

**THE CONSTITUTION AND BY-LAWS**

**OF THE**

**SENATE OF ACADIA UNIVERSITY**

Adopted by the Senate  
October 10, 1995  
(Last Amendment: June 2014)

## TABLE OF CONTENTS

Article	Title	Page
I.	Terms of Reference.....	3
II.	Membership .....	4
III.	Terms and Duties of Membership.....	6
IV.	Meetings .....	9
V.	Amendment of the By-laws .....	10
VI.	Committees .....	11
VII.	Executive Committee.....	13
VIII.	Standing Committees .....	14
	VIII. (a) By-laws Committee .....	15
	VIII. (b) Nominating Committee.....	16
	VIII. (c) Curriculum Committee .....	18
	VIII. (d) Academic Program Review Committee.....	19
	VIII. (e) Library Committee.....	20
	VIII. (f) Research Committee .....	22
	VIII. (g) Research Ethics Board .....	23
	VIII. (h) Awards Committee .....	25
	VIII. (i) Honours Committee .....	26
	VIII. (j) Admissions and Academic Standing Committee (Appeals).....	27
	VIII. (k) Admissions and Academic Standing Committee (Policy).....	28
	VIII. (l) Academic Discipline Appeals Committee .....	29
	VIII. (m) Timetable, Instruction Hours and Examinations Committee.....	30
	VIII. (n) Scholarships, Prizes and Awards Committee .....	31
	VIII. (o) Faculty Development Committee .....	32
	VIII. (p) Board of Open Acadia .....	33
	VIII. (q) Faculty Elections Officer .....	34
	VIII. (r) Archives Committee .....	35
	VIII. (s) Academic Integrity Committee.....	36
	VIII. (t) Graduate Studies Committee .....	37
	VIII. (u) Students With Disabilities That Affect Learning Committee.....	39
	VIII. (v) Academic Technologies Committee .....	40
	VIII. (w) Academic Planning Committee .....	41
	Appendix A .....	42
	Appendix B .....	46
	Appendix C .....	48

THE CONSTITUTION AND BY-LAWS  
OF THE SENATE OF ACADIA UNIVERSITY

I. TERMS OF REFERENCE

The Senate is responsible for the educational policy of the University, and, with the approval of the Board of Governors insofar as the expenditure of funds and the establishment of faculties are concerned, may create such faculties, schools, departments, and institutes, or establish chairs as the Senate may determine, and may enact by-laws and regulations for the conduct of its affairs and, without limiting the generality of the foregoing, has power:

- (a) to consider and, if thought fit, to approve the recommendations of the Faculty of the University with regard to the curricula of Acadia University and its affiliated institutions;
- (b) to determine, regulate and control the educational policy of the University;
- (c) to determine the courses of study and standards of admission to the University, and continued membership therein, and qualifications for degrees and diplomas;
- (d) to conduct examinations and appoint examiners;
- (e) to deal with all matters arising in connection with the award of fellowships, scholarships, bursaries, medals, prizes and other awards;
- (f) to confer the degrees of Bachelor, Master, and Doctor, and all other degrees and diplomas in all branches of learning that may appropriately be conferred by a university;
- (g) to recommend to the Board of Governors the Acadia representative on the Maritime School of Social Work Board of Governors;
- (h) notwithstanding anything in the foregoing sections of this article, the Senate shall have the authority to act on any other matters that the Board of Governors may refer to it.

(Bill No. 30, 1968, “An Act to Amend Chapter 134 of the Acts of 1891, An Act Respecting Acadia University”)

## II. MEMBERSHIP

The membership of the Senate of Acadia University shall be as follows: (See Appendix A):

Chair (see Note below)<sup>###</sup>

Deputy-Chair (from the Elected Faculty Members of Senate)<sup>\*,###</sup>

Chancellor

President

Vice-President, Academic

Vice-President, Recruitment and Student Services (non-voting)<sup>\*,+++</sup>

Vice-President, Finance and Administration, and Chief Financial Officer (non-voting)<sup>\*\*\*</sup>

Dean of Arts

Dean of Professional Studies

Dean of Pure and Applied Science

Dean of Theology

Dean of Research and Graduate Studies<sup>++</sup>

Director of Open Acadia

University Librarian

Professional Librarian from among members of the University Community holding appointments as professional librarians.<sup>#</sup>

Registrar, Secretary to Senate (non-voting)

Student Union President<sup>\*\*\*\*,++++</sup>

Twenty-seven members of Faculty, to include nine from each of the Faculties of Arts, Professional Studies, and Pure and Applied Science. This membership shall include one representative from each school.

A member of the Faculty of Theology<sup>#</sup>

Three members of the Board of Governors

Six students, at least one of whom shall be a Graduate Student<sup>##</sup>

Three lay persons, nominated by the Senate Nominating Committee who are not eligible for membership under the roles and categories laid out above provided they are not full-time employees of Acadia at the time they are appointed lay members.<sup>+</sup>

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.

II. MEMBERSHIP (continued)

- \* Changed from Director of Student Services, September 1997
- \*\* Added March 1998
- \*\*\* Amended April 1999; changed from Chief Financial Officer, November 2012
- \*\*\*\* Added September 1999
- + Amended March 2001
- ++ Changed from Director of Research & Graduate Studies, February 2002
- +++ Changed from Provost, June 2005; and from Vice-President, Student Affairs, November 2012; and from VP Enrolment and Student Services May 2014
- ++++ Voting Status Conferred August 2007; unable to confirm this statement; therefore voting status was affirmed / reaffirmed by Senate in October 2012
- # Added/Amended September 2007
- ## Changed from “five students...” in September 2007
- ### Amended June 2010

### III. TERMS AND DUTIES OF MEMBERSHIP

1. Non-student elected members of Senate shall serve terms of three years in such a way that one-third of the non-student elected members shall retire from Senate at the end of each year.
2. The term of membership of non-student elected members of Senate shall normally commence on the first Day of July of the year of election and shall normally conclude on the Thirtieth Day of June three years thereafter.
3. Non-student elected members of Senate on leave from the University shall be replaced for the duration of their leave by substitutes elected by the regular process of election from Faculty. The period of leave shall count, however, as part of the regular term of election of the member on leave.
4. Four student members of Senate shall be appointed by the Acadia Students' Representative Council. The term of service shall be the same as that of the SRC which appointed them. One student member of Senate shall be appointed by the Graduate Students Association and shall serve a one-year term commencing in September of each year. One student member of Senate shall normally be appointed by the Acadia Divinity College Student Association, and shall serve a one-year term commencing in September of each year. In the event the Acadia Divinity College Student Association is not able to select a representative in a timely fashion in a given year, the appointment shall be made by the Dean of Theology. Unless otherwise specified, student members of Senate Committees shall be appointed by the Acadia Students' Representative Council.<sup>++</sup>
5. If any elected or appointed member of Senate, other than *ex officio* members, misses three consecutive regular meetings, that member's seat shall be declared vacant and shall be filled by recourse to the appropriate electoral or appointment procedure.<sup>\*\*</sup>
6. (a) It shall be the duty of the Chair to preside over all meetings of the Senate and its Executive Committee. In the absence of the Chair, the Deputy-Chair shall preside.<sup>\*\*\*</sup>  
+++
  - (b) It shall be the responsibility of the Chair to maintain an up to date copy of the By-laws of Senate.
  - (c) It shall be the responsibility of the Chair, working with the Recording Secretary, to prepare the agenda for Senate meetings.
  - (d) It shall be the responsibility of the Chair to respond to any requests regarding Senate business, and to deal with the official correspondence of Senate.
  - (e) It shall be the responsibility of the Chair to ensure that Senate committees are aware of their duties, and to issue a call for their annual reports.

III. TERMS AND DUTIES OF MEMBERSHIP (continued)

(f) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair to implement an annual orientation meeting for incoming Senators so as to familiarize them with the activities of Senate and the duties and responsibilities of Senators and other such meetings as may from time to time be deemed necessary for the instruction of Senators.<sup>\*\*\*\*, +</sup>

(g) It shall be the responsibility of the Chair or (if delegated by the Chair) the Deputy Chair to facilitate an annual meeting for all involved in the nominations and elections processes so as to ensure open, timely, and efficient nomination and election procedures.<sup>+</sup>

7. (a) The Registrar shall be the Secretary to Senate, whose duties and responsibilities shall be:

- to attend all meetings of the Senate and the Executive Committee;
- to conduct the elections to fill vacancies left by Senate members on the Nominating Committee. By e-mail, the Secretary shall call for nominations from members of Senate, followed by an e-mailed election. Balloting shall continue until a clear majority can be declared.
- to perform other duties as from time to time the Senate may request.

(b) There shall also be a Recording Secretary whose duties and responsibilities shall be:

- to format and distribute agendas for Senate meetings;
- to record, prepare and distribute the Minutes of Senate meetings;
- to keep an up-to-date list of the membership of all standing and ad hoc committees of Senate. A link to this list shall be distributed with the agenda of the September meeting;
- to act as secretary for the Executive Committee;
- to ensure that a correct record is kept of all proceedings of the Executive Committee;
- to ensure that the members of Senate and the Executive Committee are notified of all meetings, both regular and special;
- to prepare and maintain a Senate Web Site of approved minutes, recent agendas, list of current Senators, Senate policies, and other material as requested by Senate.

(c) The Recording Secretary shall, on an on-going basis, with the Chair of Senate review all vacancies on standing and ad hoc committees of Senate. When a vacancy occurs, the Recording Secretary will contact the appropriate individuals to initiate the nominating/election procedures to fill the vacancy.

8. The President shall have the general oversight of all departments, schools, and divisions of the University and any affiliated schools, and shall receive reports annually from all Administrative Officers, Heads of Departments, Directors of Schools and Divisions, Presidential Advisory Committees, and standing committees of the University. The President in the annual report may incorporate any of the reports of the various officers or committees. Copies of the President's Annual Report shall be sent to members of the Senate after the annual meeting of the Board of Governors.

- \* Amended 8 April, 1996
- \*\* Amended January 1997
- \*\*\* Amended March 1998
- \*\*\*\* Amended May 2005
- + Amended June 2010
- ++ Amended November 2012
- +++ Duties of Chair, Secretary, and Recording Secretary amended May 2014



#### IV. MEETINGS

1. The Senate of Acadia University shall normally meet once monthly from September to May inclusive on the second Monday of the month except that:
  - (a) if the former date of meeting shall fall on a statutory or academic holiday, Senate shall then meet on a date to be agreed upon by its Executive Committee;
  - (b) Senate shall meet on the Wednesday preceding Spring Convocation, at which time it will decide on the necessity of another meeting in May;
  - (c) under unusual circumstances, the Executive Committee may cancel regular monthly meetings. It may not cancel two such meetings in succession.
2. A quorum of the Senate of Acadia University shall be a simple majority of the voting members of Senate.
3. At the May meeting, Senate shall elect a Chairperson and Deputy Chair who shall serve for the following year, commencing on the first day of July.\*
4. The May meeting of the Senate shall be designated as the Annual Meeting.
5. Notice of each regular meeting of Senate, together with the Agenda and Notices of Motion to be presented at the meeting, shall be circulated to members of Senate not fewer than seven (7) days in advance.
6. Special meetings of Senate either may be called as necessary by the Chair, or must be called upon a written request from not fewer than five members. Notice of special meetings shall be mailed to members of Senate not fewer than five (5) days in advance.
7. Voting in the Senate of Acadia University shall be by voice vote, except that:
  - (a) where consent to such procedure is not unanimous, voting shall be by secret ballot;
  - (b) all votes concerning honorary degrees and Professores Emeriti shall be by secret ballot.
8. Procedure in Senate shall be governed by Robert's Rules of Order (latest edition).\*\*

\* Amended June 2010

\*\* Amended January 2012

V. AMENDMENT OF THE BY-LAWS

Amendment of these By-Laws may be effected by a majority vote at any regular meeting of Senate, provided that at least thirty days notice of motion of such amendment has been duly given before that meeting.\* As specified under Bill No. 108, An Act to Amend Chapter 134 of the Acts of 1891, An Act Respecting Acadia University, (Chapter 90, 1983), changes in voting membership must be authorized by the Board of Governors of Acadia University. The procedures for altering the membership of Senate or the Executive Committee of Senate are stipulated in Bill No. 108, attached to these By-laws as Appendix B.

\* Amended October 2002

## VI. COMMITTEES

1. Standing and special committees of the Senate of Acadia University will be formed as needed. Faculty members on such committees in positions designated for a specific Faculty shall be elected by that Faculty, while non-*ex officio* members of such committees designated for Senate shall be elected by Senate. The Faculty Elections Officer shall be elected by Senate. The Nominating Committee shall present a list of nominees at the May meeting of Senate to fill Senate-designated vacancies.
2. The elected members of standing committees shall normally be elected for a term of three years, except for student members, whose term of Senate is of one year's duration, and for the elected members of the Executive Committee, who shall be elected for one year. The term of service of elected members shall commence on the First Day of July of the year of election and shall normally conclude on the Thirtieth Day of June three years thereafter. However, with the first appointment of members to a standing committee and/or special committee of Senate, the Recording Secretary of Senate should ensure that a staggering of the appointments occurs so that not all members of the committee are retiring at the same time.<sup>\*,\*\*,+</sup>
3. A Senate member of a committee whose term on Senate expires shall cease to be a member of that committee and shall be replaced by another member of Senate.
4. Unless otherwise specified in these By-laws, the Chairperson of each committee shall be elected annually from among, and by, its membership.
5. Unless otherwise specified in these By-laws, *ex officio* members of committees shall be full voting members.
6. Elected members of faculty who go on leave shall be replaced on committees for the period of their leave. The original term of membership shall be unaffected by the leave.
7. All standing committees shall hold a minimum of two face-to-face meetings per year. The first, early in the academic year, shall be for the purpose of reviewing the committee's mandate and recent activities, establishing goals and priorities of the committee for the upcoming year, determining a meeting schedule and acceptable meeting modalities, and electing a Chair, if necessary. A brief written report outlining the committee's planned meeting schedule and its goals and priorities for the upcoming year shall be presented to Senate by the Committee Chair (or delegate) at the October meeting. This report shall identify the Chair for the upcoming year. Another face-to-face meeting shall be held later in the academic year, for the purpose of reviewing progress towards the committee's goals over the year, discussing whether any changes would allow the committee to make even better progress towards its goals in future, and agreeing on material to be included in the annual report. At this meeting, committees without a standing Chair shall select a member to be the Transition Chair. The Transition Chair's responsibilities shall be to call the first meeting of the committee the following academic year, to transfer any materials needed to the new committee members, and to answer any questions by the new committee members

about the previous year's activities. The Transition Chair may or may not continue on as the Chair of the committee.

8. In addition to the two face-to-face meetings described above, committees shall hold as many additional meetings as they feel necessary to achieve their goals. These additional committee meetings may be held in whatever modality or modalities (e.g., face-to-face, e-mail, conference call, etc.) are deemed to be acceptable to a majority of committee members for that year. Modalities that systematically exclude some committee members shall not be deemed acceptable.
9. Each committee shall present an annual report to Senate, normally to the May meeting. This annual report shall summarize the committee's progress towards achieving its goals and priorities over the course of the academic year, and make any recommendations to Senate that the committee believes will better enable it to achieve its goals and priorities in the future. The year-end annual report shall identify the Transition Chair for the upcoming year, as well as the incoming Committee Chair, if known.
10. The Secretary or Chair of each Senate Committee shall forward the committee records (minutes, agendas, correspondence, reports, and supporting papers) to the University Archives for permanent preservation. The Recording Secretary shall do the same for Senate and for Senate Executive.\*\*\*

\* Amended January 1997

\*\* Amended November 2003

\*\*\* Added February 2004

+ Amended April 2004

## VII. EXECUTIVE COMMITTEE

There shall be an Executive Committee of Senate consisting of the following members: (See Appendix C):

The Chair of Senate  
The President  
The Vice-President (Academic)  
The Dean of Arts  
The Dean of Professional Studies  
The Dean of Pure and Applied Science  
The Dean of Research and Graduate Studies  
The Registrar, Secretary, (non-voting)  
Three members of Senate elected annually by Senate  
The Dean of Theology, when the business of the Executive Committee concerns the Faculty of Theology  
The Deputy Chair of Senate \*\*  
The Student Vice-President Academic or designate from among the remaining student Senators, as assigned by the Executive Board of the Student Representative Council \*\*  
The Chair of Senate shall be the Chair of the Executive Committee.

- (a) Seven members shall constitute a quorum for meetings of the Executive Committee.
- (b) The duties of the Executive Committee shall be as follows:
- between meetings of Senate, to consider matters that in its judgement call for senatorial action or that by statute law may require senatorial action;
  - to consider matters referred to it by Senate.
- (c) All decisions taken by the Executive Committee must be presented at the next meeting of Senate for confirmation or modification.
- (d) In extraordinary circumstances dictated by time constraints, the Executive Committee, acting on a name(s) submitted by the Nominating Committee, may 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.\*

\* Amended February 2005

\*\* Added December 2010

VIII. STANDING COMMITTEES

Standing committees shall be elected either in whole or in part by Senate and shall report to it. Unless otherwise stated in these By-laws, members shall be elected in accordance with Article VI. 1.

The following shall be the standing committees of Senate:

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 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.
- 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.

VIII. (b) NOMINATING COMMITTEE

i. The membership of the Nominating Committee shall be as follows:

The President (non-voting)  
Two members of the Faculty of Arts  
Two members of the Faculty of Professional Studies  
Two members of the Faculty of Pure and Applied Science  
One member of the Faculty of Theology

Note: Of the members of each Faculty, one shall be a senator and one a non-senator. The Senate-members of the Nominating Committee shall be elected by the Senate in accordance with Article III. 7 (a). The non-Senate members from each Faculty shall be elected by that Faculty in accordance with Article VI. 1.

ii. The duties and responsibilities of the Nominating Committee shall be:<sup>†</sup>

- a. 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.
- b. To nominate for the May meeting of Senate, to be elected by Senate and take office in July
  - candidates to fill the non-*ex officio* positions on the Executive Committee of Senate;
  - candidates to fill annual vacancies designated for the Senate on ad hoc and standing committees of Senate;
  - the Chairperson of the Senate Library Committee;<sup>\*\*</sup>
  - lay persons to be members of Senate;
  - a person to fill the office of Faculty Elections Officer
- c. To act upon such other matters as may from time-to-time be referred to it by Senate.

In carrying out its responsibilities, the Nominating Committee shall:<sup>\*\*\*\*</sup>

- a. Issue a call for nominations from eligible members for all vacant positions. All nominations must be accompanied by an agreement to serve if elected.
- b. 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.
- c. 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.
- d. When an election takes place at Senate, the winning candidate is the one who receives the largest number of votes cast.<sup>++</sup>



VIII (b) NOMINATING COMMITTEE (continued)

- (1) Where there is only a single nominee, that nominee is elected by acclamation.
  - (2) Where there are two nominees, there shall be a single ballot to determine the winner.
  - (3) Where there are three or more nominees, a run-off system of voting shall be adopted. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.
  - (4) In the event of a tie, the Chair of Senate will cast the deciding vote.
- iii. In extraordinary circumstances dictated by time constraints, the Nominating Committee will recommend to the Executive Committee of Senate, the name(s) of Senator(s) to specific-Senate and/or other University Committees.\*\*\*

- \* Amended November 1998
- \*\* Amended May 2001
- \*\*\* Amended March 2005
- \*\*\*\* Amended May 2010
- + Amended June 2010
- ++ Added December 2010

VIII. (c) CURRICULUM COMMITTEE

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

Two members of the Faculty of Arts  
Two members of the Faculty of Professional Studies  
Two members of the Faculty of Pure and Applied Science  
One member of the Faculty of Theology  
Two students  
The Registrar or delegate (non-voting)  
The Librarian or delegate  
The Chair of this Committee shall be one of the Faculty members

- ii. The duties of the Curriculum Committee shall be:
- a. To consider recommendations from any Faculty, Department or School for changes in its degree, certificate, or diploma regulations and make recommendations to Senate;
  - b. To initiate and make recommendations concerning changes in the curriculum; in particular, to make recommendations concerning the requirements for any degree;
  - c. To consider curriculum changes which may be made necessary by changes in secondary school matriculation standards;
  - d. To consider submissions from all Departments, Schools, or from any individual, concerning changes in the curriculum;
  - e. To consider such other matters as Senate may entrust to the Committee.

VIII. (d) ACADEMIC PROGRAM REVIEW COMMITTEE

i. The membership of the Academic Program Review Committee shall be elected in accordance with Article VI. 1. and shall be as follows:

- One member from the Faculty of Arts
- One member from the Faculty of Professional Studies
- One member from the Faculty of Pure and Applied Science
- The Vice-President (Academic)
- The Registrar or delegate
- One member of the Board of Governors
- The Dean of the Faculty in which the review is being conducted

ii. The duties of the Academic Program Review Committee shall be:

- a. To determine policy and procedures for conducting program reviews;
- b. To determine annually which academic units are to be reviewed;
- c. To select the members of each unit review committee;
- d. To oversee the process of review in each case;
- e. To make recommendations to Senate on the basis of the findings of each unit review committee;
- f. To deal with such matters as Senate may from time to time entrust to the Committee.

VIII. (e) LIBRARY COMMITTEE<sup>\*,\*\*</sup>

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

A Chair appointed for a three-year term from the membership of Senate, nominated and elected under the provisions of VIII (b) (ii).

Two members from the Faculty of Arts 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.

Two members from the Faculty of Professional Studies 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.

Two Members from the Faculty of Pure and Applied Science 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.

One member of the Faculty of Theology appointed for a one-year or two-year term.

The University Librarian

One professional librarian elected for a one-year term by the members of the University Community holding appointments as professional librarians.

The Vice-President (Academic) of the Students' Council

One undergraduate student appointed for a one-year term by the Students' Representative Council

One full-time graduate student appointed for a one-year term by the Graduate Students

- ii. Duties:<sup>\*\*\*,\*\*\*\*</sup>

On the Senate Library Committee, the University Librarian, liaison Librarian, students and faculty members work collaboratively

- a. To consult actively with their constituents, to offer another conduit through which constituents convey their academic concerns regarding the library and to address these concern by various means, including the formulation of policies;
- b. To advocate for necessary and appropriate resources for the academic functions of the library;
- c. To develop policy recommendations with regard to the library's collection development;
- d. To develop policy recommendations with regard to the library's support of research;
- e. To make an annual report.

VIII. (e) LIBRARY COMMITTEE (continued)

- \* Amended May 2001
- \*\* Amended October 2002
- \*\*\* Amended June 2009
- \*\*\*\* Amended November 2009

VIII. (f) RESEARCH COMMITTEE \*,\*\*

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

One Faculty member of the Faculty of Arts  
One Faculty member of the Faculty of Professional Studies  
One Faculty member of the Faculty of Pure and Applied Science  
One Faculty member of the Faculty of Theology  
One Canada Research Chair elected by the Canada Research Chairs  
One graduate student elected by the Acadia University Graduate Student Association  
One undergraduate student engaged in research and appointed by the ASU  
One Director of a research centre chosen by the Directors  
One professional librarian elected by members of the University Community holding appointments as professional librarians  
The Dean of Research and Graduate Studies

- ii. The duties of the Research Committee shall be:

- a. To develop policies and programs that encourage and support faculty, graduate and undergraduate research at Acadia University.
- b. To establish and oversee the adjudication process for Acadia University's internal research funds, excluding the University Research Fund (Article 25.55).
- c. To establish, propose to Senate for approval and subsequently to implement a consultative process for regular reviews of the Acadia University Strategic Research Plan.
- d. 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.
- e. 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.
- f. To receive the annual reports of Research Centres and the Research Ethics Board, for submission to Senate.
- g. 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.

\* Amended May 2006

\*\* Amended May 2010

VIII. (g) RESEARCH ETHICS BOARD<sup>\*,\*\*,\* \*\*</sup>

The Research Ethics Board (REB) (a standing committee of Senate) shall be an independent board.

- i. Membership of the Research Ethics Board (including both men and women) shall be as follows:

Non-voting members:

- The Dean of Research and Graduate Studies, who shall act as liaison to the Senate Research Committee, the Senate Graduate Studies Committee, and Senate;
- One graduate student, who shall be appointed by the Acadia 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.<sup>+</sup>

Voting members:

- One faculty member, knowledgeable in ethics, to serve as Chair;
- One member from the Faculty of Arts with broad expertise in the methods or in the areas of research that are covered by the REB;
- One member from the Faculty of Professional Studies with broad expertise in the methods or in the areas of research that are covered by the REB;
- One member from the Faculty of Pure and Applied Science with broad expertise in the methods or in the areas of research that are covered by the REB;
- One member from the Faculty of Theology with broad expertise in the methods or in the areas of research that are covered by the REB;<sup>\*\*\*\*</sup>
- One member from the community with no affiliation with Acadia University and not currently engaged in scientific, legal or academic work;<sup>\*\*,\* \*\*</sup>
- One member from the community who has legal knowledge, but with no affiliation with Acadia University.

- ii. The duties of the Research Ethics Board shall be:

- a. The REB shall 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.
- b. The REB shall 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."

- c. The REB shall 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.
  - d. In accord with provisions provided by the Tri-Council Secretariat, Acadia University's REB shall serve in a reciprocal relation, acting as the Appeal Board for Mount Allison University's REB.
  - e. The REB shall provide to Senate, through its Chair, an annual report of its activities. The report should address: \*\*\*\*
    - 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
    - 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.
  - f. The REB shall consider such matters as may from time to time be referred to it.
- iii Quorum for meetings of the Research Ethics Board shall be set at five voting members, one of which must be one of the two community members. \*\*\*\*

\* Amended December 1999  
 \*\* Amended November 2001  
 \*\*\* Amended to "Dean of R&GS" February 2002  
 \*\*\*\* Amended May 2010  
 + Amended January 2013



VIII. (h) AWARDS COMMITTEE FOR HONORARY DEGREES AND EMERITI  
DISTINCTION (AWARDS COMMITTEE)\*\*

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

The President, Chair

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 Acadia Divinity College/Faculty of Theology\*\*

One member of the Library\*\*

One lay member of either the Senate or the Board of Governors appointed by the Board

One member of the student body to be designated by the Student Representative Council\*

- ii. The purpose of the Awards Committee shall be to:\*\*

- a. Invite nominations for Honorary Doctorate degrees and Professores, Librarians, and Archivists Emeriti awards;
- b. Adjudicate the nominations; and
- c. Recommend nominees thereon to Senate.

\* Amended December 2001

\*\* Amended September 2012

VIII. (i) HONOURS COMMITTEE \*

- i. The membership of the Honours Studies Committee shall be elected in accordance with Article VI. 1. and shall be as follows:

Two Faculty members of the Faculty of Arts  
Two Faculty members of the Faculty of Pure and Applied Science  
Two Faculty members of the Faculty of Professional Studies  
One Honours student from each of the Faculties of Arts, Pure and Applied Science and Professional Studies. These students are to be designated by the Students' Representative Council.  
The Dean of Research and Graduate Studies.

- ii. The duties of the Honours Committee shall be
- a. To review policies governing Honours theses regularly and to recommend changes to Senate as necessary.
  - b. To establish and oversee the process of evaluation for Honours theses.
  - c. To establish and oversee the internal adjudication process for Acadia's in-course Honours student applicants to external scholarship funds, summer research awards.
  - d. To establish and oversee the adjudication process for Acadia University's awards to honours students.
  - e. To make recommendations to the Research Committee to enhance research programs and opportunities for undergraduate students.
  - f. To consider Honours Program applications not routinely accepted by the Registrar (i.e. special cases, appeals).
  - g. 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.
  - h. To make recommendations to Senate for modification of the regulations respecting Honours programs.
  - i. To consider such other matters as Senate may from time to time entrust to the Committee.
  - j. To identify needs and provide for educational opportunities for Honours students beyond specific degree programs.

\* Amended May 2006

VIII. (j) ADMISSIONS AND ACADEMIC STANDING COMMITTEE (APPEALS)

- i. The membership of the Admissions and Academic Standing Committee (Appeals) shall be elected in accordance with Article VI. 1. and shall be as follows:

The Vice-President (Academic), Chair  
Two members of the Faculty of Arts  
Two members of the Faculty of Professional Studies  
Two members of the Faculty of Pure and Applied Science  
One member of the Faculty of Theology  
One student  
The Registrar or delegate (non-voting)

- ii. The duties of the Admissions and Academic Standing Committee (Appeals) shall be:
- a. To hear appeals in respect to or arising from 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. \*

\* Amended January 2008

VIII. (k) ADMISSIONS AND ACADEMIC STANDING COMMITTEE (POLICY)

- i. The membership of the Admissions and Academic Standing Committee (Policy) shall be elected in accordance with Article VI. 1. and shall be as follows:

The Vice-President (Academic), Chair

Two members of the Faculty of Arts, one of whom shall be a Head or Director

Two members of the Faculty of Professional Studies, one of whom shall be a Head or Director

Two members of the Faculty of Pure and Applied Science, one of whom shall be a Head or Director

The Dean of Arts

The Dean of Professional Studies

The Dean of Pure and Applied Science

The Registrar

The Director of Open Acadia

A member of the Faculty of Theology

One student

- ii. The duties of the Admissions and Academic Standing Committee (Policy) shall be:
- a. 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.

VIII. (1) ACADEMIC DISCIPLINE APPEALS COMMITTEE

- i. The membership of the Academic Discipline Appeals Committee shall be elected in accordance with Article VI. 1. and shall be 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  
Two students

- ii. The duties of the Academic Discipline Appeals Committee shall be:

- a. To deal with any matter of academic discipline which cannot be resolved by the Vice-President (Academic).

VIII. (m) TIMETABLE, INSTRUCTION HOURS AND EXAMINATIONS COMMITTEE

i. The membership of the Timetable, Instruction Hours and Examinations Committee shall be elected in accordance with Article VI. 1. and shall be 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  
The Registrar or delegate  
The Dean of Students (non-voting)  
Two students  
The Chair of this Committee shall be one of the Faculty members

ii. The duties of the Timetable, Instruction Hours and Examinations Committee shall be:

- a. To communicate the approved rules on instruction hours to all members of Faculty before the end of August of each academic year;
- b. To recommend to Senate the approval of special requests as it deems valid, with supporting reasons;
- c. To recommend to Senate new or modified policies and regulations pertaining to instruction hours;
- d. To publish in the Spring of each academic year a time, a place and a schedule of classes for the following year;
- e. To make such amendments and corrections as may be deemed necessary in the timetable throughout the year;
- f. To make recommendations concerning any changes in the scheduling of courses which, in its judgement, will more efficiently utilize the physical plant of the University without compromising academic needs;
- g. To publish a timetable for December and April examinations;
- h. To ensure that proper examination procedures are carried out;
- i. To consider and to rule on all individual cases that arise in the course of examination procedures and may deserve special consideration;
- j. To recommend to Senate by the January meeting in each year the dates for the following academic year.

VIII. (n) SCHOLARSHIPS, PRIZES AND AWARDS COMMITTEE\*

- i. The membership of the Scholarships, Prizes and Awards Committee shall be elected in accordance with Article VI. 1. and shall be as follows:

Two members of the Faculty of Arts  
Two members of the Faculty of Professional Studies  
Two members of the Faculty of Pure and Applied Science  
Three students, one from each Faculty \*\*  
The Registrar (or delegate)  
The Financial Aid Counsellor

- ii. The duties of the Scholarships, Prizes and Awards Committee shall be:

- a. To decide policy and process by which winners of scholarships, prizes, bursaries and awards are to be selected and to gather all information it considers necessary for the selection; \*\*\*
- b. To select the winners of all undergraduate scholarships, prizes, bursaries and awards;
- c. Periodically to investigate the scholarships, prizes, bursaries and awards program and to recommend improvements (increased funds, new scholarships, more prizes, etc.) to those involved in the program;
- d. To promote interest in the scholarships program by posters, letters, and other means;
- e. To consider such other matters as the Senate may from time to time entrust to the Committee.

\* Amended February 1996

\*\* Amended January 1999

\*\*\* Amended April 2008

VIII. (o) FACULTY DEVELOPMENT COMMITTEE

- i. The membership of the Faculty Development Committee shall be elected in accordance with Article VI. 1. and shall be 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 Mission Statement of the Faculty Development Committee:\*

The mission of the FDC is to contribute to the success and development of Acadia University Faculty in the areas of teaching, research, and overall professional development.

- iii. The duties of the Faculty Development Committee shall be: \*

- a. To serve as a liaison between Faculty, Senate, and other resources available at this university.
- b. To act as a directory for development resources.
- c. To serve as a link to external faculty development resources.
- d. To work as a feedback loop among the various resources and faculty.
- e. To collect faculty ideas and develop suggestions to meet faculty development needs.

\* Amended April 2004



VIII. (p) BOARD OF OPEN ACADIA\* (CONTINUING AND DISTANCE EDUCATION)

i. The membership of the Board of Open Acadia shall be as follows:

The Vice-President (Academic), Chair

The Associate Vice-President (Finance) and Treasurer

The Director of Open Acadia

The Dean of Arts

The Dean of Professional Studies

The Dean of Pure and Applied Science

The Registrar or delegate

One part-time student taking courses through the Open Acadia, who shall be nominated by Open Acadia to the Students' Representative Council for approval and appointment.

ii. The duties of the Board of Open Acadia shall be:

a. To formulate, review and modify policy pertaining to the operation and enhancement of the program in distance and continuing education at Acadia University.

\* Amended March 2008

VIII. (q) FACULTY ELECTIONS OFFICER

- i. The Faculty Elections Officer at large shall be elected annually by Senate on nomination by the Nominating Committee of Senate. This position is to be distinguished from the Faculty Election Officers within each Faculty.\*\*
- ii. The duties of the Faculty Elections Officer shall be \*
  - a. To conduct, annually, the election of Faculty representatives on the Sabbatical Leave Committee. (The terms and conditions of the prevailing Collective Agreement between the Board of Governors and the Acadia University Faculty Association shall determine the eligibility for membership on the Sabbatical Leave Committee).
  - b. To ensure that each of the Faculty Councils elect two representatives to the University Review Committee. (The terms and conditions of the prevailing Collective Agreement between the Board of Governors and the Acadia University Faculty Association shall determine the eligibility for membership on the University Review Committee).
  - c. To ensure that each of the Faculty Councils elect a representative to the Board of Governors. (All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors, including the Executive Committee of the Board.)
  - d. To conduct elections each May for the Chair, Vice-Chair and Secretary of Faculty Council to serve for the next academic year.\*\*\*\*
  - e. To conduct the election of the Faculty member, knowledgeable in ethics, to serve as Chair of the Research Ethics Board, a standing committee of Senate.\*\*\*
  - f. To conduct other elections as may from time to time be referred to the Faculty Elections Officer.

\* Amended December 2002

\*\* Amended June 2005

\*\*\* Amended May 2010

\*\*\*\* Amended June 2010

VIII. (r) ARCHIVES COMMITTEE\*

- i. The membership of the Archives Committee shall be elected in accordance with Articles VI.1 and III.4 and shall be as follows:

Three members 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 Faculty of Theology  
The Archivist  
The Deputy Archivist\*\*\*  
The University Librarian  
A representative appointed by the Acadia Students' Union, preferably a graduate student or a 4th year honours student  
One representative of the Alumni Association appointed by that body  
One member appointed by the President.  
One member appointed by the Convention of Atlantic Baptist Churches\*\*

- ii. Duties:\*\*\*\*

As representatives of their various constituents, members of the Senate Archives Committee will work collaboratively:

- a. To advise and guide on long-term and short-term directions that are consistent with the mandate and strategic direction of the Archives;
- b. To advocate for the Archives within the University, the Convention of Atlantic Baptist Churches and the local community;
- c. To make an annual report;
- d. To address other Archives-related issues that shall arise from time to time.

\* Amended January 1996

\*\* Added or Amended March 2001

\*\*\* Added February 2004

\*\*\*\* Amended November 2009

VIII. (s) ACADEMIC INTEGRITY COMMITTEE

- i. The membership of the Academic Integrity Committee shall be elected in accordance with Articles VI.1 and III.4 and shall be as follows:

The Registrar

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

The University Librarian or delegate

A representative appointed by the Acadia Students' Union

The Chair of this Committee shall be one of the Faculty members

- ii. The duties of the Academic Integrity Committee shall be:

- a. 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.
- b. To recommend practical and technical measures to deter and detect cheating and plagiarism.
- c. To monitor University policy on cheating and plagiarism and to recommend any changes deemed necessary.
- d. To promote uniform procedures across campus for reporting cheating and plagiarism.
- e. 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.
- f. To review as necessary policy and procedures in other Canadian universities and to act as a liaison with outside organizations as appropriate.

\* Added to By-Laws October 2003

VIII. (t) GRADUATE STUDIES COMMITTEE\*

i. The membership of the Graduate Studies Committee shall be as follows:

The graduate coordinator of each graduate program within each of the four Faculties

One graduate student from each of the Faculties of Arts, Professional Studies and Pure and Applied Science elected by the Graduate Student Association

One graduate student from the Faculty of Theology elected by the Acadia Divinity College Student Association

The Dean of Research and Graduate Studies

The Chair of the Senate Curriculum Committee (to serve as a non-voting member, and only for the purpose of ensuring coordination where undergraduate courses are also offered as graduate courses).\*\*

ii. The duties of the Graduate Studies Committee shall be

- a. 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.
- b. 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.
- c. To provide assistance to the Academic Program Review Committee in the review of graduate programs and by addressing recommendations resulting from those reviews.
- d. To establish policies governing the allocation of University funds to graduate students (Faculty of Theology committee members and governance of Faculty of Theology excluded).
- e. To establish and oversee the internal adjudication process for Acadia's applicants to external scholarship funds.
- f. To identify needs and provide for educational opportunities for graduate students beyond specific degree programs.
- g. To make recommendations to the Research Committee to enhance research programs and opportunities for graduate students.
- h. To consider and respond to graduate program matters referred to it by graduate students, faculty members, Departments, Schools, Faculties, the VP Academic or by the Senate of Acadia University.
- i. To recommend to Faculty and Senate the granting of graduate degrees, diplomas and certificates to students who have satisfactorily completed program requirements.
- j. 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

VIII. (t) GRADUATE STUDIES COMMITTEE (cont'd)

\* Added May 2006  
\*\* Added June 2010

VIII. (u) STUDENTS WITH DISABILITIES THAT AFFECT LEARNING COMMITTEE\*

- i. The membership of the Students with Disabilities that Affect Learning Committee shall be elected in accordance with Article VI. 1. and shall be as follows\*\* :

The Academic Support Coordinator or delegate  
The Disability Resource Facilitator or delegate  
The Registrar or delegate  
One member from the Faculty of Arts  
One member from the Faculty of Professional Studies  
One member from the Faculty of Pure and Applied Science  
One member from the Faculty of Theology  
One student appointed by the Student Representative Council

- ii. The duties of the Students with Disabilities that Affect Learning Committee shall be:
- a. To monitor the implementation of the Senate policy for students with disabilities that affect learning.
  - b. To conduct an annual review of the policy regarding students with disabilities that affect learning, and if necessary, recommend to Senate amendments to the policy.
  - c. To deal with any other matters which Senate might refer to the Committee.

\* Added February 2007

\*\* Amended May 2012

VIII (v) ACADEMIC TECHNOLOGIES COMMITTEE\*

- i. The membership of the Academic Technologies shall be as follows:

Vice-President Academic  
Coordinator, Academic Technologies (Sheldon L. Fountain Learning Commons)  
One elected faculty representative from each of the Faculties of Arts, Professional Studies and Pure & Applied Science  
One elected Librarian  
Director of Technology Services  
Director of Open Acadia University  
One student representative from each of the Faculties of Arts, Professional Studies, and Pure and Applied Science.

The Chair of the Senate Academic Technologies Committee will be elected by the committee members. Quorum for the committee's meetings will be six members of the committee.

- ii. The duties of the Academic Technologies Committee shall be:

- a. To develop and submit policy recommendations to Senate regarding the infrastructure and service support needs of faculty, staff and students related to academic technologies;
- b. To advocate through Senate for appropriate resources for academic technologies;
- c. To address academic concerns regarding academic technologies on campus by making recommendations to the Director of Technology Services and where appropriate by making motions for consideration by Senate;
- d. To consult annually with representatives of programs, departments and schools regarding their computing needs;
- e. To submit an annual report to Senate detailing the committee's activities.

\* Added November 2009



VIII (w) ACADEMIC PLANNING COMMITTEE \*

- i. The membership of the Academic Planning Committee shall be as follows:

Vice-President Academic, Chair

The Dean of the Faculty of Arts

The Dean of the Faculty of Professional Studies

The Dean of the Faculty of Pure and Applied Science

The University Librarian \*\*

Four \*\*\* faculty members elected by Faculty. Faculty members include Instructors, Lecturers, Librarians, Archivists \*\*, and Professors. They shall be elected after a general call for nominations from the Faculty Elections Officer.

One student

- ii. The duties of the Academic Planning Committee shall be:

- a. To 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;
- b. To report regularly to Senate, no less than two times per year.

\* Added June 2012

\*\* Added June 2014

\*\*\* Changed from three to four June 2014

## APPENDIX A - MEMBERSHIP

The current membership of the Senate of Acadia University was established by the Board of Governors on 4 May 1985 acting upon recommendations of the report Into the Fourth Quarter and using the authority granted the Board by Bill 108 of the Nova Scotia Legislature on 1 June 1983. The membership is as follows:

- Rec. 7:1 That Senate have 49 members in four categories:  
(CURRENTLY 57 POSITIONS BECAUSE OF AMENDMENTS; NOTE THAT THE NUMBER OF MEMBERS MAY BE FEWER THAN THE NUMBER OF POSITIONS, DUE TO A SINGLE INDIVIDUAL HOLDING MULTIPLE POSITIONS)
- a. *Ex officio* members (16)  
THIS NUMBER WAS INCREASED TO 17 WITH THE APPOINTMENT OF THE DIRECTOR OF STUDENT AFFAIRS IN FEBRUARY, 1988. THIS NUMBER WAS INCREASED TO 18 WITH THE APPOINTMENT OF THE PRESIDENT, STUDENT UNION IN SEPTEMBER 1999. THIS NUMBER WAS INCREASED TO 19 IN MARCH 1998 WITH THE ADDITION OF THE DEPUTY CHAIR; HOWEVER, NOTE THE DEPUTY CHAIR WILL ALSO HOLD A POSITION AS ONE OF THE ELECTED FACULTY REPRESENTATIVES.
  - b. Student members (3)  
THIS NUMBER WAS INCREASED TO 5 BY THE BOARD OF GOVERNORS IN OCTOBER, 1992. THIS NUMBER WAS INCREASED TO 6 BY THE BOARD OF GOVERNORS IN NOVEMBER 1999.
  - c. Lay members (3)
  - d. Elected members (27)  
THIS NUMBER WAS INCREASED TO 28 WITH THE APPOINTMENT OF A MEMBER OF THE FACULTY OF THEOLOGY IN MAY 1993, AND TO 29 WITH THE ADDITION OF A PROFESSIONAL LIBRARIAN IN MAY 2007.
- 7:2 a. That the *ex officio* members be as follows:
1. The Chancellor
  2. The President
  3. The Vice-President (Academic)
  4. The Vice-President (Administration)  
ON 1 JULY 1994 THE TITLE OF THIS POSITION WAS CHANGED TO "VICE-PRESIDENT (FINANCE)". THIS POSITION CHANGED TO CHIEF FINANCIAL OFFICER AND BECAME A NON-VOTING MEMBER AT THE APRIL 1999 MEETING OF SENATE. AT THE NOVEMBER 2012 MEETING, THE TITLE OF THIS POSITION WAS UPDATED TO "VICE-PRESIDENT, FINANCE AND ADMINISTRATION, AND CHIEF FINANCIAL OFFICER."

5. The Vice-President (Student Affairs) (non-voting)  
IN 1997 THE POSITION OF "DIRECTOR OF STUDENT AFFAIRS" WAS ELIMINATED AND IT WAS RECOMMENDED AND SENATE APPROVED THE POSITION OF "PROVOST" BE AN EX OFFICIO MEMBER. IN 2004 THE POSITION OF "PROVOST" WAS ELIMINATED AND SENATE APPROVED THE POSITION OF VICE-PRESIDENT (STUDENT AFFAIRS) BE AN EX OFFICIO NON-VOTING MEMBER. AT THE NOVEMBER 2012 MEETING, THE TITLE OF THIS POSITION WAS UPDATED TO "VICE-PRESIDENT, ENROLMENT AND STUDENT SERVICES", AND AT THE MAY, 2014 MEETING, TO "VICE-PRESIDENT, RECRUITMENT AND STUDENT SERVICES".

6. Three members of the Board of Governors

7. The Deans of the Faculties:

- i. Arts
- ii. Professional Studies
- iii. Pure and Applied Sciences
- iv. Theology

THE ASSOCIATE DEAN OF THEOLOGY WAS REMOVED AS AN ALTERNATE MEMBER TO THE DEAN OF THEOLOGY AT THE NOVEMBER 2012 MEETING OF SENATE.

8. The Dean of Research and Graduate Studies

9. The Director of Open Acadia

10. The University Librarian

11. The Registrar, who shall be Secretary (non-voting)

12. The Chair

13. The Deputy-Chair

14. The President, Student Union

THE PRESIDENT OF THE STUDENT UNION WAS GRANTED VOTING STATUS AT THE OCTOBER 2012 MEETING OF SENATE.

b. That two students be chosen by or under the auspices of the Student Representative Council and that a third student be a graduate, chosen by the graduate students.

AT ITS OCTOBER 1992 MEETING, THE BOARD OF GOVERNORS APPROVED AN INCREASE IN STUDENT MEMBERSHIP ON SENATE TO FIVE STUDENTS. IT IS RECOMMENDED THAT OF THESE FIVE STUDENT MEMBERS, ONE SHALL BE A GRADUATE STUDENT SELECTED UNDER THE AUSPICES OF THE ACADIA GRADUATE STUDENTS ASSOCIATION. THIS NUMBER WAS INCREASED TO SIX STUDENTS IN SEPTEMBER 2007 WITH THE ADDITION OF A STUDENT REPRESENTATIVE FOR THE FACULTY OF THEOLOGY. IN NOVEMBER 2012, IT WAS

CLARIFIED THAT THE SIX STUDENT REPRESENTATIVES SHALL CONSIST OF FOUR REPRESENTATIVES CHOSEN BY THE SRC; ONE GRADUATE STUDENT CHOSEN BY THE GRADUATE STUDENT ASSOCIATION; AND ONE THEOLOGY STUDENT CHOSEN BY THE ACADIA DIVINITY COLLEGE STUDENT ASSOCIATION IN THE FIRST INSTANCE, OR BY THE DEAN OF THEOLOGY IF THE STUDENT ASSOCIATION IS NOT ABLE TO MAKE AN APPOINTMENT IN A TIMELY FASHION.

- c. That there be not more than three lay members of Senate, chosen by Senate.
- d. That there be twenty-seven members of faculty, nine chosen from each of the Faculties of Arts, Management and Education, and Pure and Applied Science.

THIS NUMBER WAS INCREASED TO TWENTY-EIGHT BY SENATE AT ITS MEETING OF 5 MAY 1993 WHEN IT ADOPTED THE FOLLOWING RECOMMENDATION FROM A SENATE *AD HOC* COMMITTEE ON UNIVERSITY/DIVINITY COLLEGE RELATIONS (Minute 4 (c) #923--08):

“A member of the Faculty of Theology, chosen by the Faculty, sit as a non-voting member on the Senate of Acadia University; this member shall have voting rights as a delegate of the Principal/Dean when the Principal/Dean is unable to attend the Senate Meeting.” (N.B., As of June 1995, the Board of Governors had not approved the second part of the recommendation, concerning voting rights.)

THE FACULTY OF THEOLOGY REPRESENTATIVE WAS GRANTED VOTING STATUS AT THE MAY 2007 MEETING OF SENATE. THIS CHANGE IN STATUS WAS APPROVED BY THE BOARD, AS ANNOUNCED AT THE SEPTEMBER 2007 MEETING OF SENATE.

THIS NUMBER WAS INCREASED TO TWENTY-NINE BY SENATE AT THE MAY 2007 MEETING, WITH THE ADDITION OF A PROFESSIONAL LIBRARIAN, ELECTED BY THE PROFESSIONAL LIBRARIANS. THIS ADDITION WAS APPROVED BY THE BOARD, AS INDICATED IN THE SEPTEMBER 2007 SENATE MINUTES.

- 7:3 Within the provisions of 7:2 (d) that each School 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.
- 7:4 That the term of service for senators in the categories listed in 7:1 (c) and (d) above be three years.
- 7:5 That Senate choose annually its own chairman. If an *ex officio* member of Senate is chosen, there shall be no adjustment to the composition of Senate. If an individual is chosen from categories (b), (c) or (d), a replacement shall be chosen.

AT ITS MEETING OF SEPTEMBER 1991 SENATE ADOPTED A MOTION THAT THE NOMINATING COMMITTEE BRING FORWARD THE NAME OR NAMES OF PERSONS FROM THE UNIVERSITY COMMUNITY AS A WHOLE TO SERVE AS CHAIR. IT WAS NOTED THAT NOMINATIONS FROM THE FLOOR ARE ALSO ACCEPTABLE. AT ITS MEETING OF MARCH 1998 SENATE ADOPTED A MOTION THAT A DEPUTY-CHAIR OF SENATE BE APPOINTED FROM AMONG THE ELECTED FACULTY MEMBERS BY THE SAME PROCEDURE AS THE CHAIR OF THE SENATE.

## APPENDIX B

BILL NO. 108

1983

An Act of Amend Chapter 134  
of the Acts of 1891, An Act  
Respecting Acadia University

Be it enacted by the Governor and Assembly as follows:

1 Section 12 of Chapter 134 of the Acts of 1891, An Act Respecting Acadia University, as enacted by Chapter 113 of the Acts of 1968, is amended by adding immediately following subsection (10) thereof the following subsections:

- (10A) Notwithstanding subsections (1), (2) and (8), where the Board is requested by a resolution of the Senate to alter the composition of the Senate or the term of office of any of its members or the composition of the Executive Committee of the Senate or the term of office of any of its members, and
- (a) the resolution is passed by not less than two thirds of the members of the Senate entitled to vote as are present and voting at that meeting; and
  - (b) notice of that meeting, signifying the intention to propose the resolution at that meeting, has been duly given at least thirty days before that meeting, the Board may, by resolution, determine that the composition of the Senate or the term of office of any of its members or the composition of the Executive Committee of the Senate or the term of office of any of its members be the same as specified in the resolution of the Senate if
  - (c) the resolution of the Board is passed at a meeting of the Board by not less than two thirds of the members of the Board entitled to vote as are present and voting at that meeting; and
  - (d) notice of that meeting, signifying the intention to propose the resolution at that meeting, has been duly given at least thirty days before that meeting.

- (10B) Notwithstanding subsections (1), (2) and (8), as long as a resolution passed by the Board pursuant to subsection (10A) is in effect, the composition of the Senate or the term of office of any of its members or the composition of the Executive Committee of the Senate or the term of office of any of its members shall be as specified in that resolution.
  
- (10C) Notwithstanding Section 11A, subsections (10A) and (10B) do not mean and shall not be construed to mean that the Executive Committee of the Board may exercise the powers conferred on the Board by subsection (10A).

## APPENDIX C - EXECUTIVE COMMITTEE

The report Into the Fourth Quarter made no recommendation concerning the Executive Committee of Senate. On 13 October 1989 the Board of Governors, acting under the authority of Bill 108 (1983) of the Nova Scotia Legislature, approved a recommendation of Senate that the following members constitute the Executive Committee of Senate:

- a. the Chairman of Senate
- b. the President
- c. the Vice-President (Academic)
- d. the Dean of Arts
- e. the Dean of Pure and Applied Science
- f. the Dean of Management and Education
- g. the Dean of Research and Graduate Studies
- h. the Secretary (non-voting)
- i. three persons to be elected annually by Senate from the non-ex-officio members of Senate, such persons to serve a term of one year.
- j. When a matter concerning the Acadia Divinity College is discussed by the Executive Committee of Senate, the Dean of Theology will be a member of the Executive Committee.