

A meeting of the Senate of Acadia University occurred on Monday, 12 September 2011 beginning at 4:00 p.m. with Chair Donna Seamone presiding and 40 present.

- 1) Approval of Agenda  
It was moved by J. Hennessy and seconded by J. Eustace *that the agenda be approved.*  
  
MOTION CARRIED.
- 2) Minutes of the Meeting of  
6 June 2011  
It was moved by J. Best and seconded by B. Anderson *that the minutes of Monday, 6 June 2011 be approved.*  
  
MOTION CARRIED.
- 3) Announcements
  - a) From the Chair of Senate  
Regrets were received from H. Gardner, T. Herman, R. Ivany, D. Kruisselbrink, D. Mackinnon, and Kyle Power.  
  
The Chair called for a moment of silence in remembrance of the tragic death of the student at the beginning of term.  
  
The Chair welcomed new members to Senate, as well as guest Dr. Zelda Abramson, member of the Honorary Degrees Committee, present to answer questions regarding agenda item 4) a).  
  
The Chair announced that an Orientation & Workshop on Robert's Rules of Order for New & Continuing Senators will be held on Monday, October 3, 2011 at 4:00pm. An invitation will follow.
  - b) From the Vice President  
Finance and Administration  
and Chief Financial Officer  
On behalf of President Ivany, D. Youden reported on the MOU process. The Government's MOU Negotiating Committee consists of the Deputy Minister for Advanced Education, the Deputy Minister of Finance, the Senior Executive Director for Advanced Education, and Lead Consultant Nancy Vanstone.  
  
There are five Working Groups, on which Acadia is represented by the following individuals:
    - Cooperation and Collaboration - M. MacVicar
    - Funding Formula - D. Youden
    - Immigration and International Students - R. Perrins
    - Quality - T. Herman
    - Research and Economic Development - D. MacKinnon
  - c) From the Registrar  
R. Jotcham presented the start-of-term statistics shown on three documents: All Enrolments, Full-time Undergraduate Students, and All Students by Residence (i.e. place of residence at the time of applying to Acadia). Considerably more students are enrolled compared to this time last year. R. Jotcham thanked faculty in meeting the challenges around room allocation.

4) New Business  
a) Honorary Degrees  
Committee

Z. Abramson reported that the existing Terms of Reference and Guidelines for Honorary Degrees and Emeriti Distinction were restructured to bring these awards and distinctions to more prominence. Senators were invited to provide comments and suggestions. Submitted feedback was reviewed by the Honorary Degrees Committee and incorporated where deemed appropriate.

i. Terms of Reference for  
the Awards Committee  
for Honorary Degrees  
and Emeriti Distinction

MOTION # 1:

It was moved by P. Williams and seconded by J. Hennessy *that Senate approve the revised Terms of Reference for the Awards Committee for Honorary Degrees and Emeriti Distinction.*

MOTION # 1 CARRIED.

ii. Guidelines for Honorary  
Degrees

MOTION #2:

It was moved by P. Williams and seconded by R. Cunningham *that Senate approve the revised Honorary Doctorate Guidelines.*

MOTION # 2 CARRIED.

iii. Guidelines for Emeriti  
Distinctions

MOTION #3:

It was moved by P. Williams and seconded by J. Eustace *that Senate approve the revised Professores and Librarian Emeriti Guidelines.*

It was moved by D. Holmberg and seconded by R. Perrins *that the Professores and Librarian Emeriti Guidelines be amended as follows:*

*Replace points 3, 4, and 5 within the Selection Process with:*

- 3. The Committee's report to Senate shall include a list of all candidates in categories 2(a) and 2(c); the Committee's recommendation regarding each candidate (i.e., recommend / not recommend the candidate); and a brief explanation of the grounds for their recommendation in each case.*
- 4. Voting at Senate shall be through a secret ballot indicating support / lack of support for each candidate. A two-thirds majority vote in either direction shall be binding. Nominations that do not receive a two-thirds majority vote in either direction may, if the candidate and nominator(s) so desire, be resubmitted for reconsideration by the Committee in the following year.*

*Point 6 would then become point 5.*

AMENDMENTS CARRIED.

It was moved by G. Whitehall and seconded by A. Smith *that the word "normally" be deleted from the Criteria, third bullet.*

MOTION CARRIED.

There were no objections to A. Smith's suggestion that throughout the three documents, "Professor/Librarian" should read "Professor/Librarian/Archivist".

It was moved by G. Poulter and seconded by R. Cunningham *that the sixth bullet under Privileges of Emeritus Title be revised to "To be entitled to bear the title "Professor/Librarian/Archivist Emeritus".*

MOTION CARRIED.

It was moved by G. Whitehall and seconded by H. Kitchin *that the Professores and Librarian Emeriti Guidelines be referred back to the Honorary Degrees Committee to develop a clear set of criteria, and to address the issue of past wrongs and inequities.*

MOTION DEFEATED.

It was moved by A. Quéma and seconded by H. Kitchin *that the Professores and Librarian Emeriti Guidelines be referred back to the Honorary Degrees Committee to clarify what the criteria will be for each and every case.*

MOTION DEFEATED.

MOTION #3 CARRIED AS AMENDED.

Due to the name change from “Honorary Degrees Committee” to “Awards Committee for Honorary Degrees and Emeriti Distinction (Awards Committee)”, the three documents (Appendix A, B and C) will now go to the Senate By-Laws Committee.

D. Silver raised the issue of overlap between Professores Emeriti and Adjunct Professors. A motion will be considered at the meeting of 11 October 2011.

b) Senate Committee Annual Reports

i. Academic Discipline Appeals Tabled.

ii. Academic Program Review Tabled.

iii. Admission & Academic Standing (Appeals) Tabled.

iv. Admission & Academic Standing (Policy) Tabled.

v. Open Acadia Tabled.

vi. Library Committee Tabled.

vii. Timetable, Instruction Hours, and Examination Tabled.

5) Faculty of Pure and Applied Science Council Constitution Tabled.

5) Adjournment On motion of J. Hennessy and seconded by P. Williams, the meeting adjourned at 6:05 pm.

ORIGINAL SIGNED

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J. Postema, Recording Secretary

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

### **Terms of Reference**

#### ***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
3. Recommend nominees thereon to Senate.

#### ***Committee Composition***

- The President, Chair
- One member from the Faculty of Arts
- One member from the Faculty of Pure and Applied Science
- One member from the Faculty of Professional Studies
- One member from the Acadia Divinity College/Faculty of Theology
- One member from the Library
- One lay member of either the Senate or the Board of Governors appointed by the Board
- One member from the Student Representative Council

#### ***Procedures for Appointment***

- Faculty members – Nominated and elected within each Faculty for a three-year term.
- Librarian/Archivist – Nominated and elected by librarians/archivists for a three-year term.
- Governor or Senator – Appointed by the Board for a three-year term.
- Student – Appointed by the SRC for a one-year term.
- The President serves in an ex-officio capacity.

#### ***Frequency of Meetings***

As needed to fulfill committee responsibilities, generally 3 – 4 times per year.

### ***Responsibilities***

1. Initiate, on an annual basis, a call for nominations for Honorary Doctorate degrees and for Professores, Librarian, and Archivist Emeriti distinction.
2. Receive and review all nominations.
3. Determine those nominations to be forwarded to Senate for consideration.
4. Maintain and annually review the roster of Senate-approved nominations for the degree of Honorary Doctorate. *[Approved nominations are retained for a period of 3 years.]*
5. Periodically (at least once every five-years) review the guidelines for the awarding of Honorary Doctorates, and Professores, Librarian, and Archivists Emeriti and make recommendations for changes, should they be necessary, to Senate.
6. Annually report to Senate on the Committee's activities.

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

### **Honorary Doctorate Guidelines**

An Honorary Doctorate is an honour bestowed by the University and is intended to recognize individuals who have made extraordinary contributions to the academy and/or society and whose accomplishments, leadership, and/or community service are deemed to be extraordinary and thus worthy of honoris causa – “for the sake of the honour”.

### ***Criteria & Conditions of Eligibility***

Acadia University seeks to honour individuals whose contributions or accomplishments are exceptional and reflect an appropriate standard of excellence, consistent with the values and the spirit of the University. The criteria to be considered include:

- Recognition as exceptional scholars or leaders in their field.
- A demonstrated commitment to Higher Education.
- Individuals who are known for their humanitarian leadership.
- A significant contribution to the local region.
- Exceptional service to the University.

Nominations for an Honorary Doctorate will *not* normally be considered for an individual who is *currently*:

- a member of federal parliament or provincial legislatures
- a member of the Board of Governors
- a member of the University faculty and staff

### ***Nominating Procedures***

1. A call for nominations for the Honorary Doctorate degree from the President's Office will occur by October 1<sup>st</sup> of each year.
2. Any person or group may nominate an individual for the award of an Honorary Doctorate.
3. Nomination materials should include:
  - a. a letter of nomination from the nominator
  - b. a brief statement (one-page maximum) explaining why the candidate is worthy of an Honorary Doctorate from Acadia University
  - c. an up-to-date curriculum vitae of the nominee
4. Nominations are to be received at the President's Office by November 15<sup>th</sup> of each year.

## ***Selection Process***

1. All nominations will be reviewed by the Awards Committee.
2. The nomination for the Doctor of Divinity honorary degree will be received from the Senate of Acadia Divinity College.
3. A letter acknowledging receipt of the nomination will be sent to all nominators.
4. The Committee may decide to:
  - a. Recommend the nomination to Senate
  - b. Carry the nomination forward for consideration in the following year. No nomination will be carried forward for more than a total of two years.
  - c. Seek additional information from the nominator in which case the nomination may be held over for further consideration.
  - d. Not recommend the nomination in which case no further action is taken.
5. The recommendation to Senate shall include a brief written summary of the nominee's accomplishments and a statement that attests to his/her worthiness for the honour.
6. The recommendation to Senate shall also include the designated degree (generally Doctor of Civil Law, Doctor of Divinity, Doctor of Humanities, Doctor of Letters, Doctor of Literature, Doctor of Music, and Doctor of Science).
7. Voting at Senate is through a secret ballot indicating approval/disapproval of the Committee's recommendation. A two-thirds majority is needed to approve the nomination.
8. Upon Senate approval, the nominations are filed until the Honorary Doctorate degree is conferred. If an approved degree is not conferred within 3 years of its approval date, the honorary degree is deemed cancelled.
9. The President, in consultation with the Awards Committee, shall determine the ceremony at which an approved degree will be conferred.
10. The President is responsible for approaching each Senate-approved nominee to determine acceptance.
11. No Honorary Doctorates will be conferred in absentia.
12. Confidentiality is an essential dimension of all processes involved in the selection of an Honorary Graduand. At no point in time are the names of other nominees released. The name of the Honorary Doctorate recipients will be held in complete confidence until the University makes the public announcement regarding the Honorary Doctorate recipients.

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

### **Professores, Librarian and Archivist Emeriti Guidelines**

The title of Emeritus is an honour to be conferred upon a retiring or recently retired Professor, Librarian or Archivist who is being recognized for a distinguished academic career and exemplary service to Acadia University.

#### ***Criteria***

The Emeritus title:

- Is an honour that recognizes scholarly and professional excellence as well as meritorious service to Acadia University over an extended period of time.
- Reflects a standard of excellence that normally includes national and/or international recognition.
- Is conferred upon a retiring or recently retired (within 5 years of retirement) Professor/Librarian/Archivist.
- Is normally reserved for those individuals who have at least 10 years of full-time service at Acadia University.

#### ***Nominating Procedures***

1. A call for nominations to the University Community, Vice-President Academic, University Librarian, Deans, Directors and Department Heads for the Emeriti Distinction will occur by October 1<sup>st</sup> of each year.
2. Nominations may be submitted by a Department, Unit, School, Programme, Dean, VP Academic, University Librarian or by the nominee him/herself and, in all cases, must have supporting documentation attesting to their worthiness of this distinction. In the case of self-nominations, the nominee's Department (and/or Interdisciplinary Program) and Dean(s) will be asked to provide a letter of support.
3. Where a Department/Unit/School/Programme, a Dean, VP Academic or University Librarian decides to nominate a retiring or recently retired Professor/Librarian/Archivist, the Head/Director/Coordinator is to inquire of the individual whether s/he wishes to be so considered for this distinction.
4. Where a Professor/Librarian/Archivist agrees to let her or his name stand, s/he is to provide a dossier, including a curriculum vitae and other supporting documentation for consideration by the Committee. This dossier is to be forwarded to the President's Office normally no later than January 31<sup>st</sup>.

## ***Selection Process***

1. All nominations will be reviewed by the Awards Committee.
2. The Committee may decide to:
  - a. Recommend the nomination to Senate
  - b. Seek additional information from the nominator in which case the nomination may be held over for further consideration
  - c. Not recommend the nomination .
3. The Committee's report to Senate shall include a list of all candidates in categories 2(a) and 2(c); the Committee's recommendation regarding each candidate (i.e., recommend / not recommend the candidate); and a brief explanation of the grounds for their recommendation in each case.
4. Voting at Senate shall be through a secret ballot indicating support / lack of support for each candidate. A two-thirds majority vote in either direction shall be binding. Candidates that do not receive a two-thirds majority vote in either direction may, if the candidate and nominator(s) so desire, be resubmitted for reconsideration by the Committee in the following year.
5. Professors/Librarians/Archivists upon whom Senate confers the Emeritus distinction will have their names listed in the record of Convocation.

## ***Privileges of Emeritus Title***

- To be able to serve on undergraduate and graduate theses committees.
- To have their names listed in the Acadia University calendar.
- To be invited to Convocation and the academic procession.
- To have access to full faculty library privileges.
- To be provided with Datatel access by special request (e.g. holders of research grants).
- To be entitled to bear the title "Professor/Librarian/Archivist Emeritus".
- To have access to shared office/lab space should space be available, subject to annual review (key access to this space to be obtained by special request).