

Senate Committees and Sub-committees: Terms of Reference and Composition

Revised: Feb 11 2003, April 6 2004, Sept 28 2004, Dec 7 2004, Aug 31 2005, Sept 12 2006, Oct 31 2006, July 1 2007, Oct 30 2007, Oct 28 2008, Dec 2 2008, Sept 22 2009, May 10 2011, Mar 6 2012, Nov 6 2012, Feb 11 2014, Jan 13 2015, Feb 10 2015, May 2 2017, April 2019, May 2019, March 2022, February 2023

Senate Committees and Subcommittees

- **Senate Executive Committee**
 - Nominating and Governance Subcommittee
 - University Honours Subcommittee
- **Academic Planning and Budget Committee (AP&B)**
 - Library Advisory Subcommittee
 - Student Awards Subcommittee
 - Graduate Scholarships Subcommittee
- **Committee on Indigenous Education (CIE)**
- **Committee on Undergraduate Petitions (CUP)**
- **Graduate Studies Committee (GSC)**
- **Cyclical Program Review Committee (CPRC)**
- **Research Policy Committee (RPC)**
 - SSHRC Research Grants Subcommittee
 - Natural Sciences Research Grants Subcommittee
 - Distinguished Research Award Subcommittee
 - Health Studies/Sciences Research Grants Subcommittee
 - Research Ethics Board
 - Research Ethics Appeal Board
- **Special Appeals Committee (SAC)**
- **Teaching and Learning Advisory Committee (T&L)**
 - Teaching Awards Subcommittee
- **Undergraduate Academic Policy Committee (UAPC)**
- **Undergraduate Studies Committee (USC)**

General Principles

- Unless otherwise indicated, faculty members and committee Chairs are appointed by the Faculty Board Nominating Committee. Where possible, faculty representation will be from across the university.
- Committees are encouraged to add expertise to their discussions through consultation with individuals and groups as appropriate.
- Committees are free to strike ad hoc working groups as needed to explore specific issues in detail.
- Standing committees of Senate are expected to submit a report on the committee's activities to Senate at least once a year and are required to direct all recommendations concerning changes to the educational policy of the University to

Senate, through Senate Executive.

- Subcommittees are expected to report to their umbrella Senate committee and, in some instances provide advice to members of the administration and other committees as indicated.
- It is understood that it is within Senate's authority to seek advice or direct to the attention of either Senate or Advisory Committees, or the appropriate university administrator, issues that arise in its deliberations that have educational policy implications relative to the mandates of those committees or individuals

Terms of Reference and Composition

Senate Executive Committee

(Established by Senate By-laws) (Revised May 2017)

Terms of Reference

A standing committee of the Senate, reporting to Senate

- To receive and review reports and proposals prior to presentation to Senate in order to prepare the agenda of Senate
- To consult on the work of Senate and Senate committees
- Through its Nominating and Governance subcommittee, to
 - act as nominating committee for the membership of special committees of Senate when so requested by the Chair of Senate
 - act as nominating committee for the Chancellorship
 - recommend proposals to Senate with respect to governance practices of Senate and Senate committees, changes to the Senate by-laws, Senate composition and structure, and terms of reference and composition of Senate committees
- Through its subcommittee on University Honours, to recommend to Senate recipients of honorary degrees and eminent service awards
- To make recommendations to Senate on issues of social responsibility within Senate's authority
- To deal with such other matters as the Senate may from time to time delegate to it
- During summer recesses of Senate, the members of Senate Executive shall possess and may exercise all or any of the powers or authorities and discretion vested in or exercised by the Senate. This summer authority power extends to include regular meetings of Senate in May and June should quorum for Senate not be achieved. (May 1977, May 2011)

Composition*

President and Vice-Chancellor, or designate (Chair)

Provost and Vice-President Academic [Chair of AP&B]

Chairs of the following Senate Committees (one vote per individual)

- Graduate Studies Committee (GSC)
- Undergraduate Studies Committee (USC)
- Teaching and Learning Advisory Committee (T&L)
- Research Policy Committee (RPC)
- Undergraduate Academic Policy Committee (UAPC)
- Cyclical Program Review Committee (CPRC)

6 faculty senators (representation across the university)

3 student senators, normally 1 graduate student, 2 undergraduate students

University Registrar (non-voting)

Associate University Secretary (Senate) (secretary, non-voting)

the members of Senate Executive are elected by and from among the members of Senate

Nominating and Governance Subcommittee (N&G) (revised May 2017)

Terms of Reference

A standing subcommittee of Senate Executive, reporting to Senate Executive

- To review nominations for the Chancellorship and make recommendations to Senate Executive
- To make recommendations to Senate Executive for the membership of special Senate committees, when so requested by the Chair of Senate
- To make recommendations to Senate Executive concerning the governance practices of Senate and its committees
- To approve minor changes (such as changes to position titles) to composition of committees
- To periodically review the by-laws and composition of Senate, and the structure, terms of reference and composition of Senate committees and make recommendations to Senate Executive

Composition

President and Vice-Chancellor, or designate (Chair)

Provost and Vice-President Academic (Vice-Chair)

1 Dean

2 faculty members of Senate Executive *

1 student member of Senate Executive *

Associate University Secretary (Senate) (secretary, non-voting)

*named by Senate Executive

University Honours Subcommittee (UHS) (revised May 2017)

Terms of Reference

A standing subcommittee of Senate Executive, reporting to Senate Executive

- To call annually for nominations for honorary degree and eminent service award recipients and make recommendations to Senate Executive
- To serve in an advisory role to the Manager of Convocation on ceremonial aspects of Convocations

Composition

President and Vice-Chancellor (Chair)

1 member of the Board, nominated by the Board

1 member of the alumni, nominated by the alumni

2 faculty from Senate Executive* (rotated representation across the university)

1 student from Senate Executive*

1 staff member (non-academic)

Manager, Convocation & University Functions (non-voting)

Associate University Secretary (Senate)(secretary, non-voting)

*named by Senate Executive

Academic Planning and Budget Committee (AP&B) (revised Feb 2003, July 2007, Oct 2008 merger Academic Planning and Senate Budget Committees, Mar 2012, Nov 2012, January 2015, May 2017, May 2019, 2022)

Terms of Reference

A standing committee of Senate, reporting to Senate and advisory to the Provost and Vice-President Academic.

- To engage in an on-going process of long-range academic planning in an integrated planning and multi-year budgetary context,
- To provide advisory feedback on reports on budgetary issues, and on proposals from academic administrative offices and Senate committees with significant budgetary implications for the educational program
- To develop and review, as necessary, policies supporting long-range academic planning
- In accordance with the Institutional Quality Assurance Policy and Procedures (IQAP), to review proposals for new degree programs (including the Full Proposal, the External Reviewer(s)' Report, the Working Group's Response, and the Dean's Letter of Support) and recommend new degree programs to Senate; to review proposals for for-credit graduate diplomas and recommend new for-credit graduate diplomas to Senate; to receive one-year follow-up monitoring reports on new programs; to reassess proposals for new programs that were not approved by the Quality Council
- To review proposals for terminating academic programs and recommend terminating academic programs to Senate
- To review proposals to create or change the status of academic units (departments/programs/schools) and make recommendations to Senate
- To recommend actions the University can take to strengthen its educational environment (including its teaching, learning and research capacity)

Composition

Provost and Vice President Academic (Chair)

One Dean*

Dean of Graduate Studies*

Dean and Head, Trent

University Durham

University Librarian

4 Faculty, 1 with graduate experience

3 students (named by TCSA, TGSA and TDSA)

Manager, Office of the Provost (secretary)

Consultants

Deans who are not members

Associate Vice-President, Finance

University Registrar

Library Advisory Subcommittee (revised May 2017, 2022)

Terms of Reference

A standing subcommittee of the Academic Planning and Budget Committee advisory to the University Librarian

- To report to Senate through the Academic Planning and Budget Committee on library policies and practices that relate to teaching, learning and research. To provide advice to the University Librarian on a full range of academic support and budgetary matters for the library

Composition

3 faculty 1 to Chair* University Librarian
 2 representatives of the professional librarians
 1 representative of the library support staff, chosen by the library support staff
 3 students (named by TCSA, TGSA and TDSA)
 Manager, Finance and Administration (Library) (secretary, non-voting)

Consultants

Associate Vice President Information Technology or delegate
 Associate Vice-President Students or delegate
 Vice-President Research and Innovation or delegate

Student Awards Subcommittee (est. April 2004, revised July 2007, May 2017)
 (formerly Admissions, Enrolment and Student Awards)

Terms of Reference

A standing subcommittee of the Academic Planning and Budget Committee, reporting to the Academic Planning and Budget Committee

- To adjudicate major undergraduate scholarships and strike *ad hoc* committees to adjudicate scholarship appeals
- To receive recommendations from the University Registrar and recommend to AP&B / Senate policies for scholarships, awards, and bursaries
- To recommend to Senate through the University Registrar the names of undergraduate medal winners
- To receive recommendations from the Associate Vice-President, International for policies governing scholarships, awards, and bursaries for international students

Composition

Designate of the Provost and Vice-President Academic (normally a Dean) (Chair)
 3 faculty (representation across the university)

Consultants

University Registrar,
 Enrolment Management Assistant
 Associate Vice-President, International
 Manager, Stewardship & Events

Graduate Scholarships Subcommittee

(Formerly subcommittee of Graduate Studies Committee – March 2012, May 2019)

Terms of Reference

A standing subcommittee of the Academic Planning & Budget Committee, reporting to the Academic Planning and Budget Committee:

- To review and recommend to the Academic Planning and Budget Committee, policies regarding graduate student scholarships;

- To develop effective procedures for the implementation of graduate scholarship policies;
- Within each category, SSHRC, NSERC, Vanier, Trillium, Queen Elizabeth II, CIHR, OGS and other awards categories as established from time to time, select or recommend candidates for graduate scholarships and medals in accordance with the terms and procedures outlined by the appropriate granting agency;
- To award, select or recommend candidates for graduate scholarships in accordance with the terms and procedures outlined by the appropriate donor or award.

Composition:

Dean of Graduate Studies or designate (Chair)

10 members, all graduate faculty, with representation from the Humanities, Education, Nursing, Science and Social Sciences

Graduate Finance Officer (secretary, non-voting)

Senate Committee on Indigenous Education (est. October 2017)

Terms of Reference

A standing committee of Senate, reporting to Senate and advisory to the Provost and Vice-President Academic. The committee, which will continue the work of the previous Special Committee on Indigenous Education (SCIE), will report on an annual basis the results of the previous year’s activities (including monitoring progress on implementing the recommendations of the SCIE) and setting out the plan for future activities.

The work of the committee will address three aspects of Indigenous education (the education and support of Indigenous students, the education of non-Indigenous students so that they better understand Indigenous Knowledge, culture and history and respectful engagement with, and integration of, Indigenous people and knowledges) and will involve key areas of curriculum, approaches to teaching and learning, faculty and student engagement, organizational structures, university processes and protocols. It will involve cross cultural dialogue to come to an understanding and acceptance so that we may take action. Our way forward requires action across the university.

The committee will foster and support:

- Indigenous culture as creative, performing and forward looking;
- Indigenous Knowledge (IK) and Ways of Knowing;
- Further a stronger reconciliation component.

Composition

Provost and Vice-President Academic (Chair)

Director, Chanie Wenjack School for Indigenous Studies

Two Elders-one Metis and one from a local First Nation

Chair, or designated community member, from the Aboriginal Education Council

Two students-one named by the Trent Central Student Association and the other named by the

Trent Graduate Student Association

Two faculty members from outside the Chanie Wenjack School for Indigenous

Studies One Indigenous scholar

Director, First Peoples House of Learning

Associate Secretary (Senate) (Secretary) non-voting

Consultants: As/when required.

Committee on Undergraduate Petitions (CUP) (revised July 2007, Oct 2007, May 2017)
(formerly Committee on Undergraduate Standings and Petitions – CUSP)

Terms of Reference

A standing committee of Senate, reporting to Senate and advisory to the Provost

- To provide advice to the Provost concerning the application of academic policy in individual cases
- To adjudicate individual undergraduate student petitions for exceptions to academic policy involving, but not limited to: registration in special programs, program changes after registration, academic penalties and complaints arising out of alleged irregularities
- To approve Individualized Studies (formerly Special Concentration) programs
 - Where appropriate, the committee shall draw the attention of relevant University committees or individuals to any regulations, policies or practices that are giving rise to student petitions so that they may be examined

Composition

Designate of the Provost and Vice-President Academic (Chair)

3 faculty

3 students (named by TCSA and TDSA)

Graduate Studies Committee (GSC) (revised December 2004, February 2015, May 2019) (formerly Curriculum and Regulations Subcommittee)

Terms of Reference

A standing committee of Senate, reporting to Senate and advisory to the Dean of Graduate Studies:

- To review and make recommendations to Senate on matters of educational policy and planning for graduate studies in the context of Ontario Council of Graduate Studies (OCGS) bylaws including new courses, minor and major modifications to existing programs, collaborative programs, not-for-credit graduate diplomas, general and program-specific regulation changes and alterations in educational policy at the graduate level;
- To make recommendations to Academic Planning and Budget Committee on the degree requirements and curriculum of proposed new graduate degree programs and for-credit graduate diplomas;
- To appoint ad hoc sub-committees to hear graduate student academic petitions, as necessary.

Composition

Dean of Graduate Studies – Chair

4 Program Directors (1 PhD graduate Director, 1 thesis-based Masters graduate Director, 1 Director from a Professional program, 1 Director at large)

2 faculty who are not Program Directors*

1 Master and 1 PhD graduate student (named by TGSA)

Graduate Records & Registration Officer (non-voting)

Manager, Office of the Dean of Graduate Studies (secretary, non-voting)

Consultants

Program Directors who are not members
University Librarian (or designate)

Cyclical Program Review Committee (CPRC)

(Replaces Program Quality Assurance Committee) (January 2015, revised May 2017, April 2019)

Terms of Reference

A standing committee of Senate, reporting to Senate and advisory to the Provost and Vice-President Academic

- In accordance with the Institutional Program Quality Assurance Policy and Procedures (IQAP), responsible for the cyclical review of existing programs, including reviewing Self-Study documents, Review Committee Reports and Responses by academic units and Deans; preparing for approval by the Provost and Vice-President Academic Final Assessment Reports (including Implementation Plans and Executive Summaries); receiving Monitoring Reports from academic units, and preparing Reports for Senate.

Composition

Designate of the Provost and Vice-President Academic (normally a Dean) (Chair)
Dean of Graduate Studies
4 faculty
3 students (named by TCSA, TGSA and TDSA)
Office of the Provost and Vice-President Academic (secretary, non-voting)

Consultants

Undergraduate Deans
Dean and Head, Trent University Durham
Manager, Office of the Provost (secretary, non-voting)

Research Policy Committee (RPC) (revised May 2017)

Terms of Reference

A standing committee of Senate, reporting to Senate and advisory to the Vice-President Research and Innovation

- To develop and recommend policies and procedures to Senate on all aspects of research (e.g. strategic research plans)
- To receive reports from its subcommittees on the disbursement of research funds, matters concerning research with human subjects, and recommendations for the Distinguished Research Award
- To staff the standing Research Ethics Appeals Board as necessary to hear appeals from decisions of the Research Ethics Board, in accordance with the Tri-Council Policy Statement on "Ethical Conduct for Research Involving Human Subjects"

Composition

Vice-President Research & Innovation (Chair)
Chair of Natural Sciences Research Grants subcommittee
Chair of SSHRC Research Grants subcommittee

Chair of Research Ethics Board

3 faculty from research centres and graduate programs (representation across the university)

1 graduate student (named by TGSA)

1 undergraduate student (named by TCSA)

Director, Office of Research & Innovation

(secretary, non-voting)

SSHRC Research Grants Subcommittee (revised April 2004; February 2014, May 2017)

Terms of Reference

A standing subcommittee of the Research Policy Committee, reporting to the Research Policy Committee and the Vice-President Research and Innovation

- To disburse funds for research in the social sciences and the humanities on behalf of the Research Committee
- To report on the disbursement of such funds to the Research Policy Committee and the Vice-President Research & Innovation

Composition

3 SSHRC holders or recent holders (one to be Chair)

*1 graduate student from social sciences or humanities, named by TGSA Director, Office of Research & Innovation (secretary, non-voting)

* the Chair also sits on the Research Policy Committee and the Distinguished Research Awards Committee

Natural Sciences Research Grants Subcommittee (revised February 2014, May 2017)

Terms of Reference

A standing subcommittee of the Research Policy Committee, reporting to the Research Policy Committee and the Vice-President Research & Innovation

- To disburse funds for research in the natural sciences on behalf of the Research Policy Committee
- To report on the disbursement of such funds to the Research Policy Committee and the Vice-President Research & Innovation

Composition

3 NSERC holders or recent holders (one to be Chair) *

1 graduate student from sciences (named by TGSA)

A representative of the

Office of Research & Innovation (secretary, non-voting)

*the Chair also sits on the Research Policy Committee and the Distinguished Research Awards Committee

Health Studies/Science Research Grants Subcommittee (approved February 2014, May 2017)

Terms of Reference

A standing subcommittee of the Research Policy Committee, reporting to the Research Policy Committee and the Vice-President Research & Innovation

- To disburse funds for research in health studies/sciences (using CIHR definition of eligible

- funding criteria) on behalf of the Research Policy Committee
- To report on the disbursement of such funds to the Research Policy Committee and the Vice-President Research and Innovation

Composition

3 CIHR holders or recent holders or holders/recent holders of other peer reviewed funding related to health research (SSHRC, Ministry of Health and Long Term Care, Canadian Cancer Society, etc.) (one to be Chair) *

1 graduate student from health studies/sciences (named by TGSA)

A representative of the Office of Research and Innovation (secretary, non-voting)

*the Chair also sits on the Research Policy Committee and the Distinguished Research Awards Committee

Distinguished Research Awards Subcommittee (revised February 2014, May 2017)

Terms of Reference

A standing subcommittee of the Research Policy Committee (RPC), reporting to the RPC

- To recommend to the Research Policy Committee an annual winner of the Distinguished Research Award as outlined in the procedures for selection

Composition

Vice-President Research & Innovation (Chair - non-voting)

A representative of the Office of Research and Innovation (secretary, non-voting)

Provost or designate (normally a Dean)

Chairpersons of the Internal Committees on Research

One Faculty Representative selected by all 5 Undergraduate Deans

1 graduate student, named by TGSA

Research Ethics Board (REB) (revised April 2004; Oct 2006; February 2014, May 2017, January 2021)

Terms of Reference

An independent Board of the Research Policy Committee of Senate, the Research Ethics Board (REB) contributes to the education of research ethics; conducts independent, multi-disciplinary review of research proposals; and oversees the ethics review conducted by the Faculty, Department, School and Graduate Program review bodies. The REB will advise Senate and the Vice-President Research and Innovation on all matters of research involving human participants at Trent University.

The REB shall:

- I. Conduct ethics reviews of proposals from members of the university, and others who conduct research involving human participants under the auspices of Trent University, to determine conformance with the whole of the Tri-Council Policy Statement 2 (2018): “Ethical Conduct for Research Involving Human Subject”;
- II. Delegate course-related, non-funded, minimal risk research activities for pedagogical purposes to the relevant Department, School, or Graduate Program ethics review body for review and approval and oversee that review process;

- III. Suspend or terminate any research which deviates from its approved protocol, exposes research participants to unanticipated risks, has not been approved by the relevant review body, or continues research with human participants beyond the end date of its approval;
- IV. Ensure that Departments, Schools, and Graduate Programs are familiar with, and adhere to this Senate Policy;
- V. Act as an advisory body for the University, educating the community on ethics in research and providing guidance on the ethics review process;
- VI. Report at least once a year to Senate on its activities, and provide Senate the number of protocols reviewed, approved, and rejected;
- VII. Ensure that Departments, Schools and Graduate Programs advise students about the relevant aspects of ethics in research and the paramount need to treat participants ethically and respectfully.

(b) Composition

The composition of the REB shall reflect the University's commitment to gender equity. The term of service for members on the REB is a minimum three years, with approximately one-third of the membership appointed each year, thereby ensuring continuity and consistency of membership. Members of the REB shall be appointed by the Faculty Board Nominating Committee. ¹

The REB is composed of the following:

- Voting Faculty Members:
- 1 REB Chair: Appointed by the Research Ethics Board Chair Selection Committee which is composed of the VP Research and Innovation, a former REB member, and a Dean.
- At least 6 faculty members appointed to ensure expertise in relevant research disciplines, fields, and methodologies covered by the REB; of whom at least 1 faculty member is knowledgeable in ethics;

The committee also includes:

- 1 graduate student (voting member);
- 1 community representative who has no affiliation with the institution (voting member);
- 1 ad hoc member who is knowledgeable in relevant law (voting member: mandatory for Biomedical Research; advisable but not mandatory for other areas of research);
- 1 Ex-officio Non-Voting Member: The Certifications and Regulatory Compliance Officer (secretary).

Ethics Subcommittees:

- Indigenous Ethics Committee: members of this committee will review all undergraduate, graduate, and faculty research involving Indigenous participants (see IEC terms of reference for this committee), and

Delegated Review Committee: All minimal risk applications will be reviewed by this committee

Research Ethics Appeal Board (EAB) (revised Oct 2006; February 2014, May 2017)

Terms of Reference

An independent Appeals Board of the Research Policy Committee to be convened in the case of an appeal. Applicants whose research proposal is not approved by the Research Ethics Board or by the

¹ Representation on the REB will aim to reflect the disciplines of submitted proposals.

relevant Faculty, Department, School or Graduate Program ethics review body, may appeal that decision to the Trent Research Ethics Board (EAB). The decision of the EAB is final and binding on the Principal Investigator, subject to further procedures as may be provided through collective agreements.

The EAB shall:

- Hear appeals from Principal Investigators whose research Protocol has not been approved by the ethics review body or who object to the terms and conditions imposed by the ethics review body
- Report annually to Senate on appeals heard and the disposition of those appeals, including a summary of the reasons given for its decision

Composition

1 faculty member with previous experience on the REB (Chair)

1 other faculty member with previous experience on the REB

Chair (or designate) from the appellant's department

Certifications and Regulatory Compliance Officer (secretary, non-voting)

The term of service for members of the Ethics Appeal Board is three years, excepting the ad hoc member from the department of the appellant. Members and the Chair of the EAB shall be

appointed by the Provost and Vice-President Academic following consultation with the Vice-President Research & Innovation)

Special Appeals Committee (SAC) (revised May 2017)

Terms of Reference

A standing committee of Senate, reporting to Senate

- An impartial adjudicative appeal body of last resort for students on academic matters, whose decisions are final and without further appeal
- To judge whether the application of University regulations, policies or practices, has caused undue hardship on any student who appeals, and to prescribe appropriate* relief, which may include asking a University body that has previously rejected a student appeal to reconsider the case
- The committee will hear appeals only after other appeal processes have been exhausted and will not hear cases that are currently before other University bodies
- The committee is authorized to adopt procedures to ensure that student appeals are dealt with fairly and expeditiously
- Where appropriate, the committee shall draw the attention of relevant University bodies or individuals to any regulations, policies or practices that are giving rise to student appeals so that they may be examined

* Any relief offered to students in programs leading to a regulated profession may be constrained by professional accrediting bodies or placement agencies. Members of the SAC may not offer relief that would contravene or undermine externally determined standards or requirements that apply to students.

Composition

7 faculty (representation across the university*) - including Chair

4 students (2 named by TCSA, 1 named by TGSA and 1 named by TDSA)

Associate University Secretary (Senate) (secretary, non-voting)

*Including representation from the Schools of Nursing and Education where possible.

Teaching and Learning Advisory Committee (T&L) (revised April 2004; July 2007, May 2017, April 2019)

Terms of Reference

A standing committee of Senate, reporting to Senate

- To provide advice to Senate and the administration on all policies and programs relating to teaching and learning support for students and faculty, including programs to recognize excellence in teaching and professional development for faculty and staff
- To review recommendations from its subcommittee (Teaching Awards) and make recommendations to Senate and the administration as appropriate
- To report the names of the teaching award winners to advise and receive reports and recommendations from the Office of the Registrar, web-based academic programming (Trent Online), the Centre for Teaching and Learning, Student Accessibility Services, and the Academic Skills Centre on matters pertaining to teaching and learning support
- To strike ad hoc working groups as needed to explore specific issues in detail

Composition

Associate Dean, Teaching and Learning (Chair)

Dean of Education

5 faculty

3 students (named by TCSA, TGSA and /TDSA)

Administrator Coordinator (secretary, non-voting)

Consultants

Associate Vice-President of Information Technology

Associate-Vice President Students

University Librarian

Teaching Awards Subcommittee (revised Feb & May 2005, July 2007, May 2017, April 2019)

Terms of Reference

A standing subcommittee of the Teaching and Learning Advisory Committee, reporting to the Teaching and Learning Advisory Support Committee

- To seek and select candidates for the Symons Award for Excellence in Teaching, the Award for Educational Leadership and Innovation and the Award for Excellence in Teaching Assistance in accordance with the guidelines for the awards and to seek nominations and select recipients for other internal teaching awards as appropriate
- To provide advice on future teaching awards to the Teaching and Learning Support Committee
- As requested, to provide support and advice to the Centre for Teaching and Learning regarding external teaching awards

Composition

4 faculty, one to Chair* (3 full-time; 1 part-time named by CUPE 3908)

3 students (named by TCSA, TGSA and TDSA)

1 alumni rep

Centre for Teaching and Learning staff member (secretary, non-voting)

* the Chair also sits on the Teaching and Learning Advisory Committee

The three full-time faculty members shall normally be past recipients of either internal or external teaching awards; any committee member nominated for an internal teaching award shall either decline the nomination or recuse themselves from all deliberations related to that award.

Undergraduate Academic Policy Committee (UAPC) (est. July 2007, revised May 2017, April 2019)

Terms of Reference

A committee of Senate, making recommendations to Senate

UAPC is responsible for reviewing undergraduate academic policies. Any modifications to the undergraduate policies must be submitted to UAPC for consideration. The modification will only apply to the submission under review unless the overarching policy is revised to reflect this change.

- To make recommendations to Senate concerning academic policies governing undergraduate programs and undergraduate students
- To refer academic policies that might apply to graduate students to the Graduate Studies Committee
- To direct issues for consideration as appropriate to the Academic Planning and Budget Committee
- To review undergraduate student degree program regulations, admissions policies and requirements

Composition

Designate of the Provost and Vice-President Academic to Chair (normally a Dean)

Dean and Head, Trent in Durham

3 faculty

University Registrar, or designate (non-voting)

2 students (named by TCSA and TDSA)

Office of the Provost and Vice President (secretary, nonvoting)

Consultants

Deans

One Academic Advisor

Associate University

Secretary (Senate)

Undergraduate Studies Committee (USC) (revised Feb 2003, July 2007, January 2015, May 2017, April 2019) (formerly Academic Development Committee)

Terms of Reference

A standing committee of Senate, reporting to Senate

USC is responsible for reviewing undergraduate program curriculum and courses within the scope of existing university policies at the program level. If a program proposes a modification that is not in accordance with existing University policy, then the proposal and any required policy revisions must be approved by UAPC.

- To make recommendations to Senate for major modifications to undergraduate curriculum, including the introduction of new courses, emphases, specializations, minors, certificates, diplomas, articulation agreements, and changes to degree program regulations
- To report to Senate for information on minor curricular changes that do not require

Senate approval

- To review new undergraduate degree programs, specifically degree requirements and curriculum

Composition

Designate of the Provost and Vice-President Academic (normally a Dean)

3 faculty

2 students (named by TCSA and TDSA)

University Registrar, or designate (non-voting)

Administrative Assistant, Office of the Provost and Vice-President Academic (secretary, non-voting)

Consultants

Deans

University Librarian or designate

One Academic Advisor