aid Counselor	P. D'Entremont	ex-officio	--	
1	Arts	D. Landgraf	3 yr	2016	
1	Arts	S. Ahern	3 yr	2017	
1	Prof. St.	S. Landry	3 yr	2015	
1	Prof. St.	I. Semenenko	3 yr	2016	
1	P&A Sc.	R. Karsten	3 yr	2015	
1	P&A Sc.	B. van der Ende	3 yr	2014	
1	Student (Arts)	C. Thompson	1 yr	2015	
1	Student (Science)	R. Densmore	1 yr	2015	
1	Student (Prof Studies)	H. Rode	1 yr	2015	

Chair: R. Karsten

Secretary: P. D'Entremont ext.1574

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

Students: Appointed by the Student Representative Council.

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	Retirement	Leave	
				Replacement	Period
1 Disability Resource Facilitator or Delegate	K. O'Rourke	ex-officio	--		
1 Academic Support Coordinator or Delegate		ex-officio	--		
1 Registrar or Delegate	D. Serafini	ex-officio	--		
1 Arts	C. Rushton	3 yr	2016		
1 Prof. St.	L. Aylward	3 yr	2016		
1 Science	S. Major	3 yr	2015		
1 Theology	C. Janzen	3 yr	2017		
1 Student	L. Murphy	1 yr	2015		

Chair: (Transitional) L. Aylward Secretary: TBA

Procedures for Appointment:

Faculty: Nominated and elected within each Faculty

Student: Appointed by the Student Representative Council

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	D. Serafini	ex-officio	--		
1 Senior Director Student Affairs (non-voting)	J. Sanford	ex-officio	--	(in lieu of Dean of Students)	
1 Arts	L. Narbeshuber	3 yr	2016		
1 Prof. St.	C. King	3 yr	2017		<i>Repl S. Landry Jul -June 2015</i>
1 P&A Sc.	J. Diamond	3 yr	2015		
1 Student	Hector Rode	1 yr	2015		
1 Student	R. Densmore	1 yr	2015		

Chair: (Transitional) D. Serafini

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