

# SIMON FRASER UNIVERSITY

S. 74-120

## MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject NEW UNIVERSITIES ACT -  
ELECTIONS TO THE BOARD OF GOVERNORS  
ELECTIONS TO SENATE  
NOMINATIONS, ELECTIONS AND VOTING

Date SEPTEMBER 27, 1974

### MOTION 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 1975, and completed by the end of April.
- b) the nomination and election of members to the Senate under the new Universities Act be undertaken in the Spring 1975, and completed by the end of April.
- 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."

### MOTION 2

"That 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 terms of office of approximately one third of these memberships shall terminate each year."

### MOTION 3

"That, pursuant to the provisions of Section 35(1) the Dean of Graduate Studies hold membership on Senate, with such membership adding two to the Faculty members to be elected, and one to the student members to be elected."

MOTION 4

- (a) "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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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."

MOTION 5

"For the purposes of making nominations: (To be ranked in order of preference)

Either

(i) Graduate shall be deemed to refer only to those who have completed requirements for a degree from Simon Fraser University,

or

(ii) Graduate shall be deemed to refer to those who have completed requirements for a degree from Simon Fraser University, or those with a recognized degree from elsewhere who have completed the Professional Development Program at SFU,

or

(iii) 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."

MOTION 6 A

(To be ranked in order of preference, with number choices)

"That for the purposes of nominations and voting in the elections of students to the Senate and to the Board:

1. 'Student' means a person who is presently enrolled at a 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
  - a) those registered in a credit course or courses totalling (one) or more credit hours in the semester in which nominations are due and either
  - b) those in good standing who were registered in a credit course or courses totalling (one) or more credit hours in either of the immediately previous two semesters who certify that they are not registered at another institution, and that they intend to register again at Simon Fraser University before missing three consecutive registrations or
  - c) those in good standing who were registered in a credit course or courses totalling (one) or more credit hours in the immediately previous semester who certify that they are not registered at another institution, and that they intend to register again at Simon Fraser University before missing two consecutive registrations.
  - d) In the case of a graduate student he/she must be registered at the University either
    - (i a) as an on campus graduate student or
    - (i b) as an on campus graduate student or as an "on leave" graduate student.
  
2. 'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of a university.

For the purposes of these elections for undergraduate students (including qualifying, special, visiting) in any given semester 'full-time' shall be deemed to mean registration in not less than (one) credit hour. For graduate students it shall be deemed to mean either

- (i) an on campus graduate student or
- (ii) an on campus graduate student or 'on leave' graduate student."

MOTION 6 B - (To establish principle)

"That 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:

- | <u>Undergraduates</u> | <u>Either</u>   |
|-----------------------|---|
| { (i a)               | Must not miss two consecutive registrations <u>or</u>                                 |
|                       | (i b) Must not miss three consecutive registrations                                   |
| (ii)                  | Must not register at any other institution  |
| (iii)                 | Must not withdraw from the University or be required to withdraw from the University. |

- | <u>Graduates</u> | <u>Either</u>   |
|------------------|---|
| { (i a)          | Must continue to be registered at the University as an on-campus graduate student <u>or</u>                       |
|                  | (i b) Must continue to be registered at the University as an on-campus graduate student or on 'on leave' status." |

MOTION 7 A

"That for the purposes of nominations and elections to the Senate and to the Board of Governors

Either

(i) All persons holding full-time 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.

or

(ii) All persons holding full-time 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 regardless of whether or not the employment position is likely to be of a continuing engagement nature."

MOTION 7 B - (To be selected in keeping with decision made under 7 A above)

"That for the purposes of nominations and elections to the Senate and to the Board of Governors by and from faculty members

Either

(i a) Faculty members employed on a full-time basis 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

or

(i b) Faculty members employed on a full-time basis shall be entitled to stand as candidates and to vote in the pertinent faculty member elections to Senate and to the Board regardless of whether or not the employment position is likely to be of a continuing engagement nature.

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

- (iii a) It shall not  
or (iii b) It shall } include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors
- (iv a) It shall not  
or (iv b) It shall } include teaching assistants or associates, associates of the centres, graduate associates
- (v a) It shall not  
or (v b) It shall } include post-doctoral fellows, or those employed full-time funded from external grants
- (vi a) It shall not  
or (vi b) It shall } include sessional lecturers
- (vii a) It shall not  
or (vii b) It shall } include research associates (see Policy AC9)
- (viii a) It shall not  
or (viii b) It shall } include short-term lecturers in Continuing Education
- (ix a) It shall not  
or (ix b) It shall } include demonstrators or senior demonstrators
- (x a) It shall not  
or (x b) 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.
- (xi a) It shall not  
or (xi b) It shall } 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.
- (xii) It shall not include part-time persons. "

MOTION 7 C - (To be selected in keeping with decision under 7 A and 7 B above)

"That 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

Either

- (i a) All persons holding full-time 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, i.e. a regular full-time employee
- or
- (i b) All persons holding full-time employment who are not faculty members shall be entitled to be candidates and to vote in the pertinent elections regardless of whether or not the employment position is likely to be of a continuing engagement nature
- (ii a) It shall not
- or (ii b) It shall include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors
- (iii a) It shall not
- or (iii b) It shall include teaching assistants or associates, associates of the centres, graduate associates
- (iv a) It shall not
- or (iv b) It shall include post-doctoral fellows, or those employed full-time funded from external grants
- (v a) It shall not
- or (v b) It shall include sessional lecturers
- (vi a) It shall not
- or (vi b) It shall include research associates (see policy AC9)

- (vii a) It shall not
  - or (vii b) It shall
  - (viii a) It shall not
  - or (viii b) It shall
  - (ix a) It shall not
  - or (ix b) It shall
  - (x a) It shall not
  - or (x b) It shall
  - (xi) It shall not include part-time persons."
- include short-term lecturers in Continuing Education
- include demonstrators or senior demonstrators
- 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.
- 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.

MOTION 8

- (i) "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 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.
- (ii) 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.
- (iii) 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 remaining in the unexpired term at the time for call for nominations."



MOTION 9

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

- (i) "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.
- (ii) 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."

MOTION 10

Election of Faculty Members to the Board of Governors or to Senate By and From Faculties Jointly

- (i) "In the election of faculty members by and from Faculties jointly, candidates receiving the highest numbers of votes among the candidates will be declared elected.
- (ii) To be eligible as a candidate or to vote the individual must be a faculty member."

MOTION 11      General Regulations Covering Elections to Senate and the Board

Either

(iii a) When elections are being held for the position of Chancellor or for the Board of Governors or for Senate a candidate may accept nomination to run for only one seat or office in those elections.

Or

b) 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.

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.

Either

( iv a) When elections are being held for the position of Chancellor or for the Board of Governors or for the Senate, an individual holding a Board 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 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.

Or

b) 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.

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 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.

MOTION 11      General Regulations Covering Elections to Senate and the Board

- (i a) "In the case of a vacancy of an elected faculty member, election will be called by the Registrar for nominations and election by and from the appropriate body to elect the person.
- (i b) In the case of a vacancy of an elected student representative, election will be called by the Registrar for nominations and election by and from the appropriate body.
- (i c) In the case of a vacancy of a member appointed under Section 35 (j) replacement can be only under that section.
- (ii) Any 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.
- (iii) When elections are being held for the position of Chancellor or for the Board of Governors or for Senate a candidate may accept nomination to run for only one seat or office in those elections.
- (iv) When elections are being held for the position of Chancellor or for the Board of Governors or for the Senate, an individual holding a Board 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 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."

MOTION 12      General Regulations for Elections Conducted at Senate

- (i) "For electoral purposes at Senate voting shall be by ballot on appropriate forms provided by the Secretary.
- (ii) For elections conducted at Senate a ballot showing more or less votes than the number of vacancies to be filled shall be invalid.
- (iii) In elections at Senate if there is a tied vote there shall be an additional ballot to choose between the persons concerned.
- (iv) The Secretary shall state the names of the persons elected, preferably in alphabetical order, without the number of recorded votes being revealed. The ballots may then be destroyed."

MOTION 13

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

- (i) "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 the elections by Convocation to Senate and of the Chancellor.
- (ii) The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.
- (iii) 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."

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND

RULES

Subject INTENT AND PROCEDURES RELATING  
TO PAPER S74-120

Date OCTOBER 3, 1974

The following is extracted from the 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.

In consideration of Paper S74-120, it is intended to have thorough discussion of the paper at the October meeting with intent to identify the principles and practices which Senate wishes to adopt in connection with elections to Senate and to the Board of Governors and related topics.

On the basis of those decisions, rules will be written up consistent with the form of the other Rules of Senate with the desire, if general debate is complete, to place these before Senate at its November meeting for adoption. Such action, however, would require a suspension of rules. Alternatively, the intent would be to place these before Senate at the November meeting with adoption to take place at the December meeting.

S. 74-120

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject NEW UNIVERSITIES ACT -  
ELECTIONS TO THE BOARD OF GOVERNORS  
ELECTIONS TO SENATE  
NOMINATIONS, ELECTIONS AND VOTING

Date SEPTEMBER 27, 1974

### I. GENERAL BACKGROUND INFORMATION

- A. When the Rules of Senate were revised and adopted earlier this year it was agreed that two sections would be recommended later to Senate, with the earlier rules and practices to be followed in the interim. The two sections were III. Members, and IV. Elections. Since that time the new Universities Act has come into being and updated rules quickly are required.

If certain sections of the new Act were to be followed rigidly it is clear that a number of undesirable, and in some cases unnecessary, conditions could arise, but it is hoped that many of these can be avoided. At the same time, however, there is not desire to lightly flout this important legislation; such would be unfortunate. In a recent meeting with the University Presidents and representatives of the Minister of Education it was made clear that it was not desired by anyone that there be the nature of constrictions and conflict that a rigid interpretation would elicit, but that to a considerable degree the interpretations should be broad to meet reasonable needs and desires of the institutions. The Minister of Education has more recently indicated to Dr. Jewett encouragement to have Senate develop desirable rules and had indicated that the Act can be opened for amendment at the Spring session of the Legislature. At this stage it is not possible to know exactly what amendments would be entertained and approved.

Meanwhile our Government and others would like to see elections to the Board of Governors in particular, and to Senate, entered upon as early as possible. It had earlier been suggested that the new Board might be in office by January 1st, with elections to Senate being conducted in the Spring. Because of certain conditions in the Act it is considered by your Committee that in the ordinary triennial elections a period of approximately three months is required from the date of call for nominations to completion of the election. In these terms it is clear that even to conduct elections in the Spring, rules must be completed not later than the January meeting of Senate.

It will be obvious that in order to conduct satisfactory nominations and balloting in a semester system it is essential to have a reasonably stable base to identify eligibility of candidates for nomination and of those eligible to vote. In general, therefore, nominations cannot be called until approximately one month into a new semester when student registrations are stabil-

ized, and balloting should commence preferably one month prior to the close of a semester to have maximum access and contact with the electorate of students and faculty, hopefully with balloting completed before the close of the semester. Were attempt made to conduct an election this Fall, following the most rapid development of rules, it seems almost impossible to have balloting prior to early December and this would be a most inopportune time to be trying to contact the electorates as students and faculty rapidly vacate the premises.

Considering all of the circumstances outlined, the Senate Committee on Agenda and Rules is now recommending to Senate that the principles, procedures and rules now to be developed by Senate be under broad interpretations to accommodate reasonable desires of the Senate with the understanding that representations will be made seeking legislative changes as necessary. It will be clear that under such procedures the first elections might be conducted without full resolution of some of these items other than as specified by Senate.

Discussions with representatives of our sister public Universities in B.C. has shown that each is encountering difficulties to varying degrees with aspects of the legislation on these matters. They have also shown that in some areas there is still strong desire for some differences across the institutions in accordance with earlier practices and traditions as was possible under the former legislation.

There have been some informal discussions with the other Universities concerning the long-term suitable date for change-over in office with indications of general agreement. For Senate at SFU the change-over time in the past has been June 1st, with elections conducted in the Spring term. The date for the Board of Governors members has varied, although attempts were made some years ago to stabilize it to June 1st also. Your Committee considers June 1st a most suitable date, particularly in view of some of the legislative changes now involving Senate to some degree in budget matters. It is the view of the Committee that this date allows appropriate follow through from the time of budget submission in the Fall to receipt of data in late Spring of funds appropriated by government on that submission to allow the informed Board to complete allocations; this at the same time provides the likely earliest suitable date for involvement of the new Board and Senate in the immediately following year.

Members are reminded that under Section 4(4) of the new Act the composition of the Board and Senate remains as provided in the former Act until a date determined by order of the Lieutenant-Governor in Council.

In view of the preceding, the Senate Committee on Agenda and Rules recommends as follows:

RECOMMENDATION I.

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 1975, and completed by the end of April.
- b) the nomination and election of members to the Senate under the new Universities Act be undertaken in the Spring 1975, and completed by the end of April.
- 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. In the new legislation, as in the former, there are sections of the Act (Part I) given to interpretation and to some definitions. These sections are quite different in some matters, and in some matters still provide no interpretation or definition. To some considerable degree it is in these areas that difficulties or differences of opinion may arise. The interpretations and definitions - or rules developed - are of some import as they will have direct effect on elections to the Board of Governors and to the Senate. The composition of both of those bodies are significantly changed, as are a number of the duties, responsibilities and powers.

This paper will be concerned almost solely with nominations and elections to those two bodies. Related matters will be developed and brought forward at a later stage. This paper will present to Senate some general information and will identify some, but by no means all, of the options open to Senate on various items. Some will be fully in keeping with strict interpretation of the legislation; others will be on very broad interpretations as earlier described with intent in some instances to seek legislative amendments to the Act to remove conflict from decisions.

The intent is to identify the principles desired, and obtain some specific decisions leading to rules. It is proposed that a paper be placed before Senate for formal approval of rules, based on the discussions, selections of options, amendments, and principles arising from this paper. Discussion with groups affected is envisaged.



The attention of members is drawn particularly to the following items of the Universities Act. The subsections presenting difficulties, or needing resolution, will each later be identified with options as pertinent.

**PART IX**

**NOMINATIONS, ELECTIONS, AND VOTING**

Rules for elections.

43. The senate shall make and publish all rules necessary and not inconsistent with this Act in respect of nominations, elections, and voting, and the registrar shall conduct all elections as are required.

Nomination paper to registrar.

44. A nomination paper is not valid unless it is delivered at the office of the registrar or, if sent by mail, it is received by him not later than four weeks prior to the date of the election.

Election register.

45. (1) The registrar shall, in every year in which an election is to take place, prepare an alphabetical list, to be called the "election register", of the names and known addresses of all members of the convocation who are entitled to vote at an election, and the election register shall be open to inspection at all reasonable hours by all members entitled to vote.

(2) The registrar shall similarly keep an alphabetical list of the names of all students who are members of the Student Association.

Vote to be registered.

46. Only those persons whose names appear in the election registers are entitled to vote at an election.

**PART VI**

**BOARD OF GOVERNORS**

Board of Governors.

19. There shall continue to be a Board of Governors for each university.

Composition of board.

20. The board shall be composed of fifteen members as follows:

- (a) The chancellor;
- (b) The president;
- (c) Two faculty members elected by the faculty members;
- (d) Eight persons appointed by the Lieutenant-Governor in Council, two of whom shall be appointed from among persons nominated by the Alumni Association;
- (e) Two students elected by and from the Student Association;
- (f) One person elected by and from the full-time employees of the university who are not faculty members.

Term of office.

21. (1) A member of the board, other than the chancellor, president, or one elected by and from the Student Association, shall hold office for three years and thereafter until his successor is appointed or elected.

(2) Each member of the board elected under section 20 (e) shall hold office for one year and thereafter until his successor is elected.

(3) The chancellor and president shall be members of the board for so long as the chancellor and president hold their respective offices.

Reappointment or re-election.

22. The appointed members of the board are eligible for reappointment and the elected members are eligible for re-election; but no such member shall hold office for more than six consecutive years.

Removal from office.

23. (1) The Lieutenant-Governor in Council may, at any time, remove from office an appointed member of the board.

(2) Unless excused by resolution of the board, a member shall be deemed to have vacated his seat if he does not attend at least half of the regular meetings of the board in any year.

Persons not eligible.

24. The following persons are not eligible to be or to remain members of the board:

- (a) Members of the Parliament of Canada;
- (b) Members of the Executive Council or of the Legislative Assembly.

- (c) A person who is not a Canadian citizen or a person lawfully admitted to Canada under the *Immigration Act* (Canada) for permanent residence;
  - (d) A member of the public service in the Department of Education;
  - (e) A person who ordinarily resides outside the Province,
- and a member of the board who ceases to be eligible during his term of office shall forthwith cease to be a member of the board.

**Vacancies.**

25. Where a vacancy arises on the board by reason of the death of a member or for any other reason before the expiration of the term of office for which a member has been appointed or elected, the secretary of the board shall enter a declaration of the vacancy in the minutes of the board and the declaration is conclusive evidence of the vacancy.

**Method of filling vacancies.**

26. (1) Where a vacancy exists, in respect of an appointed member, the Lieutenant-Governor in Council shall appoint a person to fill the vacancy, and, in respect of an elected member, the appropriate body shall elect a replacement.

(2) The person elected or appointed under subsection (1) shall hold office for the remainder of the term for which his predecessor was elected or appointed.

(3) A vacancy on the board does not impair the authority of the remaining members of the board to act.

**PART VII**

**SENATE**

**Senate.**

35. (1) There shall continue to be a senate for each university.
- (2) The senate of each university shall be composed of
- (a) the chancellor;
  - (b) the president, who shall be chairman;
  - (c) the academic vice-president or equivalent;
  - (d) the deans of faculties;
  - (e) the chief librarian;
  - (f) the director of continuing education;
  - (g) a number of faculty members equal to twice the number provided in clauses (a) to (f), to consist of two members of each faculty elected by the members of that faculty, and the remainder elected by all the faculty members in such manner as they, in joint meeting, determine;
  - (h) a number of students, equal to the number provided in clauses (a) to (f), elected by and from the Student Association in a manner that ensures that at least one student from each faculty is elected;
  - (i) four persons who are not faculty members, elected by and from the convocation;
  - (j) four persons appointed by the Lieutenant-Governor in Council;
  - (k) one member to be elected by the governing body of each affiliated college of the university; and
- (1) such additional members as the senate may from time to time determine without altering the ratio set out in clauses (g) and (h).

**Term of office.**

36. (1) The term of office of a member of the senate, other than one elected under section 35 (h), is three years and thereafter until his successor is appointed or elected.

(2) The term of office of a member of the senate elected under section 35 (h) is one year and thereafter until his successor is elected.

(3) Members of a senate who remain eligible under section 35 may be reappointed or re-elected in the manner provided under section 35 for further terms.

(4) Where a vacancy arises on the senate, the vacancy shall be filled.

- (a) in the case of an appointed member, by the body possessing the power of appointment; or
- (b) in the case of an elected member, in the manner prescribed by the senate.

(5) A person appointed or elected to fill a vacancy shall hold office for the remainder of the term for which his predecessor was appointed or elected.

(6) The secretary of the senate shall enter a declaration of the vacancy in the minutes of the senate and the declaration is conclusive evidence of the

PART IV

CONVOCATION

Convocation continued.

5. The convocation of each university is continued.

Composition of convocation.

- 6. (1) The convocation of a university shall be composed of
  - (a) the chancellor, who shall be chairman;
  - (b) the president;
  - (c) the members of the senate;
  - (d) all faculty members;
  - (e) all persons who are graduates of the university;
  - (f) all persons whose names are added to the roll of the convocation by regulation of the senate; and
  - (g) all persons not previously referred to in this section who are named on the roll of the convocation of that university immediately prior to the commencement of this Act.

(2) Twenty members of a convocation constitute a quorum for the transaction of business.

Meeting of convocation.

7. A meeting of a convocation may be held for the purpose of electing the chancellor, conferring degrees, including honorary degrees, awarding diplomas and certificates of proficiency granted by the university, and for such additional purposes as the senate, by regulation, may prescribe.

Roll of convocation.

8. The roll of the convocation shall be established and kept up to date by the registrar.

Fee for expense.

9. The convocation may fix a fee to be paid by its members to defray the necessary expenses of convocation.

Regulations by senate.

10. (1) The senate shall make rules and regulations governing procedure for the transaction of business by the convocation.

(2) The senate may, by regulation, add names to the roll of the convocation under section 6.

Secretary.

11. The registrar shall be the secretary of the convocation.

PART V

CHANCELLOR

Chancellor.

12. (1) There shall continue to be a chancellor of each university, who shall be elected by the members of the convocation and who shall hold office for three years and until his successor is elected.

(2) A retiring chancellor is eligible for re-election; but no person shall hold the office of chancellor for more than six consecutive years in addition to the period of office held by him as a result of having been elected for the unexpired term of his predecessor.

(3) The chancellor shall not be employed by a university.

Vacancy.

13. (1) In the case of a vacancy in the office of chancellor by death, resignation, or any other cause before the expiration of his term of office, the vacancy shall forthwith be filled at a special election to be held for that purpose, and the person elected shall hold office for the unexpired term of his predecessor.

(2) Every special election shall be conducted in the manner provided for the ordinary triennial election.

Vice-chancellor.

14. The president of the university shall hold the office of vice-chancellor.

Election of chancellor and senate.

15. (1) All nominations of candidates for the office of chancellor shall be signed by not less than seven persons entitled to vote in the election of the chancellor.

(2) All nominations of candidates for membership in the senate shall be signed by not less than three persons entitled to vote in the election of the senate.

(3) The registrar shall forthwith send a written notice of nomination to each person nominated as a candidate for the office of chancellor and to each person nominated as a candidate for membership in the senate, with a request that the candidate forward to the registrar information respecting his degrees, the dates thereof, his occupation, offices held by him at a university or in any other organization, his other professional or business interests, and his publications.

Acclamation.

16. In the event of only one candidate being nominated for chancellor, or only so many candidates being nominated for the senate as are required to be elected, the candidate or candidates shall be declared to have been elected.

Report of election.

17. (1) The registrar shall report the results of the election to the senate at its first meeting following the election.

(2) In the event of an equality of votes between two or more candidates for an office, the senate shall cast the deciding vote.

Chancellor to confer degrees.

18. The chancellor shall confer all degrees.

PART I (Selected Items Only)

INTERPRETATION AND DIVISION OF ACT

Interpre- 1. In this Act, unless the context otherwise requires,  
tation. "Alumni Association" means the association of graduates of  
a university, membership in which is open to all graduates  
of the university;  
"faculty member" means a person employed on a full-time basis by  
a university who has, for four months or longer, served as  
an instructor, lecturer, assistant professor, associate  
professor, professor, or in an equivalent position designated  
by Senate;  
"student" means a person who is presently enrolled at a university  
in a credit course or who is designated by resolution of the  
Senate as a student;  
"Student Association" means all full-time students who are members  
of the alma mater society or the graduate student society of  
a university;

C. The following should be noted:

Words underlined are defined, or have a section of the Act devoted to  
them.

- i) "graduates of a (the) university" appears in  
Convocation - which elects four persons who are not  
faculty members by and from its membership  
to Senate  
- which elects the Chancellor  
Alumni Association - which nominates persons to be  
appointed to the Board of Governors with  
two of these to be appointed.

graduate is not defined.

- ii) "Faculty Member" appears in  
Convocation - which elects four persons who are not  
faculty members by and from its membership  
to Senate  
- which elects the Chancellor, who shall  
not be employed by the University  
Board of Governors - two faculty members are elected  
by and from the faculty to the Board of  
Governors  
Senate - currently proposed 18 (or 20) faculty members  
are elected by and from the faculty to  
Senate.

faculty member is defined, but not clearly and with some  
difficulty using "full-time" which is not defined. Senate  
will be asked to clarify this for election purposes only.

- iii) "Student Association" appears in  
Board of Governors - two students elected by and  
from the Student Association

Senate - currently 9 (or 10) students will be elected by and from the Student Association in a manner that ensures that at least one student from each faculty is elected

Student is defined and with a clause "who is designated by resolution of the Senate as a student." Senate will be asked to use this clause to further define, for election purposes only.

Student Association is defined in a difficult way for this institution - including problems with full-time students, alma mater society, graduate student society. Senate definition will be designed to overcome difficulties.

Full-time student is not defined. There already are several different definitions. Senate will be asked to clarify this for election purposes only, without interfering with the current varying definitions used for other purposes.

- D. The current structure of the Act may suggest in part (but not clearly) that there are three prime components within the university - not necessarily in order - comprising (i a) faculty members, (ii a) students, (iii a) full-time staff, plus a fourth group outside the university represented by appointments through Order-in-Council (see Section 20, Board of Governors). Because of lack of clarity in definitions and interpretations the principles are not clear. This view is somewhat reinforced by the structure of Senate - which understandably does not directly include the staff component.

As there is not clarity it can also be strongly argued that there are three prime components within the university - not necessarily in order - comprising (i b) faculty members, (ii b) students, and (iii b) full-time employees who are not faculty members.

[Note: There is no conflict between (i a), (i b); (ii a), (ii b); but potentially there is between (iii a), (iii b).]

The wording used is "the full-time employees who are not faculty members." It will be important, therefore, to identify into which group or groups individuals are to be placed. Direction from Senate is sought.

- E. Senate will be called upon to decide whether all full-time persons will have a vote or not, depending on the definition of full-time in various subsections. The decision will involve whether there should be some aspect of full-time plus possible continuity over time to receive a vote (as has previously been the case for faculty) or whether full-time over a relatively short period is the determiner. The differing traditional conditions in employment principles between "faculty member," (with possible continuing contract or tenure) and "staff member" (with assumed continuity) presents problems to be resolved by Senate action. The four month clause may help control this point at those institutions operating on

the "year" system, but does nothing to resolve it in the SFU operation.

With this general background information, attention turns to specifics. Each member of Senate is faced with a series of decisions, some easy, some awkward, some difficult.

## II. TIME IN OFFICE: CONTINUITY ON SENATE

This Act, as did the previous one, envisages three-year terms of office for a number of elections. (This Act, however, also provides for some one-year terms). It also provides that in the case of vacancies, by-elections will be for the balance term of office, not for a full further three years. This enables some major elections, such as that for Chancellor and four Senate members through Convocation to be required only every third year. It also means that every third year, the four Convocation Senate members and the four Order-in-Council Senate members potentially leave Senate. The student members potentially change each year. As the legislation stands the faculty Senate members potentially all change in the third year. Specifically, every third year the membership on Senate (excluding ex officio members) will totally change unless individuals are re-elected. This lack of continuity is not deemed desirable.

Although the previous legislation was similar, Simon Fraser University established that in the case of faculty members on Senate, there would be staggered terms of office to provide continuity. The first elections for faculty members provided for some one-year terms, some two-year terms, and some three-year terms. Thereafter all terms have been three-years.

In setting this practice, Simon Fraser University utilized a section of the legislation which pertained only to the University of Victoria, as follows:

Former Act, Section 92(4) - "Members of faculty elected to Senate shall be elected for such periods as shall be necessary so that thereafter an equal number retire each year."

This practice prevents a complete change-over of Senate every three years.

The Committee recommends as follows:

### RECOMMENDATION II

That 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 terms of office of approximately one third of these memberships shall terminate each year.

No recommendation is made for the Board.

III. MEMBERSHIP ON SENATE - DEAN OF GRADUATE STUDIES

The previous Act, under Section 23(d) provided for membership on Senate, without disturbing other memberships using "such other Deans as may be determined by Senate." Our Senate provided membership for the Dean of Graduate Studies, and this is considered essential.

The new legislation makes no such easy provision, but action is possible under Section 35 (1) "such additional members as the Senate may from time to time determine without altering the ratio set out in clauses (g) and (h)."

Early action is recommended as the decision will have impact on the number of faculty members and number of student members to be elected to Senate.

RECOMMENDATION III

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

[Note: If approved, this will require election of twenty faculty members to Senate and ten student members.]

IV. NOMINATIONS, ELECTIONS AND VOTING

- (i) All nominations of candidates for the office of Chancellor shall be signed by not less than seven persons entitled to vote in the election of the Chancellor. - Section 15(1)
- (ii) All nominations of candidates for membership in the Senate shall be signed by not less than three persons entitled to vote in the election of the Senate. - Section 15(2)

For its internal elections, the Faculty of Arts has required that nominations be signed by not less than five members. This became a rule of Senate in the election of any faculty members.

It has also been a rule that in the election of student members nominations must be signed by not less than twenty students. This is not considered necessary.

Five signatures, except in the case of the Chancellor under (i) above, are considered sufficient.

RECOMMENDATION IV

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.



V. ALUMNI ASSOCIATION

The Act interpretation is as follows:

"Alumni Association" means the association of graduates of a university, membership in which is open to all graduates of the university.

With reference to the Board of Governors, Section 20(d) states, "Eight persons appointed by the Lieutenant-Governor in Council, two of whom shall be appointed from among persons nominated by the Alumni Association:"

Question has been raised as to whether for nomination purposes membership is open only to graduates of the university in the sense that it means only those granted a degree here, or whether graduate can include those individuals who have completed certain specified programs here, such as the Professional Development Program taken by a person with a degree from elsewhere, or possibly even the PDP program completed by a person prior to degree completion.

RECOMMENDATION V

(To be ranked in order of preference)

For the purposes of making nominations:

Either

(i) Graduate shall be deemed to refer only to those who have completed requirements for a degree from Simon Fraser University,

or

(ii) Graduate shall be deemed to refer to those who have completed requirements for a degree from Simon Fraser University, or those with a recognized degree from elsewhere who have completed the Professional Development Program at SFU

or

(iii) 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.

Question has also been raised as to whether the association is restricted to making nominations only of its membership. It is understood that nominations by the association can be open to anyone, subject to such restrictions as the association itself may legitimately develop and any regulations and interpretations as now are being developed by Senate.

VI. STUDENTS; STUDENT ASSOCIATION

- a) The Act interpretation of student is as follows:-

"student" means a person who is presently enrolled at a university in a credit course or who is designated by resolution of the senate as a student.

Up to the present time, for the purposes of elections to Senate, there has been some distinction between requirements for a student to be eligible to be nominated and to hold office, as compared with requirements to be allowed to vote. Those differences were possible under the previous legislation, but they do not appear possible under the new legislation. The Committee has accepted the general principle that those eligible to vote are eligible to run for office.

Previously, to run for office a student had to be registered in courses in the semester in which nominations were due, or if not, must have been registered in the immediately preceding semester and certify that he/she is not registered at any other institution. It was required that the student be registered in a degree program. There were requirements of completion of a minimum number of hours to qualify for nomination, age requirements, academic average requirements.

To continue to hold office he/she could not miss two consecutive registrations; must carry a minimum of 6 semester hours throughout any semester in which registered for courses; must maintain a stipulated average; must not register at any other institution; must not withdraw from the University or be required to withdraw from the University.

Voting was allowed all students registered in the current semester, and all students in good standing registered in the two preceding semesters who certify that they are not registered at another institution and that they intend to register at SFU before missing three consecutive registrations. There has been no requirement of being registered in specific programs or in a minimum number of semester hours.

The regulations allowing students not currently taking courses, but taking them in previous semesters and planning to return was deemed necessary to accommodate our semester system. In brief a student was considered to be still a student taking one or two semesters off but continuing, and entitled to vote in the regular elections, or in the by-elections, to Senate.

Some parallelism could be obtained by identifying the time as being either over two semesters (as previously to be a candidate) or over three semesters (as previously to be a voter).

Recommendations will be made.

- b) The Act interpretation of Student Association is as follows:-

"Student Association" means all full-time students who are

members of the alma mater society or the graduate student society of a university.

This section of the Act potentially presents difficulties because of the words "full-time." These words are not defined. It is proposed to recommend that they be deleted. Several substitutions are possible, such as "..... students, as defined by resolution of the Senate, ..... ." During the interim it is proposed that solely for the sections of the Act involving nominations and voting there be a broad definition of full-time made by Senate.

RECOMMENDATION VI A

(To be ranked in order of preference, with number choices)

That for the purposes of nominations and voting in the elections of students to the Senate and to the Board:

1. "Student" means a person who is presently enrolled at a 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
  - a) those registered in a credit course or courses totalling (one) or more credit hours in the semester in which nominations are due and either
  - b) those in good standing who were registered in a credit course or courses totalling (one) or more credit hours in either of the immediately previous two semesters who certify that they are not registered at another institution, and that they intend to register again at Simon Fraser University before missing three consecutive registrations or
  - c) those in good standing who were registered in a credit course or courses totalling (one) or more credit hours in the immediately previous semester who certify that they are not registered at another institution, and that they intend to register again at Simon Fraser University before missing two consecutive registrations.
  - d) In the case of a graduate student he/she must be registered at the University either
    - (i a) as an on campus graduate student or
    - (i b) as an on campus graduate student or as an "on leave" graduate student.
2. "Student Association" means all full-time students who are members of the Alma mater society or the graduate student society of a university.

For the purposes of these elections for undergraduate students (including qualifying, special, visiting) in any given semester "full-time" shall be deemed to mean registration in not less than (one) credit hour. For graduate students it shall be deemed to mean either

- (i) an on campus graduate student or
- (ii) an on campus graduate student or "on leave" graduate student.

RECOMMENDATION VI B

That 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:

Undergraduates

Either

- |   |       |   |           |
|---|-------|---|-----------|
| { | (i a) | Must not miss two consecutive registrations   | <u>or</u> |
|   | (i b) | Must not miss three consecutive registrations   |           |
|   | (ii)  | Must not register at any other institution  |           |
|   | (iii) | Must not withdraw from the University or be required to withdraw from the University. |           |

Graduates

Either

- |   |       |  |           |
|---|-------|--|-----------|
| { | (i a) | Must continue to be registered at the University as an on-campus graduate student                          | <u>or</u> |
|   | (i b) | Must continue to be registered at the University as an on-campus graduate student or on "on leave" status. |           |

VII. FACULTY MEMBERS. FULL-TIME EMPLOYEES WHO ARE NOT FACULTY MEMBERS.

The Act interpretation of Faculty Member is as follows:

"faculty member" means a person employed on a full-time basis by a university who has, for four months or longer, served as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.

Full-time employees who are not faculty members is not otherwise defined.

Full-time, which appears in both, is not defined.

-----  
| Attention is drawn again to Sections I.C, I.D and I.E of this |  
paper, pages 7, 8, 9.

a) Faculty Members

Under previous legislation there was not a definition of faculty member. Senate therefore approved a paper on "faculty status" which was utilized to identify which individuals had the right to be candidates and the right to vote in the elections of faculty members to Senate and to certain other bodies of the University. The data appears also in some of the academic policy documents.

The principles involved in that paper called for the individual to be engaged full-time in teaching and research and to hold a position as instructor or assistant professor or associate professor or professor. The further principle was related to the possibility of a continuing engagement or contract or to tenure. It denied electoral privileges to those on an engagement not likely to be of the continuing type even though for the period of the engagement the individual was full-time. In particular it did not include visiting professors, etc., associates in education, teaching assistants, teaching associates, research fellows, etc., as these were not deemed to be of a continuing full-time nature.

Again it will be noted that for the institutions working on the "year" system the words "for four months or longer" may allow approach to the continuity principle; it does nothing for the semester system. It raises the question as to where to place a full-time employee who will clearly be a faculty member after four months but is not such in the first four months. Is he/she to be not enfranchised in that period, or is he/she to be enfranchised with the staff in that period? The latter would seem unreasonable. It is anticipated that some change to legislation will be sought.

This section requires decisions by Senate, and is one of the most awkward to resolve. It is proposed to offer definitions solely for the purposes of the sections dealing with nominations and elections to the Senate and the Board of Governors, to be selected by Senate to identify the procedures desired. It is urged that members read the full remaining parts of this section of the paper before making first selections, pages 17-20 inclusive.

Senate must first determine whether or not it desires all full-time employees of the University to have a vote and be entitled to stand as candidates in the various elections regardless of whether the employment position held is one likely to be of a continuing nature or not. If the decision is "yes," it must then decide into which group an individual is to be placed - (i) faculty member or (ii) full-time employees of the university who are not faculty members. If the decision is "no" and there is desire as in the past to expect some form of possibility of a continuing appointment to be eligible to be a candidate and to vote, there must then be decision as to which type of full-time employments are to be prevented from candidature and voting, with reasonable definitions.

In the sections which follow it is hoped that once Senate had identified the above, its further selections will be consistent with these first decisions.

RECOMMENDATION VII A - (To establish principle)

That for the purposes of nominations and elections to the Senate and to the Board of Governors

Either

(i) All persons holding full-time 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.

Or

(ii) All persons holding full-time 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 regardless of whether or not the employment position is likely to be of a continuing engagement nature.

Attached, as Appendix I, are copies of extracts from a number of current academic policies. These are provided to outline the present situation for background information and not to inhibit decisions. Some changes to policies may be required at a future time depended on current choices.

RECOMMENDATION VII B - (To be selected in keeping with decision made under VII A above)

That for the purposes of nominations and elections to the Senate and to the Board of Governors by and from faculty members

Either

- (i a) Faculty members employed on a full-time basis 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
- Or
- (i b) Faculty members employed on a full-time basis shall be entitled to stand as candidates and to vote in the pertinent faculty member elections to Senate and to the Board regardless of whether or not the employment position is likely to be of a continuing engagement nature.
- (ii) This shall include those with appointments as described holding the rank of instructor, lecturer, assistant professor, associate professor, professor.
- (iii a) It shall not
- or (iii b) It shall } include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors
- (iv a) It shall not
- or (iv b) It shall } include teaching assistants or associates, associates of the centres, graduate associates
- (v a) It shall not
- or (v b) It shall } include post-doctoral fellows, or those employed full-time funded from external grants
- (vi a) It shall not
- or (vi b) It shall } include sessional lecturers
- (vii a) It shall not
- or (vii b) It shall } include research associates (see policy AC9)
- (viii a) It shall not
- or (viii b) It shall } include short-term lecturers in Continuing Education

(ix a) It shall not  
or (ix b) It shall

} include demonstrators or senior demonstrators

(x a) It shall not  
or (x b) 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.

(xi a) It shall not  
or (xi b) It shall

} 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.

(xii) It shall not include part-time persons.



RECOMMENDATION VII C - (To be selected in keeping with decision under VII A and VII B above)

That 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

Either

(i a) All persons holding full-time 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, i.e. a regular full-time employee

Or

(i b) All persons holding full-time employment who are not faculty members shall be entitled to be candidates and to vote in the pertinent elections regardless of whether or not the employment position is likely to be of a continuing engagement nature

(ii a) It shall not  
or (ii b) It shall } include visiting instructors, visiting lecturers, visiting assistant professors, visiting associate professors, visiting professors

(iii a) It shall not  
or (iii b) It shall } include teaching assistants or associates, associates of the centres, graduate associates

(iv a) It shall not  
or (iv b) It shall } include post-doctoral fellows, or those employed full-time funded from external grants

(v a) It shall not  
or (v b) It shall } include sessional lecturers

(vi a) It shall not  
or (vi b) It shall } include research associates (see policy AC9)

(vii a) It shall not  
or (vii b) It shall } include short-term lecturers in Continuing Education

(viii a) It shall not  
or (viii b) It shall

}  
include demonstrators or senior  
demonstrators

(ix a) It shall not  
or (ix b) 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 des-  
cribed in 4 b and 5 b.

(x a) It shall not  
or (x b) It shall

}  
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.

(xi) It shall not include part-time persons.

The sections which follow bring forward, or would update, a number of previous rules.

VIII. VACANCIES ON SENATE

Section 36(4) stipulates

- (4) Where a vacancy arises on the senate, the vacancy shall be filled,
  - (a) in the case of an appointed member, by the body possessing the power of appointment; or
  - (b) in the case of an elected member, in the manner prescribed by the senate.

In the past, under Senate regulations, under 4(b) a by-election has been held and this is still recommended as under previous terms.

RECOMMENDATION VIII

- (i) 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 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.
- (ii) 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.
- (iii) 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 remaining in the unexpired term at the time for call for nominations.

IX. ELECTION OF FACULTY MEMBERS TO SENATE BY AND FROM AN INDIVIDUAL FACULTY

The election of faculty members in the past has been under the following rules. It is recommended that they be continued.

RECOMMENDATION IX

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

- (i) 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.
- (ii) 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.

X. ELECTION OF FACULTY MEMBERS TO THE BOARD OF GOVERNORS OR TO SENATE BY AND FROM FACULTIES JOINTLY

RECOMMENDATION X

Election of Faculty Members to the Board of Governors or to Senate By and From Faculties Jointly

- (i) In the election of faculty members by and from Faculties jointly, candidates receiving the highest numbers of votes among the candidates will be declared elected.
- (ii) To be eligible as a candidate or to vote the individual must be a faculty member.

XI. GENERAL REGULATIONS COVERING ELECTIONS TO SENATE AND THE BOARD

The following continue previous rules and principles.

RECOMMENDATION XI

General Regulations Covering Elections to Senate

- (i a) In the case of a vacancy of an elected faculty member, election will be called by the Registrar for nominations and election by and from the appropriate body to elect the person.
- (i b) In the case of a vacancy of an elected student representative, election will be called by the Registrar for nominations and election by and from the appropriate body.
- (i c) In the case of a vacancy of a member appointed under Section 35 (j) replacement can be only under that section.
- (ii) Any 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.
- (iii) When elections are being held for the position of Chancellor or for the Board of Governors or for Senate a candidate may accept nomination to run for only one seat or office in those elections.
- (iv) When elections are being held for the position of Chancellor or for the Board of Governors or for the Senate, an individual holding a Board 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 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.

XII. GENERAL REGULATIONS FOR ELECTIONS CONDUCTED AT SENATE

The following continues previous rules.

RECOMMENDATION XII

General Regulations for Elections Conducted at Senate

- (i) For electoral purposes at Senate voting shall be by ballot on appropriate forms provided by the Secretary.
- (ii) For elections conducted at Senate a ballot showing more or less votes than the number of vacancies to be filled shall be invalid.
- (iii) In elections at Senate if there is a tied vote there shall be an additional ballot to choose between the persons concerned.
- (iv) The Secretary shall state the names of the persons elected, preferably in alphabetical order, without the number of recorded votes being revealed. The ballots may then be destroyed.

XIII. GENERAL REGULATIONS COVERING NOMINATIONS AND VOTING IN THE ELECTIONS TO SENATE AND THE BOARD AND OF THE CHANCELLOR

RECOMMENDATION XIII

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

- (i) 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 the elections by Convocation to Senate and of the Chancellor.
- (ii) The "date of election" shall be interpreted to mean the last date on which valid ballots are due.
- (iii) 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.

APPENDIX I.

EXTRACTS FROM ACADEMIC AND ADMINISTRATIVE  
POLICIES AND PROCEDURES

EXTRACTS FROM POLICY AD9-1 - SALARY ADMINISTRATION

DEFINITIONS

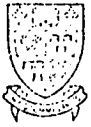
Full-Time Employee - an employee who works all regularly-scheduled working hours.

Part-Time Employee - an employee who works less than the regularly-scheduled working hours in a day, or less than the regularly-scheduled days in a week.

Regular Employee - an employee hired with the expectation of continuing employment.

Temporary Employee - an employee hired with an anticipated termination date. The term of temporary employment is usually four months or less. Any extension beyond four months (or conversion to regular status) must be approved by the appropriate Dean and/or Vice-President.





# SIMON FRASER UNIVERSITY

## POLICIES AND PROCEDURES

Date. March 28, 1969	Number AC. 1
Rev. Date May 9, 1969	Rev. No. A

SUBJECT: ACADEMIC APPOINTMENTS

### GENERAL


1. The appointment of a new faculty member is an appointment to a specified position within an academic department. Before such an appointment is proposed, the department is asked to specify all vacant positions, i.e. positions at all faculty ranks. This departmental specification will then be checked by the Dean of the Faculty relative to (a) goals for the department, and (b) proposed "new programs".
2. In relation to a proposed new appointment, departments, Deans and Appointments Committees are asked to provide recommendations on all items they consider relevant. A partial list of items for which recommendations should be provided is:
  - A. Nature of appointment, including rank, salary, duration of contract, nature of services expected and where applicable, maximum length of time before consideration for tenure.
  - B. The relationship of the proposed appointment to departmental goals.
  - C. The relationship of the proposed appointment to existing vacant positions in the department or to proposed new positions.
  - D. Faculty appointments take effect at the beginning of a semester unless, in the judgment of the Department, with the concurrence of the Dean of the Faculty, there are extenuating circumstances which justify another date. These extenuating circumstances should be shown on the Recommendation for Appointment Form (ref: #0303).
3. A primary concern in connection with appointments is whether the candidate's qualifications are consistent with the description of the vacant or new position. Departments can reasonably be expected to provide evidence of a search for a qualified candidate.

### POLICY

1. Academic departments will fill all new and vacant faculty positions by employing the methods outlined in the following procedure.

### PROCEDURE

1. The department chairman, when a new or vacant position is established, will complete a Notification of Vacancy Report (Form #0300, ref: Appendix I) and forward it to the Dean of the Faculty concerned.

 <p><b>SIMON FRASER UNIVERSITY</b> POLICIES AND PROCEDURES</p>	Date January 5, 1972	Number AC 2
	Rev. Date September 12, 1973	Rev. No. A

SUBJECT: RENEWAL, TENURE AND PROMOTION

POLICY

1. The following statement sets forth Board policy with respect to appointments and the intervals before consideration for renewal, tenure or promotion, and the notice faculty members will receive when tenure is not granted or when a further appointment is not offered.

- a. When the Board of Governors approves the appointment of a person to faculty, the President shall inform the appointee in writing of the terms and conditions of his appointment, including rank, salary, duration of appointment, nature of services expected, and where applicable, length of time before consideration for renewal, tenure or promotion. The standard length of contract on initial appointment for Professors, Associate Professors and Assistant Professors is three years. For Instructors, it is two years. Appointments in all ranks are normally made effective September 1st of any year. Where effective appointment dates differ from September 1st, the letter of appointment shall specify the September 1st which is applicable for consideration of renewal, tenure or promotion.
- b. An appointment without tenure provides a period of mutual appraisal for the University and the faculty member. It does not imply inevitable appointment with tenure. It does imply consideration for renewal or tenure at the following times and the possibility of earlier tenure consideration in exceptional circumstances.
  - 1) Professors. Consideration for tenure shall occur in the second year of the initial appointment. When tenure is not granted upon first consideration, Professors, under exceptional circumstances, may be offered a further appointment of two years. If so, during the fourth year of the appointment, a second and final consideration for tenure must be made.
  - 2) Associate Professors. Consideration for tenure shall occur in the second year of the initial appointment. When tenure is not granted upon first consideration, Associate Professors may be offered a further appointment of two years. If so, during the fourth year of the appointment, a second and final consideration for tenure must be made.

- 3) Assistant Professors. Consideration for renewal of the appointment for an additional two year term shall occur in the second year of the initial appointment. Provided that the contract has been renewed, first consideration for tenure shall occur within the fourth year of the appointment. When tenure is not granted upon first consideration, a further two year appointment may be offered with second and final consideration for tenure occurring during the sixth year of the appointment.
  - 4) Instructors. Consideration for renewal of the appointment for an additional one year term shall occur in the first year of the initial appointment. Thereafter appointments may be renewed annually for five years. Instructors are not eligible for consideration for tenure. However, Instructors must be considered for promotion no later than the sixth year of their appointment to that rank.
- c. Where an appointment is not renewed or a further appointment is not offered a faculty member, such faculty member shall be sent written notice at least one year prior to the expiry date of his contract. Failure to give timely notice shall not have the effect of extending or renewing an appointment. In the event of failure to give timely notice, the faculty member shall receive salary from the expiry date of his contract to the anniversary date of the sending of the notice.
  - d. Consideration for promotion may occur in any year of an appointment. A faculty member without tenure who is promoted shall be considered as an initial appointee to that rank for purposes of reappointment or tenure.

## PROCEDURE

The sections below specify the procedures through which the President shall receive recommendations pertaining to renewal, tenure and promotion for faculty members holding appointments at the rank of Professor, Associate Professor, Assistant Professor and Instructor. These procedures are part of the administrative decision making process and are not to be construed as quasi-judicial or adversary procedures.

1. Establishment of Departmental Tenure Committees
  - a. Each department, or similar administrative unit, will establish annually a committee to consider matters of renewal, tenure and promotion. Each committee will be known as the Departmental Tenure Committee and shall consist of the Chairman of the Department, who will be the Chairman of the Committee, plus six full-time faculty members elected by the full-time faculty of the Department. All members of the Committee shall be voting members. Neither Deans nor members of the University Tenure Committee are eligible to serve on a Departmental Tenure Committee. The six full-time faculty members on the Committee shall consist of two each from the ranks of Professor, Associate Professor and Assistant



# SIMON FRASER UNIVERSITY

## POLICIES AND PROCEDURES

Date

April 30, 1970

Number

AC. 12

Rev. Date

Rev. No.

SUBJECT: VISITING FACULTY

### POLICY

#### 1. DEFINITION

The position of Visiting Faculty exists to:

- a. bring a distinguished professor to the University for a pre-established position of Visiting Professorship;
- b. fill in an authorized position until a suitable candidate is found for that position;
- c. provide replacements for a regular faculty member on leave of absence without salary, sabbatical leave, or sick leave.

#### 2. ELIGIBILITY

A Visiting Faculty member must be a person who holds, or normally would be qualified to hold, a position at the Instructor, Assistant, Associate, or Full Professor level in a recognized University or College of higher learning.

#### 3. TERMS AND DURATION OF APPOINTMENT

- a. Except for those pre-established positions of Visiting Professorship which carry a defined rank, Visiting Professors may be appointed at any rank if prior approval by the Dean of the Faculty and the Academic Vice-President is obtained.
- b. Visiting Professors are not entitled to research semesters.
- c. Visiting Professors are not eligible for tenure, promotion and contract renewal under the provisions of the Statement on Academic Freedom and Tenure. They are not carried on the Registrar's roll of Convocation.

#### 4. RESPONSIBILITIES

Visiting Professors will be responsible to the Department Chairman for assigned lecturing and tutorial or laboratory duties. A Visiting Professor, subject to permission by appropriate authority in the University, may participate in Departmental, Faculty or University Committee work.


## 5. REMUNERATION AND BENEFITS

- a. The salary will be negotiable and be commensurate with individual qualifications and duties.
- b. Unless otherwise negotiated in advance, a Visiting Professor is entitled to one return air fare toward his moving costs.
- c. Visiting Professors, upon making application, shall be eligible to participate in the University M.S.A. medical programs when they have satisfied the eligibility requirements of the Medical Services Commission of British Columbia. They will also be covered under the B.C. Hospital Insurance Plan when they have satisfied the current residency requirements.
- d. Deductions will be made, in accordance with the law, for the Canada Pension Plan.
- c. Visiting Professors will not be eligible for other benefit plans such as the S.F.U. Pension Plan, Group Life Insurance and Group Disability Insurance.

### PROCEDURE

#### 1. Appointment Procedure

- a. If a vacancy exists under any of the categories enumerated in paragraphs 1a, 1b or 1c, Policy section, above:
  - i. The Department Chairman, after screening of candidates, will process an appointment by initiating a Recommendation for Appointment of Visiting Faculty form (SFU #0308 ref: Appendix I) and forwarding it to the Dean of the Faculty. The Chairman should take care to specify the period of appointment, rank, salary and any special provisions that may apply.
  - ii. The Dean of the Faculty, if he concurs, will sign the recommendation and forward it to the Academic Vice-President for submission to the Board of Governors.
- b. If the appointment is to continue beyond the original term, a recommendation should be made by the Chairman to the Dean of the Faculty with proposed changes. The Dean of the Faculty, if he concurs, will sign the recommendation and forward it to the Academic Vice-President for Board approval.

 <p><b>SIMON FRASER UNIVERSITY</b> POLICIES AND PROCEDURES</p>	Date	Number
	February 1, 1972	AC 20
	Rev. Date	Rev. No.
	August 20, 1974	A

SUBJECT: ASSOCIATES IN THE FACULTY OF EDUCATION

POLICY

1. The Position - The position exists to provide the Faculty of Education with the services of expert teachers to assist professors in the teaching and classroom supervision activities of the Faculty's Professional Development Program.
2. Eligibility - A prospective appointee will normally have:
  - a. a university degree, preferably a master's degree,
  - b. five years' teaching experience with a superior teaching record,
  - c. a current position in a British Columbia school.
3. Terms and Duration of Appointment
  - a. Associates in the Faculty of Education are not eligible for tenure, promotion and contract renewal under provisions of the Statement on Academic Freedom and Tenure. They are not carried on the Registrar's roll of convocation.
  - b. The duration of appointment shall be at the discretion of the Dean. However, initial appointments shall not exceed ten months.
  - c. Renewals may be granted but the time an appointee serves on the duties outlined in 4 a. below will not exceed two consecutive years.
  - d. Upon the recommendation of the President an Associate may be appointed for a period not to exceed 36 months to carry out the responsibilities outlined under 4 B.
4. Responsibilities
  - a. Associates in the Faculty of Education will be responsible to the Dean of the Faculty of Education for the implementation of Faculty policies and will be expected to perform assigned duties in relation to:
    - (i) supervision of students in Education 401-8, 402-7 and 405-15,
    - (ii) conducting seminars in Education 402-7,
    - (iii) assisting the Dean of the Faculty of Education in developing, evaluating and improving the Professional Development Program.
  - b. Associates who are exceptionally well-qualified may, at the discretion of the Dean of the Faculty of Education, be recommended for appointment to:

- (i) Assist in the co-ordination of Education 401-8, 402-7, and 405-15,
- (ii) Assist in seminar instruction in Education 404-15 of the Professional Development Program, and
- (iii) Conduct workshops as part of the in-service training of teachers and student teachers.

5.

a.

- (i) Salary - for an appointment of eight months or less, the monthly salary will be one-tenth of the annual salary, exclusive of special allowances, which the appointee would earn in the British Columbia school district from which he came, on September 1 of the year in which his appointment commences. To this basic monthly salary the amount of \$150.00 per month will be added.

For a ten month appointment, the monthly salary will be one-tenth of the annual salary, exclusive of special allowances, which the appointee would earn in the British Columbia school district from which he came, on September 1 of the year in which his appointment commences.

If the appointee does not come from a British Columbia school district, the annual salary used as the basis for calculation will be that paid in the Burnaby school district, for a position comparable to the one he leaves, exclusive of special allowances.

- (ii) Salary Adjustments - These salaries will be effective September 1 and will be based on the current rate for teachers. Associates reappointed for the Spring or Summer semester will not be eligible for salary adjustment.
- (iii) Pension - Appointees will not be eligible to participate in the University pension plan. The University will make the employer contribution to the B. C. Teachers' Pension Plan. To those Appointees who are not members of the B. C. Teachers' Pension Plan, the University will pay an additional 6% of salary in lieu of pension contributions.
- (iv) Medical - Appointees will be eligible to participate in the University medical insurance plan.
- (v) Group Insurance - Appointees will not be eligible to participate in the University group life and group disability insurance plans.
- (vi) Travel Reimbursement - Appointees will be entitled to reimbursement at current University rates for approved travel expenses incurred in the discharge of their duties.
- (vii) Moving Expenses - Appointees will not be entitled to reimbursement for moving expenses.

b. For Appointees described under 4 b., above.

- (i) Salary - The salary will be commensurate with individual qualifications and duties.
- (ii) Pension - Appointees will be eligible to participate in the University pension plan.
- (iii) Medical - Appointees will be eligible to participate in the University medical insurance plan.
- (iv) Group Insurance - Appointees will be eligible to participate in the University group life and group disability insurance plans.
- (v) Travel Reimbursement - Appointees will be entitled to reimbursement at current University rates for approved travel expenses incurred in the discharge of their duties.
- (vi) Moving Expenses - Appointees will not be entitled to reimbursement for moving expenses.
- (vii) Vacation - Appointees will be entitled to 20 working days paid vacation per year of service, the time of which will be subject to the approval of the Dean of the Faculty of Education.

## PROCEDURE

### 1. Appointment Procedure

#### a. For appointments to positions described in 4 a., above.

- (i) The Director of the Professional Development Program will complete a Record of Appointment form, (Ref: SFU 0310, Appendix 1) for each Associate and forward it to the Dean of the Faculty for his approval.
- (ii) If the Dean concurs with the appointment, he will sign and date the form and forward it to the Vice-President, Academic, for final approval of the appointment.
- (iii) Reappointments will be processed in the same manner as initial appointments.

#### b. For appointments to positions described in 4 b., above.

- (i) The Director of the Professional Development Program will complete a Record of Appointment form for each Associate and forward it to the Dean of the Faculty for his approval.
- (ii) If the Dean concurs with the appointment, he will sign and date the form and forward it to the Vice President, Academic.
- (iii) If the Vice President, Academic, concurs with the appointment he will sign the form and forward it to the President for approval and submission to the Board of Governors.



RECORD OF APPOINTMENT OF ASSOCIATES IN THE PROFESSIONAL DEVELOPMENT CENTRE

NAME:

AGE:

HIGHEST DEGREE EARNED:

DATE RECEIVED:

NAME OF GRANTING  
INSTITUTION:

PRESENT POSITION:

INSTITUTION:

PRESENT SALARY \$

PROPOSED SALARY \$

NATURE OF DUTIES: (Refer to either 4 a. or 4 b. of AC 20)

DURATION OF APPOINTMENT: From.....to.....

REPORTING DATE: \_\_\_\_\_

APPROVALS:

\_\_\_\_\_  
DIRECTOR OF PROFESSIONAL  
DEVELOPMENT PROGRAM

DATE: \_\_\_\_\_

\_\_\_\_\_  
DEAN


DATE: \_\_\_\_\_

\_\_\_\_\_  
VICE PRESIDENT, ACADEMIC

DATE: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT

DATE: \_\_\_\_\_

 <p><b>SIMON FRASER UNIVERSITY</b> POLICIES AND PROCEDURES</p>	Date as of April 8th 1969	Number AC 4
	Rev. Date	Rev. No.

SUBJECT: GRADUATE ASSOCIATES

GENERAL

1. The conditions herein apply to all "Graduate Associates" appointed after May 1, 1969, and to all existing "Teaching Associates" who opt for the conditions outlined in Par. 3b.2, Procedures Section.

POLICY

1. DEFINITION

The position of Graduate Associate is a special graduate assistantship. The award is part of the University's graduate student financial support program. The Graduate Associate will be an assisted graduate student who, in addition to his graduate work, also performs a remunerated service. Since the stipend is greater than the service warrants, it is, in part, an award or grant.

2. ELIGIBILITY

Graduate Associateships may be awarded to persons wishing to obtain their Ph.D. degrees provided:

- a. That they already have a Master's degree or its equivalent.
- b. That they have had several years of professional experience following the granting of their Master's.
- c. That they are already in, or have been admitted to, a program of study leading to a Ph.D. degree at Simon Fraser University.

A Graduate Associateship will not be awarded to a Teaching Assistant as a promotion. (Relative to a new policy, the title of Teaching Assistant may soon be changed.)

3. DURATION

- a. Graduate Associates will be appointed for one calendar year (three semesters).
- b. The Graduate Associateship will normally be renewed each year for

the duration of the student's period of academic work toward the Ph.D. at the University, provided:

1. That he makes satisfactory progress in his graduate studies (to be decided by his supervisory committee and the Head/Chairman of his department).
  2. That he performs satisfactorily in the duties incumbent with his Graduate Associateship (to be appraised by his department).
- c. During each semester year, the Graduate Associate will receive one research semester free of duties, provided he fulfills the normal service during the other two semesters. (Ref: Paragraph 4 below).

#### 4. RESPONSIBILITIES AND SERVICE LOAD

- a. The normal service load for Graduate Associates will be the same as that for Teaching Assistants. However, within this basic load, the Graduate Associate could be expected to assume more responsibility than is normally expected of Teaching Assistants.
- b. The service duties will be arranged for the Graduate Associate by the faculty member to whom he is assigned. Graduate Associates will not normally be assigned course chairmanships or even regular lecturing duties. Such duties may only be assigned with the approval of the Faculty Dean.
- c. The Graduate Associate's service load may be increased or reduced in one of the two semesters, provided the total two-semester load does not surpass the normal load for a Teaching Associate.

#### 5. STIPEND

- a. Graduate Associates are to be awarded \$5,400 per annum (to be paid in 24 bi-monthly payments as per regular University payroll).
- b. This stipend is to be considered as consisting of a 50% service factor and a 50% graduate award. The Department of National Revenue has agreed to regard the graduate award portion as being non-taxable, effective September 1, 1968.
- c. This stipend will remain twice the Teaching Assistant stipend, and will thus increase proportionally as that stipend increases. Any increases will normally be effective on September 1 each year.
- d. Graduate Associates not aided by outside grants (e.g., Canada Council or NRC Doctoral grants) will be eligible to apply to the President's Research Grant Committee for one graduate award during their appointment year. When awarded, this grant will normally be conferred during the research semester, and will be tax free. There is a separate application form for these grants (Ref: Form "D", Appendix I).



SIMON FRASER UNIVERSITY  
POLICIES AND PROCEDURES

Date	Number
February 4, 1974	AD 9-24
Rev. Date	Rev. No.

SUBJECT: EMPLOYMENT OF PERSONNEL - FUNDED FROM EXTERNAL GRANTS

GENERAL:

1. There are an increasing number of individuals employed as assistants on grants received from external sources; e.g., Canada, Medical Research and National Research Councils, etc. These grants are administered for the recipient by the University. Additionally, the University is developing more relationships with external agencies where the employees of these agencies are located on this campus, e.g. T.R.I.U.M.F.

2. Generally, granting agencies have withdrawn their own statements and regulations on rates of pay or conditions of employment for non-academic employees, and have conferred this responsibility on the University administering the grants.

3. Personnel working full-time on grants remain employees of the grantee or the agency, rather than the University, but the salary rates and conditions of employment are usually required to be the same as those authorized for regular employees of the University.

DEFINITION:

For the purpose of this policy, the term EMPLOYEE shall be considered to mean individuals hired on a regular, full-time basis.

This excludes individuals who:

1. would be classified as temporary, if they were University employees
2. have an appointment on the grant of an academic or scholarly nature.  
e.g. - Research Associates, Post Doctoral Fellows or registered undergraduate or graduate students.

POLICY:

1. Employees working on research grants will be selected, appointed and controlled by the grantee; but their salary rates, fringe benefits and conditions of employment will be the same as those authorized for employees holding equivalent positions at the University.

2. Their salaries and rates of pay will be in accordance with the salary range as established for the level and classification of duties performed. At present, there are standardized job descriptions on a wide range of clerical, technical and professional job classifications graded according to the University policy on Classification and Reclassification, Policy and Procedure, AD 9-2. In cases where these

descriptions do not apply, the Director of Personnel will be consulted to establish an appropriate salary level.

3. Fringe benefits and conditions of employment will be similar to those for University employees, as follows:

- a. Hours of work - Policy and Procedure AD9-13.
- b. General Holidays - Policy and Procedure AD 9-14.
- c. Overtime - Policy and Procedure AD 9-15.
- d. Annual Vacation - Policy and Procedure AD 9-16.
- e. Sick Leave - Policy and Procedure AD 9-21.
- f. Workmen's Compensation - mandatory - the University will pay the premium.
- g. Unemployment Insurance - mandatory - the employee contribution will be deducted from his pay; the employer contribution will be charged to the grant.
- h. Canada Pension Plan - mandatory - the employee contribution will be deducted from his pay; the employer contribution will be charged to the grant.
- i. Group Medical Insurance (MSA) - optional - if taken, the employee contribution will be deducted from his pay, the employer contribution will be charged to the grant.
- j. Group Life Insurance - Basic Insurance mandatory - the University will pay the premium. Additional Insurance - optional - if taken, the employee will be responsible for the premium.
- k. Group Long Term Disability Insurance - mandatory - the University will pay the premium.
- l. Group Dental Insurance - optional - if taken, the employee contribution will be deducted from his pay; the employer contribution will be charged to the grant.
- m. Administrative Pension Plan - mandatory - the University will pay the premium.

PROCEDURE:

1. Position Classification:

For new positions or where changes are being made in the responsibilities of an existing position; the grantee or the department on his behalf should forward a job description to Personnel Services. Personnel Services in consultation with the grantee will confirm the appropriate classification grade level.


2. Appointment:

a) Grantees are urged to use the resources of Personnel Services who will aid the grantee in recruiting, interviewing and selecting employees.

OR

Grantees may wish to select their own candidates, but should confirm to Personnel Services that the candidate has the appropriate skills for the grade level.

b) Once a candidate has been selected by either of the above processes, the grantee should forward form FPP4 (Appointment Form, Research Grants) to Personnel Services. Personnel Services will ensure that the conditions of employment outlined in this procedure have been met and will forward the necessary forms to the Bursar's Office.

 <p>SIMON FRASER UNIVERSITY POLICIES AND PROCEDURES</p>	Date July 17, 1969	Number AC 6
	Rev. Date May 15, 1973	Rev. No. B

SUBJECT: SESSIONAL LECTURERS

POLICY

1. Definition -

The position of Sessional Lecturer is designed to provide temporary teaching personnel to perform lecturing duties for the following purposes:

- a. to fill, on a temporary basis, an authorized position;
- b. to replace a regular faculty member on leave of absence or sabbatical leave; or
- c. to provide short-term replacements for regular faculty in cases of emergency.


2. Responsibilities -

Sessional Lecturers shall be responsible to their department chairman for assigned teaching duties. Teaching assignments shall be made by the department chairman, with a teaching load to be agreed upon on appointment and set forth in the letter of appointment. Sessional Lecturers shall have the same responsibility for courses as faculty members. They may not participate in departmental committee work.

3. Terms and duration of appointment -

- a. appointments will normally be made for one or two semesters;
- b. appointees are not normally eligible for subsequent appointment;
- c. appointments do not carry faculty status;
- d. salary shall be commensurate with the qualifications and duties of the appointee;
- e. Sessional Lecturers are not entitled to moving allowances;
- f. Sessional Lecturers, by making application when they have satisfied current residency requirements may participate in the University's Medical Services Association medical insurance program and in the British Columbia Hospital Insurance Plan.
- g. Sessional Lecturers are not entitled to participation in the Simon Fraser University Academic Pension Plan, Group Life Insurance or Group Disability Insurance.

December 18, 1969

 <p style="text-align: center;">SIMON FRASER UNIVERSITY</p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Date December 31, 1969	Number AC 9
	Rev. Date	Rev. No.

SUBJECT: RESEARCH ASSOCIATEGENERAL

1. The Research Associate is a scientist with generally a Ph.D., or with B.Sc. or M.Sc. qualifications and exceptional technical expertise. The duties of such a person would be research, rather than teaching oriented. Appointments of scientists to the category of Research Associate will be made by the Board of Governors of Simon Fraser University on the recommendation of a Department. The appointment may be made in co-operation with an external agency such as a Government Research Laboratory or may be a co-operative project such as TRIUMF.

2. The conditions listed hereunder would normally apply, unless specific inconsistencies occur with respect to regulations of either a co-operating institution or Simon Fraser University.

POLICY1. Terms and Conditions of Appointmenta. Benefits

- 1) Appointments will carry with them full benefits, i.e., superannuation, group life insurance, disability and medical insurance privileges, which are currently pertinent to the Simon Fraser University academic staff.
- 2) Removal expenses to the extent of one month's salary will be provided.
- 3) In addition to statutory holidays, up to a maximum of twenty working days may be taken as leave each year.

b. Terms and Tenure

- 1) Initial appointments of Research Associates will be made for a two-year period. This may be followed by further two-year renewals.
- 2) "Project tenure" may be granted on the approval of the co-operating institutions. "Project tenure" is an appointment that will continue until the project terminates or until the appointee reaches retirement age, whichever is earlier.

c. Termination and Retirement

- 1) Notice of termination of appointment will normally be given one calendar year prior to the termination date of an appointment, at the pleasure of the co-operating institutions.

- 2) Dismissal is the termination of an appointment, without the consent of the appointee, other than at the end of a stated contractual period. For purposes of dismissal "project tenure" is interpreted to constitute an appointment for a stated contractual period. Dismissal should occur only for cause. Failure to renew a contract of limited term does not constitute dismissal.
- 3) Notwithstanding the foregoing, an appointment may be terminated because of physical or emotional inability of the appointee to carry out reasonable duties.
- 4) Retirement of all appointees will be mandatory as of the date of their 65th birthday.

d. Promotion and Salary

The salary, payment of salary, and review of progress of the appointee shall be the responsibility of the institution from which the funds are drawn. Where the salary may be funded on a cost sharing arrangement between the co-operating institutions and the University, then the University will assume the responsibility to ensure that some joint review procedure is established and the respective payment procedures are implemented.

e. Committee Work

Research Associates may serve on committees with the prior approval of the Director of the co-operating institution, Chairman of the Department, and Dean of the Faculty.

f. Teaching Assistance


After prior approval of the co-operating institutions, a Research Associate may be invited by a department to give seminars, lectures, or courses.

If such a member gives a course or series of lectures that requires the setting of a university examination, then regulations of the University will apply to such lectures and examinations.

g. Supervision of Graduate Students

Research Associates may be invited by a Department to serve, after prior approval of their directors, as members of supervisory and examining committees for both M.Sc. and Ph.D candidates. They may not, however, serve as graduate program supervisors.



 <p><b>SIMON FRASER UNIVERSITY</b> POLICIES AND PROCEDURES</p>	Date	Number
	June 21, 1971	AC-17
	Rev. Date	Rev. No.

**SUBJECT:** APPOINTMENT OF LECTURERS IN CONTINUING EDUCATION: SHORT TERM

POLICY

1. DEFINITION

These appointments are defined as non-faculty teaching appointments for a specific assignment, within The Division of Continuing Education, for a period not exceeding one calendar year. Appointees will be assigned the academic rank of "Lecturer in Continuing Education". This policy establishes the terms and conditions under which such short-term appointments (less than one year) shall be made.

2. ELIGIBILITY

A Lecturer in Continuing Education must be a person who holds, or normally would be qualified to hold, a position at the Instructor, Assistant, Associate, or full Professor level in a recognized college or University of post-secondary education, or one who is identified by the Director of the Division of Continuing Education as a person having special knowledge, or skills appropriate to the program to which the appointment is being made.

3. TERMS AND DURATION OF APPOINTMENT

- a. Appointments are normally made for terms of one semester and may not be made for a term in excess of three consecutive semesters (one year).
- b. Procedures contained in the Statement on Academic Freedom and Tenure are not applicable to this type of appointment.
- c. Lecturers in Continuing Education are not entitled to research semesters. If the appointee is a regular Simon Fraser University faculty member, however, he may receive a short-term appointment of this type during one of his regular research semesters.
- d. When a resignation date precedes the normal termination date of the appointment, Lecturers in Continuing Education are expected to provide notification 30 days prior to the effective date of the resignation.
- e. The appointment must have the sanction of the candidates present employer.

RESPONSIBILITIES

- a. Lecturers in Continuing Education, if they are teaching in a program under the jurisdiction of a University department or centre,

will be responsible to the Chairman of the Department concerned. They will, if appointed to an inter-disciplinary or special program, be responsible to the appropriate Dean or to the Director of the Division of Continuing Education. The appointment notice will specify such responsibility.


- b. Lecturers in Continuing Education will not normally participate in departmental, faculty or University committee work, except with permission of, or on request of, the appropriate Chairman, Dean and the Director of Continuing Education.

5. REMUNERATION AND BENEFITS

- a. The stipend shall be determined in each case by the candidate's individual qualifications and duties.
- b. Unless provided for in the terms of appointment, a Lecturer in Continuing Education may receive not more than one return economy air fare toward moving costs.
- c. A Lecturer in Continuing Education shall not be eligible to participate in the University M.S.A. program (unless he is already covered in his regular appointment at Simon Fraser University), the S.F.U. Pension Plan, Group Life Insurance and Group Disability Insurance.
- d. A Lecturer in Continuing Education will be eligible under the B.C. Hospital Insurance Plan when he has satisfied the current residency requirements.
- e. Deductions will normally be made in accordance with the law for contributions to the Canada Pension Plan.

PROCEDURE

1. Department Chairman will recommend candidates for appointment as Lecturers in Continuing Education: by:
    - a. Initiating a "Recommendation for Appointment of a Lecturer in Continuing Education" form (ref: S.F.U. 0311, Appendix I)
    - b. Ensuring that the Period of Appointment, Salary, and any Special Provisions are specified on the Appointment Recommendation.
    - c. Forwarding the completed form to the Director of Continuing Education.
  2. The Director of Continuing Education, if he concurs, will sign the Recommendation and forward it to the Office of the Academic Vice-President. Prior to signing the Recommendation for Appointment, the Director of Continuing Education shall require the candidate to obtain his existing employer's consent to the appointment. (Ref: Form S.F.U. 0312, Appendix II)
- Subsequent action will follow the normal procedure for Board appointments.

 <p style="text-align: center;">SIMON FRASER UNIVERSITY</p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Date August 26, 1971	Number AC 18
	Rev. Date October 15, 1971	Rev. No. A

SUBJECT: APPOINTMENT OF DEMONSTRATORS AND SENIOR DEMONSTRATORS.

POLICY

1. Definition

These appointments are defined as full-time, non-faculty, teaching appointments. This policy establishes the terms and conditions under which such appointments shall be made.

2. Eligibility

Appointments will be made in two distinct classifications, Demonstrator and Senior Demonstrator. Eligibility requirements for the positions are as follows:

(a) Demonstrators will normally hold a post-graduate degree. They must also have expertise in the discipline in which they will teach.

(b) Senior Demonstrators will normally hold a post-graduate degree. They must also have expertise in the discipline in which they will teach. In addition, they must have had considerable post-graduate teaching or related experience and must have demonstrated their ability to assume full responsibility for the development and implementation of laboratory courses.

3. Terms and Duration of Appointment

(a) Appointments will be made without a specified term and the appointment may be terminated by the University on fifteen days' notice to the appointee.

(b) Demonstrators and Senior Demonstrators are not eligible for tenure and the procedures contained in the Statement on Academic Freedom and Tenure are not applicable to their appointments.

(c) Demonstrators and Senior Demonstrators shall not be carried on the Registrar's Roll of Convocation.

(d) Demonstrators and Senior Demonstrators are not entitled to research semesters or sabbatical leave.

4. Responsibilities

(a) Demonstrators and Senior Demonstrators shall be responsible to the Department Chairman, or his delegate, for assigned teaching or other duties.

(b) Senior Demonstrators, but not Demonstrators, may be given full responsibility to conduct laboratory courses, or laboratory portions of courses. This responsibility may include the assignment of course grades.

(c) Demonstrators and Senior Demonstrators shall not participate in departmental committee work except with the permission of, or at the request of, the Department Chairman and they shall not be given departmental voting rights.

#### 5. Remuneration and Benefits

(a) The salary shall be commensurate with the individual qualification and duties of the appointee. Promotions and salary increases shall be recommended by the Department Chairman and submitted to the Dean for approval.

(b) Demonstrators and Senior Demonstrators are not entitled to moving allowances.

(c) Demonstrators and Senior Demonstrators, upon making application, shall be eligible to participate in the University M.S.A. medical insurance program. They will also be covered under the B.C. Hospital Insurance Plan when they have satisfied the current residency requirements.

(d) Demonstrators and Senior Demonstrators shall be eligible for the S.F.U. Pension Plan, Group Life Insurance and Group Disability Insurance.

(e) Demonstrators and Senior Demonstrators shall be eligible for annual vacation on the same basis as non-academic staff members.

#### 6. Method of Appointment


Demonstrators and Senior Demonstrators shall be appointed by the President upon recommendation of the Vice-President, Academic, subject to the budgetary constraints for that class of appointment.

#### PROCEDURE

1. All requests for appointment of Demonstrators and Senior Demonstrators will be initiated by the Department Chairman. He will complete and sign an Appointment of Demonstrators and Senior Demonstrators form, (ref: SFU 3014, Appendix I) and forward it, along with a curriculum vitae of the candidate, to the Dean of Faculty for his approval.

2. The Dean, if he approves the appointment will then submit it to the Vice-President, Academic, for approval and submission to the President.

3. The President, if he approves the appointment will notify the Vice-President, Academic, with copies to the Dean, Department Chairman and the Bursar.

 <p>SIMON FRASER UNIVERSITY POLICIES AND PROCEDURES</p>	Date April 22, 1971	Number AC 16
	Rev. Date	Rev. No.

SUBJECT: APPOINTMENT OF PART-TIME TEACHING STAFF

POLICY

1. DEFINITION

Part-time appointees are defined as those who perform a role similar to that of faculty, but with a reduced load. This policy establishes the terms and conditions under which part-time teaching staff appointments shall be made.

2. ELIGIBILITY

A part-time teaching staff member must be a person who holds, or normally would be qualified to hold, a position at the Instructor, Assistant, Associate or Full Professor level in a recognized University or College of higher learning.

3. TERMS AND DURATION OF APPOINTMENT

a. Appointments are normally made for a term of one year or one semester. However, in appropriate cases the terms of the appointment may be for longer periods. In such cases the term will not exceed that pertaining to full-time appointments at equivalent ranks. Part time appointments are terminable by the University on 15 days notice to the appointee.

b. Part-time teaching staff are not eligible for tenure, promotion or renewal considerations.

c. Procedures contained in the Statement on Academic Freedom and Tenure are not applicable to part-time teaching staff.

d. Part-time teaching staff are not entitled to research semesters unless a research time allowance is expressly provided for in the terms of the appointment as approved by the Board of Governors.

e. Part-time teaching staff are not carried on the Registrar's Roll of Convocation.

f. Where the appointment is for a period greater than one year, the teaching staff member may terminate the contract earlier than its termination date by giving the University at least one clear semester's notice of his intention to terminate.

g. Some part-time teaching staff appointments may involve conflicting obligations to other employers. Particular note should, therefore, be taken of the following requirements:


- i. The appointment must be with the sanction of any other employer.
- ii. Arrangement of the appointee's teaching schedule in a manner which does not conform to the normal University academic pattern, e.g. late beginning or early conclusion of the appointee's semester teaching program, must be approved, in advance, by the Dean of the Faculty.

4. RESPONSIBILITIES

Part-time teaching staff will be responsible to the Department Chairmen for assigned lecturing and tutorial or other duties. A part-time teaching staff member will not normally participate in departmental, faculty or University committee work, except with the permission of, or on request of, the appropriate Chairman and Dean.

5. REMUNERATION AND BENEFITS

- a. The salary shall be commensurate with individual qualifications and duties.
- b. Unless provided for in the terms of appointment, a part-time teaching staff member may receive not more than one return economy air fare toward moving costs.
- c. Part-time teaching staff members, upon making application, shall be eligible to participate in the University M.S.A. medical programs when they have satisfied the eligibility requirements of the Medical Services Commission of British Columbia. They will also be covered under the B.C. Hospital Insurance Plan when they have satisfied the current residency requirements.
- d. Deductions will normally be made, in accordance with the law, for the Canada Pension Plan.
- e. A part-time teaching staff member will not be eligible for the S.F.U. Pension Plan, Group Life Insurance and Group Disability Insurance.

 <p style="text-align: center;">SIMON FRASER UNIVERSITY</p> <p style="text-align: center;">POLICIES AND PROCEDURES</p>	Date	Number
	May 15, 1973	AC 23
	Rev. Date	Rev. No.

SUBJECT: LECTURERS

POLICY

1. Definition -

Lecturers are defined as full or part-time teaching appointments for which individuals with superior, proven teaching ability at the university level are eligible. Such appointments are designed to provide long term teaching services on a full or part-time basis in cases where the program of a specific department will benefit from such an arrangement. Candidates for higher degrees at Simon Fraser University may not be appointed as lecturers.

2. Responsibilities -

Lecturers shall be responsible to their department chairman for assigned teaching duties. Teaching assignments shall be made by the department chairman, with teaching workloads of approximately twelve contact hours per semester. Lecturers shall have the same responsibility for courses as faculty members and may participate in departmental committee work at the request of their department chairman.

3. Terms and duration of appointment -

- a. Appointments will normally be made for a period of two years with specific teaching responsibilities during two semesters of the academic year and a vacation entitlement of one month to be taken during the non-teaching semester.
- b. Appointees may be considered for reappointment but not for tenure.
- c. Appointments do not carry faculty status.
- d. Salary shall be commensurate with the qualifications and duties of the Appointee and will be reviewed after twelve months' service.
- e. Lecturers are entitled to reimbursement for actual moving expenses, up to a month's salary.
- f. Lecturers, by making application when they have satisfied current residency requirements, may participate in the University's Medical Services Association, medical insurance program and in the British Columbia Hospital Insurance Plan.
- g. Lecturers shall be eligible for the Simon Fraser University Academic Pension Plan, Group Life Insurance and Group Disability Insurance.