



TO: Senate

FROM: Andrew Petter, President and Chair of Senate

DATE: February 23, 2018

SUBJECT: Terms of Reference for the BC Notaries Chair in Applied Legal Studies

The following Terms of Reference for the BC Notaries Chair in Applied Legal Studies were approved in the Closed Session of Senate on December 4, 2017, and are now being brought to the Open Session of Senate for information.



MEMORANDUM

ATTENTION: Senate	TEL
FROM: Peter Keller, Vice-President, Academic and Provost, and Chair, SCUP 	
RE: Terms of Reference for the BC Notaries Chair in Applied Legal Studies (SCUP 17-41)	
DATE: November 10, 2017	TIME

At its November 8, 2017 meeting, SCUP reviewed and approved the Terms of Reference for the BC Notaries Chair in Applied Legal Studies.

SCUP reviewed the proposal for the naming of the BC Notaries Chair in Applied Legal Studies. The proposal is attached for the information of Senate.

Motion:

That Senate approve and recommend to the Board of Governors the Terms of Reference for the BC Notaries Chair in Applied Legal Studies.

c: R. Gordon
E. Geary



MEMO

Jane Pulkingham
Dean,
Faculty of Arts and Social Sciences

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TO: Peter Keller, Chair, SCUP

FROM: Jane Pulkingham, Dean, Faculty of Arts and Social Sciences

RE: BC Notaries Chair in Applied Legal Studies

DATE: October 11, 2017

Background

The BC Notaries Chair in Applied Legal Studies will be established in 2017 with a generous commitment from the Society of Notaries Public of BC. The BC Notaries Chair in Applied Legal Studies will carry out a program of teaching and research that will focus on the field of applied legal studies. The establishment of this Chair in Applied Legal Studies helps to ensure the continued vitality of the Master of Arts in Applied Legal Studies program at Simon Fraser University, which creates a robust and continuing supply of notaries public for the Province of British Columbia.

Request

I request that you submit the proposed to SCUP for consultation regarding the naming, and also to put forward the following motion to SCUP:

Motion 1: That SCUP approve and recommend to Senate the Terms of Reference for the BC Notaries Chair in Applied Legal Studies.

This has been approved by the appropriate Vice-Presidents as indicated on the next page.

Thank you.

Attached: TOR

Vice-Presidential & Dean Acknowledgements:

I hereby approve the official naming of the *BC Notaries Chair in Applied Legal Studies*



Peter Keller
Vice-President,
Academic and Provost

11/11/2017
Date



Mike den Haan
Vice-President, Advancement
& Alumni Engagement

October 26, 2017
Date



Jane Pulkingham
Dean, Faculty of
Arts and Social Sciences

October 19 2017
Date

CONFIDENTIAL

The BC Notaries Chair in Applied Legal Studies at Simon Fraser University

Annual Fund Terms of Reference



Overview

The BC Notaries Chair in Applied Legal Studies, a limited term Chair established in 2017 with a generous commitment from the Society of Notaries Public of BC, will carry out a program of teaching and research that will focus on the field of applied legal studies. The establishment of this Chair in Applied Legal Studies helps to ensure the continued vitality of the Master of Arts in Applied Legal Studies program at Simon Fraser University, which creates a robust and continuing supply of notaries public for the Province of British Columbia.

The Chair will be supported with a financial contribution from the Society of Notaries Public of BC of \$180,000 per year over a five-year period starting in 2017.

Society of Notaries Public of British Columbia

The tradition of Notaries goes back over 2,000 years. Notaries laid down the *Codex Hammurabi*, the oldest evidence of recorded law. Notaries Public in British Columbia provide a range of important legal services to the public, thereby ensuring access to justice for many in the Province. They are governed by both the British Columbia Notaries Act and the discipline and regulation imposed by their professional body – the Society of Notaries Public of BC. Today, the position of Notary as a member of one of the branches of the legal profession is sanctioned and safeguarded by law.

The Society of Notaries Public of BC and its sister organization, the BC Notary Foundation, continue to be strong supporters of SFU and its students. In addition to the establishment of the Chair in Applied Legal Studies, they have established a separate bursary for students in the Master of Arts in Applied Legal Studies Program.

In 2003, SFU and the Society of Notaries Public of BC began their collaboration with discussions on how to enhance the professional educational standing of Notaries. Eventually, this led to the creation of the Masters of Arts in Applied Legal Studies, a graduate degree program at SFU. This intensive cohort-based program assures the Society of Notaries Public, and those seeking notarial services, that graduates are educated to a high standard.

The close partnership continued with the first cohort of students entering in 2008, and, in 2011, SFU was proud to receive an Award of Excellence from the Canadian Association for University Continuing Education for this program.

The BC Notaries Chair in Applied Legal Studies

The person selected to be the BC Notaries Chair in Applied Legal Studies will be appointed by the Dean of the Faculty of Arts and Social Sciences to a limited term position at the rank of full professor. The Chair will be a specialist in applied legal studies issues, such as the law affecting real and personal property, contracts, the provision of legal services by notaries, and incapacity and personal planning (e.g. wills and estates), and/or new issues of local and national importance.

The Chair will:

- promote community engagement (such as by organizing and/or delivering public seminars, workshops and/ or conferences on topics central to the role of Notaries Public);
- teach up to two courses in applied legal studies in any calendar year;
- liaise with the Society of Notaries Public of BC and other relevant bodies as appropriate; and
- undertake research in the field of applied legal studies, using a stipend provided annually to hire research assistants in support of such activities.

The Chair will also serve as Director of the Master of Arts in Applied Legal Studies Program. As Director, and in conjunction with the program steering committee, the Chair will oversee the hiring and management of instructors; develop and approve new courses; direct the 15-month applied legal studies graduate program (including the organization and implementation of the final examination process); and coordinate the online portion of the program in partnership with the Centre for Online and Distance Education, among other responsibilities.

The Chair will be situated within the Faculty of Arts and Social Sciences and will encourage and develop linkages with departments, institutes and universities in order to promote interdisciplinary research in the field.

Term of the BC Notaries Chair in Applied Legal Studies

The BC Notaries Chair in Applied Legal Studies will be recruited by the Appointments Committee in the School of Criminology and appointed by the Dean, Faculty of Arts and Social Sciences in accordance with all applicable university policies.

Fund Administration

The non-endowed fund supporting the BC Notaries Chair in Applied Legal Studies will be held by SFU; the administrator of the fund will be the Vice President, Academic, or designate.

The annual contribution from the Society of Notaries Public of British Columbia will be used to support the salary, benefits, research and related activities of the BC Notaries Chair in Applied Legal Studies.

Any unspent amounts remaining at the end of each year may be disbursed in the following year at the discretion of the Vice-President, Academic, on the recommendation of the Dean, Faculty of Arts and Social Sciences. The Faculty of Arts and Social Sciences will be responsible for the shortfall, if any, to honour the research, salary and benefits commitment for the BC Notaries Chair in Applied Legal Studies.