

**MEMBERSHIP FOR 2017-2018**  
**ON**  
**THE SENATE OF ACADIA UNIVERSITY**  
**AND**  
**UNIVERSITY COMMITTEES**

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(updated as applicable)  
**Prepared by the Office of the Senate Secretariat**

**Senate of Acadia University  
Membership for 2017 - 2018**

Membership Representative (57 positions, including Deputy Chair; currently 55 persons)	Term	Retirement Replacement	Leave Period
1 Chair ( <i>see Note on page 2</i> )	Anna Kieft	1 yr	2018
1 Deputy-Chair	Rob Raeside	1 yr	2018 (from the elected Faculty members of Senate)
1 Senate Secretary/Registrar ( <i>non-voting</i> )	Mark Bishop	ex-officio	
1 Chancellor	Libby Burnham	ex-officio	
1 President	Peter Ricketts	ex-officio	
1 V-P, Academic	Heather Hemming	ex-officio	
1 V-P, Enrolment & Student Services ( <i>non-voting</i> )	Vacant	ex-officio	
1 V-P, Finance & Admin ( <i>non-voting</i> )	Christopher Callbeck	ex-officio	
1 Dean of Arts	Jeff Hennessy	ex-officio	
1 Dean of Professional Studies	Ann Vibert ( <i>Acting</i> )	ex-officio	
1 Dean of Pure & Applied Science	Jeff Hooper ( <i>Acting</i> )	ex-officio	
1 Dean of Research & Grad Studies	Anna Redden	ex-officio	
1 Dean of Theology	Harry Gardner	ex-officio	
1 Director of Open Acadia	Jeff Banks	ex-officio	
1 University Librarian	Ann Smith ( <i>Acting</i> )	ex-officio	
1 President, Student Union	Grace Hamilton-Burge	ex-officio	
1 Board of Governors	Vacant	3 yr	2019
1 Board of Governors	Vacant	3 yr	2020
1 Board of Governors	James Stanley	3 yr	2018
1 Theology	Glenn Wooden	3 yr	2019
1 Librarian	Jennifer Richard	3 yr	2019
1 Arts	Paul Doerr	3 yr	2019
1 Arts	Judith Leidl	3 yr	2019
1 Arts	Sonia Hewitt	3 yr	2019
1 Arts	Patricia Rigg	3 yr	2020
1 Arts	Paul Abela	3 yr	2020
1 Arts	Anna Wilks	3 yr	2020
1 Arts	Robert Seale	3 yr	2018
1 Arts	Kate Ashley	3 yr	2018
1 Arts (Music)	Derek Charke	3 yr	2020
1 Prof. St. (Dir. – Bus)	Paul Callaghan	ex-officio by tradition	
1 Prof. St. (Bus)	Jim Grant	3 yr	2019
1 Prof. St. (Bus)	Stephen MacLean	3 yr	2018
1 Prof. St. (Dir. - Ed)	John Guiney Yallop	ex-officio by tradition	
1 Prof. St. (Ed)	Beth Robinson	3 yr	2018
1 Prof. St. (Ed)	Lynn Aylward	3 yr	2020
1 Prof. St. (Dir. - SRMK)	Rene Murphy	ex-officio by tradition	
1 Prof. St. (CODE)	Glyn Bissix	3 yr	2020
1 Prof. St. (SRMK)	Scott Landry	3 yr	2018
1 P&A Sc. (Biology)	Glenys Gibson	3 yr	2020
1 P&A Sc. (Chemistry)	Matt Lukeman	3 yr	2019
1 P&A Sc. (Math)	Nancy Clarke	3 yr	2019
1 P&A Sc. (Earth & Environmental)	Rob Raeside	3 yr	2020
1 P&A Sc. (Physics)	Michael Robertson	3 yr	2020
1 P&A Sc. (Dir. - Nut. & Diet.)	Barb Anderson	ex-officio by tradition	
1 P&A Sc. (Dir. - Computer)	Darcy Benoit	ex-officio by tradition	
1 P&A Sc. (Dir. - Engineering)	Paul Arnold ( <i>Acting</i> )	ex-officio by tradition	
1 P&A Sc. (Psychology)	Diane Holmberg	3 yr	2018
1 Student SRC rep(VPAcademic,by trad)	Samantha Nixon	1 yr	2018
1 Student (Graduate)	Jeremy Locke	1 yr	2018

*Repl A. Quema July-Dec '17*  
*Repl C. Rushton Jul-June '18*

*Replacing J. MacLeod Jul-Dec '17*

*Replacing Anna Kieft Jul-Jun '18*

1	Student SRC rep (Arts, by tradition)	Katie Winters	1 yr	2018
1	Student SRC rep (Prof. St., by tradition)	Regan Haley	1 yr	2018
1	Student SRC rep (Science, by tradition)	Vacant	1 yr	2018
1	Student (Theology)		1 yr	2018
1	Lay person	Jeffrey Hollett	3 yr	2019
1	Lay person	Zabrina Whitman	3 yr	2020
1	Lay person	Carolyn Landry	3 yr	2020

CURRENT VOTING MEMBERS = 49

CURRENT QUORUM = 25

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)	Three from Board of Governors
Dean, Arts	Three Lay People
Dean, Pure and Applied Sciences	President, Student Union
Dean, Professional Studies	Four SRC Student Representatives
Dean, Theology	One Graduate Student
Dean, R&G Studies	One Theology Student
Director, Open Acadia	
University Librarian	

Chair Faculty Council – Geoffrey Whitehall  
Vice-Chair of Faculty – Diane Holmberg  
Faculty Elections Officer – Martin Tango  
Secretary to Faculty Council – Sonia Hewitt  
Faculty of Arts Elections Officer – Stephen Henderson  
Faculty of Arts Nominating Chair – Eugene Cormier  
Faculty of Pure and Applied Science Elections Officer – Dave Shutler  
Faculty of Pure and Applied Science Nominating Chair – Jennifer Richard  
Faculty of Professional Studies Elections Officer – Paul Callaghan  
Faculty of Professional Studies Nominating Chair – Paul Callaghan  
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 (13)	Representative	Term	Retirement	Leave Replacement	Period
1 Chair of Senate	Anna Kiefte	ex-officio	--		
1 Deputy Chair of Senate	Rob Raeside	ex-officio	--		
1 President	Peter Ricketts	ex-officio	--		
1 Vice-President (Academic)	Heather Hemming	ex-officio	--		
1 Dean of Arts	Jeff Hennessy	ex-officio	--		
1 Dean of P&A Sc.	Jeff Hooper ( <i>Acting</i> )	ex-officio	--		
1 Dean of Prof. St.	Ann Vibert ( <i>Acting</i> )	ex-officio	--		
1 Dean of R & G Studies	Anna Redden	ex-officio	--		
1 University Librarian	Ann Smith ( <i>Acting</i> )	ex-officio	--		
1 Registrar (Secretary) (Non-voting)	Mark Bishop	ex-officio	--		
1 Dean of Theology (Theology only)	Harry Gardner	ex-officio	--		
1 Student Vice-President Academic	Samantha Nixon	ex-officio	--		
1 Senate representative	René Murphy	1 yr		2018	
1 Senate representative	Vacant	1 yr		2018	
1 Senate representative	Diane Holmberg	1 yr		2018	

Chair: Chair of Senate (Anna Kiefte currently )

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

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	Mark Bishop	ex-officio	--	
1 Arts	Paul Abela	3 yr	2020	
1 Prof. St.	Jonathon Fowles	3 yr	2019	
1 P&A Sc.	Paul Arnold	2 yr	2018	
1 University Librarian or delegate	Ann Smith	3 yr	2019	
1 Student	Samantha Nixon	1 yr	2018	

Chair:

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	Heather Hemming	ex-officio	--	
1 Dean of Arts	Jeff Hennessy	ex-officio	--	
1 Dean of Prof. Studies	Ann Vibert ( <i>Acting</i> )	ex-officio	--	
1 Dean of P&A Sc.	Jeff Hooper ( <i>Acting</i> )	ex-officio	--	
1 University Librarian	Ann Smith ( <i>Acting</i> )	ex-officio	--	
1 Faculty Member	Craig Bennett	3 yr	2019	
1 Faculty Member		3 yr	2020	
1 Faculty Member	John Colton	3 yr	2019	
1 Faculty Member	David Duke	3 yr	2018	
1 Student	Katie Winters	1 yr	2018	

Chair: Vice President Academic: Heather Hemming

*\*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)	Heather Hemming	ex-officio	--	
1 Registrar or Delegate	Mark Bishop	ex-officio	--	
1 Arts	P. Lauzon	3 yr	2020	<i>Repl for C. Rushton Jul-June 2018</i>
1 Prof. St.	Ann Dodge	3 yr	2018	
1 P&A Sc.	Diane Holmberg	3 yr	2019	
1 Governor	Jim Stanley	3 yr	2018	
1 Dean of Faculty under review	--	--	--	

Chair: H. Hemming

Secretary: Jeff Banks

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



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

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 Chair of Senate	Anna Kiefte	ex-officio	--		
1 Registrar or Delegate (Non-vote)	Mark Bishop	ex-officio	--		
1 Arts	Stephen Maitzen	3 yr	2019		
1 Arts	Robert Seale	3 yr	2018		<i>Repl M. Dennis Jul-Dec '17</i>
1 Prof. St.	Terrance Weatherbee	3 yr	2018		
1 Prof. St.	Glyn Bissix	3 yr	2020		
1 P&A Sc.	Cindy Trudel	3 yr	2019		
1 P&A Sc.		3 yr	2020		
1 Theology	Harry Gardner	3 yr	2018		
1 Student	Samantha Nixon	1 yr	2018		

Chair: Chair of Senate – Anna Kiefte 2017-2018

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

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

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)	Heather Hemming	ex-officio	--	
1 Registrar	Mark Bishop	ex-officio	--	
1 Dean of P&A Sc.	Jeff Hooper ( <i>Acting</i> )	ex-officio	--	
1 Dean of Arts	Jeff Hennessy	ex-officio	--	
1 Dean of Prof. St.	Ann Vibert ( <i>Acting</i> )	ex-officio	--	
1 Director of Open Acadia	Jeff Banks	ex-officio	--	
1 Arts (Head or Director)	Jessica Slights	3 yr	2020	
1 Arts	Christian Thomas	3 yr	2018	
1 Prof. St. (Director)	Paul Callaghan	3 yr	2018	
1 Prof. St.	Brenda Trofanenko	3 yr	2019	
1 P&A Sc. (Head or Director)	Paul Arnold	3 yr	2018	
1 P&A Sc.	Nelson O'Driscoll	3 yr	2019	
1 Theology (voting on Theology matters only)	Steve McMullin	3 yr	2020	
1 Student (VP Academic)	Samantha Nixon	1 yr	2018	

Chair: Vice-President (Academic) - Heather Hemming

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	Ann Smith ( <i>Acting</i> )	ex-officio			
1 Arts	Stephen Henderson	3 yr	2020		
1 Arts	Michelle Boyd	3 yr	2018		
1 Arts	Paul Doerr	3 yr	2019		
1 Prof. St.	Brenda Trofanenko	3 yr	2020		
1 P&A Sc.	Catherine Morley	3 yr	2019		
1 Theology	Carol Anne Janzen	3 yr	2020		
1 Alumni Appointee	Vacant	3 yr	2019		
1 Presidential Appointee	Britanie Wentzell	3 yr	2018		
1 Canadian Baptists of Atlantic Canada	Shirley Soliel-Day	3 yr	2019		
1 Student (Graduate or Honours)	Amy Prescott	1 yr	2018		

Chair: Secretary: Catherine Morley

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, Canadian Baptists of Atlantic Canada

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, Archivist and Instructor Emeriti awards.
2. Adjudicate the nominations; and recommend nominees thereon to Senate.

Membership (8)	Representative	Term	Retirement	Leave Replacement	Period
1	President	Peter Ricketts	ex-officio	--	
1	Arts	Derek Charke	3 yr	2018	
1	Prof. St.	Roxanne Seaman	3 yr	2019	
1	P&A Sc.	Ashley Parsons	3 yr	2020	
1	Acadia Divinity College/Theology	Harry Gardner	3 yr	2020	
1	Librarian/Archivist	Pat Townsend	3 yr	2018	
1	Governor or Senator (lay member)	J. Rogers	3 yr	2018	
1	Student	Grace Hamilton-Burge	1 yr	2018	

Chair: President (P. Ricketts) 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)	Heather Hemming	ex-officio	--		
1 Associate VP Finance & Treasurer	Mary MacVicar	ex-officio	--		
1 Director of Open Acadia	Jeff Banks	ex-officio	--		
1 Dean of Arts	Jeff Hennessy	ex-officio	--		
1 Dean of P&A Sc.	Jeff Hooper ( <i>Acting</i> )	ex-officio	--		
1 Dean of Prof. St.	Ann Vibert ( <i>Acting</i> )	ex-officio	--		
1 Registrar or Delegate	Mark Bishop	ex-officio	--		
1 Part-time student		1 yr		2018	

Chair: Vice-President (Academic) Heather Hemming

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)		3 yr	2019	<i>Repl Anne Quema 6 mth Sabbatical</i>	
1 Prof. St. (Senator)		3 yr	2020		
1 P&A Sc. (Senator)	Glenys Gibson	3 yr	2018		
1 Theology (Senator)	Vacant	3 yr	2019		

Chair:

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

Committee: **Curriculum Committee (Administrative)**

Type: Standing

Status: Active

Duties:

- (1) The duties of the Curriculum Committee (Administrative) shall be:
- 1) to oversee and co-ordinate all proposed changes in undergraduate degree, certificate or diploma requirements, including interaction with the originators, and to make recommendations to Senate concerning such changes.
  - 2) to identify issues arising as a result of recommended changes in undergraduate degree, certificate or diploma requirements, and to forward issues to relevant bodies for consideration and action.
  - 3) to consider all changes in undergraduate courses from all departments or schools, or from any individual concerning changes in the curriculum, including interaction with the originators, and to make recommendations to Senate concerning such changes.
  - 4) to collaborate with the Registrar’s office to produce the programs of study and course listings sections of the annual Calendar.
  - 5) to consider such matters as Senate may from time to time entrust to the Committee.

The membership of the Curriculum Committee (Administrative) shall be elected in accordance with Article VI. 1. and shall be as follows:

Membership (11)	Representative	Term	Retirement	Leave Replacement Period
1 Chair of Curriculum Committee (Policy)	R. Raeside	ex-officio		
1 Registrar or Delegate (Non-vote)	Mark Bishop	ex-officio	--	
1 University Librarian or Delegate	Ann Smith ( <i>Acting</i> )	ex-officio	--	
1 Arts	Pat Rigg	3 yr	2020	
1 Arts	Diemo Landgraf	2 yr	2018	
1 Prof. St.	John Guiney Yallop	3 yr	2019	
1 Prof. St.	Paul Callaghan	3 yr	2020	
1 P&A Sc.	Glenys Gibson	3 yr	2018	
1 P&A Sc.	Jennie Rand	3 yr	2019	
1 Theology	Vacant	2 yr	2018	
1 Student	Katie Winters	1 yr	2018	

Chair: Paul Callaghan

Secretary: Glenys Gibson

The Chair of this committee shall be elected from among the faculty members.

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

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

Committee: **Curriculum Committee (Policy)**

Type: Standing

Status: Active

Duties:

- 1) to investigate innovative and alternative methods of provision of undergraduate curriculum, and to make recommendations to Senate concerning such methods.
- 2) to develop policies to ensure that undergraduate curriculum is consistently provided and administered across faculties and to make recommendations to Senate concerning such policies.
- 3) to ensure that the implementation of Senate approved policies for undergraduate curriculum is managed, revised, evaluated and disseminated in a coherent and coordinated fashion.
- 4) to collaborate with the Curriculum Committee (Administrative) to ensure the maintenance of an appropriate structure for the consideration of curricular changes.
- 5) to consider such matters as Senate may from time to time entrust to the Committee.

The membership of the Curriculum Committee (Policy) shall be elected in accordance with Article VI. 1. and shall be as follows:

Membership (8)	Representative	Term	Retirement	Leave Replacement Period
1 Chair of Curriculum Committee (Administrative)	P. Callaghan		ex-officio	
1 Registrar or Delegate (Non-vote)	Mark Bishop		ex-officio	
1 University Librarian or Delegate	Ann Smith ( <i>Acting</i> )		ex-officio	
1 Arts* 2018	Donna Seamone	3 yr	2020	<i>Repl H. Dahringer Sab Jan-June</i>
1 Prof. St.*	Roxanne Seaman	3 yr	2018	
1 P&A Sc.*	Rob Raeside	3 yr	2019	
1 Theology	Christopher Killacky	3 yr	2020	
1 Student	Samantha Nixon	1 yr	2018	

Chair: Rob Raeside

Secretary:

The Chair of this committee shall be elected from among the faculty members

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

\* one of the members from the Faculties of Arts, Pure and Applied Science and Professional Studies is designated as having specific responsibility for IDST issues, on a rotating basis.



Committee: **Faculty Support Committee**

Type: Standing

Status: Active

Mission Statement:

To contribute to the success and development of Acadia University Faculty in teaching, use of academic technologies, and overall professional development.

Duties:

- (1) to advocate for teaching and learning resources for faculty
- (2) to collect input from all stakeholders to develop and submit policy recommendations to Senate regarding academic technologies
- (3) to collect faculty ideas and develop suggestions to meet faculty development needs
- (4) to promote teaching excellence on campus and aid in the selection processes for the submission of Acadia faculty for internal and external teaching awards
- (5) to consider such matters as Senate may from time to time entrust to the Committee

Membership (9)	Representative	Term	Retirement	Replacement Period
1 VP Academic (or designate)	Jeff Banks (designate)	ex-officio		
1 Association of Atlantic Universities FDC rep	Darcy Benoit	ex-officio		
1 Coordinator of Academic Technologies	Duane Currie	ex-officio		
1 Arts	Lance LaRocque	3 yrs.	2019	
1 Prof. St.	Ann Dodge	2 yrs.	2018	
1 P & A Sc.	Eva Curry	3 yrs	2020	
1 Theology	Vacant	3 yrs	2020	
1 Librarian/Archivist	Wendy Robisheau	3 yrs.	2020	
1 Student	Regan Haley	1 yr.	2018	

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

Procedures for Appointment

Chair: Elected by the committee members : **Duane Currie (Chair) Wendy Robisheau (Secretary)**

Faculty: Nominated and elected within each Faculty

Librarian/Archivist: nominated and elected by the Librarians and Archivists in Research Services

Student: Appointed by the ASU VP Academic

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	Anna Redden	ex-officio	--	
1 Program Coordinator (Psychology)	Lisa Price	ex-officio	--	
1 Program Coordinator (Biology)	Rodger Evans	ex-officio	--	
1 Program Coordinator (Com Sc)	Danny Silver/Andre Trudel	ex-officio	--	
1 Program Coordinator (English)	Lisa Narbeshuber	ex-officio	--	
1 Program Coordinator (Educ Ph.D)	Lynn Aylward	ex-officio	--	
1 Program Coordinator (Education)	G. MacKinnon	ex-officio	--	
1 Program Coordinator (Political Sc)	Can Mutlu	ex-officio	--	
1 Program Coordinator (Comm Dev)	John Colton	ex-officio	--	
1 Program Coordinator (Sociology)	Saara Lilnamaa	ex-officio	--	
1 Program Coordinator (Math/ Stats)	Wilson Lu	ex-officio	--	
1 Program Coordinator (Earth/Envir)	Sandra Barr	ex-officio	--	
1 Program Coordinator (Chemistry)	Anthony Tong	ex-officio	--	
1 Program Coordinator (Theology)	S. Blythe	ex-officio	--	
1 Program Coordinator (Applied Geomatics)	Ian Spooner	ex-officio	--	
1 Program Coordinator (Social & Political Thought)	Geoffrey Whitehall	ex-officio		
1 Chair, Senate Curriculum Committee (non-voting)	Paul Callaghan	ex-officio	--	
1 Graduate Student (Arts)	Patrick Hergott	1 yr	2018	
1 Graduate Student (Prof. St.)		1 yr	2018	
1 Graduate Student (P&A Sc.)	Alice Lacaze-Masmonteil	1 yr	2018	
1 Graduate Student (Theology)		1 yr	2018	

Chair: Dean of Research and Graduate Studies – Anna Redden

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	Retirement	Leave Replacement Period
1 Dean of R&GS or Delegate	Anna Redden	ex-officio	--	
1 Registrar	Mark Bishop	ex-officio	--	
1 Arts	Marc Ramsay	3 yr	2018	
1 Arts	Cynthia Alexander	3 yr	2020	
1 Prof. St.	Said Mekary	3 yr	2020	
1 Prof. St.	Jun Yang	3 yr	2019	
1 P&A Sc.	Joseph Hayes	3 yr	2018	<i>Repl J. Hooper Jul-June 2018</i>
1 P&A Sc.	Matt Lukeman	3 yr	2020	
1 Honours Student (Arts)	Douglas Spafford	1 yr	2018	
1 Honours Student (Prof. St.)		1 yr	2018	
1 Honours Student (P&A Sc.)	Baillie Holmes	1 yr	2018	

**Chair:**

*\*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	Retirement	Leave Replacement	Period
1 University Librarian	Ann Smith ( <i>Acting</i> )	ex-officio	--		
1 Chair (Senator)		3 yr	2020		
1 Professional Librarian	Britanie Wentzell	3 yr	2020		
1 Arts	Jennifer MacDonald	3 yr	2020		
1 Arts	Michelle Boyd	3 yr	2018		
1 Prof. St.	Brenda Trofanenko	3 yr	2020		
1 Prof. St.	Colin King	3 yr	2018	<i>Repl R. Pitter Jul-June '18</i>	
1 P&A Sc.		3 yr	2020		
1 P&A Sc.	Amitabh Jha	3 yr	2018		
1 Theology	Glenn Wooden	3 yr	2020		
1 Student (VP Academic)	Samantha Nixon	1 yr	2018		
1 Student	Regan Haley	1 yr	2018		
1 Graduate Student	Patrick Hergott	1 yr	2018		

Chair:

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)	Peter Ricketts	ex-officio	--	
1 Art (Senator)	Robert Seale	3 yr	2020	
1 Arts	Eugene Cormier	3 yr	2018	
1 P&A Sc. (Senator)	Michael Robertson	3 yr	2020	
1 P&A Sc.	Jennifer Richard	3 yr	2020	
1 Prof. St. (Senator)	Paul Callaghan	3 yr	2018	
1 Prof. St.	Ron Lehr	3 yr	2019	<i>repl D. Piper Jul-June '18</i>

Chair:

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	Anna Redden	ex-officio	--	
1 Arts	Lesley Frank	3 yr	2019	
1 Prof. St.	John Colton	3 yr	2020	
1 P&A Sc.	Danny Silver	3 yr	2018	
1 Theology	Stephen McMullin	3 yr	2019	
1 Librarian	Maggie Neilson	3 yr	2020	
1 Canada Research Chair	Brenda Trofanenko	3 yr	2018	
1 Director of a Research Centre	Vacant	3 yr	2018	<i>Repl Anna Redden</i>
1 Graduate Student	Sarah Dunn	1 yr	2018	
1 Undergraduate (Honours) Student	Sarah Bachar	1 yr	2018	

Chair: Dean of Research and Graduate Studies: Anna Redden

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)	Anna Redden	ex-officio	--	
1 Faculty/Ethics (Chair)	Stephen Maitzen	3 yr	Jun 2020	
1 Arts	David Duke	3 yr	Jun 2019	
1 P&A Sc.	Stephanie Jones	3 yr	Jun 2020	
1 Prof. St.	Wenxia Guo	3 yr	Jun 2020	
1 Theology	Anna Robbins	3 yr	Jun 2018	
1 Community Member with no affiliation with Acadia University and not currently engaged in scientific, legal, or academic work	J. Boutilier	3 yr	Jun 2018	
1 Community Member who has legal knowledge, but with no affiliation with Acadia University	A. Hudak	3 yr	Jun 2018	
1 Graduate Student (Non-voting)	Niall Buryk	1 yr	Jun 2018	

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 recipients of scholarships, prizes, bursaries, scholar-bursaries, awards, and convocation medals are to be selected and to gather all information it considers necessary for the selection;
- (2) To select the recipients of undergraduate entrance scholarships, prizes, and awards and some in-course scholarships, prizes, and awards;
- (3) To periodically review 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;
- (5) To consider such other matters as the Senate may from time to time entrust to the Committee.

Quorum: 6 with at least 1 member from each faculty

Membership (11)	Representative	Term	Leave Retirement	Replacement Period
1 Registrar or Delegate	Judy Noel-Walsh	ex-officio	--	
1 Financial Aid Counselor	Pam D'Entremont	ex-officio	--	
1 Arts	Barb Moore	3 yr	2019	<i>G. Poulter on leave Jul-Dec 2017</i>
1 Arts	Can Mutlu	3 yr	2020	
1 Prof. St.	Scott Landry	3 yr	2018	
1 Prof. St.	Harish Kapoor	3 yr	2019	
1 P&A Sc.	Richard Karsten	3 yr	2018	
1 P&A Sc.	Cindy Trudel	3 yr	2020	
1 Student (Arts)	Katie Winters	1 yr	2018	
1 Student (Science)		1 yr	2018	
1 Student (Prof Studies)	Regan Haley	1 yr	2018	

Chair: S. Landry

Secretary: P. D'Entremont ext.1574

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

Students: Appointed by the Student Representative Council.

Sub-Committees:

(1) Bursary and Loan Committee

- 1 Registrar or Delegate
- 1 Financial Aid Counselor
- 1 Manager of Student Accounts
- 1 ASU VP Academic
- 1 SPAC faculty member and alternate (faculty member)

(2) Awards and Appeals Committee

- 1 Registrar or Delegate
- 1 Financial Aid Counselor
- 1 Chair of SPAC
- 1 SPAC faculty member in different faculty than Chair

Committee: **Senate Disability Policy Committee**

Type: Standing

Status: Active

Duties:

- (1) to monitor the implementation of the Acadia University Disability Policy.
- (2) to conduct an annual review of the Acadia University Disability Policy 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	Kathy O'Rourke	ex-officio	--	
1	Academic Support Coordinator or Delegate	Abu Kamara	ex-officio	--	
1	Registrar or Delegate	Mark Bishop	ex-officio	--	
1	Arts	Jeff Torbert	3 yr	2019	
1	Professional Studies	Lynne Aylward	3 yr	2019	
1	Science	Rick Mehta	3 yr	2018	
1	Theology	Carol Anne Janzen	3 yr	2020	
1	Student	Samantha Nixon	1 yr	2018	

Chair: Lynn Aylward

Secretary:

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	Mark Bishop	ex-officio	--	
1 Senior Director Student Affairs (non-voting)	James Sanford	ex-officio	--	(in lieu of Dean of Students)
1 Arts	Anna Saroli	3 yr	2019	<i>Repl C. Rushton Jul-June '18</i>
1 Prof. St.	Scott Landry	3 yr	2020	
1 P&A Sc.	Rick Mehta	3 yr	2018	
1 Student	Samanatha Nixon	1 yr	2018	
1 Student		1 yr	2018	

Chair: Rick Mehta

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