

November 3, 1978

THE SENATE, SIMON FRASER UNIVERSITY

Term expires with proviso
individual continues in
office until the successor
is elected/appointed

Universities Act
Section 35, 2

a) Chancellor	P. T. Cote	May 31/78
b) President(Acting)	D. R. Birch	-
c) Vice-President, Academic		-
d) Deans of Faculties:		
Arts	R. C. Brown	-
Education	J. W. G. Ivany	-
Interdisciplinary Studies	T. W. Calvert	-
Science	J. M. Webster	-
e) Librarian	T. C. Dobb	-
f) Dean of Continuing Studies	J. P. Blaney	-
g) Faculty Members:		
Arts	P. L. Wagner	May 31/81
Arts	L. Resnick	May 31/80
Education	J. J. Tuinman	May 31/81
Education	J. D. Wyatt	May 31/80
Interdisciplinary Studies	J. J. Weinkam	May 31/81
Interdisciplinary Studies	R. F. Hobson	May 31/80
Science	C. H. W. Jones	May 31/81
Science	C. L. Kemp	May 31/80
Joint Faculty (at least one faculty representative of each faculty)	K. E. Rieckhoff	May 31/81
	G. H. Geen	May 31/81
	L. E. Thomas	May 31/81
	G. C. Hoyt	May 31/80
	H. Weinberg	May 31/80
	E. J. Wells	May 31/80
	A. A. Keltner	May 31/80
	A. S. Arrott	May 31/79
	R. L. Carlson	May 31/79
	L. T. Pinfield *	May 31/79
	A. J. Dawson	May 31/79
	J. P. M. Mackauer	May 31/79
	K. Okuda	May 31/79
	J. Walkley	May 31/79
h) Student Members (at least one student from each Faculty)	D. Douglas-Crampton	May 31/79
	D. Frydenlund	May 31/79
	J. C. Gingerich	May 31/79
	B. A. Holweg **	May 31/79
	J. Harrison	May 31/79
	P. Hauka	May 31/79
	P. L. Palmer **	May 31/79
	D. B. McMillan	May 31/79
	A. J. Timberlake	May 31/79
	J. O. Young	May 31/79
	***	May 31/79
i) Convocation Members:	S. Luetzen	May 31/81
	D. Moffatt	May 31/81
	M. J. Overholt	May 31/81
	****	May 31/81
j) Government Appointees:	P. M. Doherty	May 31/78
	L. Hindle	May 31/78
	*****	May 31/78
	*****	May 31/78
l) Dean of Graduate Studies	J. Wheatley	-
Associate Vice-President	N. R. Reilly	-
Academic (Acting)		

Section 62, 2

Secretary of Senate and
Registrar (non-voting)

H. M. Evans

- * Elected to replace A. B. Cunningham for balance term of office from October 1, 1978 to May 31, 1979.
- ** Elected November 3, 1978 to replace D. Gort and D. G. Home for balance terms of office to May 31, 1979.
- *** Faculty of Education student representation vacant.
- **** Election to be conducted to replace temporarily J. B. Toor to August 31, 1979.
- ***** Vacancies created following resignation on September 6, 1978 of L. Latham and a replacement for S. Morin yet to be appointed.

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... SENATORS, CHAIRMEN OF ACADEMIC
DEPARTMENTS, COMMITTEE MEMBERS

From..... H. D. NAGEL, DIRECTOR

SECRETARIAT AND OFFICE SERVICES

Subject..... SENATE AND RELATED COMMITTEES

Date..... NOVEMBER 24, 1978

The attached material contains information on Senate and related Committees, and normal meeting schedules, as of October 15, 1978. We regret that the listings are not complete as a number of vacancies exist on the undernoted Committees:

Senate Committee on Continuing Studies
Executive Committee of the Senate Graduate Studies Committee
Assessment Committee for New Graduate Programs
Library Penalties Appeal Committee
Senate Committee on Scholarships, Awards and Bursaries
Senate Undergraduate Admissions Board
Senate Committee on Undergraduate Studies
Searc Committee for Dean of Graduate Studies

As memberships are completed, revised listings will be issued.

To assist the Secretariat in conducting elections and keeping these Committees up-dated with a workable membership, Committee members are asked to inform this office in writing if they plan to be off campus or unavailable for Committee meetings for the next semester, Spring 79-1. This information is requested by December 15, 1978.

encl.
HDN/rn


H. D. Nagel

SENATE AND RELATED COMMITTEES

October 15, 1978

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October 15, 1978

REPORTING CATEGORIES

The attached lists of Senate Committees have been designated reporting categories in accordance with a motion approved by Senate at its meeting of December 3, 1973. An explanation of the designations is appended below.

Reporting Category "A"

A committee whose first function is regularly to place items on the agenda of meetings of Senate shall not present a regular report to Senate beyond the submission of agenda items and the necessary supporting materials.

Senate Committee on Agenda and Rules (SCAR)
Assessment Committee for New Graduate Programs (ACNGP)
Senate Committee on Honorary Degrees (SCHD)
Senate Nominating Committee (SNC)

Reporting Category "B"

A standing committee with delegated responsibilities to perform duties on behalf of Senate shall report to Senate at twelve-monthly intervals, except where otherwise stipulated in the charge to the committee; the first report shall be on a date to be agreed upon by the Chairman of the committee and the Chairman of Senate. Where Senate ratification of decisions made by a committee is required it shall be sought at the time of the submission of the committee's report; in the event of Senate failing to ratify such decision or decisions of a committee, the decision or decisions shall stand, and the Senate's failure to ratify shall be interpreted as an instruction to the committee involved that actions of that type shall not be repeated.

Senate Committee on Academic Planning (SCAP)
Senate Committee on University Budget (SCUB)
Senate Committee on Continuing Studies (SCCS)
Senate Graduate Studies Committee (SGSC)
Executive Committee of the Senate Graduate Studies
Committee (ECSGSC)
Senate Library Committee (SLC)
Library Penalties Appeal Committee (LPAC)
Senate Committee on Scholarships, Awards and Bursaries (SCSAB)
Senate Undergraduate Admissions Board (SUAB)
Senate Appeals Board (SAB)
Senate Committee on Undergraduate Studies (SCUS)

Reporting Category "C"

A temporary committee established by Senate to perform a limited specified task shall report to Senate by the date stated in its charge.

Senate Committee on Student Representation (SCSR)

PART I: SENATE COMMITTEES

A. STANDING COMMITTEES

Note: Section 61 of the Universities Act states:

"The President is a member ex officio of all standing committees of the senate except the standing committee on appeals."

SENATE COMMITTEES

October 15, 1978

1. SENATE COMMITTEE ON ACADEMIC PLANNING (SCAP) - Standing
Reporting Category "B"

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
President (Acting)	Ex-officio - Chairman			D. R. Birch
Vice-President, Academic (Acting)	Ex-officio - Vice-Chairman			D. R. Birch
Associate Vice- President, Academic (Acting)	Ex-officio			N. R. Reilly
Dean of Arts	Ex-officio			R. C. Brown
Dean of Education		J.W.G. Ivany		
Dean of Interdis- ciplinary Studies		T. W. Calvert		
Dean of Science		J. M. Webster		
Dean of Continuing Studies		J. P. Blaney		
Dean of Graduate Studies		J. Wheatley		
Senator		Elected by and from Senate	2 years	Sep 30/80
Senator	2 years		Sep 30/80	R. F. Hobson
Senator	2 years		Sep 30/79	C.H.W. Jones
Senator	2 years		Sep 30/79	A. S. Arrott
Senator	2 years		Sep 30/79	J. J. Weinkam
(Lay Member)	2 years		Sep 30/80	D. Moffatt
Senator (Lay Member)	2 years		Sep 30/79	S. Luetzen
Senator (Student)	2 years		Sep 30/80	J. O. Young
Senator (Student)	2 years		Sep 30/79	D. B. McMillan
Director of Ana- lytical Studies	Secretary (non-voting)			
Librarian, or his designate	Non-voting			T. C. Dobb
Registrar, or his designate	Non-voting			H. M. Evans

Terms of Reference

1. To review and recommend to Senate all new program proposals.
2. To develop annually academic and action priority listings.
3. To undertake an ongoing review of the long term academic objectives of the University.

SENATE COMMITTEE ON ACADEMIC PLANNING (SCAP) - continued

4. To provide periodic reports to Senate concerning interactions between the University and the Universities Council in matters pertaining to Senate.
5. To undertake such other duties as are assigned to it by the President or Senate.

Approved by Senate at its meeting on October 6, 1975 to replace the former Presidential Committee - Academic Planning Committee.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 2:00 p.m., with adjournment not later than 5:00 p.m.

SENATE COMMITTEES

3.

October 15, 1978

2. SENATE COMMITTEE ON UNIVERSITY BUDGET (SCUB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Senator	Those elected by and from Senate to the Senate Committee on Academic Planning	2 years	Sep 30/80	A. J. Dawson
Senator		2 years	Sep 30/80	R. F. Hobson
Senator		2 years	Sep 30/79	C.H.W. Jones
Senator		2 years	Sep 30/79	A. S. Arrott
Senator		2 years	Sep 30/79	J. J. Weinkam
Senator (Lay Member)		2 years	Sep 30/80	D. Moffatt
Senator (Lay Member)		2 years	Sep 30/79	S. Luetzen
Senator (Student)		2 years	Sep 30/80	J. O. Young
Senator (Student)		2 years	Sep 30/79	D. B. McMillan
Director of Analytical Studies		Secretary (non-voting)		

Chairman: (Elected by and from voting Committee members)

TERM OF REFERENCE

Universities Act, Section 37 e: To meet with the President and assist her in the preparation of the University Budget.

Approved by Senate at its meeting of
October 6, 1975.

Committee meetings normally are scheduled monthly on Wednesdays, two days after the scheduled meeting date of Senate, at 12:30 p.m., with adjournment not later than 2:00 p.m.

SENATE COMMITTEES

October 15, 1978

3. SENATE COMMITTEE ON AGENDA AND RULES (SCAR) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
President (Acting)	Ex-officio - Chairman			D. R. Birch
Vice-President, Academic (Acting)	Ex-officio - Vice-Chairman			D. R. Birch
Registrar	Ex-officio			H. M. Evans
Director, Secretariat and Office Services	Ex-officio			H. D. Nagel
Senator	Elected by and from Senate	2 years	Sep 30/80	R. L. Carlson
Senator		2 years	Sep 30/79	L. E. Thomas
Senator		2 years	Sep 30/80	H. Weinberg
Senator (Student)		2 years	Sep 30/79	J. C. Gingerich*

TERMS OF REFERENCE:

- i) To advise the Chairman in determining the items for the Open and Closed agendas of Senate.
- ii) To recommend to Senate rules and procedures for the conduct of its business.
- iii) To periodically review the structure and terms of reference of the various standing committees of Senate, and to make recommendations to Senate as appropriate.
- iv) To consider and take action on behalf of the Senate by referring to the appropriate Senate Committee or Senate all matters that may be referred to Senate by the Board (see Univ. Act, Section 37p).

Original approved by Senate September 9, 1968. Revision approved by Senate May 7, 1973. Membership and terms of reference revised September 8, 1975. Specified terms for elected members approved November 3, 1975.

Committee meetings normally are scheduled at 12 noon thirteen days in advance of regular Senate meetings.

- * Elected at meeting of Senate of October 2, 1978 to replace D. Gort for balance term of office.

SENATE COMMITTEES

October 15, 1978

4. SENATE COMMITTEE ON CONTINUING STUDIES (SCCS) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Continuing Studies	Chairman			J. P. Blaney
Librarian or his designate				L. E. Thomas
Senator (Faculty Member)	Elected	2 years	Sep 30/80	J.P.M. Mackauer
Senator (Faculty Member)		2 years	Sep 30/80	A. J. Dawson
Senator (Faculty Member)	by	2 years	Sep 30/80	C. L. Kemp
Senator (Faculty Member)		2 years	Sep 30/79	J. D. Wyatt
Senator (At large)	and	2 years	Sep 30/79	J. Walkley
Senator (At large)		2 years	Sep 30/79	L. Resnick
Senator (Lay Member)	from	2 years	Sep 30/79	*
Senator (Student)		2 years	Sep 30/80	D. P. Hauka
Student Senator (Alternate)	Senate	2 years	Sep 30/80	D. McMillan

TERMS OF REFERENCE:

1. To advise Senate on policy with respect to the overall development of the University's continuing education credit and credit-free programs.
2. In respect of credit-free programs, to review at regular intervals existing and proposed programs in terms of their need, objectives, clientele served and other relevant factors.
3. To review and approve credit-free courses each semester.
4. To develop procedures for the approval of various categories of credit-free instruction.

SENATE COMMITTEE ON CONTINUING STUDIES (SCCS) - continued

5. To report to Senate at least once annually with respect to its above noted responsibilities.
6. To report to Senate as requested by Senate.

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

Original approved by Senate April 2, 1973.
Committee name, terms of reference and
membership revised December 2, 1974.
Restructured September 8, 1975.

Committee meetings are convened regularly on the first Tuesday of each month at 9:00 a.m.

- * Election to be conducted to seek a replacement for L. Latham who resigned her Senate position September 6, 1978.

SENATE COMMITTEES

October 15, 1978

5. SENATE GRADUATE STUDIES COMMITTEE (SGSC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			J. Wheatley
Dean of Arts or his designate				W. L. Cleveland
Dean of Education or his designate				J.W.G. Ivany
Dean of Interdisciplinary Studies or his designate				T. W. Calvert
Dean of Science or his designate				J. M. Webster
Librarian or his designate				L. E. Thomas
Registrar	Ex-officio - Secretary (non-voting)			H. M. Evans
Assistant Registrar	Ex-officio (non-voting)			M. A. McGinn

CHAIRMEN OF DEPARTMENTAL GRADUATE STUDIES COMMITTEESArts

Archaeology	D. E. Nelson
Economics and Commerce	S. T. Easton
English	J. R. Curtis
Geography	P. L. Wagner
History	C. R. Day
Languages, Literatures and Linguistics	R. C. DeArmond
Philosophy	D. Zimmerman
Political Science	A. H. Somjee
Psychology	V. Modigliani
Sociology and Anthropology	M. Kenny
<u>Education</u>	M. Manley-Casimir
	D. I. Allen

Interdisciplinary Studies

Communication	T. J. Mallinson
Criminology	P. J. Brantingham
Kinesiology	M. L. Savage
Computing Science	N. Cercone

Science

Biological Sciences	R. C. Brooke
Chemistry	I. D. Gay
Mathematics	S. K. Thomason
Physics	S. Gyax

GRADUATE STUDENTS

Arts - Regular Member	1 year	Sep 30/79	J. Lema
Alternate	1 year	Sep 30/79	I. M. Gordon
Education - Regular Member	1 year	Sep 30/79	M. J. Partridge
Alternate	1 year	Sep 30/79	No nominations received
Interdisciplinary Studies			
Regular Member	1 year	Sep 30/79	S. G. Freedman
Alternate	1 year	Sep 30/79	No nominations received
Science - Regular Member	1 year	Sep 30/79	D. J. Kay
Alternate	1 year	Sep 30/79	S. D. Hanham

SENATE GRADUATE STUDIES COMMITTEE (SGSC) - continuedPURPOSE:

1. To ensure that the standards approved by Senate are maintained.
2. To consider matters of policy related to Graduate Studies and to make appropriate recommendations to Senate.
3. To consider matters referred to it by Departments and Faculties or by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).

COMPOSITION

1. The Dean of Graduate Studies - Chairman
2. The Dean of each Faculty or his designate
3. The University Librarian or his designate
4. The Chairman of each Departmental Graduate Studies Committee
5. Two members elected by and from the Faculty Graduate Studies Committee in the Faculty of Education
6. A graduate student representative, or his alternate, from each Faculty to be elected by and from the graduate students in that Faculty under the supervision of the Registrar
7. The Registrar (non-voting)
8. The Assistant Registrar - Graduate Studies (non-voting)

NOTES

1. The Committee quorum shall be the Chairman and six members of faculty.
2. A voting member of the Committee, if he cannot attend, may send a qualified alternate. A 'qualified alternate' for a member of faculty shall be a member of faculty who is qualified for the Chairmanship of his Departmental Graduate Studies Committee under S.294 as amended. A 'qualified alternate' for a graduate student shall be a graduate student so elected at Simon Fraser University.
3. Elections for graduate student representatives and alternates shall be held once a year in the Fall semester. A sitting member is eligible for re-election at the end of his term of office.
4. Replacement elections for elected members who resign from or cease to qualify for the Committee will be held as soon as practicable. A member elected in this way will serve for the remainder of the term of the member he replaces.

This Committee was formerly called the Senate Committee on Graduate Studies. Change of name and terms of reference approved by Senate January 18, 1971. Committee composition revised by Senate March 6, 1972. Minor revision approved by Senate September 8, 1975 in membership of the Librarian. Membership revised again December 6, 1976.

6. EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - standard
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies	Chairman			J. Wheatley
Registrar	Ex-officio (non-voting) - Secretary			H. M. Evans
Assistant Registrar	Ex-officio (non-voting)			M. A. McGinn
Librarian or his designate				L. E. Thomas
Faculty Member (Arts)		2 years	Sep 30/80	V. Modigliani
Faculty Member (Arts)		2 years	Sep 30/79	W. L. Cleveland
Alternate		2 years	Sep 30/79	D. E. Nelson
Faculty Member (Education)		2 years	Sep 30/80	D. I. Allen
Faculty Member (Education)		2 years	Sep 30/79	M. Manley-Casimir
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/80	T. J. Mallinson
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/79	N. Cercone
Faculty Member (Science)		2 years	Sep 30/80	R. C. Brooke
Faculty Member (Science)		2 years	Sep 30/79	S. Gygas
Alternate		2 years	Sep 30/79	
Graduate Student		1 year	Sep 30/79	D. J. Kay
Alternate		1 year	Sep 30/79	S. G. Freedman

TERMS OF REFERENCE:

1. To consider matters of policy related to graduate studies and to make recommendations to the Senate Graduate Studies Committee.
2. To interpret Senate's policy on admission and other matters pertaining to graduate studies.
3. To consider all matters referred to it by the Dean of Graduate Studies and to make recommendations to the appropriate body(ies).

COMPOSITION

1. The Dean of Graduate Studies, or his designate appointed from the faculty members on the Senate Graduate Studies Committee - Chairman.
2. The University Librarian or his designate.
3. Two members of each Faculty elected by the appropriate Faculty Graduate Studies Committee from the members of that Faculty on the Senate Graduate Studies Committee.
4. Two Graduate Students to be elected by and from the Students on the Senate Graduate Studies Committee.
5. The Registrar (non-voting).
6. The Assistant Registrar, Graduate Studies (non-voting).

EXECUTIVE COMMITTEE OF THE SENATE GRADUATE STUDIES COMMITTEE (ECSGSC) - continuedNotes:

- i) The Committee quorum shall be the Chairman and one faculty member from each Faculty.
- ii) A voting member of the Committee, if he cannot attend, may send an alternate who shall be a member of the Senate Graduate Studies Committee. Alternates for graduate students shall be graduate students and alternates for faculty members shall be faculty members.
- iii) Under normal circumstances, committee members under 3 above shall serve two year terms with one member from each Faculty elected every year in the Fall semester. Under exceptional circumstances a member may be elected for a shorter term to maintain or introduce the alternate pattern indicated. Members under 3 above shall be eligible for re-election at the end of their terms of office.
- iv) The member under 4 above shall normally serve a one year term, the election to take place in the Fall semester. He shall be eligible for re-election at the end of his term of office.
- v) Replacement elections for elected members who resign from or cease to qualify for the Committee shall be held as soon as practicable. A member elected in this way shall serve for the remainder of the term of the member he replaces.

- N.B.
- 1) This Committee is a sub-committee of the Senate Graduate Studies Committee. It was reorganized from the standpoint of membership, conditions, and individual members October 4, 1971.
 - 2) Original terms of reference approved by this Committee October 1969. Revised terms of reference approved by Senate January 18, 1971, October 4, 1971, and March 6, 1972. Minor revision approved by Senate September 8, 1975 in membership of the Librarian. Membership again revised December 6, 1976.

SENATE COMMITTEES

October 15, 1978

7. ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNGP) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Dean of Graduate Studies, or his designate				J. Wheatley (B. P. Clayman)
Registrar, or his designate	Secretary (non-voting)			H. M. Evans (M. A. McGinn)
Member	Elected by and	2 years	Sep 30/79	C. R. Day
Member	from the Senate	2 years	Sep 30/79	A. H. Somjee
Member	Graduate Studies Committee	2 years	Sep 30/79	A. H. Lachlan
Member - Arts	One member from	2 years	Sep 30/80	
Member - Education	each Faculty	2 years	Sep 30/80	
Member - Interdisciplinary Studies	selected by the respective Faculty Graduate Studies Committees	2 years	Sep 30/80	
Member - Science	from the Senate Graduate Studies Committee	2 years	Sep 30/80	
Student Member	Elected by and from Graduate Students on the Senate Graduate Studies Committee	1 year	Sep 30/79	

PURPOSE: Proposals for new graduate programs shall be submitted to the Assessment Committee. The function of the Committee shall be to recommend to the Senate Graduate Studies Committee that it approve, approve with modifications, or reject a proposed program. (All documents concerning the program shall be forwarded to the Assessment Committee through the Dean of Graduate Studies Office.)

- NOTES:
1. This Committee is a standing sub-committee of the Senate Graduate Studies Committee.
 2. A quorum shall be the Chairman and half the voting members.
 3. Continuity - whenever possible a member of the Committee sitting at the start of the consideration of a new program shall continue to serve in meetings on that program until consideration of that program is completed, even if another faculty member has been elected to replace him. Newly elected members shall serve in meetings on proposals coming to the Committee after their election.
 4. Conflict of interest - in no case shall someone connected with a proposed program take part in the assessment of that program.

ASSESSMENT COMMITTEE FOR NEW GRADUATE PROGRAMS (ACNGP) - continued

5. Elections shall take place in the Fall semester every year, members elected to the Faculty Graduate Studies Committee being elected in even numbered years, members elected by the Senate Graduate Studies Committee in odd numbered years, and the graduate student elected for a one year term. When a member must be absent for a considerable length of time or is unable to fill his term on the Assessment Committee, the body which elected him shall elect a replacement to serve for the remainder of his term.

Approved by Senate July 10, 1972,
Paper S.72-83. Full implementation
awaits legal opinion.

SENATE COMMITTEES

October 15, 1978

8. SENATE COMMITTEE ON HONORARY DEGREES (SCHD) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Ex-officio - Chairman			P. T. Cote
President and Vice-Chancellor (Acting) - Ex officio				D. R. Birch
Librarian	Ex-officio			T. C. Dobb
Registrar	Ex-officio - Secretary			H. M. Evans
Senator (Faculty of Arts)	Elected			R. L. Carlson
Senator (Faculty of Education)			A. J. Dawson	
Senator (Faculty of Inter- disciplinary Studies)	by		A. A. Keltner	
Senator (Faculty of Science) and			K. E. Rieckhoff	
Senator (Lay Member)			S. Luetzen*	
Senator (Lay Member)	from		L. Hindle	
Senator (Student)			D. Hauka	
Senator (At large)	Senate		M. J. Overholt	

PURPOSE: To recommend to Senate candidates for Honorary Degrees.

Approved by Senate March 7, 1966.
Membership revised September 8, 1975.

Committee meetings are convened at the call of the Chair.

* Elected at meeting of Senate of November 6, 1978 to replace L. Latham.

SENATE COMMITTEES

October 15, 1978

9. SENATE LIBRARY COMMITTEE (SLC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice- President or his designate (Acting)	Ex-officio			D. R. Birch
Librarian	Ex-officio - Secretary			T. C. Dobb
Deputy Librarian	Ex-officio)			
Bibliographical Control Librarian	Ex-officio)	Non- voting		C. W. MacDonald
Collections Librarian	Ex-officio)			L. E. Thomas
Dean of Continuing Studies	Ex-officio			J. P. Blaney
Dean of Graduate Studies	Ex-officio			J. Wheatley
Senator	Elected	2 years	Sep 30/79	J. Harrison
Senator		2 years	Sep 30/79	C. L. Kemp
Senator (Student)	by and from	2 years	Sep 30/80	D. Douglas-Crampton
Alternate Student Senate Senator		2 years	Sep 30/80	J. C. Gingerich
Faculty Member (Arts)	Elected	2 years	Sep 30/80	P. Stigger
Faculty Member (Education)	by and	2 years	Sep 30/80	B.Y.L. Wong
Faculty Member (Interdisciplin- ary Studies)	from	2 years	Sep 30/79	S. N. Verdun-Jones
Faculty Member (Science)	respective Faculties	2 years	Sep 30/79	E. Kiehlmann

Chairman: Elected by and from voting members of the Committee.

PURPOSE: 1. To advise the University Librarian in:

- a. formulating policy in regard to the development of library resources for instruction and research
- b. allocating funds to the various fields of instruction and research
- c. applying Senate policy concerning rules and regulations for the operation of the Library.

SENATE LIBRARY COMMITTEE (SLC) - continued

2. To report to Senate on matters of policy under discussion by the Committee and to make recommendations to Senate concerning changes in, and additions to, existing rules and regulations for the operation of the Library.
3. To report to Senate annually, in June, on the activities of the Senate Library Committee and generally on the operation of the Library.

OPERATING PROCEDURES:

1. The quorum shall consist of five voting members.
2. The Committee shall meet at least once each semester at the call of the Chairman. Special meetings may be called by the Chairman or five voting members of the Committee.

Approved by Senate March 7, 1966; terms of office revised January 10, 1972. Membership, terms of reference and operating procedures revised September 8, 1975. Membership revised September 13, 1976 by adding the Dean of Continuing Studies.

SENATE COMMITTEES

October 15, 1978

10. LIBRARY PENALTIES APPEAL COMMITTEE (LPAC) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Faculty Member	Elected by and from the Senate Library Committee			S. N. Verdun-Jones
Faculty Member				
Faculty Member				
Student Senator	Elected by and from the Senate Library Committee			
Undergraduate Student	Selected by the Student Society			J. C. Gingerich
Graduate Student				P. Palmer
Head of Loans Division	Non-voting			R. Malinski

Chairman: Elected by and from voting members of the Committee.

TYPE: Standing Committee reporting to Senate Library Committee.

PURPOSE: To consider cases wherein an individual feels that he is unjustly penalized for an infraction of the Library Loan Policy and to make the final decision.

PROCEDURE: Any individual who is aggrieved by the decision of the Loans Division of the Library concerning penalties may petition, in writing, to the Head of the Division that his case be considered by the Library Penalties Appeal Committee. The individual will be notified by letter/telephone of the date of the meeting and may speak to the Committee on his grievance. The Loans Division will provide documentation for the Library and the individual may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

Penalties imposed will be suspended while an appeal is waiting to be heard by the Committee, the fines which have been paid and which are subsequently deemed unfair by the Committee will be refunded.

Approved by Senate January 10, 1972.
Procedure revised by Senate January 14,
1974. Membership revised September 8,
1975.

SENATE COMMITTEES

17.

October 15, 1978

11. SENATE NOMINATING COMMITTEE (SNC) - standing
(Reporting Category "A")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Senator	Elected	1 year	Sep 30/79	G. H. Geen
Senator		1 year	Sep 30/79	J. J. Weinkam
Senator	by	1 year	Sep 30/79	G. C. Hoyt
Senator		1 year	Sep 30/79	H. Weinberg
Senator (Student)	and from	1 year	Sep 30/79	J. Harrison
Alternate Student Senator	Senate	1 year	Sep 30/79	J. O. Young

Chairman: Elected by and from members:

TERMS OF REFERENCE

1. To present Senate as required with the name or names of candidates to fill vacancies however occurring on all Senate committees or sub-committees to which election or appointment is required. It shall be the responsibility of the Registrar, as Secretary of Senate, to inform the Chairman of the Nominating Committee as early as possible, and in any case not less than thirty days prior to a vacancy, of such vacancies as may occur on Senate committees or sub-committees.
2. All nominations must reach the Registrar from the Nominating Committee at least fifteen days before the appropriate meeting of Senate, and will then be sent out to Senators at least thirteen days before the meeting of Senate, along with a note pointing out to members of Senate that further nominations may be made by individual members of Senate. Any such nominations must reach the Registrar 72 hours before the meeting of Senate, and no further nominations will be accepted after this time. The Registrar will provide members of Senate at the beginning of a Senate meeting with such further nominations as may have reached him. Oral nominations during the meeting of Senate will not then be allowed.
3. It is the responsibility of the Nominating Committee to satisfy itself as to the availability of all nominees.
4. The Nominating Committee should attempt to bring forward more than the minimum number of names required to fill any vacancy.
5. Persons nominated by the Nominating Committee need not themselves be members of Senate, unless this is required by the Universities Act or by Senate's own rules.

SENATE NOMINATING COMMITTEE (SNC) - continued

6. Members of the Nominating Committee are not themselves disbarred in any way from being presented as nominees.

Approved by Senate November 6, 1967.
Membership revised September 8, 1975.

SENATE COMMITTEES

October 15, 1978

12. SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chairman	Faculty Senator elected by and from Senate	3 years	Sep 30/81	H. Weinberg
Faculty Member (Arts)	Elected by Senate	2 years	Sep 30/79	M. A. Lebowitz
Faculty Member (Education)		2 years	Sep 30/79	M. F. Wideen
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/79	M. L. Benston
Faculty Member (Science)		2 years	Sep 30/79	C.H.W. Jones
Senator (Lay Member)		2 years	Sep 30/79	D. Moffatt
Senator (Lay Member)		2 years	Sep 30/80	*
Faculty Member (Arts)		Elected	2 years	Sep 30/80
Faculty Member (Education)	by and from respective	2 years	Sep 30/80	M. Zola
Faculty Member (Interdisciplinary Studies)		2 years	Sep 30/80	R. Harrop
Faculty Member (Science)		2 years	Sep 30/80	L. H. Palmer
Student (Arts)	Four Students selected by Student Society with not more than one from any one Faculty	1 year	Sep 30/79	
Student (Education)		1 year	Sep 30/79	
Student (Interdisciplin- ary Studies)		1 year	Sep 30/79	
Student (Science)		1 year	Sep 30/79	
Director of Financial Aid	Non-voting			V. Loewen

Note: In the event no lay member of Senate is available to serve, Senate may elect a general member of the community to serve in that position.

TERMS OF REFERENCE:

- To award fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are sponsored or administered by Simon Fraser

SENATE COMMITTEE ON SCHOLARSHIPS, AWARDS AND BURSARIES (SCSAB) - continued

University.

2. To propose, when requested, candidates for the receipt of certain fellowships, scholarships, exhibitions, bursaries, prizes and other awards which are administered and sponsored by organizations external to Simon Fraser University.
3. To deal generally, on behalf of Senate with the establishment or discontinuance of any fellowship, scholarship, exhibition, bursary, prize or other award, including review, modification, and approval of the terms of reference of fellowships, scholarships, exhibitions, bursaries, prizes and other awards.
4. To report, in March of each year, to Senate on the procedures and criteria developed to implement charges (1), (2) and (3) and actions taken under charges (1), (2) and (3).
5. To make recommendations in the preparation of the budget for financial aid to students.

NON-VOTING MEMBERS

The Director of Financial Aid shall be a non-voting member of the Committee, as shall such other individuals who, in the judgment of the Committee will provide a substantial contribution not offered by one or more of its members.

QUORUM

The quorum shall consist of five Committee members, one of whom must be the Chairman or his designate.

Original approved by Senate April 4, 1966.
Revision of membership and terms of reference approved by Senate April 10, 1972. Revision of membership March 3, 1975 to include representation of the Faculty of Interdisciplinary Studies. Membership and terms of reference revised September 8, 1975.

Committee meetings are scheduled at least on a semester basis.

- * Election to be conducted to seek a replacement for L. Latham who resigned her Senate position effective September 6, 1978.

SENATE COMMITTEES

October 15, 1978

13. SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Academic Vice-President(Acting) or a designate of his choice	Chairman - non-voting except in case of a tie			D. R. Birch (L. N. Wilson)
Director of Admissions				A. C. McMillan
Student Member	Selected by the Student Society	1 year	Sep 30/79	
Alternate		1 year	Sep 30/79	
Student Senator	Elected by Senate	1 year	Sep 30/79	J. Harrison
Student Senator		1 year	Sep 30/79	D. Frydenlund
Alternate		1 year	Sep 30/79	A. J. Timberlake
Faculty Member (Arts)	Elected by respective	2 years	Sep 30/80	G. A. Rheumer
Alternate		2 years	Sep 30/80	R. B. Horsfall
Faculty Member (Education)	Faculty	2 years	Sep 30/80	A. G. Whitney
Alternate		2 years	Sep 30/80	J. Sandvoss
Faculty Member (Interdisciplinary Studies)	Undergraduate	2 years	Sep 30/80	J. Dickinson
Alternate		2 years	Sep 30/80	S. Wendell
Faculty Member (Science)	Curriculum	2 years	Sep 30/80	L. K. Peterson
Alternate		2 years	Sep 30/80	R. F. Frindt
Senator	Elected by and from Senate	2 years	Sep 30/80	G. H. Geen
Director of Academic Advice Centre	Non-voting			M. Cairns
Recording Secretary	Non-voting			

PURPOSE: To recommend to and receive from the Senate policy decisions on undergraduate admissions, re-admissions, standing and credit transfer and, where necessary, to provide general direction in the interpretation of such policies.

SENATE UNDERGRADUATE ADMISSIONS BOARD (SUAB) - continued

Note: This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Committee on Undergraduate Admissions and Standings. Membership revised by Senate at its meeting of September 8, 1975.

Committee meetings are scheduled at least twice per semester.

SENATE COMMITTEES

October 15, 1978

14. SENATE APPEALS BOARD (SAB) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Student or faculty	Chairman (non-voting except in case of a tie, in which case it would be mandatory that he vote)			T. Glas
Faculty Member	Elected by and from SUAB			L. N. Wilson
Faculty Senator		Elected by and from Senate		R. F. Hobson
Alternate Faculty Member		Elected by and from SUAB		A. G. Whitney
Alternate Senate		Elected by and from Senate		G. C. Hoyt
Student Member	Selected by the Student Society			W. S. Rudder
Student Member				A. Mabin
Alternate Student				F. Sommer
Alternate Student				D. Frydenlund
Registrar or his designate	Secretary (non-voting)			H. M. Evans (A. C. McMillan)
Recording Secretary	Non-voting			

PURPOSE: To consider cases wherein an individual feels aggrieved by the decision of the Registrar to apply a particular admission, re-admission, standing, or credit transfer policy in his specific case.

The Chairman may be a student or a member of faculty who is not otherwise a member of the Senate Appeals Board, and shall be selected by majority vote of the voting members of the Senate Appeals Board. The selection is subject to ratification by the Senate Undergraduate Admissions Board. In the event that the regular voting members of SAB are unable to agree by majority vote on the selection of a Chairman, the selection shall be resolved by SUAB.

Note: This Committee, established by Senate at its meeting of July 6, 1970, replaces the former Senate Appeals Committee (Admissions and Standings). Revised composition approved by Senate November 9, 1970 and December 6, 1971. Purpose revised by Senate June 5, 1978.

Meetings are convened regularly at the call of the Chair.

SENATE COMMITTEES

October 15, 1978

15. SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS) - standing
(Reporting Category "B")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>	
Vice-President, Academic (Acting) or his designate	Chairman			D. R. Birch (N. R. Reilly)	
Registrar	Secretary (non-voting)			H. M. Evans	
Director of Analytical Studies	Non-voting			J. Chase	
Librarian, or his designate				T. C. Dobb (L. E. Thomas)	
Arts Education Interdisciplinary Studies Science	Chairmen of Faculty Undergraduate Curriculum Committees			E. W. Roberts M. F. Wideen	
Dean of Arts				R. C. Brown	
Dean of Education				J.W.G. Ivany	
Dean of Interdisciplinary Studies				T. W. Calvert	
Dean of Science				J. M. Webster	
Senator (Lay Member)	Elected by and from Senate			*	
Student - Arts Student - Educ. Student - I.D. Student - Science	One member from each Faculty to be chosen by Student Forum			N. Maloney E. Myers D. Lemon D. Johnson	
Alternate Alternate Alternate Alternate		Student Senators elected by and from Senate			D. Douglas-Crampton J. C. Gingerich J. Harrison A. J. Timberlake

Chairman: The Chairman of the Committee will be designated by the Vice-President, Academic.

Quorum: A majority of the voting members, including one student.

Purpose: A. To consider and make recommendations to Senate on all existing and proposed courses, taking into consideration:
 (1) the University's academic standards;
 (2) the need for coordination of all undergraduate academic activities within the University.

SENATE COMMITTEE ON UNDERGRADUATE STUDIES (SCUS) - continued

- B. To review the results of current evaluation processes and bring significant discrepancies to the attention of Senate, the Faculties and the Departments concerned.
- C. To recommend to Senate grading and examination practices appropriate to the University's educational process to ensure:
 - (1) reasonably consistent and equitable evaluation practices within and across courses;
 - (2) the continued maintenance of high academic standards.

Delegation of Senate authority to SCUS:

1. Senate delegated authority concerning waiver of the two semester time lag requirement before first offering of undergraduate courses (S.75-189), December 8, 1975.
2. Senate approved, effective January 1, 1978 (S.78-10) the following motions:
 - i) That the Senate Committee on Undergraduate Studies be authorized to conclude all matters dealing with proposed revision of an existing course unless such revision is undertaken in the context of a major program revision or entails the need for the allocation of additional resources.
 - ii) That such actions be reported in a summary form to Senate at its next meeting and the Board for ratification.
 - iii) Notwithstanding the authority granted to it, the Senate Committee on Undergraduate Studies retains the right to forward for consideration by Senate and the Board any matter which, in the judgment of the Committee or its Chairman, requires such consideration.

Original approved by Senate March 1, 1971.
 Membership and quorum revised January 8,
 1973. Restructured August 12, 1974.
 Membership and quorum further revised
 September 8, 1975. Quorum rule revised
 October 3, 1977.

Committee meetings normally are scheduled bi-weekly on Tuesdays at 1:30 p.m., with adjournment not later than 3:30 p.m.

- * Election to be conducted to seek a replacement for L. Latham who resigned her Senate position effective September 6, 1978.

PART I: SENATE COMMITTEES

B. AD HOC COMMITTEES

SENATE COMMITTEES

October 15, 1978

1. SENATE COMMITTEE ON STUDENT REPRESENTATION (SCSR) - ad hoc
(Reporting Category "C")

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Faculty Senator	Elected by and from Senate			P. L. Wagner
Faculty Senator				J. Walkley
Student	Appointed by Student Forum			K. John
Student				S. Mullen
Senator (Lay Member)	Elected by and from Senate			D. Moffatt

Chairperson (elected by and from Committee members):

TERMS OF REFERENCE

1. To develop and recommend to Senate a set of guidelines for student representation in University governance in
 - a. the Faculties and their committees, and
 - b. the academic Departments and Programs and their committees.
2. These guidelines shall be used to assist Senate in consideration of all rules submitted to Senate by the faculties concerning student representation in 1a. and 1b. above.
3. These guidelines shall also assist the individual Faculties in establishing rules and regulations regarding student representation in Faculties, academic Departments and Programs.
4. This Committee shall invite submissions from all of the Faculty Deans, chairpersons of academic Departments and Programs, departmental student unions and other interested parties.
5. The meetings and proceedings of this Committee shall be open to all interested members of the University community.
6. This Committee shall make its recommendations to Senate not later than October 31, 1978.

Approved by Senate at its meeting
of March 6, 1978.

PART II: GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

October 15, 1978

1. BOARD OF GOVERNORS

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Chancellor	Elected by Convocation	3 years	May 31/81 and until successor elected	P. T. Cote
President and Vice-Chancellor (Acting)			Cessation of office	D. R. Birch
Faculty Member	Elected by Faculty Members Jointly	3 years	May 31/81	D. F. Gordon
Faculty Member		3 years	May 31/81	K. E. Rieckhoff
Lay Member	Appointed by Lieutenant-Governor in Council	3 years	Sep 14/81	B. Macdonald
Lay Member		3 years	May 31/78	A. J. Gargrave
Lay Member		3 years	Nov 8/81	G. Hungerford
Lay Member		3 years	Jul 3/81	W. M. Hamilton
Lay Member		3 years	Jul 3/81	G. D. Basham
Lay Member		3 years	Jul 3/81	I. McGregor
Lay Member		3 years	Jul 3/81	R. Parkinson
Lay Member		3 years	Jul 3/81	M. B. Burbank
Student	Elected by Students	1 year	May 31/79	T. Glas
Student		1 year	May 31/79	G. E. Anderson
Employee	Elected by full-time employees	3 years	May 31/81	R. Clavier

Note: Lay Members are appointed for a three year term and until successors are appointed.

The Board normally meets on the fourth Tuesday of each month at 7:00 p.m.

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

October 15, 1978

2. SEARCH COMMITTEE FOR DEAN OF GRADUATE STUDIES

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic (Acting)	Chairman			D. R. Birch
Dean	Selected by Deans, at least two of whom must be Faculty Deans			J. P. Blaney
Dean				J.W.G. Ivany
Dean				J. M. Webster
Faculty Member	Elected by and from Faculty members jointly at least two of whom must be at the rank of Associate Professor or above, with one faculty member from each Faculty			H. Adam
Faculty Member				A. S. Arrott
Faculty Member				M. Manley-Casimir
Faculty Member				W. M. Melody
Graduate Student	Selected by the Student Forum			
Graduate Student				

Terms of Reference:

1. Responsibilities of the Dean's Search Committee (Graduate Studies) shall include:
 - a. deciding whether to include in its search area persons outside the Faculty involved;
 - b. engaging in a search for potential candidates and examining their credentials;
 - c. consulting during the search procedure with all available department chairmen in the Faculty involved;
 - d. receiving expressions, as early as possible in the search process, of opinions and preferences of faculty and students in the Faculty involved;
 - e. consulting with the department(s) most nearly concerned with the academic discipline of any deanship candidate about the standing of the candidate in his discipline;
 - f. requesting, before a candidate is recommended to the President, that the department concerned report on its expectations of being able to assimilate him into its teaching and research program upon termination of his period in office;
 - g. apprising the President of the name of any candidate for appointment so that in advance of making any final recommendation agreement may

SEARCH COMMITTEE FOR DEAN OF GRADUATE STUDIES (continued)

- be reached between the President and the said candidate regarding the terms under which he might be appointed;
- h. bringing to the President of the University within a reasonable period one or more recommendations for appointment to the position.
2. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the committee she shall so inform the committee, and shall supply an explanation of her decision. In such an event the Dean of Graduate Studies Search Committee shall undertake once more the responsibilities outlined above.

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

October 15, 1978

3. SEARCH COMMITTEE FOR VICE-PRESIDENT, ACADEMIC

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
President (Acting)	Chairman			D. R. Birch
Vice-President, Administration				G. Suart
Dean	Selected by Deans			R. C. Brown
Dean				T. W. Calvert
Faculty Member	Elected by and from each of the Faculties			E. W. Banister
Faculty Member				D. L. Krebs
Faculty Member				M. Manley-Casimir
Faculty Member				E. J. Wells
Undergraduate Student	Elected by and from Undergraduate Students			D. B. McMillan
Graduate Student	Elected by and from Graduate Students			R. B. Coombs
President	Faculty Association			R. B. Sagar
President	Student Forum			A. J. Timberlake
President-elect	Ex-officio (non-voting)			K. G. Pedersen

The Search Committee will establish its operating procedures.

Approved by Senate
September 11, 1978,
Paper S.78-79

GROUPS OR COMMITTEES FOR WHICH BOARD OR SENATE
ELECTION PROCEDURES ARE USED

October 15, 1978

4. UNIVERSITY TENURE COMMITTEE - standing

<u>Members</u>	<u>Conditions</u>	<u>Term</u>	<u>Expiry Date</u>	<u>Name</u>
Vice-President, Academic (Acting)				D. R. Birch
Faculty Member (Arts)	Elected	2 years	Sep 30/79	H.J.M. Johnston
Faculty Member		2 years	Sep 30/80	H. Weinberg
Faculty Member (Education)	by	2 years	Sep 30/79	A. Kazepides
Faculty Member		2 years	Sep 30/80	S. M. Shapson
Faculty Member (Interdisciplinary Studies)	Individual	2 years	Sep 30/79	T. M. Peucker
Faculty Member		2 years	Sep 30/80	M. V. Savage
Faculty Member (Science)		2 years	Sep 30/79	J. F. Cochran
Faculty Member	Faculties	2 years	Sep 30/80	J. H. Borden

The faculty member serving his second year will have voting privileges at all meetings of the University Tenure Committee, and in his absence the member serving his first year will have voting privileges. When an individual case is being considered both members elected from the same Faculty as the faculty member whose case is being considered shall have voting privileges.

TERMS OF REFERENCE

Committee membership revised February 11, 1972 to elect full-time tenured faculty members to a new University Tenure Committee. It is to be noted that neither a Chairman of a Department nor a Dean is eligible to stand for election to the University Tenure Committee. Neither Deans nor members of the University Tenure Committee are eligible to serve on a Departmental Tenure Committee. A member of a Departmental Tenure Committee could be a candidate in the UTC election but, if elected, would have to resign from the Departmental Tenure Committee.

Meetings of the Committee are convened at the call of the Chair, normally in the Spring semester.

SIMON FRASER UNIVERSITY

RULES OF SENATE

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RULES OF SENATE

I. PREAMBLE

These Rules of Senate are intended to be in accordance with the Universities Act, as amended from time to time. In the event of any conflict the Universities Act shall prevail.

II. OFFICERS

- A. Chairman: The Chairman of Senate is empowered and expected to take the actions he deems necessary to ensure the orderly advancement of the legitimate business of the Senate. In case the President is unable to chair a meeting of Senate, the Academic Vice-President will take the chair.
- B. Secretary: In the absence of the Registrar, the Chairman shall appoint a Secretary pro tem.

III. MEMBERS (To be recommended later to Senate)

IV. ELECTIONS

A. Elections for the New Board and New Senate

1. That subject to approval of appropriate rules covering nominations, elections, and voting:
- a) The nomination and election of members to the Board of Governors under the new Universities Act be undertaken in the Spring semester 1974, and completed by April 15.
- b) The nomination and election of members to the Senate under the new Universities Act be undertaken in the Spring semester 1974, and completed by April 15.
- c) Hereafter the normal date of assumption of office in the regular elections to the Board and to Senate shall be June 1st.
- d) Subject to elections to the Board under a) above and to Senate under b) above, request be made to the Lieutenant-Governor in Council to fix the date for the current composition of the Board and of the Senate as provided in the former Act to be until midnight May 31, 1975.

B. Time in Office: Continuity on Senate

1. In the first elections of faculty members to Senate under the new legislation, members shall be elected for such periods as shall ensure that thereafter the term of office of approximately one-third of these memberships shall terminate each year.

C. Membership on Senate - Dean of Graduate Studies - Associate Vice-President, Academic

1. Pursuant to the provisions of Section 35(1) the Dean of Graduate Studies shall hold membership on Senate, with such membership adding two to the faculty members to be elected, and one to the students members to be elected.

2. Pursuant to the provisions of Section 35(1) the Associate Vice-President, Academic shall hold membership on Senate, with such membership adding two to the faculty members to be elected under Section 35(g) and one to the student members to be elected under Section 35(h). (Approved in effect June 2, 1975, Paper S.75-88.)

D. Nominations

1. All nominations of candidates for membership on the Senate or on the Board as faculty members shall be signed by not less than five members entitled to vote in the particular election.
2. All nominations of candidates for membership on the Senate or on the Board as students shall be signed by not less than five students entitled to vote in the particular election.
3. All nominations of candidates for membership on the Senate who are to be elected by and from the Convocation shall be signed by not less than five members entitled to vote in the election. Faculty members may sign nomination papers, may vote, but cannot be candidates.
4. All nominations of candidates for membership on the Board being elected by and from Full-time employees of the University who are not faculty members shall be signed by not less than five members entitled to vote in the particular election.
5. All nominations of candidates through the Alumni Association with two to be appointed by the Lieutenant-Governor in Council shall be signed by not less than five members of the Alumni Association entitled to make nominations.
6. All nominations of candidates for Chancellor shall be signed by not less than seven persons entitled to vote in the election of the Chancellor.
7. With the exception of nominations through the Alumni Association, the nomination paper must be signed by the candidate who shall state that he/she is willing to permit his/her name to stand in the election, or on written enquiry from the Registrar, the candidate must indicate he/she is willing to stand.
8. a) Each candidate for election to the Board or to the Senate shall be requested to provide to the Registrar information limited to one page of single spaced typed copy respecting his/her degrees, the dates thereof, his/her occupation, offices held by him/her at a university or in any other organization, his/her other professional or business interests and his/her publications. (Revised August 9, 1976, Paper S.76-97.)

b) Each candidate for election to the Senate is permitted to include along with or in lieu of a curriculum vitae a statement not to exceed 250 words on the candidate's views on academic and related matters rightfully falling under the jurisdiction of Senate as laid down by the University Act. Similarly each candidate for election to the Board of Governors must include such a statement on related matters falling under the jurisdiction of the Board.

E. Alumni Association

1. For the purposes of making nominations 'Graduate' shall be deemed to refer to those who have completed requirements for a degree from Simon Fraser University or those who have completed the Professional Development Program at SFU or those who complete such other programs at SFU as Senate may in future designate.

F. Students; Student Association

1. For the purposes of nominations and voting in the election of students to the Senate and to the Board:

'Student' means a person who is presently enrolled at the university in a credit course or who is designated by resolution of the Senate as a student; for the purposes of these elections for undergraduate students it includes

- i) Those registered in a credit course or courses in the semester in which nominations are due, or
- ii) Those in good standing who were registered in a credit course or courses in the immediately previous semester who certify that they intend to register again at Simon Fraser University before missing two consecutive registrations.

For the purposes of these elections for graduate students it includes any student duly registered as a graduate student other than one who currently is designated with "on leave" status.

'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of the university:- for the purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

2. For the purpose of being a candidate in the election of full-time students to the Board or to Senate the undergraduate student must fulfil the conditions in F 1(i) and be registered in 9 or more semester hours credit or must fulfil the conditions in F 1(ii) and have been registered in 9 or more semester hours credit at the close of the semester and certify that he/she intends to register in the immediately forthcoming semester in not less than 9 semester hours. A graduate student must be duly registered as a graduate student other than one who currently is designated with on-leave status.

3. A candidate's eligibility to continue to hold office as a representative of students on the Board of Governors or on Senate requires the following:

- i) Must not miss more than one registration during the one year term of office.
- ii) Must not withdraw from the University or be required to withdraw from the University.

iii) If an undergraduate student then must remain registered in an average of at least 9 semester hours credit in two of the three semesters associated with the one-year term of office, and in not less than 6 semester hours in each of those two semesters. If a graduate student must continue to be so registered throughout the period of office.

(Revised March 13, 1978, Paper S.78-12B)

G. Faculty Members. Full-Time Employees who are Not Faculty Members

1. For the purposes of nominations and elections to the Senate and to the Board of Governors all persons holding positions whether as faculty members or as professional, administrative and support staff shall be entitled to be candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature.

2. For the purposes of nominations and elections to the Senate and to the Board of Governors by and from faculty members, only faculty members employed in a manner deemed to be of a continuing engagement nature shall be entitled to stand as candidates and to vote in the pertinent faculty member elections to Senate and to the Board.

a) This shall include those with appointments as described holding the rank of instructor, lecturer, assistant professor, associate professor, professor.

b) It shall not include teaching assistants or associates, associates of the centres, graduate associates.

c) It shall not include post-doctoral fellows, or those employed full-time funded from external grants.

d) It shall not include sessional lecturers.

e) It shall not include research associates.

f) It shall not include short term lecturers in Continuing Education.

g) It shall include Laboratory Instructors I and II. (Revised September 9, 1976), Paper S.76-110.)

h) It shall not include those Associates in the Faculty of Education (Faculty Associates) appointed by the Board of Governors on recommendation of the President under Academic Policy 20 3 d further described in 4 b and 5 b.

i) It shall not include those Associates in the Faculty of Education (Faculty Associates) under Academic Policy 20, other than under 3 d further described under 4 b and 5 b.

j) It shall include for the purposes of nominations, elections and voting the positions of professional librarians designated by Senate under Section 1 of the Universities Act as equivalent positions. (Approved in effect February 2, 1976, Paper S.76-22.)

k) It shall include for the purposes of nominations, elections and voting the following positions designated by Senate under Section 1 of the Universities Act as equivalent positions: i) Dean of Continuing Studies; ii) Dean of Graduate Studies; iii) Dean of Faculty; iv) Vice-President, Academic; v) President; vi) Assistant or Associate Dean as in i), ii), iii); Assistant or Associate Vice-President, Academic. (Approved in effect April 7, 1975, Paper S.75-53.)

3. For the purposes of nominations and elections to the Board of Governors by and from full-time employees of the University who are not faculty members, all persons holding employment as professional, administrative and support staff or non-academic staff shall be entitled to be candidates and to vote in the pertinent elections only if the employment position held is likely to be of a continuing engagement nature.

a) It shall include research associates. (See current Policy AC 9.)

b) It shall not include Laboratory Instructors I and II. (Revised September 13, 1976, Paper S.76-110.)

c) It shall include those Associates in the Faculty of Education (Faculty Associates) appointed by the Board of Governors on recommendation of the President under Academic Policy 20 3 d further described in 4 b and 5 b.

d) It shall not include those associates in the Faculty of Education (Faculty Associates) under Academic Policy 20, other than under 3 d further described under 4 b and 5 b.

e) It shall not include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors.

f) It shall not include teaching assistants or associates, associates of the centres, graduate associates.

g) It shall not include post doctoral fellows, or those employed full-time funded from external grants.

h) It shall not include sessional lecturers.

i) It shall not include short-term lecturers in Continuing Education.

j) An employee, who has been a full-time employee of the University other than a faculty member for more than three consecutive semesters but who does not have any other entitlement to vote for a member for the Board of Governors, may request in writing from the Registrar that he/she be permitted to be a candidate and/or to vote in the election to the Board by and from members of staff who are not faculty members. Such request shall be authorized provided service is continuing and has remained continuous over not less than the three previous consecutive semesters.

H. Election of Faculty members to the Board of Governors or to Senate
By and From Faculties Jointly

1. In the election of faculty members by and from Faculties jointly, candidates receiving the highest numbers of votes among the candidates shall be declared elected.

To be eligible as a candidate or to vote the individual must be a faculty member.

I. Election of Faculty Members to Senate By and From an Individual
Faculty

1. In the election of faculty members by and from the Faculty of Arts to Senate, in order to be declared elected a candidate must receive a majority of votes (at least 50% plus 1) with use of the alternative vote as defined in the election regulations of that Faculty as approved by Senate, and winners will be determined as outlined therein.

2. In the election of faculty members by and from any other individual Faculty, the candidates receiving the highest numbers of votes among the candidates will be declared elected.

J. General Regulations Covering Nominations and Voting in the Elections
to Senate and the Board and of the Chancellor

1. The due date for nominations shall be not earlier than ten days and not later than fifteen days following the date of the call for nominations in the case of elections by and from the faculty members, by and from the students, and by and from members of staff who are not faculty members. It shall be not earlier than twenty days and not later than twenty-eight days in the case of elections by Convocation to Senate and of the Chancellor.

2. The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.

3. The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by and from students and in the elections by Convocation to Senate and of the Chancellor.

4. In the regular elections to the Senate and to the Board balloting is to be completed not later than April 15 in any year.

K. General Regulations Covering Elections to Senate and the Board

1. a) When elections are being held for the position of Chancellor and for the Board of Governors, a candidate may accept nomination to run for only one seat or office in those elections. Similarly, when elections are being held for the position of Chancellor and

for Senate, a candidate may accept nomination to run for only one seat or office in those elections.

b) When elections are being held for the Board of Governors and for Senate a qualified candidate may accept nomination to run for office in both those elections.

2. a) When elections are being held for the position of Chancellor and also for the Board of Governors or for the Senate an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present seat in order to be a candidate in the new Chancellor election. Such resignation may be effective for the normal date of change-over of office or earlier, but must be filed not later than the last date for receipt of nominations for the new election.

b) When elections are being held for the Board of Governors and/or for the Senate, an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present Board seat in order to be a candidate in the new Board election or from the present Senate seat in order to be a candidate in the new Senate election. Such resignation must be effective for the normal date of change-over of office or earlier but must be filed not later than the last date for receipt of nominations for the new election.

3. In the election of students to the Senate, those students with the highest numbers of votes shall be elected provided there is at least one student from each Faculty.

4. In the election of students to the Board, the two students with the highest numbers of votes shall be elected.

5. The Secretary shall state the names of the persons elected. Recount may be requested within ten days of the announcement of the results to the candidates. The ballots may be destroyed after ten days following the recount period. The minutes will contain the votes recorded. (Revised June 7, 1976, Paper S.76-86.)

6. After the ballots have been received by the Registrar, he shall, at the place, day and hour fixed in the notice of election, be responsible for the opening of the ballots, and in the presence of such of the candidates or their representatives as officially attend, the counting of the votes for each candidate.

L. Vacancies on Senate; Vacancies on the Board

1. Where a vacancy arises in the case of an elected faculty member to Senate or to the Board, or an elected student member to Senate or to the Board a by-election shall be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.

2. Where a vacancy arises in the case of an elected faculty member, or an elected student member, or an elected full-time employee of the University who is not a faculty member to the Board, a by-election will be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.

3. In the case of a vacancy of a member appointed under Section 35 (j) replacement can be only under that section.

4. Any Senate member who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence from Senate.

5. Where a vacancy arises in the case of a member of convocation elected to Senate the remaining convocation senators shall constitute a nominating committee to bring forward at least two names for each such vacancy and Senate shall decide by ballot vote the candidate or candidates selected. It shall be required that there be at least four months in the unexpired term at the time for call for nominations.

M. General Regulations for Elections Conducted at Senate

1. For electoral purposes at Senate voting shall be by ballot on appropriate forms provided by the Secretary.

2. For elections conducted at Senate a ballot showing more or less votes than the number of vacancies to be filled shall be invalid.

3. In elections at Senate if there is a tied vote there shall be an additional ballot to choose between the persons concerned.

4. The Secretary shall state the names of the persons elected. The ballots may then be destroyed. The minutes will contain the votes recorded. (Revised June 7, 1976, Paper S.76-86.)

V. MEETINGS

A. Regular

1. With the exceptions stated here and in (2) and (3) below, Senate shall meet once a month on the first Monday of each month. When the first Monday of the month is an academic holiday, the regular meeting of Senate shall be held on the second Monday. At the commencement of each semester, in January, May and September, the regular monthly meeting of Senate shall be held on the Monday when classes are scheduled to begin.

2. In exceptional circumstances, the Chairman may postpone a regular meeting and instruct the Secretary to inform the members as to the new date.

3. If in the opinion of the Chairman, there is insufficient business to justify a regular meeting, he may cancel the meeting and instruct the Secretary to so inform the members.

4. The Secretary of Senate will mail the notice of meeting, the agenda, and all available supporting papers to members of Senate at least ten days before the meeting.

5. In order to make copies of the material pertaining to open sessions available to members of the University community, copies of the agenda and available papers shall be distributed to Departmental Chairmen. Copies of the agenda and papers with supporting documentation will be available at least ten days before the meeting in the offices of the Dean of Arts, the Dean of Education, the Dean of Interdisciplinary Studies, the Dean of Science, the Dean of Graduate Studies, the University Library, Student Society Office, and Secretariat Services. (Revised August 9, 1976, Paper S.76-97.)

6. Meetings will be called to order at 7:00 p.m. (Revised January 12, 1976, Paper S.76-190 updated.)

7. The open session of any regular meeting normally shall terminate not later than 10:00 p.m. The time may be extended at any meeting by successful motion for extension, such motion requiring only a simple affirmative majority of those who vote. (Approved in effect March 1, 1976, Paper S.76-42.)

B. Special

1. The Chairman may call a special meeting of Senate for the purpose of considering an urgent item of business, when he deems it necessary, or on the petition of five members of Senate. Only such urgent items of business as are contained in the notice may be discussed at a special meeting.

2. The Secretary of Senate shall, at least seventy-two hours before the scheduled time of the meeting, notify members of Senate by mail, telephone or telegraph, of the special meeting indicating the nature of the business for which the meeting is being called. Notice of meeting, including the agenda, will be mailed to members of Senate.

C. Open and Closed Sessions

1. Meetings of Senate shall be divided into two sessions: an open session to which observers may be admitted; a closed session for the discussion of business deemed by Senate to be of a confidential nature and to which observers shall not be admitted.

2. The agenda for the open and closed sessions of Senate shall be public.

3. An item on the agenda of the open session can be placed into the immediately following closed session, at any time prior to or during discussion of the item, by successful motion to have it so placed, such motion requiring only a simple majority. This motion may be spoken to only by the mover and by one other person who wishes to

speak against the motion. An identical procedure shall be followed if it is wished that an item be moved from the closed to the following open session.

D. Observers

1. Provision shall be made for a limited number of observers at open sessions of Senate meetings.
2. The Chairman shall designate the number of seats to be made available for observers; observers shall not exceed the number of seats provided for them.
3. Observers may be students, faculty or staff of Simon Fraser University or members of the community at large.
4. Observers shall conduct themselves in such a manner as not to interfere with the business of Senate.
5. No observers shall be required to leave the open meeting of Senate except on the ruling of the Chairman or on the vote of Senate by simple majority without prior notice of motion.
6. The editor of The Peak, or his designate, is permitted to attend the open sessions of Senate, as an observer.
7. At the discretion of the Chairman of Senate, closed circuit audio coverage and/or closed circuit television coverage of open sessions of Senate may be provided to other areas of the University. No provision shall be made for closed circuit coverage of closed sessions of Senate meetings.

E. Quorum: Eleven members, at least six of whom shall be members of faculty elected to Senate, shall constitute a quorum for the transaction of any business at any regular or special meeting of Senate.

- F.
1. Minutes of meetings shall be a brief summary of points made in debate and a record of decisions taken. The part played by any member in the closed session, other than the mover and seconder of motions, should not be recorded in the minutes.
 2. Shorthand transcripts of open and closed sessions shall be made and retained by the Secretary of Senate. Members of Senate shall have access to these transcripts.
 3. Open sessions shall be recorded on audio tape by the Secretary of Senate. A copy of the audio tape shall be placed in the University Library.
 4. Copies of the minutes of the open session with supporting papers shall be placed in the University Library and shall be open to the University community. Copies of the minutes shall be distributed to members of Senate, Departmental Chairmen, President of the Student Society, President of the Faculty Association, and to the Secretary

of the Academic Board. By request, copies of minutes will be made available to any concerned individual. Request for multiple copies of Senate minutes may be made available at the discretion of the Chairman of Senate or the Secretary.

5. Copies of the minutes of the closed session, with appropriate supporting papers, shall be placed in the University Library Archives. Access to this material may be authorized by the Chairman of Senate.

G. Order of Business

1. Items for open and closed sessions of Senate are determined by the Chairman of Senate upon the advice of the Senate Committee on Agenda and Rules.

2. The order of business for open and closed sessions of regular meetings of Senate shall be:

Approval of Agenda
Approval of Minutes of Previous Session(s)
Business Arising from the Minutes
Report of Chairman
Reports of Committees
Reports of Faculties
Other Business
Notices of Motion
Information

3. The order of business of special meetings shall be that transmitted in the Notice of Meeting.

H. Conduct of Meetings

1. Motions from the floor: Motions from the floor may be made orally; however, at the request of the Chairman the mover may be required to put the motion in writing.

2. Debate: A member of Senate who desires to speak in debate must obtain recognition from the Chair. A senator who has spoken twice on a particular question has exhausted his right to debate that question for that session.

3. Voting: Elections shall be by ballot. All other voting shall be by show of hands, unless a motion to vote by ballot is carried.

4. Except as otherwise specified in these rules the use of cameras and recorders is not permitted after a meeting has been called to order.

VI. COMMITTEES

A. The Senate shall appoint such standing and ad hoc committees as it, from time to time, shall determine necessary and Senate shall determine the membership and the method of appointment or electing members to said committees.

B. Any member of a Senate Committee who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence.

C. 1. Reports to Senate

a) A Committee whose first function is regularly to place items on the agenda of meetings of Senate shall not present a regular report to Senate beyond the submission of agenda items and the necessary supporting materials.

b) A standing committee with delegated responsibilities to perform duties on behalf of Senate shall report to Senate at twelve-monthly intervals, except where otherwise stipulated in the charge to the committee; the first report shall be on a date to be agreed upon by the Chairman of the committee and the Chairman of Senate. Where Senate ratification of decisions made by a committee is required it shall be sought at the time of submission of the committee's report; in the event of Senate failing to ratify such decision or decisions of a committee, the decision or decisions shall stand, and the Senate's failure to ratify shall be interpreted as an instruction to the committee involved that actions of that type shall not be repeated.

c) A temporary committee established by Senate to perform a limited specified task shall report to Senate by the date stated in its charge.

d) Existing committees of Senate shall be assigned to categories a), b), or c) above by the Chairman of Senate on the date of promulgation of this rule; the categories of committees to be established in future shall be specified in the charge to each committee.

e) Any Committee of Senate may, on motion of Senate or on call of the Chairman of Senate be required to present a report to Senate.

2. Form of Reports of Committees to Senate

Committee reports to Senate shall normally include the following:

a) A statement of Senate's charge to the committee.

b) A statement of actions taken by the committee under the charge.

c) Where Senate has delegated powers to the committee, a list of the actions that have to be ratified.

d) Recommendations if any. Any recommendation shall be in the form of a motion and handled in accordance with normal Senate procedures for placing motions on the agenda.

3. Consideration of Reports

Upon the advice of the Senate Committee on Agenda and Rules, the Chairman of Senate shall allocate a period of time for informal consideration of committee reports. Any recommendation arising from

the discussion shall be presented as a motion in accordance with the regular practice of Senate.

VII. PARLIAMENTARY AUTHORITY

The rules contained in O. Garfield Jones, Parliamentary Procedures at a Glance (New York; Meredith Press - 1971) shall govern Senate in all cases to which they are applicable, and in which they are not inconsistent with the Standing Rules of Senate.

VIII. METHOD OF AMENDING

Alterations of these Rules of Senate shall require written notice at a regular meeting of Senate prior to the meeting at which a vote on the proposed alteration is taken, which vote shall require an affirmative vote by two-thirds of the voting members present to carry.

IX. SUSPENSION OF THE RULES

A motion to suspend these rules of Senate shall require an affirmative vote by two thirds of the voting members present to carry.

The Rules of Senate were revised following amendments made to the Universities Act in 1974. The basic revised Rules were approved by Senate November 4, 1974. Further revisions to the Rules have been made and these are reflected in an appropriate notation within the Rule in question to show when the revision took place following November 4, 1974.