

# **BYLAWS OF SENATE**

**LAURENTIAN UNIVERSITY**

**2002-2003**

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**THE FOLLOWING BYLAWS ARE HEREBY ENACTED BY THE SENATE OF LAURENTIAN UNIVERSITY OF SUDBURY, PURSUANT TO THE POWERS CONTAINED IN THE LAURENTIAN UNIVERSITY OF SUDBURY ACT, 1960**

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**CHAPTER I - DEFINITIONS**

**1. In these bylaws:**

- (1) "Affiliated College" means a college affiliated with the University;
- (2) "Board" means the Board of Governors of Laurentian University of Sudbury;
- (3) "Chair" means presiding officer as in Chair of Senate, Committee Chair or Department Chair;
- (4) "College" means an institution of higher learning;
- (5) "Dean" means dean of a faculty or of Northern Medical School;
- (6) "Department" means a department of a faculty or school;
- (7) "Director" means a director of a school;
- (8) "Designate" means a person formally delegated by a regular ex officio voting member of Senate or of one of its Committees to participate and vote at all meetings of Senate or that Committee for a specific Senate year or Committee term;
- (9) "Faculty" means a faculty of the University or of Northern Medical School;
- (10) "Federated University or College" means a university or college federated with the University;
- (11) "Senate" means the senate of the University;
- (12) "School" means a school of the University;
- (13) "Student" means either a full-time or part-time student of the University, as defined by the University;
- (14) "The two official languages" are English and French;
- (15) "University" means Laurentian University of Sudbury.

## CHAPTER II - COMPOSITION

### 1. The Senate of the University shall be composed of:

- (1) an ex officio voting membership to consist of twenty persons;
- (2) an ex officio non-voting membership to consist of four persons;
- (3) an elected student voting membership to consist of six persons;
- (4) an elected faculty voting membership to the number of twenty-five persons.

### 2. The ex officio voting membership of Senate shall be composed as follows:

- (1) the President, who shall be Chair of Senate;
- (2) the Vice-President, Academic (Francophone Affairs);
- (3) the Vice-President, Academic (Anglophone Affairs);
- (4) the President of each of the Federated Universities or designate;
- (5) the President of Algoma University College or designate;
- (6) the Deans;
- (7) the Director of Library;
- (8) the Director of the School of Graduate Studies;
- (9) One faculty member teaching in a Native Programme appointed by the Laurentian University Native Education Council;
- (10) the President of the Laurentian University Faculty Association;
- (11) one member appointed by and from the Laurentian University Alumni Association;
- (12) one member appointed by and from the Board of Governors;
- (13) the Presidents of the students' associations: the Students' General Association; l' Association des étudiantes et étudiants francophones; the Association of Laurentian University Part-Time Students; and the Graduate Students' Association.

### 3. The ex officio non-voting membership of Senate shall be composed as follows:

- (1) the Speaker of Senate;
- (2) the Registrar, who shall be Secretary of Senate;
- (3) the Director of Student Affairs or designate;
- (4) the President of Collège universitaire de Hearst or designate.

### 4. There shall be a Speaker of Senate, who shall be chosen by Senate from the University community. The Speaker shall act as chair during meetings of Senate and be responsible for the orderly conduct of business at Senate meetings and for the interpretation of Senate bylaws.

In deciding points of order or privilege, the judgements of the Speaker shall be subject to appeal to Senate only as to the interpretation of the bylaw in question or if the question is not specified in the bylaws. The Speaker shall not be a member of Senate or chair of any Committee of Senate. The Speaker shall be designated as an observer on the Senate Executive Committee.

### 5. The elected student voting membership of Senate shall be composed as follows:

- (1) four members to be elected by and from the Students' General Association, at least one of whom shall be a member of the Native Students' Association;
- (2) one member to be elected by and from l' Association des étudiantes et étudiants francophones;
- (3) one member to be elected by and from the Association of Laurentian Part-Time Students.

**6. The elected faculty voting members shall be composed as follows:**

- (1) Twenty-four faculty members to be elected by and from their faculties, the number to be equally divided among the faculties.
- (2) One Librarian to be elected by and from the Librarian members of faculty.
- (3) For the purposes of this Article, the faculty complement in each Faculty shall be held to comprise all persons employed full-time by the University or by one of the Federated Universities holding the rank of Lecturer or equivalent or above, who give at least one full credit course or its equivalent as approved by the Senate.
- (4) Each member of the complement of a constituency may vote to elect the representatives of that constituency. Each elector may cast one vote for as many of the candidates in that constituency as there are seats allotted to it.

A plurality of votes shall prevail, except that more than one candidate from the same academic unit shall not be declared elected until at least one candidate presented by any other academic unit shall first be declared elected.

7. Faculty elections to Senate shall be conducted by mail during the month of February of each year for the following year.
8. Faculty elections to Senate shall be conducted by the Executive Committee. The Secretary of Senate shall be the Returning Officer.
9. Membership on Senate cannot be delegated.
10. The Senate year shall be from the date of the first regular meeting of Senate in May to the day prior to the first regular meeting of Senate in May of the succeeding year.
11. A seat that falls vacant during the year shall be filled by by-election. In such a by-election, the voting rules shall apply: that is, a plurality of votes shall prevail, but no further representative of a unit may be elected if there is a candidate from a unit without representation.
12. Faculty elected to Senate shall be for a two-year term, with annual renewal of 50% of the membership.

### CHAPTER III - ACADEMIC SEAL OF THE UNIVERSITY

1. The academic seal shall be the seal of the University for academic purposes.
2. The academic seal shall be kept in such place of deposit and in such charge as the Senate shall from time to time direct; and it shall not be affixed to any instruments except as bear the signatures of the President and the Registrar, or in the case of the absence or illness of the President, that of the Vice-President, Academic (Anglophone Affairs) or the Vice-President, Academic (Francophone Affairs) and in the case of the absence or illness of the Registrar, that of the Acting Registrar.

### CHAPTER IV - MEETINGS

1. Regular meetings of Senate shall be held on the third Thursday of each month, except in July and August when there shall be no regular meeting, and in February and December, when the regular meeting shall be held on the second Thursday of the month. Dates of regular meetings shall be included in the Academic Calendar of the University.
2. A special meeting of the Senate may, and on the requisition in writing of not fewer than five (5) members, shall be called by the President, or, in his absence or illness, by the Vice-President, Academic (Anglophone Affairs) or the Vice-President, Academic (Francophone Affairs), with forty-eight (48) hours notice to be given to each member of the Senate. Such meetings shall consider only business which is specified in the notice of the meeting, except that new business may be introduced by unanimous consent of the members present and voting.
3. (1) In conformity with the Act of Incorporation, either the English or the French language may be used at any meeting of the Senate and in any Senate correspondence. The official version of the record of Senate motions, reports and proceedings shall be in the language in which these are presented or taken; but all Senate documents and records shall be available in both languages.  
(2) Upon request of a member, a translation shall be given of a statement or question.  
(3) All meetings of Senate shall be open, except that they may be closed by a vote of Senate or by a ruling of the Speaker.
4. Quorum shall consist of one-third of the total voting membership of the Senate provided for in these bylaws.
5. All motions, to be valid and effective, must be adopted at a meeting of Senate by a simple plurality of ayes over noes, unless otherwise specified in these bylaws.
6. Meetings of Senate shall begin at 2:00 p.m. If quorum is not present after the lapse of a quarter of an hour, the Secretary shall call the roll after which Senate shall stand adjourned. Should the agenda not be completed or quorum lost before 6:00 p.m., the Senate shall recess to reconvene at 2:00 p.m. the following Thursday to consider the remaining items on the agenda.

7. The Secretary shall distribute an agenda to each member of Senate seven (7) days prior to each meeting.
8. Proceedings of all meetings of the Senate shall be recorded in a book kept for that purpose. A copy of the minutes of the previous meeting of Senate will accompany the Senate agenda. At this meeting, after amendment as necessary, the minutes shall be adopted. They shall be signed by the President or by the Vice-President, Academic (Anglophone Affairs) or by the Vice-President, Academic (Francophone Affairs), and by the Secretary of Senate. The signed copy shall constitute the official minutes of Senate and shall be available to each member of Senate on request. An unofficial copy of the minutes of Senate, except for motions that are classified by Senate as confidential, shall be available for consultation without restriction during regular office hours in the Office of the Secretary of Senate.
9. (1) With the exception of the proposer of a substantive motion, who shall be allowed to reply, no member may speak more than once to a question, unless in explanation of a material part of his speech in which he may have been misunderstood, and then must not introduce new matter.  
  
(2) Anyone not a member of Senate who wishes to speak must first be recognized by the Speaker, who shall have sole discretion in granting or denying such a request.
10. No member shall speak more than ten minutes at one time, except by leave of Senate, which shall be granted or refused without debate.
11. For all matters of procedure not dealt with by these bylaws, Senate's authority shall be **Parliamentary Procedure at a Glance**, by O. Garfield Jones supplemented as necessary by Robert's **Rules of Order**.
12. No motion introducing matter other than that listed in the Agenda shall be taken into consideration at any regular meeting of Senate.

## CHAPTER V

1. In bringing matters before Senate the following order of business shall be observed at all meetings:
  - (1) Approval of Agenda
  - (2) Decision Items
    - (i) Approval of Minutes of Previous Senate (and Business Arising)
    - (ii) Recommendations of Councils and Committees
    - (iii) Other Decisions
    - (iv) Amendments to the Bylaws
  - (3) Discussion Items
    - (i) Question Period
    - (ii) Other

(4) Information Items

- (i) Communications
- (ii) Announcements
- (iii) Reports of Councils and Committees submitted for information
- (iv) New Business

2. The Agenda for each meeting shall be prepared by the Executive Committee of Senate.
3. Agenda items must be given to the Secretary of Senate no less than sixteen (16) days before the meeting in question.

**4. Committee Reports**

- (1) Reports should be clear and concise;
- (2) A report containing no recommendations shall be treated as a report for information only and received without formal motion;
- (3) A report containing recommendations shall be dealt with formally by way of motions, with the motions to be presented stated on a covering sheet at the front of the report;
- (4) A report containing recommendations shall be distributed with the agenda, seven (7) days prior to the meeting at which it is to be presented;
- (5) Although Senate may not in any way alter a report presented to it, it may amend or otherwise alter motions recommended to it in a report, unless otherwise stipulated in these bylaws;
- (6) Should Senate wish to consider formally a report but reserve judgement on recommendations in it, Senate may vote to receive the report. A vote to receive a report in no way binds Senate to the recommendations in the report.

5. The announcement period shall be used by the Chair to bring to the attention of Senate relevant items of concern.
6. At each meeting of Senate, there shall be a question period of up to ten minutes. Questions should be submitted in writing to the Secretary of Senate at least one day prior to the meeting.

**CHAPTER VI - AMENDMENT OF BYLAWS**

1. Bylaws of Senate shall be adopted or amended by a majority containing not less than one-half of all voting members of Senate upon notice of motion duly made at the previous regular meeting, provided only that the proposed amendment has been circulated to members with the agenda, seven days prior to the meeting at which it is to be presented.
2. Creation / deletion / changes to the composition of faculties require the same procedure as an amendment to the Bylaws.

## CHAPTER VII - COMMITTEES OF SENATE

### 1. There shall be the following Committees of Senate:

#### (1) Academic Councils

- (i) Faculty Councils, one per faculty
- (ii) University Councils
  - (a) Graduate Studies and Research Council
  - (b) Conseil des programmes en français
  - (c) Council of English Language Programmes

#### (2) Standing Committees

- (a) Executive Committee of Senate
- (b) Academic Planning Committee
- (c) Committee on Student Appeals
- (d) Committee on Academic Regulations and Awards
- (e) Committee on the Library
- (f) Committee on Teaching and Learning
- (g) Committee on Emeritus/a Professorships
- (h) University Accounts Committee

#### (3) Joint Senate/Board Committees

- (a) Joint Committee on Bilingualism
- (b) Joint Committee on Honorary Degrees

#### (4) Ad hoc Committees

- 2. The quorum of each Committee of Senate shall be one-third of the membership of that Committee, excluding **ex officio** members, unless otherwise specified in the bylaws.
- 3. Vacancies occurring in any Senate Committee or appointed representation shall be filled by a motion of Senate, except between the regular meetings of June and September, when such vacancies shall be filled by a motion of the Senate Executive Committee, to be ratified by Senate at its next regular meeting.
- 4. Each Senate Committee shall have the power to appoint consultants. Persons so named shall not be members or have any of the privileges of members.
- 5. The procedures of all Committees of Senate shall be those of Senate, unless otherwise stated in the bylaws.

6. Senate shall be empowered to form **ad hoc** committees to deal with items of a non-recurring nature. The motion of Senate striking such a committee shall at the same time define its composition and terms of reference. An **ad hoc** committee shall serve until discharged by Senate.
7. Each Committee of Senate shall normally meet, at least once a month throughout the academic year.
8. Each Committee shall report only to Senate, through the Executive Committee. In carrying out its terms of reference, however, each Committee should work in cooperation with other committees having areas of common interest.
9. Except for the Executive Committee, faculty appointments to Senate Committees shall be for a two-year term, with annual renewal of 50% of the membership.
10. Except for the Executive Committee, the first meeting of each Senate Committee, including newly elected members, will be held during the month following its appointment.

#### 11. Student Representation on Senate Committees

All Committees of Senate as defined in Chapter VII, Article 1. (1) (i) shall have, at a minimum, one student from each Department/School/Unit which is represented by a Faculty member and/or Chair/Director. All other Committees of Senate as defined in Chapter VII, Article 1. (2), (3) and (4) shall have, at a minimum, one sixth (1/6) of its voting membership derived from students appointed by Senate.

### CHAPTER VIII - CHAIR OF SENATE COMMITTEES

1. Each Committee of Senate shall elect its own Chair at the first meeting following its constitution.
2. The Chair shall be responsible for ensuring full consultation with those affected by changes proposed by his Committee prior to circulation to Senate of a report recommending changes.
3. The Chair shall be responsible for circulating minutes of each Committee meeting to members of the Committee and to the Secretary of Senate.

### CHAPTER IX - ACADEMIC COUNCILS

#### 1. Faculty Councils

##### (1) Composition

- The Dean of the Faculty (Chair)
- The Director/Chair of each Department or School

- One faculty member from each Department or School
- One student from each Department or School

(2) Terms of Reference

Each Faculty Council shall make recommendations to Senate or, as appropriate, through Senate Committees, concerning all academic matters pertaining to departments, schools, programmes, institutes, and centres which it represents.

Each Faculty Council in making recommendations to Senate shall, where appropriate, engage in a consultative process with other Faculty and University Councils and Committees of Senate. In any unresolved conflicts within or between Faculty and/or University Councils, Senate shall act as arbitrator and final authority.

## 2. University Councils

(a) Graduate Studies and Research Council

(1) Composition

- The Director of Graduate Studies (Chair);
- One representative, normally the Graduate Secretary, from each Department or School or Programme teaching graduate programmes;
- One graduate student enrolled in Science and Engineering programmes;
- One graduate student enrolled in Business, Social Work or Health Science programmes;
- One graduate student enrolled in Arts Programmes.

(2) Terms of Reference

To make recommendations to Senate, or, as appropriate, through Senate Committees, concerning all academic matters pertaining to graduate programmes:

- (a) to develop and maintain appropriate guidelines for the offering of graduate programmes;
- (b) to facilitate the development of new graduate programme initiatives;
- (c) to recommend on long-term academic planning in graduate studies.

(b) Conseil des programmes en français

(1) Composition

- The Vice-President, Academic (Francophone Affairs) or designate (Chair);
- Four faculty members, one from each faculty, chosen in consultation with the respective dean, who teach in French language programmes;
- Two students who are enrolled in French language programmes;
- One member of the Library faculty;
- One representative from the Centre for Continuing Education and Part-Time Studies;

- One representative from the Collège universitaire de Hearst.

(2) Terms of Reference

To recommend directly to Senate, or as appropriate, through Senate Committees, concerning all academic matters pertaining to teaching in the French language:

- (a) to receive the Faculty Councils' comments and to consider for approval their recommendations concerning courses and existing programmes offered in French;
- (b) to receive new programmes / concentrations (specializations) proposals from the Faculty Councils and provide recommendations, as required, to the Academic Planning Committee, as appropriate;
- (c) to coordinate, within its terms of reference and in light of the University's Academic Plan, changes in courses and programmes proposed by and/or in consultation with Faculty Councils;
- (d) to work in conjunction with other University bodies concerned to reinforce and improve all aspects of the Francophone community within the University;
- (e) to submit recommendations to the appropriate Universities bodies in order to ensure the maintenance of good relations with the Francophone community outside the University and contribute to its development.

(c) Council of English Language Programmes:

(1) Composition

- The Vice-President, Academic (Anglophone Affairs) or designate (Chair);
- Four faculty members, one from each faculty, chosen in consultation with the respective dean, who teach in English Language programmes;
- Two students who are enrolled in an English language programme;
- One member of the Library faculty;
- One representative from the Centre for Continuing Education and Part-Time Studies;
- One representative from Algoma University College;
- One representative from the Federated Universities.

(2) Terms of Reference

To recommend directly to Senate, or as appropriate, through Senate Committees, concerning all academic matters pertaining to teaching in the English language:

- (a) to receive the Faculty Councils' comments and to consider for approval their recommendations concerning courses and existing programmes offered in English;
- (b) to receive, new programmes / concentrations (specializations) proposals from the Faculty Councils and provide recommendations, as required, to the Academic Planning Committee, as appropriate;

- (c) to coordinate, within its terms of reference and in light of the University's Academic Plan, changes in courses and programmes proposed by and/or in consultation with Faculty Councils;
- (d) to work in conjunction with other University bodies concerned to reinforce and improve all aspects of the Anglophone community within the University;
- (e) to submit recommendations to the appropriate Universities bodies in order to ensure the maintenance of good relations with the Anglophone community outside the University and contribute to its development.

Each University Council may establish a sub-committee to coordinate changes in courses and programmes within its terms of reference in light of the University's Academic Plan.

## CHAPTER X - SENATE STANDING COMMITTEES

### 1. Executive Committee

#### (1) Composition

- The President (Chair);
- The Vice-President, Academic (Anglophone Affairs);
- The Vice-President, Academic (Francophone Affairs);
- Four faculty members nominated and elected by and from Senate;
- Two students nominated and elected by and from Senate;
- The Deans of each faculty (non-voting);
- The Speaker of Senate (non-voting);
- The Secretary of Senate (non-voting).

#### (2) Terms of Reference

- (a) The Committee shall be responsible for calling meetings of Senate and determining the agenda, and for approving Senate minutes prior to circulation for adoption by Senate.
- (b) The Committee shall be responsible for assisting the Chair and Speaker in ensuring the smooth transaction of business.
- (c) The Committee shall be responsible for ensuring that bylaws and regulations of Senate are followed, and that the decisions of Senate are properly recorded and implemented.
- (d) The Committee shall ensure that the work of all Senate Committees is carried out with dispatch and communicated as required.
- (e) The Committee may act for the Senate as required between Senate meetings. Such actions shall be reported to the Senate at the next regular meeting.
- (f) The Committee will be responsible for conducting elections when so requested by Senate.
- (g) The Committee shall recommend to Senate a slate of candidates for each of the Committees of Senate, together with a slate of candidates for those Committees of the University on which Senate is represented, whose membership is not otherwise stated.

- (h) The Committee shall recommend to Senate nominees to vacancies on Senate Committees, as they occur.
- (i) The Committee shall recommend to Senate nominees to Special Committees of Senate, and other Senate representations when so requested by Senate.
- (j) The Committee shall recommend to Senate nominees for the Speaker of Senate.
- (k) The Committee shall have other such powers as may be assigned to it from time to time by Senate.

## 2. Academic Planning Committee

### (1) Composition

- The Vice-President, Academic (Anglophone Affairs);
- The Vice-President, Academic (Francophone Affairs);
- Four faculty members, two of whom teach in French language programmes and two of whom teach in English language programmes;
- One faculty member who teaches in a Native programme;
- One faculty member from each University Council;
- Four students, one from each of the students' associations: Students' General Association, l'Association des étudiants et étudiantes francophones, Association of Laurentian Part-Time Students, Graduate Students' Association;
- One member of the Board of Governors.

### (2) Terms of Reference

The Academic Planning Committee is responsible for the regular updating of plans for academic development to ensure that they are consistent with the University's overall purpose and appropriate to the evolving environment in which the University is set.

In particular, the Academic Planning Committee will be the channel for Senate input into the annual budget process. Each Fall, the University Budget Committee will provide the Academic Planning Committee with information on the financial situation of the University and ask for its recommendations, in this context, on priorities for implementing plans for academic development in the upcoming budget exercise.

Each Spring, the Academic Planning Committee will update plans for academic development taking into account the final budget for the following year, and will present them to Senate.

The Academic Planning Committee will maintain updated information on the academic plans and aspirations of the affiliated and federated colleges and present these to Senate at least once a year with commentary on their relationship to Laurentian's own plans.

Academic plans may include recommendations on:

- (a) academic objectives, goals and priorities;
- (b) the introduction and discontinuance of programs;
- (c) academic structures, including faculties, schools, departments, etc.;

- (d) instructional methods;
- (e) joint programming with other institutions.

### 3. Committee on Student Appeals

#### (1) (A) Composition

- One Faculty Dean or designate, chosen by the Deans, who shall serve as Chair
- One Faculty Dean or designate, chosen by the Deans, who shall serve as an Alternate Chair
- Thirty (30) members of faculty elected by Senate from which the Appeal Panels shall be drawn
- Eight (8) students, two from each of the Students' General Association, the Association of Laurentian Part-time Students, the Association des étudiantes et des étudiants francophones, and the Graduate Students' Association elected by Senate from which the Appeals Panels shall be drawn
- the Registrar or designate who shall serve as the Secretary of the Committee

#### (B) Term of Members of Faculty

Faculty members shall be elected for a three-year term, of whom ten (10) shall be elected each year.

#### (G) Terms of Reference of the Student Appeals Committee

The Student Appeals Committee shall make such procedural rules as may be necessary from time to time for the orderly and proper conduct of the Appeal Panels and the Department/School Appeal Committees.

#### (2) (A) Composition of the Appeal Panel

- (a) Upon receipt of a Notice of Appeal from the decision of a department/school Appeals Committee, the Secretary of the Student Appeals Committee, in consultation with the Chair, shall constitute a panel to hear the appeal. The Appeal Panel shall be composed of
  - i) the Chair or the Alternate Chair of the Student Appeals Committee,
  - ii) four faculty who are members of the Student Appeals Committee, and
  - iii) four students who are members of the Student Appeals Committee.
- (b) When the appeal originates from a student registered in a course at one of the Affiliated Colleges or a faculty member from one of the Affiliated Colleges:
  - i) one of the four faculty representatives on the Appeal Panel shall be from the Affiliated College in question and designated by the Affiliated College; and

- ii) one of the four student representatives on the Appeal Panel shall be designated by the Affiliated College in question on the recommendation of the Student Association of the Affiliated College.
- (c) When the appeal arises from a non-academic offence, the Co-ordinator of the Counselling and Resource Centre or designate shall be appointed to the Appeal Panel in lieu of one of the four faculty representatives.

(B) Terms of Reference of the Appeal Panels

- (a) The Appeal Panels of the Committee shall hear appeals
  - i) of decisions of Department or School Appeals Committees
    - A) from a student on the grounds that:
      - I) a mention of academic dishonesty will be entered on the student's record, or
      - II) the Committee committed a substantive error of procedure or a substantive breach of fairness during the conduct of the appeal;
    - or
    - B) from a faculty member when it is alleged that the Committee committed a substantive error of procedure or substantive breach of fairness during the conduct of the appeal;
  - or
  - ii) of decisions or actions of University Officers as a result of non-academic offences where such actions affect a student's academic standing, that is, he or she is placed on probation, suspended or expelled.
- (a) Neither an Appeal Panel or Committee shall hear appeals from decisions of the Senate Committee on Academic Regulations and Awards.
- (b) In dealing with academic offences, the Appeal Panel has authority to:
  - i) set aside the decision of the lower Appeals Committee and send the matter back, with or without directions, to the lower Appeals Committee;
  - ii) confirm the decision of the lower Appeals Committee.
- (c) An Appeal Panel may substitute a lesser penalty than that assessed by the lower Appeals Committee only if a mention of academic dishonesty will be entered on the student's record.
- (d) In dealing with non-academic offences, the Appeal Panel has the authority to:
  - i) set aside the action or decision of the University Officer;
  - ii) confirm the action or decision of the University Officer; or
  - iii) substitute a lesser penalty than that assessed by the University Officer.

**4. Committee on Academic Regulations and Awards**

(1) Composition

- The University Registrar
- One representative from the Office of Admissions
- The Directors of Schools, or their designates
- The Registrar of each of the Federated Universities
- One representative from the Centre for Continuing Education and Part-time Studies
- One representative of each of the Affiliated Colleges
- Four members of Faculty from Arts and Science programmes
- Four students

(2) Terms of Reference

- (a) To review and formulate policies, for recommendation to Senate, with respect to the admission of all students to the University.
- (b) To review and formulate policies, for recommendation to Senate, with respect to the transferability of credits from other educational institutions.
- (c) The Committee shall advise the University Registrar on the implementation of Senate policy on matters specified in (a) and (b) above, in cases where there is some ambiguity with respect to policy.
- (d) To decide on the admissibility of candidates lacking admission requirements, who, in the opinion of the Registrar, deserve special consideration.
- (e) The Committee shall consider requests for exceptions to University academic regulations. The decisions of the Committee referred to in (d) and (e) shall not be subject to appeal.
- (f) The Committee shall recommend candidates to Senate for the conferring of degrees, diplomas and certificates and the awarding of prizes.
- (g) The Committee shall recommend to Senate, the conditions and terms on which scholarships, bursaries, medals, prizes, and other awards shall be awarded.

**Sub-Committee on Undergraduate Academic Awards:**

(1) Composition

- The Director of Student Awards (Chair);
- The University Registrar or designate;
- Four members of faculty;
- Three students.

(2) Terms of Reference

The Committee shall examine and recommend the conditions and terms on which academic awards shall be determined.

**5. Committee on Library**

(1) Composition

- The Director of the Library (Chair);

- One member of the Library faculty;
- One member of the Library staff;
- One representative from each of the Federated Universities;
- Four faculty members;
- Four students, one from each of the students' associations: Students' General Association, Association des étudiants et étudiantes francophones, Association of Laurentian Part-Time Students, Graduate Students' Association.

(2) Terms of Reference

The Library Committee is responsible for formulating, for recommendation to Senate:

- (a) policies for the operation of the Library facilities;
  - (b) policies for the holdings for teaching and research;
  - (c) policies for gifts and donations to the Library;
  - (d) policies for the disbursement of the general acquisitions budget derived from unrestricted operating funds;
  - (e) policies for the long-term development of the library;
- additionally,
- (f) the Committee shall make recommendations to the Chief Librarian on the Library budget submission to the University Budget Committee and inform Senate of its recommendations;
  - (g) the Committee shall review the library budget each year with comments, and advise on priorities for the following fiscal exercise. Such review to be presented to Senate for information.

## 6. **Committee on Teaching and Learning**

(1) Composition

- The Vice-President, Academic (Anglophone Affairs)
- The Vice-President, Academic (Francophone Affairs)
- One representative from the Library
- One representative from the Centre for Continuing Education and Part-Time Studies
- The Director of the Institute of Innovation, Learning and Technology
- The Director of Instructional Media Services or designate
- One representative from each of the WAC and LIP programmes
- Six faculty members
- Three students, one from each of the Undergraduate student associations

(2) Terms of Reference

- (a) The Committee, where feasible and appropriate, will actively promote the improvement of all modes of teaching and learning at Laurentian;
- (b) The Committee will report to Senate on means of improving teaching and learning at Laurentian.

### **Sub-Committee on Writing Across the Curriculum**

#### (1) Composition

- One representative from each of the Wac/LIP programmes
- One representative from the Centre for Continuing Education and Part-Time Studies
- One representative from the Library
- One representative from each of the Affiliated Colleges
- Four faculty members
- Three students, one from each of the undergraduate student associations

#### (2) Terms of Reference

The Committee shall be responsible for:

- (a) establishing and evaluating standards of writing competency for all students of the University who are required to meet a writing competency requirement in their programme;
- (b) creating, administering and evaluating the writing competency tests;
- (c) creating, administering and evaluating the Writing-Across-the-Curriculum programme;
- (d) establishing an appeal procedure with respect to writing competency requirements;
- (e) implementing the principle of "writing to learn";
- (f) recognizing and fostering discipline-specific instruction in writing and communication;
- (g) helping students develop competency in academic writing.

### **Sub-Committee on Continuing Education and Part-Time Studies**

#### (1) Composition

- One representative from the Centre for Continuing Education and Part-Time Studies
- One representative from each of the Federated Universities
- One representative from the Library
- Four faculty members
- Two students enrolled in part-time studies

#### (2) Terms of Reference

To examine and recommend to the Committee on Teaching and Learning on matters involving continuing education and part-time studies throughout the Laurentian University System. Recognizing the initiative and leadership required of the Director in directing the affairs of the Centre and in developing the services it offers, the Committee will:

- (a) consider and, if necessary request from the Director policy recommendations for the development and delivery of programmes for part-time students, both on campus and by distance education. The Committee will then make its recommendations to the Teaching and Learning Committee.
- (b) consider and, if necessary, request from the Director recommendations for guidelines to be used in the operation of programmes in continuing education throughout the Laurentian

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University System. The Committee will then make its recommendations to the Teaching and Learning Committee.

## **7. Committee on Emeritus/a Professorships**

### **(1) Composition**

- The Vice-President, Academic (Anglophone Affairs)
- The Vice-President, Academic (Francophone Affairs)
- Four tenured members of faculty at the rank of associate or full professor
- One tenured librarian at the rank of associate or full librarian
- One emeritus/a professor
- One student

All members of the committee are to be chosen by Senate on the recommendation of the Vice-President, Academic (Anglophone Affairs), the Vice-President, Academic (Francophone Affairs) and should reflect a gender and language balance. The Committee is to be reconstituted each year; but there is no limit on the number of years which any member of the committee can serve.

### **(2) Terms of Reference**

- a) Develop an awareness amongst faculty of the existence of the Committee on Emeritus/a Professorships, of the criteria and procedures for the awarding of Professor/Librarian Emeritus/a and of the privileges related to these titles.
- b) Determine the eligibility of retired faculty members and award the title of Professor/Librarian Emeritus/a to eligible candidates and report annually to Senate, for information, on those faculty members who have been awarded this title.
- c) Make recommendations to the appropriate University Officer on the privileges related to these titles.

## **8. University Accounts Committee**

### **(1) Composition**

- President of LUFA or designate
- Four faculty members
- One staff members from LUSU elected by LUSU
- One student elected by the student associations

### **2) Terms of Reference**

The Committee shall review the expenditures of the University for the previous year. The work of the Committee will be done between September and December of each year.

The Committee shall:

- a) Make recommendations to the Finance Committee of the Board;
- b) Report to Senate for information the recommendations sent to the Finance Committee along with the response received from the Finance Committee of the Board.

## CHAPTER XI - BOARD-SENATE COMMITTEES

### 1. Joint Committee on Bilingualism

#### (1) Composition

- The Chair of the Board of Governors (ex officio)
- The President (ex officio)
- The Vice-President, Academic (Anglophone Affairs) (ex officio)
- The Vice-President, Academic (Francophone Affairs) (ex officio)
- The Secretary of the Board of Governors (ex officio)
- Four representatives of the Board of Governors
- Four faculty members from Senate
- Four students, one from each of the Students' General Association, the Association des étudiantes et étudiants francophones, the Association of Laurentian Part-time Students, and the Graduate Students' Association
- One representative of the non-academic support staff

#### (2) Terms of Reference

To promote bilingualism at Laurentian University and to make appropriate recommendations to Senate and to the Board of Governors.

### 2. Joint Committee on Honorary Degrees

#### (1) Composition

- The President
- The Heads of the Federated Universities
- Two members of the Board of Governors
- One member of the Laurentian University Alumni Association
- Four faculty members
- Two students

#### (2) Terms of Reference

- (a) The Committee shall request from the University community nominations of persons for consideration by the Committee.
- (b) The Committee shall then recommend to Senate the names of persons upon whom it may be thought fitting to confer honorary degrees of the University.

## **CHAPTER XII - ADMISSIONS TO DEGREES IN COURSE**

### **Persons to Confer Degrees**

1. All degrees shall be conferred by the President; in case of his absence, or of there being a vacancy in that office, by the Vice-President, Academic (Anglophone Affairs) or the Vice-President, Academic (Francophone Affairs), or, in the case of their absence, or of their offices being vacant, by a member of a faculty of the University, appointed for the purpose by Senate.

### **Place of Conferring**

2. All degrees shall be conferred in such place as may from time to time be designated by the Senate.

### **Persons Upon whom Conferred**

3. All degrees and diplomas shall be awarded by Senate on the recommendation of the Committee on Academic Regulations and Awards.

## **CHAPTER XIII - MATTERS NOT PROVIDED FOR**

### **Analogy**

1. As to all matters not provided for in these Bylaws, the practice and procedure shall be regulated by analogy thereto.

## **CHAPTER XIV - SUSPENSION OF BYLAWS**

1. A specified bylaw may be suspended for a stated purpose at any meeting by a majority of votes cast which contains not less than one-third of all voting members of Senate.