

Office of the Senate Secretariat

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Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 4:00 pm on Tuesday 12 October, 2010 in BAC 132.

The agenda follows:

- 1) Welcome
- 2) Minutes of the Meeting of September 13, 2010
- 3) Announcements and Communications
- 4) Approval of the List of Potential Graduates for October 2010
- 5) Business arising from the Minutes
 - a) Tenure-Track Teaching Complement Allocation Committee
 - i. 2010 Report (*attached*)
 - ii. Procedures and Timelines (*attached*)
 - iii. Notice of Motions for Changes to By-Laws (*attached*)
- 6) New Business
 - a) Nominating Committee Report – Nominations for:
 - i. Senator from the Faculty of Professional Studies to serve on the *Acadia Planning Committee* from 1 January 2010 to 31 July 2010
 - ii. Senator from the Faculty of Arts to serve on the *Senate Committee on Students with Disabilities that Affect Learning* (SCSDAL) until 2013
 - iii. Lay person on Senate until 2011 (completion of a three-year term)
 - iv. Lay person on Senate until 2013
- 7) Other Business

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham
Registrar and Secretary of Senate

2010 Report of the TENURE-TRACK TEACHING COMPLEMENT ALLOCATION COMMITTEE for Senate Review

Membership

The membership of the Committee for the 2010-2011 Academic year is:

- i. Dean of the Faculty of Arts, Dr. Bob Perrins
- ii. Dean of the Faculty of Professional Studies, Dr. Heather Hemming
- iii. Dean of the Faculty of Pure & Applied Science, Dr. Peter Williams
- iv. One tenured faculty member elected by each of the Faculties;
 1. Arts, Dr. Ian Stewart,
 2. Professional Studies, Dr. Rene Murphy, and
 3. Pure & Applied Science, Dr. Holger Teismann,
- v. One Senator elected by the University Senate to serve as the non-voting Chair of the Committee, Dr. Diane Holmberg

Duties

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

Reporting

According to current by-laws, the Senate will review the functioning of this committee in September of each year. **We would like to recommend that this review move to January of each year.** That will allow the procedures for all rankings and revised rankings for a given academic year to be considered and reviewed at one time.

Activity

The committee circulated its call for submissions in June 2010. When the 13th Collective Agreement was ratified, with its MOA stating that tenure-track vacancies may be left unfilled for the duration of the contract, the committee discussed via e-mail whether we should continue to operate as usual. It was agreed that we should. Although there is no obligation to fill vacant

tenure-track positions, they might still be filled; also, knowledge of relative positions in the list might help units with their long-term planning for when hiring is resumed.

Accordingly, the committee met on September 13 to perform its annual rankings (see below for details). The committee also reviewed its policies, procedures, and criteria, and made some minor changes and clarifications (see below for details). Overall, though, all members were of the opinion that the committee continues to function very well, and no major changes were deemed necessary.

Looking ahead, the committee agreed if necessary to meet again near the end of October and/or mid-December, to deal with any revised rankings required due to late resignations. We will follow the re-ranking procedures established last year (attached for the information of new Senators).

Rankings

The committee noted that a position in Economics authorized last year was not filled. We consider that position to still be authorized.

The remaining positions submitted for ranking were ranked according to the criteria and process presented to Senate on October 13, 2009.

The ranked list is:

1. Nutrition
2. Music
3. Mathematics and Statistics
4. English

Review of Policies, Procedures, and Criteria

The committee discussed its policies, procedures, and criteria, and decided on a few minor alterations, additions, or clarifications. These are noted below, and they have been incorporated, where applicable, into the overall description of the Committee Procedures, Criteria, and Timelines. This overall description is appended for the record, and for the information of Senators. These procedures, criteria, and timelines will be used for the 2011-2012 rankings, and will be circulated to all Heads and Directors with next year's call for submissions.

1. Quorum for the TTTCAC has never formally been established. It was agreed that **quorum shall consist of all six voting members**. Although every effort will be made to arrange a meeting with the main members of the committee, it is possible that illness or travel might make it impossible to schedule a meeting with the main members in a timely fashion. Therefore, it was agreed that **an alternate tenured faculty member from each Faculty shall be elected through the Faculty Nominating Councils for a three-year term (staggered so as not to overlap completely with the term of the main Faculty representative they are replacing)**. The alternate member can take the place of the Dean or of the elected faculty representative, if necessary. To prepare for this eventuality, the alternate members shall attend the meeting(s) where their Faculty ranks its applications. Notice of motion requesting these changes to the by-laws is being given.

2. It was agreed that **members of the committee need not recuse themselves when a submission from their own unit was being considered.** It is assumed (and practice to date has in fact shown) that members of the committee will be able to put aside their personal preferences and make their assessments based on the information before them, and based on what is best for the university as a whole.
3. It was agreed that **submissions to the committee can be made when a unit becomes aware of an upcoming vacancy;** there is no requirement to wait until a position is actually vacant.
4. It was agreed that in order to minimize the number of meetings, while still allowing for timely advertisement of positions, **up to three meetings will be held each year.** The first, in early September, will perform the initial annual rankings, considering applications for new positions, currently unfilled positions, or positions to replace anticipated upcoming vacancies. Up to two other meetings, in late October and in mid-December, will be called (if necessary) to deal with any additional submissions arising from late notice of resignations or retirements. Positions arising from resignations or retirements announced after December 15 will be considered in the subsequent year's initial rankings.
5. It was agreed that the spreadsheets containing year-by-year data from the Registrar's Office on each unit shall contain information on **a rolling ten-year basis.** Therefore, each year from now, the oldest year of data will be deleted, and the next year's data will be added.
6. It was agreed that the spreadsheet that was prepared by the Chair and circulated to all units, giving average scores by unit and by Faculty for various measures, was helpful in terms of putting numbers into context. However, the 10-year averages were somewhat difficult to interpret, as they included both the double cohort bulge as well as recent lower enrollments. It was agreed that **five-year averages for this summary spreadsheet would be more informative.**
7. It was agreed that the **Unit Complement Reports shall be altered** to request that each individual holding a tenure-track or CLT appointment within a unit be identified by name, and his/her teaching load specified. If the load varies at all from the standard load (i.e., 5 X 3-hour courses for professors, 18 student contact hours for instructors), the reasons for that variation shall be given.

In all other respects, the policies, procedures, criteria, and timelines in place for the 2010-2011 academic year will remain in effect for the 2011-2012 academic year.

Respectfully submitted,
Diane Holmberg
Non-Voting chair
TTTAC

**Tenure-Track Teaching Complement Allocation Committee (TTTCAC)
Procedures, Criteria, and Timelines**

Presented to Senate October 2010

Overall Procedures

The basic student data **for each year of the most recent ten-year period available** will be generated by the Registrar's Office. **The Chair of the TTTCAC will generate a spreadsheet showing five-year average scores, for all units and Faculties.** All units will be provided with these data from the Committee, to ensure consistency. **Units will also be provided with a copy of this document, outlining the most recent procedures, criteria, and timelines, as presented to Senate.** Units will then develop a two-page document (single-spaced, in a reasonable font size) outlining their rationale for requesting either a replacement or a new position. Units must also prepare a Unit Complement Report, **identifying all their available teaching personnel, and explaining any variations from standard teaching loads for each person.** This Report must be accompanied by a BYDISC2 report, generated by Eden. The two-page document does not need to repeat data from the Registrar's Office or the Unit Complement Report (the Committee will have access to those data), although this information may certainly be referred to.

Units will then submit their two-page document (along with the Unit Complement Report and the BYDISC2 report) to their Faculty for ranking. Submissions within a Faculty will be ranked by the relevant body within each Faculty, and each faculty's ranked list, along with the accompanying unit submissions, will be considered by the Committee.

Timelines

The Committee will forward the data generated by the Registrar's Office, **the five-year average figures compiled by the Chair, and a copy of this document outlining the relevant procedures and criteria,** to all units in late May/early June of each academic year. Faculties will set their own deadlines for preparation of unit submissions, and Faculty ranking procedures. However, Faculties must complete their work over the summer, for a Committee deadline of September 1. The Committee will then meet very early in September to prepare the initial annual ranked list. The Committee respectfully recommends that all parties involved be prepared to proceed with preparation of job ads, required approvals, etc., in a timely fashion, so that positions are ready to be advertised by October 1 of each year.

At the September meeting, the Committee will consider (a) requests for new positions, (b) requests for replacements for currently unfilled positions, and (c) requests for replacements for anticipated future vacancies. Up to two additional meetings will be held, if necessary, in late October and in mid-December, to deal with any additional submissions arising from late notice of resignations or retirements. Positions arising from resignations or retirements announced after December 15 will be considered in the subsequent year's initial rankings. The Committee will evaluate its current policies, procedures, criteria, and timelines each year, and make any necessary adjustments. These changes will be presented to Senate as part of its annual review of the functioning of the Committee.

Committee Procedures

1. **Quorum shall be all six voting members of the committee.**
2. **Every effort shall be made to schedule meetings that all committee members can attend. However, in the event a committee member is unable to attend a meeting in a reasonable period of time, due to illness or travel, an alternate from the same Faculty, elected by the Faculty, shall replace that committee member. To prepare for this eventuality, alternate committee members shall attend the meeting(s) in which the Faculty ranks their positions.**
3. **Committee members need not recuse themselves when a position from their own unit is being considered.**

Initial Annual Rankings

- a. The Committee shall be provided with the list of positions that are required to be converted to tenure stream as per Article 10.09.1.
- b. Positions that have been previously authorized will remain so unless the relevant Faculty requests otherwise.
- c. The Committee may not alter the order of ranking as determined by a Faculty – i.e. if a Faculty is assigned N positions, they must go to the top N positions in the list provided by that Faculty.
- d. Voting in the Committee shall be by open ballot.
- e. At each round of voting, the top unassigned positions from each Faculty will be considered. Each member will cast 3 votes for their 1st choice, 2 for their 2nd and 1 for their 3rd. The position receiving the most ballots will go onto the list and will be replaced in the next round of balloting by the next highest ranked request from the same faculty. I.e., in the first round the Committee would vote on the top-ranked positions from each Faculty. If, after that round, the position from Faculty A received the most votes, in the next round, the Committee would vote on the top ranked positions from Faculty B and C and the second ranked position from Faculty A. If, at any point, only two Faculties remain, members will cast 2 votes for their 1st choice and 1 vote for their 2nd choice.
- f. In the case of a tie, further discussion will be held and a tie-breaking vote will be held if necessary.

Re- Ranking Due to Late Position Openings

- a. Positions already granted permission to be advertised in the initial annual ranking procedures will be set aside as List A; they will proceed to be advertised, and will not be involved in any re-ranking procedures. The remainder of the list will form List B.
- b. Units that experienced late resignations will be given an opportunity to prepare 2-page submissions advocating for a replacement position. To ensure equity/comparability, the official data these units will use, and the data primarily considered by the Committee, will be the same as that circulated and used for the initial annual rankings. However, if the units wish to mention any other data in their two-page submission, they are free to do so.
- c. Given that new vacancies may alter existing dynamics within a department, units that experienced late resignations may also, if desired, revise their 2-page submissions for other positions already contained within List B. However, units that did not experience late resignations will not revise their existing submissions.

- d. Faculties that experienced late resignations will prepare a new revised Faculty ranking, containing both new vacancies and previously-ranked positions from List B. In this revised Faculty ranking, the new positions, plus any other positions in units that experienced late resignations, may appear in any order. However, the relative rank order of any units that did not experience late resignations must remain exactly the same as in List B.
- e. The first position(s) on the revised list(s) from any Faculty or Faculties that experienced late resignations will then compete for positions against the remaining positions in List B, in order. Otherwise, voting proceeds exactly as specified in the existing Committee Procedures for the initial annual ranking.
- f. Note that no changes in the relative ranking of positions within Faculties that did not experience a late resignation can occur. Positions from Faculties that experienced late resignations will simply be collated into the existing list.

Criteria

The Committee will publish annually the criteria that it will use in assessing requests. The current criteria were developed with input from all Heads and Directors.

The general objective of the Committee is to ensure that the academic integrity of the University's programs is preserved and that the resources needed to meet that objective are distributed in as equitable a fashion as possible.

It was decided that although quantitative data will be used in arriving at decisions, it would not be possible to make decisions in a purely formulaic fashion, as there are other factors that must be considered.

The following list of criteria is presented in no particular order.

- 1) Program Viability – if not awarding a position to a unit will make the program offered by that unit non-viable, and the Faculty in question feels that the ability to offer said program is essential to its overall objectives, they may give a position request a high ranking on this basis. Examples of how this might apply could include;
 - a. A small academic unit that does not have particularly high enrolments but a reduction in Faculty complement would make it impossible to continue to offer the major
 - b. Accreditation requirements stipulate a minimum number of faculty and/or courses be offered
- 2) Curriculum delivery – there are numerous factors that need to be considered with respect to delivery of curriculum. Examples include;
 - a. Need for small class sizes in languages and areas where class discussion in an important pedagogical tool
 - b. Ability to offer courses in an appropriate sequence at the appropriate level
 - c. Level of reliance on CLTs or part-time instruction
- 3) Full Course Equivalents (FCE) – We will examine these numbers **for the most recent ten-year period** to detect any trends. In addition to total FCE count, we

will also examine the FCE by major and non-major enrollments to assess the relative contributions of core and service courses

- 4) Lab enrolments
- 5) Number of majors, number of combined majors, and number of students enrolled in special programs (e.g. language competency certificates)
- 6) Number of honours theses
- 7) Number of Full time Equivalent (FTE)
- 8) Full-time and part-time graduate enrolments
- 9) Existing staffing levels within the unit by category
- 10) Overall equity – is there a reasonable balance of enrolments and faculty across all disciplines and faculties?
- 11) Special considerations – any recommendations that arise from program review, new initiatives, etc.

Comparisons will be made on a Faculty level, between Faculties, and to the university total. **To facilitate such comparisons, five-year averages will be calculated for a number of these variables, for each department/school and Faculty.**

In order to facilitate the evaluation of trends, parameters that are sensitive to global enrolments will be normalized to totals.

TTTCAC Notice of Motions

As Chair of the Tenure-Track Teaching Complement Allocation Committee (TTTCAC), I would like to give notice of the following three motions. If approved at the November Senate meeting, the appropriate changes would then be made to the TTTCAC's by-laws.

Motion #1:

That the annual review by Senate of the functioning of the TTTCAC, currently occurring in September of each year, be moved to January.

Justification: Given that the initial rankings now take place after September 1, it is difficult to schedule the meeting and prepare the report in time for the September Senate meeting. Having the review in January makes more sense in terms of the committee's cycle. We will complete our initial rankings in September, meet in late October and mid-December to complete any re-rankings due to late resignations, then review our experiences across all three meetings. A more fully-informed report can then be made to Senate in January, at which time the procedures, criteria, and timelines to be used for the next year's cycle will be presented.

Motion #2:

That quorum for the TTTCAC shall be all six voting members.

Justification: It is essential that all three Faculties be fully and equitably represented at these important deliberations.

Motion #3:

That an alternate tenured faculty member shall be elected by each Faculty, to replace either the Dean or the Faculty's elected TTTCAC representative at TTTCAC meetings, if necessary. These alternates shall serve three-year terms, staggered initially so as not to overlap completely with the term of the main representative they are replacing. To prepare to take the Dean's role, if required, the alternates shall attend the meeting(s) where their Faculty ranks its applications.

Justification: Every effort will be made to accommodate the schedules of the committee members. However, there may be occasions when, due to illness or travel, it is impossible to schedule a meeting with all of the original committee members in a timely fashion. It is a sensible precaution to have properly elected alternates prepared to step in, should it ever be required.

Current By-laws Wording, with Proposed Revisions Noted:

Duties

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

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

Membership

Membership (7)

Representative	Term	Retirement
1 Dean of Arts	(ex officio)	
1 Dean of P & A Sc.	(ex officio)	
1 Dean of Prof. St.	(ex officio)	
1 Senator – Chair (Non-vote)	3 yr	2011
1 Arts (Tenured Faculty)	3 yr	2011
1 Prof. St. (Tenured Faculty)	3 yr	2012
1 Science (Tenured Faculty)	3 yr	2013
1 Arts Alternate (Tenured Faculty)	3 yr	2012
1 Prof. St. Alternate (Tenured Faculty)	3 yr	2013
1 Science Alternate (Tenured Faculty)	3 yr	2014

Quorum shall be all six voting members. If it is not possible for a Dean or an elected Faculty representative to attend a meeting, that individual shall be replaced for that meeting only by the Alternate from his/her Faculty.

Procedures for Appointment:

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

Faculty **and Alternates** - Nominated and elected within each Faculty.