

SIMON FRASER UNIVERSITY
Memorandum

To: Senate Date: 11 March 1992

From: J.M. Munro, Vice-President, Academic

Subject: Additional Agreements relating to the partnership with the University College of the Fraser Valley

At the March 4 meeting of the Senate Committee on Academic Planning, the Committee approved the proposed agreements between the University and the University College of the Fraser Valley covering the following topics:

- Selection, Recruitment and Assignment of Faculty
- Curriculum Development, Grading and Evaluation
- Program Administration and Monitoring

The proposed agreements follow closely our agreement with Cariboo College, and have been reviewed and revised after consultation with the Chairs, Deans and with our counterparts at the University College of the Fraser Valley.


I therefore recommend that Senate approve the following motion:

"That Senate approve and recommend to the Board of Governors the proposed agreements with the University of the Fraser Valley dated 26 February 1992 covering:

- **Selection, Recruitment and Assignment of Faculty;**
- **Curriculum Development, Grading and Evaluation;**
- **Program Administration and Monitoring."**

The detailed program in Arts is being considered by the Faculty of Arts Curriculum Committee at the end of March, and is scheduled to move through the normal process and reach Senate no later than June (hopefully a month earlier if possible). In addition, the Registrars at both institutions are working on guidelines covering questions of admissions, transfer and continuance and it is hoped that this document will be ready for consideration by SCAP in April, and Senate in May.

For your information, Richard Schwindt, Economics/Business Administration, has been appointed as the Faculty of Arts Coordinator for the partnership with the University College of the Fraser Valley, and Ted Wells, Chemistry, has been appointed as the Faculty of Science Coordinator.


J.M. Munro

Attachments

c R. Schwindt, T. Wells, A.J. Watt

Selection, Recruitment and Assignment of Faculty

Preamble

The Memorandum of Agreement between Simon Fraser University (approved by Senate on January 6, 1992, and the Board of Governors on January 28, 1992) and the University College of the Fraser Valley approved by the Board of Governors of the University College on February 4, 1992) forms the basis upon which Simon Fraser University degrees will be awarded at the University College of the Fraser Valley during the College's transition to degree granting status. This document is a subsidiary agreement covering the selection, recruitment and assignment of University College faculty to teach upper level courses leading to the Simon Fraser University degrees.

Existing Faculty

1. For each department¹ in which upper-level courses are expected to be offered, existing University College faculty who wish to be considered for assignment to upper-level courses shall submit curriculum vitae which include information about professional development, scholarly activities and teaching. University College faculty should indicate which courses they would be interested in teaching.
2. The department at the University shall review vitae submitted by University College faculty. University College faculty members shall be reviewed by a committee with members drawn from the academic units of both the University and the University College. The committee shall compile a report on the suitability of University College faculty to teach upper level courses and submit the report to the appropriate Deans of both institutions.
3. If a University College faculty member is deemed not to be qualified to teach upper level courses, the committee may recommend a professional development program or strategy which might be undertaken by the faculty member.

New Faculty

4. The University College will prepare a draft of the advertisements for faculty to teach upper levels courses for review by the University.
5. The University shall appoint one or more faculty members to participate on the University College Selection Advisory Committee. All members of the Selection Committees shall participate in the normal process of selection, interview and recommendation for appointment of candidates.

¹ Department, includes School

Assignment of Faculty to courses

6. The University will have final approval on the assignment of existing and new faculty to teach upper level courses leading to Simon Fraser University degrees.

Curriculum Development, Grading and Evaluation

Preamble

The Memorandum of Agreement between Simon Fraser University (approved by Senate on January 6, 1992, and the Board of Governors on January 28, 1992) and the University College of the Fraser Valley (approved by the Board of Governors of the College on February 4, 1992) forms the basis upon which Simon Fraser University degrees will be awarded at the University College of the Fraser Valley during the College's transition to degree granting status. This document is a subsidiary agreement covering the development of the curriculum for the degree programs, and matters of grading and evaluation in upper level courses leading to the Simon Fraser University degree.

1. The curriculum for each degree program shall be prepared through consultation between the University College and the University. For each degree program, the curriculum and any new courses shall be approved by the appropriate bodies at each institution. When changes in the curriculum are being developed by Simon Fraser University, the University College will be given as much advance notice as possible. Recommendations to change the Simon Fraser University curriculum shall address the issue of any specific changes also being recommended for the Simon Fraser University degree at the University College. (At the University, the approval process occurs at the level of Faculty, Senate and Board of Governors; for the University College this involves curriculum committees in the division, departments, the Program Advisory Committee, the College Advisory Council, the Board of the University College.)
2. For each disciplinary area, one or more partnership representative(s) shall be appointed by each institution, and all matters relating to programs in that area shall be routed through the appropriate representative. The representatives shall meet on the campus of the University College or the University from time to time and shall consult whenever necessary.
3. For each upper division course in the degree program, the University will provide the University College with copies of current course outlines, assignments, midterms and final exams.
4. The University College will provide the University with copies of current course outlines, assignments, midterms and final exams for each course as it is offered.
5. University College faculty teaching upper-level courses will submit final course grade lists and grade distribution reports to the Director of the Division or designate following the final examination. A copy of the final course grade list will be forwarded to the University College Registrar. Copies of the final course grade list and grade distribution report will be forwarded to the Chair

of the appropriate Department at the University. Students may be informed of final course marks by their instructor only after final grade lists have been reviewed by the Division Director or designate. Any posting of grades will be identified as "unofficial". Official grades are received from the Registrar.

6. To ensure consistency in grading standards and practices, a joint committee may be struck at the initiative of either the appropriate University Dean or the University College Dean, Academic Studies. This committee shall have the authority to review students' final examinations, term papers and such other materials deemed necessary to ensure that the curriculum and grading standards in the programs are comparable to those in the corresponding courses at the University.
7. Student evaluations will be conducted in all upper-level course sections each semester. The University will be provided with copies of these evaluation reports.

Program Administration and Monitoring

Preamble

The Memorandum of Agreement between Simon Fraser University (approved by Senate on January 6, 1992, and the Board of Governors on January 28, 1992) and the University College of the Fraser Valley (approved by the Board of the University College on February 4, 1992) forms the basis upon which Simon Fraser University degrees will be awarded at the University College of the Fraser Valley during the College's transition to degree granting status. This document is a subsidiary agreement covering program administration and monitoring during this transition period.

1. The University will designate individuals responsible for assisting in implementing the degree programs at the University College at the Departmental level, and at the Faculty level.

3. Representatives of the departments at both institutions shall consult as required, and shall meet at least once each semester for the following purposes:
 - a. Reviewing course content.
 - b. Meeting with instructors to discuss courses and the program.
 - c. Reviewing grading procedures and standards.

4. Representatives of the faculties and the administration of both institutions shall meet periodically for the following purposes:
 - a. Reviewing program administration including:
 1. Admission procedures;
 2. Student advising and monitoring procedures;
 3. Grading standards and reporting procedures;
 4. Faculty evaluation;
 5. Course and curriculum approval.
 6. Reviewing the library holdings and making recommendations for new acquisitions.
 - b. Considering recommendations the University would like to see implemented in the degree programs.

5. Representatives of the faculties and the administration of both institutions shall meet periodically to foster ongoing cooperation between the institutions including:
 - a. Arranging guest lectures and seminars;
 - b. Providing feedback to University College faculty and the Dean, Academic Studies with respect to appropriate scholarly work and

professional activities to support and maintain the currency of University College faculty.

- 6. The University College will ensure students taking upper level courses receive appropriate academic advising before enrolling in each year of their program.