



SORC REPORT ADDENDUM

Report to Senate, April 28, 2011

At the March 24th meeting of Senate, the Chair of SORC invited Senators to convey any lingering questions or concerns to the committee prior to the April 28th Senate meeting, at which time the Motion on the Functions of Senate is to be considered.

When SORC met on April 12, it responded to concerns and questions raised by the University Registrar, who was invited to attend the meeting. Consequently, an amendment is proposed to new Function #8, ensuring that Senate retains responsibility for various policy matters related to the work of the Registrar's Office. The amendment is added at the conclusion of new Function #8: *"including but not limited to policies related to admissions, calendars, examinations, student financial aid, and annual enrolment planning."*

SORC also considered the concerns identified in D. Mullan's response (posted on the [QUFA Faculty Blog](#))¹ to D. Kelly's legal opinion. As a result, "annual enrolment planning" was included in the amendment to new Function #8, as per above.

Regarding D. Mullan's concern about the removal of "heads of departments" (see New Function #13; old Function #12), SORC noted that this is now subsumed by the QU/QUFA Collective Agreement.

Also, it was noted by SORC that the Provost is required to report to Senate monthly regarding the budget of the University and QUPC activities. Therefore, Senators have regular opportunities to ask questions and seek further clarification on budgetary matters and planning issues.

Respectfully Submitted,

Jean Stairs,
Chair, SORC

Members:
L. Colgan
E. Culham
D. Farewell
S. Goodspeed

¹ <http://senatefacultycaucus.wordpress.com/2011/04/02/david-mullan-comments-on-march-25-2011-draft-of-functions-of-senate-2-april-2011/#more-178>



Senate Operations Review Committee Motion

Senate Meeting of April 28, 2011

Background

In the fall of 2010, SORC began its review of the composition of Senate and its committees by examining the Functions of Senate, last amended November 1982. The Committee met several times to discuss Senate Functions. At SORC's request, two informal sessions took place at Senate (Sept 23, 2010 and Jan 20, 2011) to receive input and feedback. SORC considered the [letter to QUFA from David Mullan](#)² dated January 6, 2011. University Legal Counsel prepared an opinion for SORC and Senate's consideration (Appendix G, page 61), Memo from Diane Kelly to Daniel Woolf and Jean Stairs) on the proposed revisions to the functions of Senate. The proposed "Functions of Senate," (Appendix G, page 62), reflect the counsel, feedback and comments received.

Analysis and Discussion

The following points highlight the reasons for reviewing the Functions of Senate and SORC's analysis and discussion on the Functions of Senate:

- The authority of Senate is enshrined in the Charter and it cannot be diminished;
- The Functions of Senate have not been reviewed since 1982 and some functions no longer reflect the way that Senate operates;
- Senate needs to execute its authority effectively through a defined set of activities that are appropriate to the current context;
- The University has grown in size and become more complex over time;
- Some activities are no longer carried out by Senate, for example, the publication of University calendars, #5);
- Some of the current functions as described are too general (for example, #11 - "to have responsibility for the well-being of students") and some are too narrow (for example, #13, which does not cover the scope of expanded services);
- SORC concluded that it would be valuable to identify categories of activity that will clarify the varying roles of Senate and Senators;
- Some functions required modifications to be in compliance with the Collective Agreement between QUFA and Queen's and external requirements (for example, QUQAPs);

² <http://senatefacultycaucus.files.wordpress.com/2011/01/david-mullan-analysis-of-sorc-revisions-to-functions-of-the-senate-6-jan-2011.pdf>

- The reasons for identifying a “Central Function” are self-evident;
- SORC added a function related to the academic plan and the strategic research plan to recognize the importance of integrating these activities within the University environment (New #11);
- SORC separated, for purposes of clarity, activities related to academic and non-academic discipline (Current #11) and the living and learning environment which promotes the well-being of students (New # 3 and #10);
- SORC added a new function to make explicit Senate’s authority for “university-level” policies relating to the academic mission and academic services (New #8);
- SORC also added a function related to equity and diversity, which is essential to any institutional environment (New #4);
- SORC asked University Legal Counsel about the use of the term “approve” (in relation to New #5, 6 and 7) and concurred with the opinion received that it is a more accurate description of Senate’s role in these circumstances.

Recommendation

SORC recommends that Senate approve the “Proposed Functions of Senate”. Once approved, SORC will proceed to consult committees that serve the former Functions and to develop a committee structure appropriate to serve the revised Functions.

Motion

That Senate approve the revised Functions of Senate as outlined in this report and appended.

Respectfully Submitted,

Jean Stairs, Chair SORC

Members:

L. Colgan

E. Culham

D. Farewell

S. Goodspeed

PURPOSE AND FUNCTIONS OF SENATE (PROPOSED REVISIONS) – March 15, 2011 and Amended April 12, 2011 (See bolded text)

Central Function:

1. Under the jurisdiction of the Royal Charter of 1841, Senate determines all matters of an academic character that affect the University as a whole, and is concerned with all matters that affect the general welfare of the University and its constituents. Senate shall serve as a forum for discussion and exchange of ideas among the members of the University community.

Academic Planning and Educational Environment Functions:

Senate will:

2. participate in strategic planning for the University.
3. assume a shared responsibility along with the Board of Trustees and the Administration of Queen's for a living and learning environment that promotes the well-being of students.
4. commit through policies and programs to an environment at the University that recognizes equity and diversity as being vital to, and in harmony with, its educational purposes and standards of excellence as an institution.

Legislative Functions:

Senate has the authority to:

5. approve {establish or close} any academic unit, centre or institute, subject to ratification by the Board of Trustees.
6. approve {establish or close} named and funded chairs and professorships, subject to ratification by the Board of Trustees.
7. approve {establish or close}, on the recommendation of Faculty Boards and Schools, all programs of study leading to a degree, diploma, or certificate, and to review programs cyclically.
8. approve university-level policies relating to the academic mission and academic services **including but not limited to policies related to admissions, calendars, examinations, student financial aid, and annual enrolment planning.**
9. grant all honorary degrees and to grant on the recommendation of Faculty Boards and Schools all earned degrees, diplomas, and certificates awarded by the University.
10. approve policies and procedures regarding student academic and non-academic matters. The authority to discipline students, including the power to require a student to withdraw from the University, resides with the Senate; responsibility for non-academic discipline of students may be delegated to student organizations.
11. approve the Academic Plan and the Strategic Research Plan.

Appointment/Selection Functions:

Senate will:

12. share with the Board of Trustees the responsibility for the selection of the Principal through a committee composed equally of members of the Senate and the Board.
13. establish the procedures to be followed in the appointments of Deans and academic Vice-Principals.
14. appoint, establish terms of reference, and have responsibility for committees that fulfill the functions of Senate.

Draft: Functions of Senate: Current and Proposed (April 12, 2011)

CURRENT FUNCTIONS OF SENATE	PROPOSED FUNCTIONS OF SENATE
	Central Function
<p>Function 1 To determine all matters of an academic character which affect the University as a whole, and to be concerned with all matters which affect the welfare of the University.</p>	<p>1. Under the jurisdiction of the Royal Charter of 1841 Senate determines all matters of an academic character that affect the University as a whole, and is concerned with all matters that affect the general welfare of the University and its constituents. Senate shall serve as a forum for discussion and exchange of ideas among the members of the University community.</p>
	Academic Planning and Educational Environment Functions: Senate will:
<p>Function 2 To participate in planning the development of the University.</p>	<p>2. participate in the strategic planning of the University</p>
<p>Former Function 11</p>	<p>3. assume a shared responsibly along with the Board of Trustees and the Administration of Queen’s for a living and learning environment that promotes the well-being of students.</p>
<p>Proposed November 2010</p>	<p>4. commit through polices and programs to an environment at the University that recognizes equity and diversity as being vital to, and in harmony with, its educational purposes and standards of excellence as an institution.</p>
	Legislative Functions: Senate has the authority to:
<p>Function 3 To establish, subject to the ratification of the Board of Trustees, any faculty, school, institute, department:</p>	<p>5. approve {establish or close} any academic unit, centre or institute, subject to ratification by the Board of Trustees.</p>
<p>Proposed November 2010</p>	<p>6. approve {establish or close} of named and funded chairs and professorships, subject to ratification by the Board of Trustees.</p>
<p>Function 4 To approve, on the recommendation of the respective Faculty Boards and Schools, all programs of study leading to a degree, diploma, or certificate., together with the conditions of admission thereto and the qualifications and standards required</p>	<p>7. approve {establish or close}, on the recommendation of Faculty Boards and Schools, all programs of study leading to a degree, diploma, or certificate, and to review programs cyclically.</p>

CURRENT FUNCTIONS OF SENATE	PROPOSED FUNCTIONS OF SENATE
<p>Function 5 On the recommendation of the respective Faculty Boards and Schools, to publish the University calendars.</p>	<p>Removed</p>
<p>Function 6 On the recommendation of the respective Faculty Boards and Schools, to conduct examinations, and to decide finally all matters relating thereto.</p>	<p>Removed</p>
<p>Function 7 To establish the terms of all fellowships, scholarships, medals, and prizes; and to award all fellowships, scholarships, medals and prizes which are offered in open competition throughout the University.</p>	<p>Removed</p>
<p>Proposed April 2011</p>	<p>8. approve university-level policies relating to the academic mission and academic services including but not limited to policies related to admissions, calendars, examinations, student financial aid, and annual enrolment planning.</p>
<p>Function 8 To grant all honorary degrees, and to grant on the recommendation of the respective Faculty Boards and Schools, all earned degrees, diplomas, and certificates awarded by the University.</p>	<p>9. grant all honorary degrees and to grant on the recommendation of Faculty Boards and Schools all earned degrees, diplomas, and certificates awarded by the University.</p>
<p>Function 9 To review the main elements of the approved operating budget of the University so as to advise the Principal on its consistency with the general needs and interests of the University and on any considerations for future budgeting.</p>	<p>See proposed function 8</p>
<p>Function 10 To advise the Board of Trustees through the Principal as to what buildings and other capital facilities are required to meet the needs of the University and in what order of priority.</p>	<p>See proposed function 8</p>

CURRENT FUNCTIONS OF SENATE	PROPOSED FUNCTIONS OF SENATE
<p>Function 11 To have responsibility for the well-being of students (see proposed function 3) and to have final responsibility for their discipline including the power to dismiss students for cause (reworded). The Alma Mater Society of Queen's University and the Society of Graduate and Professional Students share responsibility for, and have the right to promote, the well-being of their members. In the discharge of its disciplinary power, the Senate shall have regard to the initial responsibility of the Alma Mater Society of Queen's University and the Society of Graduate and Professional Students for the discipline of students in non-academic matters; the Senate may review the decisions of the Alma Mater Society of Queen's University and the Society of Graduate and Professional Students with respect to the discipline of students, and may take such action as it deems appropriate.</p>	<p>10. approve policies and procedures regarding student academic and non-academic matters. The authority to discipline students, including the power to require a student to withdraw from the University, resides with the Senate; responsibility for non-academic discipline of students may be delegated to student organizations.</p>
<p>Function 12 To establish the procedures to be followed in the appointment of members of the academic staff, vice principals, deans, and heads of departments, and to establish policies and procedures concerning the conditions under which, in the case of academic staff, promotions shall be given, tenure granted, appointments terminated and sabbatical or other leave granted.[†]</p>	<p>See proposed function 13</p>
<p>Function 13 To establish university policy governing the central academic services of the University such as the library system and the computer system.</p>	<p>Removed</p>

CURRENT FUNCTIONS OF SENATE	PROPOSED FUNCTIONS OF SENATE
<p>Function 9 To review the main elements of the approved operating budget of the University so as to advise the Principal on its consistency with the general needs and interests of the University and on any considerations for future budgeting.</p> <p>Function 10 To advise the Board of Trustees through the Principal as to what buildings and other capital facilities are required to meet the needs of the University and in what order of priority.</p>	<p>11. approve the Academic Plan and the Strategic Research Plan.</p>
	<p>Appointment/Selection Functions: Senate will:</p>
<p>Function 14 To share with the Board of Trustees the responsibility for the selection of the Principal through a committee composed equally of members of the Senate and the Board and instructed to recommend to the Board a virtually unanimous choice.</p>	<p>12. share with the Board of Trustees the responsibility for the selection of the Principal through a committee composed equally of members of the Senate and the Board.</p>
<p>Former Function 12</p>	<p>13. establish the procedures to be followed in the appointments of Deans and academic Vice-Principals.</p>
<p>Function 15 To appoint such committees as it may deem desirable and to specify, consistent with the functions enumerated above, the terms of reference of any such committees.</p>	<p>14. appoint, establish terms of reference, and have responsibility for committees that fulfill the functions of Senate.</p>