

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, June 16, 2014 meeting:

Agenda Title: **Proposed Amendments to the Composition of the Selection/Review Committee for the Dean of the Faculty of Engineering**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the composition of the Selection and Review Committees for the Dean of the Faculty of Engineering, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 4

Agenda Title: **Proposed Changes to the Composition of the Council of the Faculty of Science**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the composition of Council of the Faculty of Science, as submitted by the Faculty of Science and as set forth in Attachment 1, as amended, to take effect upon final approval.

Final Amended Item: 5

Agenda Title: **Faculty of Science's Formal Adoption of the Review of Department Chairs Procedure in UAPPOL**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a proposal submitted by the Faculty of Science for the Faculty's formal adoption of the Review of Department Chairs Procedure as set out in UAPPOL (and set forth in Attachment 1), to take effect upon final approval.

Final Item: 6

Agenda Title: **Proposed Changes to the Faculty Deans Selection Procedure and the Faculty Deans Review Procedure (in UAPPOL)**

CARRIED MOTION: THAT the GFC Executive Committee recommend to the Board Human Resources and Compensation Committee, under delegated authority from General Faculties Council, proposed changes to the UAPPOL Faculty Deans Selection Procedure and the Faculty Deans Review Procedure, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachments 1 and 2, to take effect upon final approval.

Final Recommended Item: 7

Agenda Title: **Proposed Revisions to the Terms of Reference for the GFC Committee on the Learning Environment (CLE)**

CARRIED MOTION: THAT the GFC Executive Committee recommend to General Faculties Council proposed revisions to the GFC Committee on the Learning Environment's (CLE's) Terms of Reference, as set forth in Attachment 1, as amended, to take effect upon final approval.

Final Recommended Amended Item: 8

Agenda Title: **Re-appointment of Professor Steven Penney as Chair of the GFC Campus Law Review Committee (CLRC)**

CARRIED MOTION: THAT the GFC Executive Committee re-appoint, under delegated authority from General Faculties Council, Professor Steven Penney to the position of Chair of the GFC Campus Law Review Committee (CLRC) for a term beginning July 1, 2014 and ending June 30, 2016.

Final Item: 9

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OUTLINE OF ISSUE

Agenda Title: **Proposed Amendments to the Composition of the Selection/Review Committee for the Dean of the Faculty of Engineering**

Motion: THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the composition of the Selection and Review Committees for the Dean of the Faculty of Engineering, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Carl Amrhein, Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic); Mary-Ellen Compton, Assistant Dean, Faculty of Engineering
Subject	Proposed Changes to the Composition of Dean Selection and Review Committees for Individual Faculties, Faculty of Engineering

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To amend the UAPPOL Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties, Faculty of Engineering, updating categories as follows: <ul style="list-style-type: none"> Update the listing of the relevant professional organization to reflect a name change: <ul style="list-style-type: none"> The Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA) has changed its name to the Association of Professional Engineers and Geoscientists of Alberta (APEGA) Add a representative from one of the Faculty of Engineering's Administrative Professional Officers (APO) or Faculty Service Officers (FSO) to the Committee. <p>Note: Also included is one small editorial change to reflect the new name of the Faculty Deans Selection Procedure and the Faculty Deans Review Procedure.</p>
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	UAPPOL Faculty Deans Selection Procedure Appendix A: Dean Selection Committees for Individual Faculties, Faculty of Engineering
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and Academic Plan (<i>Dare to Deliver</i>)
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and	1. Post-Secondary Learning Act (PSLA): The PSLA gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, "over academic affairs" (Section 26(1)).

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include identifying section numbers)	<p>The <i>Act</i> provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council (Section 22(2)). In addition, GFC may recommend to the Board of Governors on procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. UAPPOL Policy: The Faculty Deans Selection and Review Procedures state: “With respect to the procedures for the selection [review] of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.”</p> <p><u>Note:</u> The Provost and Vice-President (Academic) has determined these proposed amendments to be of a <u>routine/editorial</u> nature.</p>
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Routing (Include meeting dates)

Consultative Route	Faculty of Engineering Council (May 22, 2014); Provost and Vice-President (Academic) (May 23, 2014)
Approval Route	GFC Executive Committee (June 16, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments:

- Attachment 1 (pages 1 – 3) - Comparative Table of Proposed Changes to the Composition of the Selection/Review Committees for the Dean of the Faculty of Engineering

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), kathleen.brough@ualberta.ca

Faculty Deans Selection Procedure (in UAPPOL)
Appendix A: Dean Selection Committees for Individual Faculties
Proposed Changes

Current	Proposed
<p>6) ENGINEERING The selection committee shall consist of the following voting members:</p> <p>a) Provost and Vice-President (Academic), or designee, Chair.</p> <p>b) Vice-President (Research), or designee, Vice-Chair.</p> <p>c) Six (6) full-time continuing faculty members (Categories A1.1 or A1.6), with at least one (1) from each Department elected by and from the membership of the Engineering Faculty Council. At least one of the six faculty members is to be a Department Chair in the Faculty of Engineering.</p> <p>d) Two (2) full-time students from the Faculty concerned. When either graduate students or undergraduate students outnumber their counterparts by more than 20:1, both representatives shall be from the larger group.</p> <p>[Note: As of 1996 this ratio means that there will be one undergraduate student and one graduate student on all committees except Law and Faculté Saint-Jean (where each will have two undergraduates).]</p> <p>Where a Faculty is departmentalized, the students shall come from different Departments.</p> <p>The undergraduate student representative(s) will be selected by the Engineering Students' Society using whatever method the Society deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Engineering Students' Society to the Faculty</p>	<p>6) ENGINEERING The selection committee shall consist of the following voting members:</p> <p>a) <i>No Change</i></p> <p>b) <i>No Change</i></p> <p>c) <i>No Change</i></p> <p>d) <i>No Change</i></p>

<p>Office, and the Students' Union. If the Society is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p> <p>The graduate student representative(s) shall be selected through the following mechanism. Each Departmental Graduate Student Association shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no Departmental Graduate Student Association exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate Students' Association Council for ratification.</p> <p>e) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA).</p> <p>f) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.</p> <p>g) One (1) academic staff representative from</p>	<p>e) One (1) person who is the representative of the appropriate professional or community association. The professional association represented is the Association of Professional Engineers <u>and Geoscientists</u> of Alberta (APEGA).</p> <p>f) One (1) full-time member of the support staff (Category S1.0 or S2.0) from the Faculty concerned, elected by the full-time support staff (Category S1.0 or S2.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Faculty Deans <u>Selection Procedure</u> and the Faculty Deans <u>Review Procedure</u>.</p> <p>g) <u>One (1) full-time continuing administrative professional officer (Category A1.2) or one (1) full-time continuing faculty service officer (Category A1.3), elected by the full-time continuing academic staff in both Categories A1.2 and A1.3.</u></p> <p>h) <i>No change</i></p>
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<p>Category A1.0, from outside the Faculty concerned, elected by GFC.</p> <p>h) Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee.</p> <p>(Total members: 14)</p>	<p>i) <i>No change</i></p> <p>(Total members: 15)</p>
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OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the Composition of the Council of the Faculty of Science**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the composition of Council of the Faculty of Science, as submitted by the Faculty of Science and as set forth in Attachment 1, as amended, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Jonathan Schaeffer, Dean, Faculty of Science
Presenter	John Beamish, Vice-Dean, Faculty of Science
Subject	Proposed Changes to the Composition of the Council of the Faculty of Science

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update the composition of the Faculty of Science Council and to include all Associate Deans, Department Chairs, and representation from support staff members from Category S1.0 (formerly Category B1.0).
The Impact of the Proposal is	To provide a broader representation of the Faculty of Science on its Council.
Replaces/Revises (eg, policies, resolutions)	Section 55.5.16 [former section of the GFC Policy Manual] – Composition of the Council of the Faculty of Science (ie, Faculty Council Composition found in the Policies and Regulations section outlined on the University Governance website).
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> (Learning, Discovery, and Citizenship; Transformative Organization and Support) and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): “(1) Each faculty of a university must have a faculty council.</p> <p>(2) A faculty council [...] shall consist of</p> <ul style="list-style-type: none"> (a) the dean of the faculty, who is the chair, (b) the president, (c) all full-time members of the academic staff of the faculty, (d) any representative of a professional association [...], and (e) any other persons who are appointed to the faculty council by the general faculties council on the recommendation of the faculty council” <p>(PSLA Sections 28(1) and 28(2) (<i>Faculty and School Councils/Faculty Councils</i>))</p> <p>2. GFC Executive Committee Terms of Reference (Mandate 8.a): “a. Appointments to Faculty Councils: The Executive Committee of General Faculties Council shall be authorized to make appointments to Faculty Councils on their recommendations.”</p>

Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Dean of the Faculty of Science – consultation, discussion, feedback; Science Chairs' Committee (February 6, 2014) – to recommend to the Faculty of Science Council
Approval Route (Governance) (including meeting dates)	Faculty of Science Council (May 22, 2014) – for recommendation; GFC Executive Committee (June 16, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments:

1. Attachment 1 (pages 1 – 2) - Comparative Table of Proposed Revisions to the Current Composition of the Council of the Faculty of Science

Prepared by: Ruth Butler, Executive Assistant to the Dean of the Faculty of Science, ruth.butler@ualberta.ca

EXCERPT FROM GFC POLICY MANUAL

55. FACULTY COUNCILS

55.5 Compositions of the Faculty Councils

55.5.16 Council of the Faculty of Science

OLD		NEW
Ex Officio		
Dean		
President		
Three Associate Deans		<u>Associate Deans</u>
		<u>Department Chairs</u>
All academic staff in Category A1.0 of the Faculty (GFC 28 NOV 1988) (EXEC 19 MAR 1998)		
		<u>Faculty Lecturers under the Contract Academic Staff: Teaching Agreement</u>
		<u>Seven support staff members from Category S1.0, with no more than one member selected by each department in the Faculty of Science</u>
		<u>One support staff member from Category S1.0 in the Faculty of Science Office, selected by the Dean of Science</u>
Additional members		
Registrar		
One representative	Faculty of Agricultural, Life and Environmental Sciences	
One representative	Faculty of Arts	
One representative	Faculty of Business	
One representative	Faculty of Education	
One representative	Faculty of Engineering	
One representative	Faculty of Medicine and Dentistry	
One representative	Department of Biochemistry	
One representative	Faculty of Nursing	
One representative	Faculty of Pharmacy and Pharmaceutical Sciences	
One representative	Faculty of Physical Education and Recreation	
One representative	Department of Pharmacology	
One representative	Department of Physiology	
One representative	Faculté Saint-Jean	

One representative	Division of Computer Engineering		
One representative	Association of Professional Engineers, Geologists and Geophysicists of Alberta	One representative	The Association of Professional Engineers and <u>Geoscientists</u> of Alberta
One representative	Alumni Association		
<p>Twelve Undergraduate Students from the Faculty of Science, as selected by the University of Alberta Science Undergraduate Society using whatever method the Society deems suitable.</p> <p>Once selected, the names and contact information of these student representatives must be forwarded by the University of Alberta Science Undergraduate Society to the Faculty Office, and the Students' Union.</p> <p>If the Society is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.</p>			
Two Graduate Students (from Departments in the Faculty of Science, selected through the Graduate Students' Association).			

(EXEC 17 MAY 1982) (GFC 28 MAY 2001)
(EXEC 15 JAN 1990) (EXEC 29 JUN 2001)
(EXEC 12 DEC 1994) (EXEC 05 MAY 2008)

OUTLINE OF ISSUE

Agenda Title: **Faculty of Science’s Formal Adoption of the Review of Department Chairs Procedure in UAPPOL**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a proposal submitted by the Faculty of Science for the Faculty’s formal adoption of the Review of Department Chairs Procedure as set out in UAPPOL (and set forth in Attachment 1), to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Jonathan Schaeffer, Dean, Faculty of Science
Presenter	John Beamish, Vice-Dean, Faculty of Science
Subject	Faculty of Science Review Procedures for Department Chairs – Formal Adoption of the UAPPOL Review of Department Chairs Procedure

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To add the option of a review for Department Chairs in the Faculty of Science; this will be achieved through the Faculty’s formal adoption of the existing Review of Department Chairs Procedure set out in UAPPOL (University of Alberta Policies and Procedures On-Line).
The Impact of the Proposal is	1. Provides the opportunity for review of a Department Chair (in the Faculty of Science) during their term. 2. Allows a Department Chair to undergo a review approaching the end of their term, resulting in a possible renewal of term.
Replaces/Revises (eg, policies, resolutions)	The Faculty of Science has not previously acknowledged Department Chair reviews.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>UAPPOL Review of Department Chairs Procedure; GFC Policy Manual Section 5 Academic Staff, Academic Staff Agreements, and Support Staff</p> <p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, “over academic affairs” (Section 26(1)).</p> <p>The <i>Act</i> provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council (Section 22(2)). In addition, GFC may recommend to the Board of Governors on procedures in respect of appointments, promotions, salaries, tenure and</p>

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	<p>dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. UAPPOL Policy: The <i>Review of Department Chairs Procedure</i> states “With respect to the procedures for the selection [review] of Department Chairs, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.”</p> <p>In the case of this proposal, the Provost and Vice-President (Academic) has determined this item is <u>routine/editorial</u> in nature.</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Dean of the Faculty of Science – consultation, discussion, feedback; Science Chairs’ Committee (February 6, 2014) – to recommend to the Faculty of Science Council
Approval Route (Governance) (including meeting dates)	Faculty of Science Council (May 22, 2014) – for recommendation; GFC Executive Committee (June 16, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>):

- Attachment 1 (pages 1 – 4) - Current Review of Department Chairs Procedure (in UAPPOL)

Prepared by: Ruth Butler, Executive Assistant to the Dean of the Faculty of Science, ruth.butler@ualberta.ca



U of A Policies and Procedures On-Line (UAPPOL)

Approval Date: December 11, 2009

Parent Policy: Recruitment Policy

Review of Department Chairs Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

With respect to the procedures for the review of Department Chairs, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.

Purpose

To detail the procedure for the review of Department Chairs.

PROCEDURE

1. INSTIGATION OF REVIEWS

Review may come about in three (3) ways:

a. In anticipation of an end of term if provided for in the terms of appointment. (Such a review should serve two purposes. The first is the traditional one of determining if an appointment is to be renewed. The second is to provide an opportunity for an incumbent to obtain an objective and helpful assessment, which may not be available by other means.)

The term of office for a Department Chair shall not exceed five (5) years.

In accordance with the *Department Chair Selection Procedure*, review procedures will only be used instead of selection procedures at the end of a term when a Faculty Council has adopted regulations that review procedures will be used in that Faculty and such regulations have been approved by GFC. A certain amount of flexibility may also be permitted. For example, a Faculty may propose using selection procedures in some cases and review in others. Alternate procedures have been adopted by Faculty Councils and approved by GFC.

The process of review in anticipation of the end of a term is initiated by the Dean of the Faculty concerned. The process must be initiated at least six (6) months prior to the end of the incumbent's term. If a review is carried out, the decision must be reached no later than two months after the formation of the committee.

b. During the term at the joint initiative of the Provost and Vice-President (Academic) and Dean of the Faculty.

c. During the term by petition, as follows:

- i. Petitions for review of Department Chairs shall be submitted to the Dean.
- ii. Where the petition is signed by a majority of **faculty members** in the Department, the Dean must establish the appropriate review committee.
- iii. Where the petition is not signed by a majority of faculty members in the Department, the Dean shall decide in conjunction with the Provost and Vice-President (Academic) whether or not a review committee shall be established.

2. CONTINUING APPOINTMENTS

In the case of those officers whose appointments were made prior to the development of these procedures and whose appointments as officers are on a continuous basis, performance review procedures will be used and such reviews will be carried out every five (5) years.

3. PERFORMANCE EVALUATIONS

The specifics of evaluating performance of an incumbent Chair with a view to reappointment fall within the jurisdiction of the review or selection committee. The review should be largely based on an evaluation of the individual's administrative performance. However, it should also be based upon the belief that teaching and research work are continuing commitments of all academics, whether or not they occupy administrative positions. While it is expected that a Chair remain active in at least one of these areas, the extent of such participation will be greatly influenced by the administrative needs of the specific Department or Faculty.

4. COMPOSITION OF REVIEW COMMITTEES

- a. All reviews shall be carried out by a duly constituted review committee. Normally, the composition of the committee, the quorum and related matters shall be the same as for selection committees.
- b. Once members have been elected, the Provost may name one additional full-time faculty member to the review committee to ensure broad representation across the Faculty. The Provost shall consult with the Chair or the Vice-Chair of the GFC Nominating Committee.
- c. Notwithstanding the provisions of 4a (above), in the case of the review of a Department Chair, the incumbent shall not be eligible to vote in the election of departmental representatives to serve on the review committee.

5. REVIEW PROCEDURES

a. General

- i. The review committee shall obtain information about the effectiveness of the incumbent and the desirability of reappointment or continuation. As a minimum, the committee shall solicit submissions from the staff of the Department or Faculty in this regard.
- ii. All submissions shall be in writing and signed; the review committee shall make every effort to ensure confidentiality.
- iii. The relevancy of all materials submitted shall be determined by the review committee.
- iv. After the relevancy of all material submitted has been determined by the review committee, the chair of the review committee shall then provide in writing to the incumbent a summary of that material. Comments contained in this summary shall not be attributed to any person(s).
- v. The incumbent shall be invited to submit an oral or written presentation, or both, concerning his or her performance.

vi. After sufficient discussion, the chair of the review committee polls the committee to reach a "preliminary decision" in the case. If the "preliminary decision" is that the recommendation be to offer an additional term to the incumbent (or to continue in office in the case of a review under 1.b. or 1.c.), then this constitutes the decision of the review committee in the case.

vii. The Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts the recommendation, the Dean offers the reappointment to the incumbent and, following the incumbent's acceptance, advises the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) formally advises the candidate on behalf of the University.

viii. If the Dean of the Faculty doesn't accept the committee's recommendation, the Dean will explain his or her reasons to the committee and to the incumbent. A selection committee will then be established.

b. Review Procedures Following a Negative Recommendation

Where the "preliminary decision" of the review committee is not to recommend an additional term (or not to continue in office in the case of a review under 1.b. or 1.c.) the chair of the review committee immediately adjourns the hearing and the following procedures are then followed prior to the reconvening of the committee.

i. The chair of the review committee advises the incumbent of the "preliminary decision". The chair also selects a time to meet with the incumbent to discuss the situation.

ii. The chair invites the incumbent to make submissions to the review committee. The submissions may be in writing and/or in person and may introduce material not previously before the review committee. The chair also invites the incumbent to submit a list of persons who may have information of value to the committee.

iii. After sufficient discussion, the chair polls the review committee to reach a final decision on the case and makes the recommendation to the Dean of the Faculty.

iv. The Dean of the Faculty has the authority to accept or reject the committee's recommendation. If the Dean accepts a positive recommendation, the Dean offers the re-appointment to the incumbent and, following the incumbent's acceptance, advises the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) formally advises the candidate on behalf of the University.

v. If the Dean doesn't accept the committee's positive recommendation, the Dean will explain his or her reasons to the committee and to the incumbent. A selection committee will then be established.

c. Report to the Board

The Provost and Vice-President (Academic) will provide the Board with an annual report of Chair re-appointments.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Faculty Members	A faculty member means a full-time faculty member (from Category A1.A or A1.5) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty. Refer to General Faculties Council Policy Manual § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Categories A1.A and A1.5.

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

[GFC Policy Manual, § 5 - Academic Staff, Academic Staff Agreements, and Support Staff \(University of Alberta\)](#)

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the Faculty Deans Selection Procedure and the Faculty Deans Review Procedure (in UAPPOL)**

Motion: THAT the GFC Executive Committee recommend to the Board Human Resources and Compensation Committee, under delegated authority from General Faculties Council, proposed changes to the UAPPOL Faculty Deans Selection Procedure and the Faculty Deans Review Procedure, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachments 1 and 2, to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Subject	Changes to the Faculty Deans Selection Procedure and Faculty Deans Review Procedure in UAPPOL

Details

Responsibility	Provost and Vice President (Academic)
The Purpose of the Proposal is (please be specific)	Revisions have been proposed to give the President the authority to add up to two additional members to a Dean Selection Committee or a Dean Review Committee to ensure balanced representation.
The Impact of the Proposal is	To update current UAPPOL Procedures.
Replaces/Revises (eg, policies, resolutions)	UAPPOL Faculty Deans Selection Procedure and UAPPOL Faculty Deans Review Procedure.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> : Talented People, Transformative Organization and Support
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, “over academic affairs” (Section 26(1)).</p> <p>The <i>Act</i> provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council” (Section 22(2)). In addition, GFC may recommend to the Board of Governors on “procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the</p>

FINAL Item No. 7

	<p>President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the Act). The Board has delegated certain of these powers.</p> <p>3. Faculty Deans Selection Procedure/Faculty Deans Review Procedure in UAPPOL: Overview: “With respect to the procedures for the selection [review] of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial nature or substantive nature.”</p> <p><u>Note:</u> The Provost and Vice-President (Academic) has determined these proposed amendments to be of a <u>substantive</u> nature.</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Human Resource Services; Office of the Provost and Vice-President (Academic); Office of the President; Board Human Resources and Compensation Committee
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (June 16, 2014) – for recommendation to the Board Human Resources and Compensation Committee; Board Human Resources and Compensation Committee (E-mail vote immediately following the June 16, 2014 meeting of the GFC Executive Committee) – for final approval
Final Approver	Board Human Resources and Compensation Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 4) - Faculty Deans Selection Procedure (Proposed Changes)
2. Attachment 2 (pages 1 – 4) - Faculty Deans Review Procedure (Proposed Changes)

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), kathleen.brough@ualberta.ca

Approval Date: May 3, 2011

Last Revision Date: December 13, 2013

Parent Policy: [Recruitment Policy](#)

Faculty Deans Selection Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Deans.

Purpose

To detail the standard procedures for the selection of Faculty Deans.

PROCEDURE

1. GENERAL

By virtue of the Post-Secondary Learning Act (section 22(2), 83 and 84(1)), the appointment of a Dean is made by the Board of Governors in accordance with procedures approved by General Faculties Council.

These procedures declare that such appointments shall be made by the Board on the recommendation of the President. The President's recommendation is based on the recommendation of the selection committee. The Provost is required to present the Committee's selection to the President. The President has the authority to accept or reject the committee's recommendation. If the President accepts, he or she recommends the appointment to the Board of Governors through the Board Human Resources and Compensation Committee (BHRCC). If the President does not accept the committee's recommendation, he/she will meet with the committee to explain this decision.

The process of selection or review at the end of a term is initiated by the Provost and Vice-President (Academic) for Deans at least nine (9) months prior to the end of the incumbent's term.

2. THE SELECTION COMMITTEE

a. Composition of Selection Committees

All selections shall be carried out by a duly constituted Selection Committee. The composition of Dean Selection Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost. The composition of Dean Selection Committees must be approved by their respective Faculty Councils. The following are requirements common to selection committees across all Faculties.

Common elements to the Dean Selection Committees include the following:

- i. Provost and Vice-President (Academic), or designee, chairs the Committee.
- ii. Vice-President (Research), or designee, vice-chair.
- iii. Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee
- iv. **Faculty members**
- v. **Students**
- vi. **Staff**
- vii. Representation from General Faculties Council.
- viii. Once the Committee has been established and all members elected or designated, the Provost will consult with the President on the composition of the selection committee. The President may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name up to two additional members to the selection committee to ensure broad representation.
- ix. In no instance shall the membership of a selection committee include (1) a candidate for the office or (2) the outgoing Dean (3) any **person** with an apparent conflict of interest as determined by the Provost and Vice-President (Academic).
- x. Other than Chairs in departmentalized Faculties and Directors in Student Services who report to the Dean of Students, the following individuals shall be ineligible for membership on Selection Committee: Vice-Deans, Associate and Assistant Deans and administrative staff who report directly to the Dean of the Faculty.

Notwithstanding the provisions above, the incumbent shall not be eligible to vote in the election of representatives to serve on the selection committee.

3. QUORUM

At any meeting of a selection committee for Dean where a final decision is made, at least one (1) of the two (2) Vice-Presidential members must be present, Provost and Vice-President (Academic) or Vice-President (Research), and no more than two (2) of the other members shall be absent.

4. SELECTION PROCEDURES

a. General Case

The Provost shall establish guidelines for selection committees. A selection committee is charged with the task of obtaining the best person available for the position. In order to do so, it may have to play an active, rather than a passive, role in the process.

- i. The selection committee shall invite suggestions concerning possible candidates from the members of the academic unit concerned.
- ii. In addition to accepting applications from qualified candidates a selection committee may, if it sees fit, solicit applications.
- iii. All vacancies must be advertised within the University in accordance with the University's Advertising of Faculty vacancies Procedure. If a vacancy may be filled by an appointee from outside the University, then the vacancy must be advertised widely outside the University.
- iv. In the case of the appointment of a Dean from outside the University, the selection committee established for the administrative positions of Dean shall serve as both the selection committee in relation to the administrative appointment and the advisory selection committee in relation to the academic staff appointment.
- v. Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc. of the Dean position in question, it is urged to obtain such information from the incumbent and/or other source in the Faculty.
- vi. If the incumbent is a candidate, past performance must be considered by the selection committee.
- vii. When the selection committee has reached a decision on the candidate, the Provost is required to present the committee's selection to the University President.

b. Special Cases for Selection Procedures

i. Engineering Deans

The selection committee shall recommend (1) candidate as the proposed Dean.

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The full-time academic staff of the Faculty shall, by a simple majority vote, indicate acceptance or rejection of the committee's recommendation. The ballot paper shall read:

- I accept the selection committee's recommendation for Dean
- I reject the selection committee's recommendation for Dean

In the event of rejection, the committee shall recommend another candidate.

The vote, by secret ballot, shall be conducted by the selection committee in accordance with the procedures laid down by the Faculty of Engineering.

The Provost and Vice-President (Academic), as Chair of the selection committee, shall make the vote known to the successful candidate, including abstentions

5. DEAN APPOINTMENT PROCEDURE

If the conditions of employment and criteria for future evaluation of the person selected differ from statutory duties or standard expectations, these must be specified fully at the time of appointment. Acceptance of an appointment is taken as indicating full acceptance of the procedures and criteria to be used at the end of the term. The letter of appointment is binding on both the Board and the person being appointed.

The term of office shall not exceed five (5) years. The letter of appointment must specify whether reappointment is to be by Selection or Review.

A new Dean will be appointed for an initial term through a Selection procedure. Should the incumbent seek renewal for a second term, review procedures will be employed. A Dean will normally serve no more than two terms. Any exception to the two-term limit will be based on a recommendation from the Provost to the President, who will make the final decision. In instances where the President decides that a third term may be sought, review procedures will be employed. Under no circumstances will a Dean serve more than three terms.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲ Top	
Faculty Member	"Faculty Member" means a full-time faculty member (from Category A1.1 or A1.6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.
Student	"Student" means any student enrolled at the University of Alberta, either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification.
Staff	Support Staff who are represented by and pay dues to the Non-Academic Staff Association (NASA) and who are employed by the University of Alberta.
Category A1.1 or A1.6	See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
Person	"Person" means any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University.

FORMS

There are no forms for this procedure. [▲Top](#)

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[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#) (UAPPOL)

[Faculty Deans Review Procedure](#) (UAPPOL)

[Faculty Deans Selection Procedure Appendix A Dean Selection Committees for Individual Faculties](#) (UAPPOL)

Approval Date: April 26, 2012

Last Revision Date: December 13, 2013

Parent Policy: [Recruitment Policy](#)

Faculty Deans Review Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

With respect to the procedures for the review of a **Faculty Dean (“Dean”)**, the Board, and GFC delegate their approval authority to the General Faculties Council Executive Committee for all matters of a routine or editorial nature. For matters of a substantive nature, the GFC Executive Committee will recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace the renewal and termination of appointments of senior administrators including Deans. GFC has thus enacted procedures related to these matters, as set out below.

Purpose

To detail the standard procedures for the review of Deans in anticipation of an end of a term or during the term.

PROCEDURE

1. REVIEW OF A DEAN

Review of a Dean may come about either in anticipation of an end of term or during the term as follows:

- a. In anticipation of an end of term (if the possibility of a second term is provided for in the terms of appointment).
 - i. Such a review should serve two purposes. The first is the traditional one of determining if an appointment is to be renewed. The second is to provide an opportunity for a Dean to obtain an objective and helpful assessment which may not be available by other means.
- b. During the term by petition as follows:
 - i. Petitions for a review of the performance of a Dean will be submitted to the Provost and Vice-President (Academic) (the “Provost”).
 - ii. Where the petition is signed by a majority of faculty members in the Faculty, the Provost must establish the appropriate review committee.
 - iii. Signatories to petitions for review committees for Deans may not include members on leave.
 - iv. Where the petition is not signed by a majority of faculty members in the Faculty, the Provost, in consultation with the President, will decide whether or not a review committee will be established via the petition, nonetheless.
- c. During the term at the joint initiative of the President and the Provost in which case the review will be completed either by a review committee or through an alternative process to be determined by the President and the Provost.

2. THE REVIEW COMMITTEE
a. Composition of review committees

The composition of the review committees varies by Faculty. Changes to the composition of individual Faculties' review committees may be initiated by the Faculty or by the Provost. The compositions of the review committees must be approved by their respective Faculty Councils (or equivalent).

The members of the review committee will include:

- i. Provost, or designee, review committee chair;
 - ii. Vice-President (Research), or designee, review committee vice-chair;
 - iii. Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designee;
 - iv. **Faculty members;**
 - v. **Students;**
 - vi. **Staff;** and
 - vii. Representation from General Faculties Council.
- b. Once the review committee has been established and all members elected or designated, the Provost **will consult with the President on the composition of the selection committee. The President may**, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name **up to two additional members to the selection committee**, to ensure broad representation.
- c. In no instance will the membership of a review committee include any person with an apparent conflict of interest as determined by the Provost.
- d. Other than Chairs in departmentalized Faculties and Directors in Student Services who report to the Dean of Students, the following individuals will be ineligible for membership on review committees: Vice-Deans, Associate and Assistant Deans and administrative staff who report directly to the Dean under review.

Kathleen Brough 14-4-2 2:38 PM

Deleted: , normally, one additional member to the review committee

Kathleen Brough 14-4-2 2:38 PM

Deleted: The Provost will consult with the Chair or Vice-Chair of the GFC Nominating Committee.

Notwithstanding the provisions above, the Dean will not be eligible to vote in the election of departmental representatives to serve on the review committee.

3. PROCEDURES FOR REVIEWS BY A REVIEW COMMITTEE
Quorum

At any meeting of a review committee where a "final recommendation" is made, at least one (1) of the two (2) Vice-Presidential members must be present, that is, either the review committee chair or review committee vice-chair, and no more than two (2) of the other members will be absent.

General

- a. The specifics of appraising performance of a Dean to determine whether to renew the appointment fall within the jurisdiction of the review committee. The review should be based largely on an evaluation of the Dean's administrative performance. However, it should also be based upon the belief that teaching and research work are continuing commitments of all academics, whether or not they occupy administrative positions. While it is expected that a Dean remain active in at least one of these areas, the extent of such participation will be greatly influenced by the administrative needs of the specific Faculty.
- b. The review committee will obtain information about the effectiveness of the Dean and the desirability of the renewal or continuation of the appointment. As a minimum, the committee will solicit submissions from the staff of the Faculty in this regard.
- c. All submissions will be in writing and signed; the review committee will make every effort to ensure confidentiality.
- d. The relevancy of all materials submitted will be determined by the review committee.

Feedback to the Dean

After the relevancy of all material submitted has been determined by the review committee, the review committee chair will then provide in writing to the Dean a summary of that material. Comments contained in this summary will not be attributed to any person(s).

Submission by the Dean

The Dean will be invited to submit an oral or written presentation, or both, concerning his or her performance.

Negative "Preliminary Recommendation"

Where the "preliminary recommendation" of the review committee is not to recommend the renewal of the appointment of the Dean (or not to continue in the appointment in the case of a review initiated mid-term) the review committee chair immediately adjourns the meeting and, before reconvening the review committee, the review committee chair:

- a. Advises the Dean of the "preliminary recommendation" and also selects a time to meet with the Dean to discuss the situation.
- b. Invites the Dean to make additional submissions to the review committee. The submissions may be in writing and/or in person and may introduce material not previously before the review committee.
- c. Invites the Dean to submit a list of individuals who may have information of value to the review committee. The review committee will have the discretion to determine which individuals will be invited to provide information.
- d. After sufficient discussion, polls the review committee to reach a "final recommendation" on the case.

4. DECISION MAKING

- a. The review committee chair will present the review committee's final recommendation to the President, in writing, with a copy to the Dean.
- b. The President will accept or reject the review committee's recommendation.
- c. If the President does not accept the review committee's recommendation, he/she will meet with the review committee to explain his/her views. Following that meeting, the President will meet with the Dean to discuss the situation.
- d. For a review about the reappointment of the Dean under section 1 (a), after considering the review committee's recommendation, the President will either:
 - i. decide not to reappoint the Dean, which decision is final and binding, and then inform the Board of that decision; or
 - ii. recommend to the Board that the Dean be reappointed, following which the Board will decide whether to reappoint the Dean.
- e. For a review or alternative process under section 1 (b) or (c), after considering the recommendation of the review committee or the results of the alternative process, the President will either:
 - i. decide that the Dean complete the term of appointment, which decision is final and binding, and then inform the Board of that decision; or
 - ii. recommend to the Board that the Dean's appointment be terminated, following which the Board will decide whether to terminate the appointment of the Dean before the end of the term.
- f. Following a decision not to renew the appointment of the Dean, or to terminate the appointment of the Dean, the President will instruct the Provost to initiate the Selection of Faculty Deans Procedure and may invite the Provost to appoint an Interim Dean to fill any vacancy in the office of the Dean.

5. EXEMPTIONS TO THESE PROCEDURES

Notwithstanding the provisions in these procedures, the President in his/her discretion may recommend the suspension or termination of the appointment of a Dean without establishing a review committee where any action, omission or behaviour of the Dean, alleged or in fact, becomes or reasonably could become materially injurious to the University and its reputation. Termination of the appointment as Dean does not alter the academic appointment of the Dean under the relevant University academic staff agreement. The recommendation of suspension or termination of the appointment of a Dean under such conditions will be made by the President to the Board, following which the Board will decide whether to suspend or terminate the appointment of a Dean.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Faculty Dean ("Dean")	Shall include the Dean of the following Faculties: Agricultural, Life and Environmental Sciences; Augustana; Arts; Business; Education; Engineering; Extension; Graduate Studies and Research; Law; Medicine and Dentistry; Native Studies; Nursing;
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	Pharmacy and Pharmaceutical Sciences; Physical Education and Recreation; Rehabilitation Medicine; Public Health; Saint-Jean; Science; and the Dean of Students; and the Chief Librarian
Faculty member	"Faculty Member" means a full-time faculty member (from Category A1.1 or A1. 6) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.
Student	Means any student enrolled at the University of Alberta, either full-time or part-time. The term "student" may be preceded by "undergraduate" or "graduate" or "full-time" for clarification.
Staff	Support Staff who are represented by and pay dues to the Non-Academic Staff Association (NASA) and who are employed by the University of Alberta.

FORMS

There are no forms for this Procedure. [\[▲ Top\]](#)

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[Summary of Process \(University of Alberta\)](#)

[Faculty Deans Selection Procedure \(UAPPOL\)](#)

[Faculty Deans Selection Procedure Appendix A Dean Selection Committees for Individual Faculties \(UAPPOL\)](#)

OUTLINE OF ISSUE

Agenda Title: **Proposed Revisions to the Terms of Reference for the GFC Committee on the Learning Environment (CLE)**

Motion: THAT the GFC Executive Committee recommend to General Faculties Council proposed revisions to the GFC Committee on the Learning Environment's (CLE's) Terms of Reference, as set forth in Attachment 1, as amended, to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Bill Connor, Vice-Provost (Academic) and Chair, GFC Committee on the Learning Environment (CLE); Gerald Beasley, Vice-Provost and Chief Librarian (and Member, GFC CLE)
Presenters	Bill Connor, Vice-Provost (Academic) and Chair, GFC Committee on the Learning Environment (CLE); Gerald Beasley, Vice-Provost and Chief Librarian (and Member, GFC CLE)
Subject	Proposed Revisions to the Terms of Reference of the GFC Committee on the Learning Environment (CLE)

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	To revise the Terms of Reference for GFC CLE to clearly and formally acknowledge the important role Learning Services units play within the academy and in the fulfillment of the University's Academic Plan; to modify the Committee's composition to provide for more realistic replenishment of this body and to reflect the University's current staff categories; and to accommodate a series of minor/editorial changes to ensure the currency of these Terms.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Revises the Terms of Reference of GFC CLE.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> - Values: '[E]xcellence in teaching that promotes learning, outstanding research and creative activity that fuel discovery and advance knowledge, and enlightened service that builds citizenship; [...] integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth; Transformative Organization and Support: "Promote administrative effectiveness and good governance by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising organizational structures."
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. Post-Secondary Learning Act (PSLA): The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)).

<p>(please quote legislation and include identifying section numbers)</p>	<p>2. General Faculties Council Terms of Reference (Section 3./Mandate of the Committee):</p> <p>“Powers Retained by General Faculties Council All powers and responsibilities under Section 26 of the <i>PSLA</i> not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)</p> <p>The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following: [...]</p> <ul style="list-style-type: none"> • alterations to the mandate, terms of reference, composition, or structure of a Standing Committee[.] [...]” <p>3. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee): “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)</p> <p>[...]</p> <p>5. Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.</p> <p>[...]”</p> <p>(<u>Note</u>: The current Terms of Reference for the GFC Committee on the Learning Environment (CLE) are set out in the left-hand column of Attachment 1.)</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>University Governance – February and March, 2014; Vice-Provost (Academic Programs and Instruction) and Chair, GFC Committee on the Learning Environment – February and March, 2014; Vice-Provost and Chief Librarian – February and March, 2014; Vice-President (Academic), Graduate Students’ Association – March, 2014; GFC Committee on the Learning Environment (for discussion) – April 2,</p>
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FINAL Item No. 8

	2014
Approval Route (Governance) (including meeting dates)	GFC Committee on the Learning Environment (for recommendation) – May 7, 2014; GFC Executive Committee (for recommendation to GFC) – June 16, 2014; General Faculties Council (for final approval) – Fall, 2014 (date to be determined)
Final Approver	See 'Approval Route'

Attachments:

1. Attachment 1 (pages 1 – 4) - Comparative Table of Proposed Revised GFC Committee on the Learning Environment (CLE) Terms of Reference

Prepared by: Garry Bodnar, Secretary to General Faculties Council (GFC) (and Coordinator, GFC Committee on the Learning Environment (CLE)), garry.bodnar@ualberta.ca

GFC Committee on the Learning Environment (CLE) Terms of Reference

1. Authority

The *Post-Secondary Learning Act (PSLA)*, Section 26(1), gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs.” GFC has thus established a Committee on the Learning Environment (CLE), as set out below.

The complete wording of the section(s) of the *PSLA*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Note: All members of the Committee on the Learning Environment will be voting members (EXEC 04 DEC 2006)

Ex Officio

Chair – Provost and Vice-President (Academic) (~~or Delegate~~)
 Vice-President (Research) (~~or Delegate~~)
 Vice-President (Academic), Students' Union
~~President, GSA (or Delegate)~~
 Vice-Provost & Chief Librarian
 Vice-Provost and Associate Vice-President of Information Technology
 (~~or designate~~) (EXEC 04 DEC 2006)
 Director, Centre for Teaching and Learning
 Vice-Provost and University Registrar

Elected by General Faculties Council

Four staff representatives (Category A1.0)*, elected by GFC, at least one of whom must sit on GFC

[Changes as noted.]

Chair – Provost and Vice-President (Academic)
 Vice-President (Research)

Vice-President (Academic), GSA
 Vice-Provost and Chief Librarian
 Vice-Provost and Associate Vice-President (Information Technology)

One support staff representative (Category B1.0)*, elected by GFC

One undergraduate student at-large
One graduate student at-large

Appointed Members

One Chair, selected by Chairs' Council (EXEC 04 DEC 2006)
One Dean, selected by Deans' Council (EXEC 08 SEP 2008)
Two Associate Deans or Associate Chairs, Teaching and Learning (or equivalent) appointed by the ~~Co~~-Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee (EXEC 06 JUN 2011)

~~One staff representative (Category A1.0)*, cross-representative from the GFC Academic Planning Committee (APC) appointed by the Chair of GFC APC~~

~~One staff representative (Category A1.0*), cross-representative from the GFC Academic Standards Committee (ASC) appointed by the Chair of GFC ASC (EXEC 04 DEC 2006)~~

~~One staff representative (Category A1.0*), cross-representative from the GFC Facilities Development Committee (FDC) appointed by the Chair of GFC FDC (EXEC 04 DEC 2006)~~

One staff representative (Category A1.0*) who holds a major teaching award (internal or external award, i.e. Rutherford, Vargo Chair, 3M, etc-) appointed by the ~~Co~~-Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee (EXEC 04 DEC 2006) (EXEC 06 JUN 2011)

3. Mandate of the Committee

[Remove B1.0 and replace with S1.0 and S2.0]

One support staff representative (Category S1.0 or S2.0), elected by GFC

[...] appointed by the Chair of GFC CLE in consultation with [...].

[Remove. Deemed unnecessary, given the transparency of GFC standing committee materials.]

[Remove. Deemed unnecessary, given the transparency of GFC standing committee materials.]

[Remove. Deemed unnecessary, given the transparency of GFC standing committee materials.]

[...] external award, eg, Rutherford, Vargo Chair, 3M, etc) appointed by the Chair of GFC CLE in consultation with [...].

[Add the citation behind the asterisk:] * See "UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues and (Appendix B) Definitions and Categories of Support Staff" for definitions of these categories of staff members.

[Changes as noted.]

The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta. (EXEC 04 DEC 2006)

The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:

- a) To review and monitor the implementation of the University Academic Plan with regard to teaching and learning.
- b) To review and, as necessary, recommend to the GFC Academic Planning Committee ~~and GFC Executive Committee as relates to the development and implementation of~~ policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.
- e) To develop policies that promote ongoing assessment of teaching ~~and~~ learning through all Faculties and units.
- d) To nurture the development of innovative and creative teaching practices.
- e) To encourage the sharing and discussion of evidence about effective teaching ~~and~~ learning.
- f) To promote critical reflection on the impact of broad societal changes in teaching ~~and~~ learning.
- g) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.
- h) To consider any matter deemed by the GFC Committee on the

- a) To review and monitor the implementation of the University's Academic Plan with regard to optimal teaching and an optimal learning environment.
- b) To review and, as necessary, recommend to the GFC Academic Planning Committee or the GFC Executive Committee policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University's Academic Plan.

[New subsection (c).]

c) To review and, as necessary, recommend to the GFC Academic Planning Committee or the GFC Executive Committee policies developed by the Learning Services units to promote the University's Academic Plan.

- d) To develop policies that promote ongoing assessment of teaching, learning, and learning services through all Faculties and units.
- e) To nurture the development of innovative and creative learning services and teaching practices.
- f) To encourage the sharing and discussion of evidence about effective teaching, learning, and learning services.
- g) To promote critical reflection on the impact of broad societal changes in teaching, learning, and the learning environment.
- h) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.
- i) To consider any matter deemed by the GFC Committee on the

Learning Environment to be within the purview of its general responsibility.

~~Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:~~

~~To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning. (EXEC 04 DEC 2006)~~

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

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Learning Environment to be within the purview of its general responsibility.

[Removed. It is a given that GFC provides this authority to GFC CLE, as GFC approves the Terms of Reference for this and other GFC Standing Committees.]

[Removed. This is redundant. See Section 3 (Mandate of the Committee) for comparable language.]

[No further changes.]



OUTLINE OF ISSUE

Agenda Title: **Re-appointment of Professor Steven Penney as Chair of the GFC Campus Law Review Committee (CLRC)**

Motion: THAT the GFC Executive Committee re-appoint, under delegated authority from General Faculties Council, Professor Steven Penney to the position of Chair of the GFC Campus Law Review Committee (CLRC) for a term beginning July 1, 2014 and ending June 30, 2016.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Garry Bodnar, Secretary to General Faculties Council (GFC)
Presenter	Garry Bodnar, Secretary to General Faculties Council (GFC)
Subject	Re-appointment of the Chair of the GFC Campus Law Review Committee (CLRC)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To re-appoint the Chair of GFC CLRC.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	July 1, 2014.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	Professor Steven Penney (Faculty of Law) served as a GFC-elected faculty member on this committee for two academic years (ie, 2009-2011) and as Chair of GFC CLRC since 2011. Professor Penney has agreed to continue to serve as Chair (if re-appointed) for the period July 1, 2014 to June 30, 2016; his re-appointment would continue to provide strong continuity for the Committee given his past service on this legislative body.

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> – Transformative Organization and Support: “7. Promote administrative effectiveness and good governance by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising organizational structures.”
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA): GFC has responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)) and “student affairs” (Section 31). 2. GFC Campus Law Review Committee (CLRC) Terms of Reference: “The GFC Executive Committee will appoint a faculty member to chair the CLRC, and the faculty member will be appointed for more than two years in order to provide continuity. The Chair may be appointed from among the elected faculty members of the CLRC or may be appointed at-large from categories A1.1, A1.5 or their counterparts in A1.6*.” (2. <i>Composition of the Committee</i>)



Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University Governance; Provost and Vice-President (Academic); Professor Steven Penney
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (June 16, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments (none)

Prepared by: Garry Bodnar, Secretary to General Faculties Council, c/o University Governance,
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