



Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at 10:00 am on Monday, 6 June 2011 in BAC 132.

The agenda follows:

- 1) Approval of Agenda
- 2) Minutes of the Meeting of May 11, 2011
- 3) Announcements
- 4) New Business
  - a) Honorary Degrees Committee (attached)
    - i. Draft Terms of Reference and Guidelines for Honorary Degrees and Emeriti Distinctions (circulated for discussion and input)
    - ii. Eligibility for Consideration for Professor Emeritus Designation (attached)
  - b) Senate Committee Annual Reports (attached)
    - i. By-laws Committee
    - ii. Graduate Studies Committee
    - iii. Honorary Degrees Committee
    - iv. Nominating Committee
    - v. Research Committee
    - vi. Research Ethics Board
    - vii. Senate Executive Committee
    - viii. Students with Disabilities that Affect Learning Committee
    - ix. Tenure-Track Teaching Complement Allocation Committee
  - c) Amendment to Named Chair Policy (attached)
- 5) Other Business

Sincerely,

ORIGINAL SIGNED

Rosemary Jotcham  
Registrar and Secretary of Senate

# ACADIA UNIVERSITY

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Office of the President and Vice-Chancellor • 216 University Hall

## MEMORANDUM

**TO:** Members of Senate, Acadia University

**FROM:** Raymond E. Ivany, Chair, Honorary Degrees Committee

**DATE:** May 30, 2011

**RE:** Draft Terms of Reference and Guidelines for Honorary Degrees and Emeriti Distinctions

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As announced at the February 14, 2011 meeting of Senate, the Honorary Degrees Committee in the past months has carried out a review of the guidelines and procedures for the nominating and awarding of Honorary Degrees and the Professores and Librarian Emeriti distinction.

The Committee reviewed and compared guidelines and procedures from a number of other universities. The existing guidelines were restructured in order to bring these awards and distinctions to more prominence. It is the intention of the Committee to not only initiate nominations, but also, to encourage the consideration of nominations as a means of developing the academic and scholarly community at Acadia.

The Honorary Degrees Committee wishes to provide the following documents for the consideration of Senate.

- Terms of Reference for the Awards Committee for Honorary Degrees and Emeriti Distinction
- Honorary Doctorate Guidelines
- Professores and Librarian Emeriti Guidelines

The documents are attached for review. A comparison between the existing guidelines and the revised documents has been distributed separately.

The Honorary Degrees Committee invites comments and input from Senators and intends to bring forward a 30-day notice of motion for approval of the amended documents at the September meeting of Senate.

I would like to thank the Honorary Degrees Committee and particularly the Sub-Committee (Dr. Zelda Abramson, Ms. Janet Kirk and Dr. Susan Markham-Starr) for their work on drafting the attached documents.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Ivany". The signature is stylized with a large initial "R" and a long horizontal stroke at the end.

Raymond E. Ivany  
President & Vice-Chancellor

## **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 and Librarian 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.
- 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 and Librarian 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 and Librarian 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.
5. It is not necessary, or even desirable, to seek the consent of the nominee.

### ***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. 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.
4. The recommendation to Senate shall include a brief summary of the nominee's accomplishments and a statement that attests to his/her worthiness for the honour.
5. 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).
6. All recommendations are presented in written form and generally are not subject to deliberation within Senate.
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 and Librarian Emeriti Guidelines**

The title of Emeritus is an honour to be conferred upon a retiring or recently retired Professor or Librarian 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 (normally within 5 years of retirement) Professor/Librarian.
- 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, 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 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 or VP Academic decides to nominate a retiring or recently retired Professor/Librarian, 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 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 in which case no further action is taken.
3. The recommendation to Senate shall include a brief summary of the nominee's accomplishments and a statement that attests to his/her worthiness for the honour.
4. 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.
5. Professors/Librarians 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 be able to serve on University 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 an Acadia ID card and IT account.
- To be eligible for an Acadia University business card bearing the title "Professor Emeritus".
- To have access to shared office/lab space should space be available.

## ACADIA UNIVERSITY

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Office of the President and Vice-Chancellor • 216 University Hall

### MEMORANDUM

**TO:** Members of Senate, Acadia University

**FROM:** Raymond E. Ivany, Chair, Honorary Degrees Committee

**DATE:** May 30, 2011

**RE:** Eligibility for Consideration for Professores and Librarian Emeriti Designation

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The Honorary Degrees Committee wishes to provide Departments with a one-time, one year window for consideration of eligibility for the designation of Professores and Librarian Emeriti of any past retired faculty and librarians who have not previously been considered.

To that end, therefore, the Honorary Degrees Committee wishes to advise that at the June 6, 2011 meeting of Senate, the following motion will be put forward:

**THAT Senate approve a one-time, one year period from October 1, 2011 to October 1, 2012 for consideration of Professores and Librarian Emeriti nominations for any past retired faculty and librarians.**

**By-laws Committee  
Annual Report to Senate  
May 13, 2011**

**Committee Members:** Janice Best (to Dec 31), William Brackney, Linda Lusby, Susan Markham-Starr (Chair), Anne Quema (post Jan 1)

The By-laws Committee met three times during the year to deal with matters as requested by the Chair of Senate, and made recommendations:

**September 20, 2011**

The Committee met with the Chair of Senate who is the Past Chair of the By-laws Committee, and reviewed the duties of the By-laws Committee and the guidelines for reviewing items that come to the Committee. **[additional guidance is noted in bold]** This information is provided as guidance to future By-Laws Committees

VIII. (a) BY-LAWS COMMITTEE

i. The membership of the By-laws Committee shall be elected in accordance with Article VI. 1. and shall be four Senators as follows:

- One member of the Faculty of Arts
- One member of the Faculty of Professional Studies
- One member of the Faculty of Pure and Applied Science
- One member of the Faculty of Theology

ii. The duties of the By-laws Committee shall be:

- a. To incorporate, on an annual basis, any changes to the By-laws of Senate occasioned by the decisions and operations of Senate.
- b. 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.
- c. To conduct periodic reviews of the By-laws of the Senate, Faculty and Faculty Councils **[FPS was done in 2005/06, FA was done in 2009/10, FPAS was in progress]** 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. **[In the case of Faculty constitutions, the recommendation is to the Faculty (not to Senate) and it happens once, not an ongoing back and forth]**
- d. 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.
- e. To deal with any other matters which Senate might refer to the Committee. **[See notes below re guidelines for reviewing by-laws]**

The guidelines for the review of any by-law are as follows – not in order of priority:

- Clarity of document
- Rationale for changes
- Consistency within the document
- Consistency with other documents (Senate, Faculty, Faculties)
- Workability of implementation
- Reporting structure
- Nomination process
- Selection of candidates for positions
- Terms of positions
- Proxy votes
- Mandate of committee (the one(s) with proposed changes)
- The By-Laws Committee does not deal with the process of creating documents (e.g. Faculty constitutions)

### **October 28, 2010**

The Committee met to discuss the following items:

- Formalized Election Process for Senate
- Deputy Chair and Student Representation on the Senate Executive Committee
- Motions to Amend By-laws re: Tenure Track Teaching Complement Allocation Committee

These items went to Senate on November 8 and December 13

### **May 11 & 12, 2011**

The Committee met in person and electronically to discuss the revisions to the Constitution of the Faculty of Pure and Applied Science. Feedback was provided to the Dean for consideration by the Faculty before bringing the revised Constitution to Senate.

Submitted on behalf of the Senate By-Laws Committee  
Susan Markham-Starr, Chair

**Senate Committee on Graduate Studies  
Annual Report to Senate  
May, 2011**

Committee members:

Z. Abramson (Sociology), L. Aylward (Education), S. Barr (Geology), W. Brackney (Theology), R. Brickner (Political Science), R. Campbell (graduate student – Professional Studies), J. Colton (Recreation Management), R. Evans (Biology), P. Horvath (Psychology), R. Karsten (Mathematics and Statistics), D. MacKinnon (Research and Graduate Studies), S. McFarland (Chemistry), M. Ramsey (Social and Political Thought), A. Shott (graduate student – Arts), I. Spooner (Applied Geomatics), A. Trudel (Computer Science), J. Warner (graduate student – Pure and Applied Science), H. Wylie (English).

Business:

The Senate Committee on Graduate Studies met on two occasions in the 2010-2011 academic year: October 5<sup>th</sup> and March 3<sup>rd</sup>. Regular (non-problematic) business was conducted electronically. In addition, two subcommittees of the SCGS were established: (1) the Acadia Graduate Awards Subcommittee, which met on December 13<sup>th</sup>, January 18<sup>th</sup>, February 1<sup>st</sup>, and February 15<sup>th</sup>; and (2) the Thesis Supervision Subcommittee, which met on January 18<sup>th</sup> and February 1<sup>st</sup>. The work of the latter subcommittee is ongoing.

The business that came before the Committee this year included the following:

- Curriculum changes and program modifications to the graduate programs in Applied Geomatics, Biology, Chemistry, Computer Science, Geology, Mathematics and Statistics, and Psychology;
- Approval of the curriculum for the PhD in Educational Studies;
- Creation of two subcommittees, described below.

a) Acadia Graduate Awards Subcommittee

The subcommittee was made up of S. Barr, R. Brickner, J. Colton, and D. MacKinnon. It met on four occasions from December through February.

The Subcommittee's mandate was to examine the process by which funds are annually allocated to departments and schools to determine if there is a reasonable basis for altering the current allocations or modifying the process. To do this, the Subcommittee examined data on: (i) numbers of thesis-based graduate students in schools and departments since 2008, (ii) recent funding allocations, (iii) responsibilities assigned to graduate students, (iv) numbers of students supervised by individual faculty members since 2007, (v) numbers of

faculty members who teach graduate course, and (vi) the success (graduation) rates of graduate students by department and school since 1996. Following extensive discussions, the Subcommittee found no basis on which to substantially alter the overall allocations of AGAs. The Subcommittee also recognized that all units are under-resourced in terms of financial support for graduate students. With no new money on the short-term horizon, any reallocation would mean taking from one to give to the other. However, the Subcommittee recommended that allocations be made on the basis of faculties, rather than individual units. Distribution within faculties was determined by the graduate coordinators in each faculty.

b) Thesis Supervision Subcommittee

The subcommittee was made up of J. Colton, D. MacKinnon, S. McFarland, J. Warner, and H. Wyle. It met on two occasions in January and February.

The mandate of the Subcommittee was to examine policies and procedures across campus concerning thesis guidelines and processes, with a particular focus on the nature of the supervisory relationship. Where available, the Subcommittee examined published guidelines from departments and schools, as well as documents from other Canadian universities. The work of the Subcommittee was delayed in March and April. It will resume in the spring, with the intention of bring a report to the SCGS in the fall.

Submitted by:

David MacKinnon  
Chair  
Senate Graduate Studies Committee

## HONORARY DEGREES COMMITTEE

Annual Report for 2010-2011

May 2011

### Committee Members 2010-2011:

Mr. Ray Ivany, President & Vice-Chancellor (Chair)  
Dr. Harry Gardner, President, Acadia Divinity College  
Dr. Susan Markham-Starr, Professional Studies Representative  
Prof. Linda Lusby, Faculty of Science Representative  
Dr. Zelda Abramson, Faculty of Arts Representative  
Mr. Jon Cottreau, Acadia Student's Union Representative  
Ms. Janet Kirk, Board of Governors Representative  
Ms. Natalie Markham/Janny Postema, Recording Secretary

### Purpose of Committee:

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

### Meetings 2010-2011

December 17, 2010  
January 11, 2011  
January 26, 2011 (conference call)  
April 29, 2011  
May 24, 2011

### Summary of Committee Activities:

The Committee forwarded to Senate for a vote by secret ballot a total of three Honorary Degrees and six Professor Emeritus nominations of which three Honorary Degrees and six Professor Emeritus received approval by Senate.

The Committee reviewed the guidelines and procedures for the nominating and awarding of Honorary Degrees and the Professores and Librarian Emeriti distinctions. Draft proposed Terms of Reference and Guidelines were submitted to Senate for consideration.

I would like to thank members of the Honorary Degrees Committee (Dr. Zelda Abramson, Dr. Harry Gardner, Prof. Linda Lusby, Jon Cottreau, Dr. Susan Markham-Starr and Ms. Janet Kirk) for their work over the past year.

Respectfully submitted by the Chair,

Raymond E. Ivany  
President & Vice-Chancellor

**Senate Nominating Committee  
Annual Report to Senate 2010-11**

**Committee Members:**

- S. Ahern – Faculty of Arts Rep (winter term)
- K. Bowen – Faculty of Arts Rep (fall term)
- M. Corbett - Faculty of Professional Studies Senator (winter term)
- J. Hennessy (Chair) – Faculty of Arts Senator
- R. Ivany – Ex Officio
- A. Mitchell - Faculty of Pure and Applied Science Senator
- J. Peng - Faculty of Pure and Applied Science Rep)
- D. Piper – Faculty of Professional Studies Rep
- R. Sparkman – Faculty of Professional Studies Senator (fall term)

**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.*

The committee met on September 27, April 1, and May 26 to consider nominations for senate and senate committees. Nominations were secured for the following vacancies:

- 1. Co-Chair of the Ad Hoc Academic Planning and Priorities Committee: July 1, 2011 – June 30, 2012 (1 year)
- 2. Chair of Senate: 2011-2012 (1 year)



3. Deputy-Chair of Senate: 2011-2012 (1 Year)
4. Faculty Elections Officer: 2011-2012 (1 year)
5. Chair, Library Committee: 2011-2014 (3 years)
6. Faculty Representatives on the Senate Executive: 2011-2012 (1 year)
7. Lay Representative on the University Senate: 2011-2014 (3 years)
8. Arts Replacements on the By-Laws Committee: 2011-2014 (3 years)
9. Professional Studies Replacement on By-Laws Committee July 1 – December 31, 2011 (6 months)
10. Replacement on the Students with Disabilities that Affect Learning Committee: 2011-2014 (3 years)
11. Replacement on the Tenure-Track Teaching Complement Allocation Committee: 2011-2014 (3 years)
12. Professional Studies Representative on the Acadia Planning Committee: January 1 – December 31, 2011 (1 year)
13. Replacement on the Students with Disabilities that Affect Learning Committee: July 1, 2010-June 30, 2012 (2 years)
14. Lay Representative on University Senate: July 1, 2010-June 30, 2013 (3 years)
15. Lay representative on University Senate: July 1, 2010-June 30, 2011 (1 year)

In all cases an open call for nominations was sent by email to members of senate and, where appropriate, members of faculty council. Where more than one nomination was received, an election was conducted in senate. Where only one nomination was received, the committee agreed not to manufacture an election by adding to the nomination list. Where no nominations were received, the committee constructed a priority list of eligible senators (or in some cases where stipulated, non-senator members of faculty) and approached candidates on the list to consider being nominated.

In general, very few nominations were ever received for any of the vacant positions. The Nominating Committee therefore encourages members of senate to participate more in the nomination process to foster a more democratic method of staffing committees.

Respectfully submitted,

Jeff Hennessy  
Chair  
Senate Nominating Committee

**Senate Research Committee  
Annual Report to Senate, May 2011**

Committee members:

M. Abou Zahra (Languages and Literatures), W. Brackney (Theology), H. Chipman (Mathematics and Statistics, Canada Research Chair), J. Colton (Recreation Management), J. Ghoshdastidar (graduate student, Chemistry), A. Jha (Chemistry), D. MacKinnon (Research and Graduate Studies), C. Muehlberger (Honours student, Political Science), R. Perrins (History and Classics, Director of the Northeast Asia Research Centre), J. Richard (Library).

Business:

The Senate Research Committee met on three occasions: December 13<sup>th</sup>, January 7<sup>th</sup>, and April 29<sup>th</sup>. In addition, a Summit Subcommittee was established, made up of M. Abou Zahra, J. Colton, A. Jha, D. MacKinnon, and J. Richard (with B. Baker and P. Crawford). The central business of the Committee and the Summit Subcommittee this year was planning, organizing, and facilitating the Acadia Research Summit 2011, an event intended to recognize and pedestal faculty, student, and staff research at Acadia. Specifically, the Summit was created to:

- Acknowledge and celebrate the breadth of innovative research and creative achievements before a campus and local community audience;
- Demonstrate the range of exceptional research and scholarly experiences available to students who are considering undergraduate and graduate studies at Acadia;
- Provide a forum to profile faculty, student, and staff research activities that will encourage interaction among researchers, cultivate new research collaborations, and seed innovative and creative scholarly work.

The Summit took place from March 22<sup>nd</sup> to March 25<sup>th</sup>. It included an opening poster session in the Fountain Commons displaying scholarly work of all kinds from many disciplines. This was followed by three days of library-based research exhibits and presentations featuring:

- Displays of many of the Summit exhibits/posters;
- A daily inter-disciplinary series of short (20-minute) research presentations by students, staff, and faculty. These presentations included activities such as performances, readings, and slide-talks.

In total, there were 56 displays/presentations at the Summit, including 13 from graduate students and 3 from undergraduate Honours students.

Respectfully submitted,

David MacKinnon  
Chair, Senate Research Committee

To: Acadia University Senate  
From: S. Maitzen, Chair, Research Ethics Board  
Date: 30 April 2011  
Re: **Annual Report of the Research Ethics Board**

For the period 1 May 2010 to 30 April 2011:

REB members

Dr. William H. Brackney, Faculty Representative, Theology (from 1 July 2010)  
Dr. Joan Boutilier, Community Member  
Dr. David F. Duke, Faculty Representative, Arts  
Mr. Jim Ghoshdastidar, Graduate Student Representative (from 1 September 2010)\*  
Dr. Diane Holmberg, Faculty Representative, Pure and Applied Science (from 1 July 2010)  
Ms. Anita Hudak, Community Member  
Dr. David MacKinnon, Acting Dean, Research and Graduate Studies (*ex officio*)\*  
Dr. Stephen Maitzen, Chair  
Ms. Vanessa McColl, Graduate Student Representative (to 31 August 2010)\*  
Dr. Susan Potter, Faculty Representative, Pure and Applied Science (to 30 June 2010)  
Dr. Christopher Shields, Faculty Representative, Professional Studies  
\*non-voting

Applications and meetings: During the reporting period, the REB reviewed 79 new formal applications for ethics approval, as well as numerous formal requests from researchers to approve changes to previously approved research. The REB met on 11 occasions during this period.

Other activities: The REB's Chair and Faculty Representatives responded to numerous informal inquiries from student and faculty researchers at Acadia and elsewhere. The Chair serves as the University's liaison to the national Secretariat for Research Ethics, prepares and distributes the agendas for meetings, records the minutes at meetings and distributes them for approval, writes letters of ethics approval or rejection, performs all filing and maintenance of records, follows up on unapproved research, reviews annual reports from department-level ethics committees, publicizes the role and requirements of the REB, maintains the REB website, and reports to Senate and other bodies concerning the business of the REB.

Training of members: Each newly appointed REB member receives a detailed written orientation from the REB Chair describing the new member's duties and the REB's procedures.

Ad hoc advisors: Ad hoc advisors are appointed only when the REB judges that it lacks the knowledge needed to review a particular application. None were required during the reporting period.

Appeals: None

Complaints: None

Guidance sought from the national Secretariat on Research Ethics: None

Matters out of the ordinary: None

### Senate Executive Committee Annual Report for 2010-11

#### Committee Members:

P. Corkum, Chair of Senate

\*P. Doerr, Deputy Chair of Senate

H. Gardner, Dean of the Faculty of Theology

T. Herman, Vice President Academic

H. Hemming, Dean of the Faculty of Professional Studies

D. Holmberg, Senator from the Faculty of Pure and Applied Science

R. Ivany, President

R. Jotcham, Registrar

H. Kitchin, Senator from the Faculty of Arts

D. MacKinnon, Acting Dean of Research and Graduate Studies

S. Markham-Starr, Senator from the Faculty of Professional Studies

R. Perrins, Dean of the Faculty of Arts

\*K. Power, Student Union-Vice President Academic

K. Slater Padovani, Recording Secretary

P. Williams, Dean of the Faculty of Pure and Applied Science

\* Attended as guests for meetings prior to May, 2011 and as official members in May, 2011.

**Duties:** "The duties of the Executive Committee shall be as follows: between meetings of Senate, to consider matters that in its judgment call for senatorial action or that by statute law may require senatorial action; to consider matters referred to it by Senate" (*Constitution and By-Laws VII*).

**Meetings :** August 31, September 27, November 1, January 10, March 28, April 25, and May 30.

**Summary of Activities:** The following topics were among matters that were discussed at meetings so as to have them: "Senate ready" for discussion/consideration at subsequent Senate meetings, dealt with by Senate Committees, and/or resolved outside of Senate:

- O'Neill Review
- Senate Executive membership increase for the Deputy Chair of Senate and Student Union VP Academic
- Tenure Track Teaching Complement Allocation Committee and constraints in hiring under the 13<sup>th</sup> Collective Agreement
- Changes to the Policies for Endowed Chairs
- Honours Forum
- Coop Program and NS Student Loans Policy
- Academic Faculty Resources, Timetabling and Curriculum Planning
- Policies regarding Students with Disabilities that Affect Learning
- Dean's List Eligibility
- Curriculum changes
- Academic Planning and Priorities Committee
- Library budget allocation policies
- Grade Point Average-transitioning provisions
- Degree requirements -number of upper year credits

Respectfully Submitted by the Chair, Patricia Corkum

## **Senate Committee for Students with Disabilities that Affect Learning**

### **Annual Report for 2010-2011**

#### **Committee Members 2010-2011**

Diane Holmberg, Chair and Faculty of Pure and Applied Science representative

Janice Best, Faculty of Arts representative

Michael Corbett, Faculty of Professional Studies representative

Carol Anne Janzen, Faculty of Theology representative

Ashley Margeson, student representative

Rosemary Jotcham, Registrar, *ex officio*

Jill Davies, Academic Support Coordinator, *ex officio*

Suzanne Robicheau, Disability Resource Facilitator, *ex officio*

#### **Summary of Activities**

The committee met on six occasions: Nov. 2, Nov. 23, Dec. 6, Dec. 13, Mar. 31, and May 12.

As summarized in more detail in the Senate minutes of December 13, the committee revised its Policy, Principles, Procedures, and calendar language. These revised documents incorporate feedback from the university lawyer, and also strive to convey the same basic information as before, but with a more welcoming tone, as encouraged by Senate. Special thanks to Ms. Cynthia Bruce for her input during this process.

The committee developed a revised Faculty Handbook, and information sessions were held to launch it. Special thanks to Ms. Suzanne Robicheau for her hard work developing this handbook. The committee would also like to wish Suzanne (who has left the university) well in her new position, and welcome Ms. Kathy O'Rourke, who will be taking over Suzanne's duties.

We worked with the Deans to develop revised procedures for inclusion on the Deans' List. All students with full-time status (i.e., at least 3 courses per term) are now eligible for inclusion on the Dean's List.

The committee worked to make progress towards developing a plan and priorities for improving accessibility issues on campus. Two faculty members, Dr. John Colton in Recreation Management, and Dr. Roxanne Seaman in Kinesiology, had their students do class projects assessing accessibility needs on campus. In addition, a Sociology honours student, Emily Duffett, completed her thesis on accessibility issues. We thank all those involved for their excellent efforts.

Based on the information collected from these sources, the committee has established the following goals:

1. Develop a prioritized list, outlining accessibility issues that require attention, with some ideas of costs and potential impacts (i.e., have a sense of what needs doing most urgently, which can be chipped away at during regular maintenance and renovations, or tackled when money becomes available).
2. Explore available grants and other sources of income (e.g., donations) that could provide funding for accessibility upgrades and improvements.
3. Begin development of an “Acadia Gold Standard” that would go beyond the minimum requirements in building codes, to make buildings truly accessible. This plan could be made available to external contractors and internal units (e.g., Physical Plant) to provide guidance for maintenance, renovations, and new construction.
4. Improve Acadia’s web presence in terms of accessibility issues, and more generally in terms of welcoming individuals with diverse needs – it shouldn’t all be hidden away only on the Disability Access website.
5. Develop educational sessions to raise student, faculty, and staff awareness of accessibility issues.

Dr. Seaman and her students, with the assistance of Mr. Drew Peck, will begin to work on issues 1-3 over the summer; Dr. Colton and Dr. Seaman will also work with their classes on these issues (especially 2 and 5) over the upcoming academic year. The sense is that there is some momentum building around this issue, and we do not want the process to get stalled again. Some changes would require substantial funds, but there are funds available for these purposes. Other changes require relatively little funding, and are really more a matter of awareness and attitudes. We will continue to seek Senate’s input and support on these issues over the upcoming year.

We encourage Senators to bring other issues that require the committee’s attention forward at any time.

Respectfully submitted,

Diane Holmberg, Chair

## **Tenure-Track Teaching Complement Allocation Committee**

### **Annual Report for 2010-2011**

#### **Committee Members 2010-2011**

Diane Holmberg, Non-voting Chair

Ian Stewart, Faculty of Arts representative

Rene Murphy, Faculty of Professional Studies representative

Holger Teismann, Faculty of Pure and Applied Science representative

Robert Perrins, Dean of Arts, *ex officio*

Heather Hemming, Dean of Professional Studies, *ex officio*

Peter Williams, Dean of Pure and Applied Science, *ex officio*

#### **Summary of Activities**

The committee met in person on two occasions, Sept. 13 and Dec. 17, and corresponded on other occasions via e-mail. As summarized in more detail in the Senate minutes of October 12, 2010, the committee made several minor changes or clarifications to its procedures. Specifically, quorum was set at all six voting members; alternates were added in case committee members were unable to attend meetings; and it was agreed that one initial ranking meeting, and up to two re-ranking meetings, would be held each year. Minor alterations were also made to the format of the reporting spreadsheets, summary sheets, and unit complement reports. As summarized in more detail in the Senate minutes of January 17, 2011, the TTTCAC also recommended that a committee be formed to consider broader programming issues at the university. This initiative eventually led to the formation of the ad hoc Academic Planning and Priorities Committee.

One outstanding issue that remains to be resolved is how rankings should be handled for interdisciplinary programs that cross Faculty lines. No fully satisfactory solution has yet emerged. If any interdisciplinary programs anticipate putting forward positions for the September 2011 meeting, they should contact me or the incoming Chair, Dr. Darren Kruisselbrink, and we will arrange a meeting to decide on this issue over the summer. Otherwise, it will be decided at the September meeting.

Looking ahead, before June 30, I will circulate this year's call for applications. This call will include current information on the TTTCAC's procedures, as well as data compiled from the Registrar's office on all units. Unit heads will be encouraged to prepare their two-page applications. Dates for Faculty-wide rankings will be set by each Dean, and will occur in late summer. The TTTCAC will meet as soon as possible after September 1 to collate these faculty lists. Should any late resignations occur, the TTTCAC will meet again in late October and/or mid-December to incorporate those positions into the existing rankings. A report regarding the year's procedures, rankings, and re-rankings will be made to Senate in January by Dr. Kruisselbrink.

I thank the committee members for their hard work and thoughtful considerations.

Respectfully submitted,

Diane Holmberg, Non-Voting Chair

## Notice of Motion to Amend the Named Chair Policy

It has been pointed out that the current named chair policy does not explicitly mention that the named chair provide an opportunity for the university to recognize the generosity of the benefactors who established the chairs. The purpose of this amendment is to include that recognition in the policy.

In the motion below, text to be deleted is struck through and new text is underlined.

Therefore, let it be moved that the CURRENT NAMED CHAIRS AT ACADIA UNIVERSITY policy be amended as follows;

CURRENT NAMED CHAIRS AT ACADIA UNIVERSITY  
Approved by Senate on 13 December 2010 and the Board of Governors on 5 February 2011  
(*This policy replaces that approved by Senate on 6 May 1992 and the Board on 15 June 1992 and amended on 21 June 1993*)

~~1. That named chairs and professorships provide a means of recognizing and promoting outstanding scholarship, teaching and research, and bring honour and distinction to their holders;~~

1. That named chairs and professorships provide a means of
  - a. recognizing and promoting outstanding scholarship, teaching and research, and bring honour and distinction to their holders, and
  - b. recognizing and celebrating the generosity of the benefactors who established the Chairs;

2. That this policy refers to all chairs/professorships established and endowed before and extant in 2010 (Appendix A);

3. That all existing policies and regulations (relating to named chairs) be rescinded;

4. That all endowed funds for named chairs follow the University's Investment Policy as it relates to payout and maintenance of capital;

5. That the university provide annual updates of the financial status of the endowment fund supporting each chair to the appropriate head or director. Such updates shall normally include current year-end value of the endowment, and value and nature of payouts.

6. That for chairs not fully supported by existing endowment funds, the available interest be used to provide the chair holder a maximum of \$5000 annually for scholarly endeavours (including teaching), to be used at the discretion of the chair holder, in consultation with her/his Department/School; and that any available remainder be applied to the salary and benefits of the chair holder. When the chair is unfilled, any interest will be applied to the principal.

7. That for chairs in which the existing endowed funds are adequate (*i.e.* Foulis), or increase to the point that they become adequate, to fully support the chair holder's salary and benefits and scholarly support in excess of \$5,000, the unit head and Chair holder should work with the AVP Finance to submit a budget. In such cases, policies from the Canada Research Chair program regarding research support, including teaching relief, will be used as a guideline for determining adequate support, and before implementation shall be discussed at a meeting of the unit head, appropriate Faculty Dean, Vice-President (Academic) and AVP Finance (or delegate).



8. That the following regulations and procedures relating to appointments to named chairs shall apply:

(a) All appointees shall normally hold the rank of Professor and have achieved distinction in their field;

(b) When a vacancy occurs the relevant Department/School shall consult with the appropriate Dean and the VP-Academic as to whether the Chair is to be filled with an internal candidate or an external candidate. For internal candidates, the Department/School shall nominate a candidate in a letter detailing its rationale to the appropriate Faculty Dean. The Dean shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the Department/School, to the Vice-President (Academic), who shall forward it to the President for action by the Board. If the Chair is to be filled with an external candidate, the relevant procedures from the Collective Agreement shall be followed ;

(c) Appointments to existing chairs shall normally be for a term of five years. A named chair may be occupied by the same individual for more than one term;

(d) A list of named Chairs, with appropriate background information shall be available on the Senate website.