



University of Regina

SENATE BYLAWS

Approved by Senate on June 3rd, 2020
& Board of Governors on July 10th, 2020



Preamble

These Bylaws, as approved by the Senate and the Board of Governors and attested under the hand of the Secretary of the University and deposited in the office of the Secretary, shall be deemed to be the original roll of, and to be the revised Bylaws of the Senate of the University of Regina, 2020, and, as such, shall come into force and have effect on, from and after this 10th day of July, 2020.

The official version of the Senate Bylaws may be found at:

<https://www.uregina.ca/president/governance/senate/bylaws.html>

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I. Interpretation

1.1 Definitions

In these Bylaws, and in any other rules, regulations or enactments made by the Senate, unless the context otherwise requires, the following definitions shall apply:

- a. "Academic Unit" means a unit, other than a Faculty, at the University whose mission is primarily to teach and/or do research in a demonstrably coherent field of knowledge.
- b. "Act" means *The University of Regina Act*, as amended from time to time.
- c. "Board" or "Board of Governors" means the Board of Governors of the University established pursuant to the Act.
- d. "Business Day" means any date which is not a Saturday, Sunday or statutory holiday in Regina, Saskatchewan.
- e. "Bylaws" means these bylaws of the Senate, the bylaws of the Board.
- f. "CCE" means the Centre for Continuing Education.
- g. "Chancellor" means the Chancellor of the University established pursuant to the Act.
- h. "Convocation" means the Convocation of the University established pursuant to the Act.
- i. "Council" means the University of Regina Council established pursuant to the Act.
- j. "Dean" means the most senior leadership role of a Faculty that reports to the Provost and Vice-President (Academic).
- k. "Department" means a part of a Faculty with a focus on one or more academic disciplines.
- l. "Election Date" has the meaning ascribed thereto in clause 3.2.5.
- m. "Executive" means the Executive Committee of the Senate.
- n. "Executive of Council" means the executive of the Council established by Council as described in Part IV of Council's Rules and Regulations.
- o. "*Ex officio*" means a person who holds office because of his/her position.
- p. "Faculty" means a unit that has a focus of several closely related academic disciplines. A Faculty usually, but not always, comprises two or more Departments and/or programs and is led by a Dean. The current Faculties are Arts, Business Administration, Education, Engineering and

Applied Science, Media, Art, and Performance, Graduate Studies and Research, Kinesiology and Health Studies, Nursing, Science and Social Work.

- q. "Joint School" means a unit that combines an Academic Unit of the University with an Academic Unit from another post-secondary institution. A Joint School is led by a Director selected by both institutions and reports to the Provosts of each institution.
- r. "*In camera*" means holding a portion of the meeting restricted to Senate members.
- s. "Minister" means the member of the Executive Council of the Provincial Government to whom the administration of the Act is assigned from time to time.
- t. "President" means the President and Vice-Chancellor of the University.
- u. "Professional Society" has the meaning ascribed thereto in clause 2.3.1.
- v. "Quorum" means the number of Senate members required to be present to legally transact the business of Senate or any committee of Senate, as the case may be.
- w. "Senate" means the University of Regina Senate established pursuant to the Act.
- x. "University" means the University of Regina.
- y. "University Secretary" means the Secretary of the University as defined in the Act.
- z. "University Secretariat" means the Office of the University Secretary.

All capitalized terms used in these Bylaws and not otherwise defined shall have the respective meanings given to such terms in the Act.

1.2 Headings

The headings used throughout the Bylaws are inserted for reference purposes only and are not to be considered in construing the terms and provisions of these Bylaws or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.

1.3 Conflict with Bylaws

In the event of any conflict between the provisions of these Bylaws and the provisions of the Act, the provisions of the Act shall govern.

1.4 Invalid Provisions

The invalidity or unenforceability of any provisions of these Bylaws shall not affect the validity or enforceability of the remaining provisions of these Bylaws.

1.5 Interpretation

The Senate is the sole authority for the interpretation of these Bylaws and the decision of the Senate upon any question of interpretation, or upon any matters affecting the University and provided for by these Bylaws shall be final and binding.

II. Senate Overview and Membership of the Senate

2.1 Authority and Accountability

- 2.1.1 The Act establishes Senate as the senior academic decision-making body. It derives its powers and responsibilities from section 33 of the Act, which provides that:
- (1) The Senate shall:
 - a. Provide for the regulation and conduct of its meetings and proceedings as outlined and updated from time to time in these Bylaws.
 - b. Hear reports from Council, the Board or the President as may be provided for by the Act and these Bylaws.
 - c. Consider and take action upon all matters referred to it by the Board or Council.
 - d. Appoint scrutineers for the counting of the votes for the election of Chancellor and for the elected members of the Senate.
 - e. Appoint a committee to hear appeals by students for the decisions of Council and its Committees (the Council Committee on Student Appeals and the Council Discipline Committee).
 - f. Make rules and regulations regarding the discipline of students including the admonition, dismissal, suspension and expulsion of students and the imposition of fines and the levying of assessments for property damage.
 - g. Appoint examiners for, and make the necessary rules relating to, the conduct of examinations for Professional Societies or other bodies where the University is required or authorized by any Act to do so.
 - (2) The Senate may:
 - a. Establish any committees that it considers necessary.

- b. Provide for the granting of degrees, certificates of proficiency and honorary degrees.
 - c. Authorize on academic grounds the establishment of any Faculty or other Academic Unit, School, Department, chair, institute or program of instruction or any major changes or revisions in the curricula related to these units, and recommend on these matters to the Board.
 - d. Authorize the establishment or discontinuance of an advisory council for any Faculty or other Academic Unit, School or Department and prescribe or alter the composition, duties and powers of an advisory council.
 - e. Determine the admission requirements and standards for students.
 - f. Provide for the affiliation or federation of any educational institution with the University, the modification of the terms of any affiliation or federation or the dissolution of any affiliation or federation.
 - g. Recommend to the Board or Council any matters that Senate considers proper to promote the interests of the University or in order to fulfill its obligations under the Act.
 - h. Request the Board or Council to report to Senate on any matters over which the Senate has authority.
 - i. Appoint members to committees composed of members of the Senate and members of the Board or Council.
 - j. Make bylaws governing the election of members of the Senate.
 - k. Make bylaws governing the nomination and election of the Chancellor.
 - l. Make or alter bylaws touching any matter regarding the University and not inconsistent with the Act or any law in force in Saskatchewan.
 - m. Delegate to Council any of the powers conferred on it by the Act.
 - n. Do any other thing that it deems necessary to promote the best interests of the University or to meet the purposes of the Act.
- 2.1.2 As well, pursuant to section 56 of the Act, Senate is responsible for electing two representatives of the Senate to serve on the Board of Governors.
- 2.1.3 The Senate cannot act independently on all academic matters. Senate cannot take any action in respect of

- a. the granting of degrees, certificates of proficiency and honorary degrees;
- b. the establishment of a Faculty or other Academic Unit, School, Department, chair, institute or program;
- c. the approval of major revisions of curricula;
- d. establishment of advisory councils;
- e. determination of admission requirements and standards; or
- f. on matters regarding affiliation or federation

without having received Council's recommendations on such matters (which responsibility has been delegated by Council to Executive of Council). Further, as described above, many of its significant decisions are subject to Board approval.

- 2.1.4 Details of academic standards for students approved by Senate are found in the *University of Regina Undergraduate Calendar* and/or the *University of Regina Graduate Calendar*. The Calendars published on the University website are the official versions.

2.2 Composition of the Senate

- 2.2.1 The Senate shall be composed of the members described in Section 27 of the Act.
- 2.2.2 For further certainty, all members of the Senate, including those who hold membership by reason of their office (as delineated in clauses 27(1) (a) and (c) of the Act), are voting members of Senate.
- 2.2.3 For the purposes of clause 27(1) (a) of the Act, the following individuals have been nominated by the President and approved by the Senate as "other directors of academic and students affairs" holding membership in the Senate:
 - a. the Registrar;
 - b. the Associate Vice-Presidents (Academic), (Research) and (Student Affairs);
 - c. the University Librarian;
 - d. the Director of the Centre for Continuing Education;
 - e. the Executive Director or Director of the Regina campus of the Johnson-Shoyama Graduate School of Public Policy; and
 - f. the Director of La Cité universitaire francophone.

No fixed size shall be established for Senate membership.

2.3 Representative Members of Professional Societies

- 2.3.1 Pursuant to Section 27(2) of the Act, Senate may consider for membership professional societies, or any other group or organization in the province that in Senate's opinion contributes in a significant way to the social, economic and cultural welfare of Saskatchewan (collectively, "**Professional Societies**").
- 2.3.2 Professional Societies wishing to have a representative on Senate may apply in writing to the Secretary in accordance with these Bylaws.
- 2.3.3 Each Professional Society granted representative membership by Senate shall in any year in which a representative is to be appointed or in which a vacancy arises, appoint such a representative, whose three-year term will commence on July 1st of that year and who shall be eligible for a second term. Such appointment shall be certified by the president or secretary of the Professional Society and a notice of the appointment shall be forwarded to the Secretary of the University.
- 2.3.4 The Professional Societies that have been granted representative membership on Senate are set out in Appendix A to these Bylaws.
- 2.3.5 The Professional Societies granted representative membership on Senate shall be reviewed at regular intervals by the Membership and Elections Committee in accordance with that committee's terms of reference.

2.4 Eligibility for Professional Societies

- 2.4.1 Guidelines to Determine Membership Eligibility
 - i. Any "professional society" applying for representative membership on Senate shall demonstrate that it falls within the generally accepted definition of, or criteria for, a "professional society" - e.g. lawyers, doctors, chartered professional accountants, etc.
 - ii. Any "group or organization in the province" applying for representative membership on Senate shall demonstrate:
 - that it has, or could have, province-wide membership, and
 - that it has and continues to make a meaningful contribution to the social, economic and cultural welfare of the province.

2.4.2 Guidelines Concerning Continued Membership Eligibility and Re-application by Delinquent Professional Societies

Each representative member of Senate from a Professional Society must be a resident of Saskatchewan and is expected to regularly attend all Senate meetings. In the event of poor attendance by a representative member, the following guidelines shall apply:

- a. Following absence by a representative member of a Professional Society from three consecutive Senate meetings, the Secretary shall correspond with the Professional Society to determine its interest in continuing membership on the Senate and to reiterate the attendance expectations.
- b. Absence by a representative member of a Professional Society from five consecutive Senate meetings shall be deemed as indicating that the Professional Society has discontinued its membership and the Secretary shall advise the Professional Society that its representative membership on Senate has been withdrawn.
- c. A Professional Society that has had its membership withdrawn in accordance with these Bylaws may re-apply for representative membership. Unless significant changes have taken place in the Professional Society, or in the Senate membership structure, a letter from the Professional Society to the Secretary, requesting consideration for readmission by the Committee on Membership and Elections (for recommendation to Senate) and confirming the Professional Society's commitment to fully participate in the business of Senate, will suffice (and the Professional Society is not required to comply with clause 2.4.1).
- d. A Professional Society that has its membership reinstated will become a member on July 1st following the date on which the Senate approves its reinstatement.
- e. If a Professional Society's representative membership on Senate is withdrawn pursuant to clause 2.4.2(b) of these Bylaws a second time, such withdrawal shall normally be considered permanent.

A Professional Society granted representative membership on Senate shall be advised of these attendance guidelines at the time its application for membership is approved.

III. Elections of Members of Senate

3.1 Election of the Chancellor

3.1.1 Eligibility

Members of Senate are eligible to vote to elect the Chancellor. Members of Convocation are eligible to nominate candidates for Chancellor.

3.1.2 Call for Nominations

The call for nominations for Chancellor will be announced by the Secretary at the fall meeting of Senate in the year prior to the election year.

3.1.3 Submission of Candidates for Nominations

The names of candidates for nomination to the position of Chancellor must be submitted in writing to the Secretary no later than 4:00 p.m. on April 15th (or the next Business Day following April 15th) of the year of election. The nomination must be endorsed by seven members of Convocation. The submission must include the written consent of the person being nominated.

3.1.4 Date of the Election

The election for Chancellor shall take place at the June Senate meeting in the year in which an election is required to be held.

3.1.5 Process for Election of Chancellor

- a. The Senate shall elect the Chancellor in accordance with the Act and these Bylaws.
- b. If only one person is duly nominated for the office of Chancellor, the Secretary shall declare that person to be elected by the Senate as Chancellor at the June Senate meeting.
- c. If more than one person is duly nominated for the office of Chancellor, the Secretary will prepare a ballot and biographical information on each of the nominees for distribution with the June Senate meeting agenda.
- d. At the time for the election during the June Senate Meeting, the Vice-Chancellor will assume the role of the Chair and will call for scrutineers from the floor.
- e. Each nominee will be invited to speak to Senate for three to five minutes.

- f. Ballots will be circulated at the meeting and collected for counting outside of the meeting area with the scrutineers in attendance.
- g. The successful candidate will be announced by the Vice-Chancellor prior to adjournment of the June Senate meeting.

3.1.6 Term of Office

The term of the Chancellor will commence on July 1st of the election year and the Chancellor will hold the office for a term of three years.

A person may be elected to serve as Chancellor for a second term, but no person may serve more than two consecutive terms as Chancellor.

3.1.7 Vacancy in Office

In the event of a vacancy in the office of the Chancellor (in accordance with Section 21 of the Act) the Executive Committee of Senate shall recommend an appointee to Senate (at its next duly constituted meeting of Senate) to serve the unexpired portion of the Chancellor's term.

3.2 Election of District Representatives

3.2.1 Districts and District Representatives

- a. For the purposes of subsection 28(a) of the Act the Senate establishes the 11 districts (and their respective boundaries) as set forth in Appendix B to these Bylaws (which districts and boundaries may from time to time be amended by Senate).
- b. Only one member of Senate is to be elected from each district except for the Regina district and the Saskatoon and Area district in which additional representatives are to be elected in each such district.

3.2.2 Eligibility

- a. Only members of Convocation residing in the district whose addresses are known to the Secretary are eligible to vote for the member of Senate to represent such district.
- b. If any correspondence mailed by the Secretary to a person is returned with notification that the address of the person to whom it was sent is unknown this shall be deemed sufficient evidence for the Secretary to update the Convocation list for the next Senate election as an unknown address until such time that the member of Convocation updates his/her personal mailing address.

- c. In order to be eligible to vote in a district election an individual must be ordinarily resident in such district. A person may not vote in more than one district election.

3.2.3 Call for Nominations

The call for nominations for members of districts will be announced by the Secretary at the fall meeting of Senate in the year prior to the election year.

3.2.4 Submissions of Candidates for Nomination

- a. The names of candidates for nomination to the position of district representatives must be submitted in writing to the Secretary no later than 4:00 p.m. on April 15th (or the next Business Day following April 15th) of the year of election. The nomination must be endorsed by three members of Convocation, regardless of such member's district of residence. The submission must include the written consent of the person being nominated.
- b. To be eligible for election in a district the nominee must be a resident of that district.

3.2.5 Date of the Election

The election for district representatives shall take place between May 15th and May 31st every year in which an election is required to be held. The Secretary will set the date for the election (the "**Election Date**") and announce it at the fall Senate meeting the year prior to the election year.

3.2.6 Process for Election of District Representatives

- a. If the number of persons nominated for the election in a district is equal to the number of members to be elected by Convocation for that district, the Secretary shall declare such person(s) to be elected as the representative to Senate for such district.
- b. When an election is necessary, at least 14 Business Days prior to the Election Date the Secretary shall send by mail or e-mail to each member of Convocation who is entitled to vote at the election, and whose mailing and/or e-mail address is known to the Secretary (as set out on the Convocation list), a paper or electronic ballot and a brief biography of each person who has been nominated to serve as the district representative.
- c. To be counted in the election, a paper or electronic ballot must be received by the Secretary on or before the Election Date.

- d. The Secretary shall set the date to count the ballots, not less than three Business Days following the Election Date. Upon the completion of the scrutiny and counting of the ballots, the Secretary shall advise the candidates of the results of the election.
- e. The Secretary will announce the results of the election at the June Senate meeting and will ask for approval to destroy the ballots at the June Senate meeting.

3.2.7 District Representative Vacancy – One Year Appointment

- a. If no person is nominated as a representative for a particular district by April 15th in the election year, the Secretary will advise the Chair of the Senate Nominating Committee.
- b. The Senate Nominating Committee may recommend an appointee for the vacancy for the district representative to be approved at the next scheduled Senate meeting. The appointed district representative will serve a maximum one year term and will be eligible for nomination for the following election.

3.2.8 Terms of Office

- a. The term of each elected district representative will commence on July 1st of the election year. The district representative will be an elected member of Senate for a term of three years.
- b. A person may be elected as a district representative for a second (three year) term, but no person may serve more than two consecutive terms as a district representative.
- c. A person who has been elected or appointed as a district representative for two consecutive terms shall not be eligible for further re-election or appointment to the Senate until after the expiration of one year from the date of the end of the second term.

3.2.9 Appeals and Complaints

- a. All appeals and complaints respecting the election of district representatives shall be in writing, and shall be filed with the Secretary within 10 days after the declaration of elected members at the applicable June Senate meeting.
- b. Every appeal or complaint shall be signed by at least three members of Convocation and shall in each case set out the reasons for appeal or the grounds of complaint.
- c. Every appeal or complaint shall be heard and finally determined by the Senate Committee on Membership and Elections.

3.3 Election of Student Representatives

- 3.3.1 The election procedures for elected student representatives to Senate shall be determined by the applicable students' society(ies) which will advise the Secretary by April 30th in each year of the names of the six students elected to serve a one year term on Senate. The one year term for each elected student representative shall be effective May 1st.
- 3.3.2 Students are eligible to serve a second (one year) term if they are duly re-elected and meet the criteria of a Student as defined in Section 27(1) (d) of the Act.
- 3.3.3 Where an elected student representative ceases, at any time, to be qualified to serve as a member of Senate (as required by the Act), the Secretary shall declare the position vacant, and advise the applicable students' union president.
- 3.3.4 It is recommended by Senate that a minimum of one of the six students elected as representatives to Senate be a graduate student of the University.

3.4 Election of Representatives of Senate to the Board of Governors

- 3.4.1 Section 56 (2) (d) of the Act provides that two people elected by the Senate shall serve on the Board of Governors for a term of three years and are eligible to serve a second term, if elected. As representatives elected by Senate to the Board of Governors, such individuals must be members of Senate at the time of their first nomination and election to the Board. In cases in which their Senate membership expires in advance of expiration of their term of office on the Board, such individuals will continue to serve as representative elected by Senate to the Board until their term of office on the Board expires, and will be eligible to be re-elected by Senate to continue to serve on the Board, as representative elected by Senate to the Board of Governors, for a second term despite the fact that at the time of such re-election they are not members of Senate. In such instances, these representatives elected by Senate to the Board of Governors will officially be invited to attend all meetings of Senate as "guests".
- 3.4.2 The process for electing a representative of Senate to the Board of Governors shall be as follows:
 - a. The Secretary calls for nominations.
 - b. Nominations are received by the Secretary in advance of the June meeting of the Senate (to be endorsed by two members of Senate and accompanied by a brief biography of one page or less).
 - c. Nominations close two weeks prior to the June Senate meeting

- d. The Secretary will prepare a ballot and biographical information on the nominees for distribution at the June Senate meeting.
- e. At the June Senate meeting, the Chair (Chancellor) will call for scrutineers from the floor.
- f. Each nominee will be invited to speak for two minutes.
- g. Ballots are circulated and then collected for counting outside of the meeting area with the scrutineers in attendance.
- h. The successful candidate(s) will be announced prior to adjournment of the meeting.

3.5 Equality of Votes

In the case of equality of votes for the Chancellor, or the Senate representatives to the Board of Governors, the presiding Chair of the applicable Senate meeting, in the presence of the Secretary and scrutineers, shall have the deciding vote for the person to be declared elected.

IV. Meetings of the Senate

4.1 Rules of Order

Conduct of the meetings of Senate shall be guided by the rules of order as detailed in the current edition of *Robert's Rules of Order*.

4.2 Frequency of Meetings

The Senate shall meet at least two times a year. Senate regularly meets three times a year. Dates of the meetings will be set in advance by the Chancellor, in consultation with the President and Vice-Chancellor and Secretary. At least one meeting per year will be at the time of the Spring or Fall convocation ceremony.

All Senators are expected to attend scheduled Senate meetings, and meetings of Senate committees and Faculty councils for which they have been appointed. Persistent failure to attend may result in a request to resign membership on Senate and/or resulting committees or councils. Specific attendance expectations for representative members of Senate from a Professional Society are found in 2.4.2. of these Senate Bylaws.

4.3 Special Meetings

The Chancellor:

(i) may, when deemed necessary, and

(ii) shall, whenever so requested in writing by at least ten members of Senate,

call a special meeting of the Senate. The request in (ii) shall state the object(s) for which the members wish the meeting called. Where a special meeting is called notice in writing stating the object of such special meeting shall be sent by the Secretary to each member of Senate at least ten days before the date of the scheduled meeting.

4.4 Quorum

25% of the membership shall constitute a quorum for the transaction of business at any regular or special meeting of the Senate.

4.5 Agenda and Minutes

4.5.1 Four weeks before the date of a regular meeting of Senate, the Secretary shall send an invitation for agenda items to all members of Senate and ask that this information be provided in writing during the following fourteen days.

4.5.2 At least one week before the date of a regular meeting of Senate the Secretary shall send to each Senate member (i) the notice of meeting, (ii) the agenda, (iii) the motions to be considered at the meeting, and (iv) such other material as the Secretary deems necessary.

4.5.3 A copy of the minutes of every regular or special meeting of Senate shall be included with the agenda for the following meeting of Senate.

4.6 Chair of Senate Meetings

The Chancellor shall be Chair of all meetings of Senate (other than as provided for in these Bylaws). In the absence of the Chancellor, the President and Vice-Chancellor shall be Chair and, in the absence of both, Senate shall select from its members a person to act as Chair.

4.7 E-Mail Vote

The Chair of either Senate or any of the respective Committees shall determine the necessity for an e-mail vote if necessary in between meetings of the Senate. The e-mail address that will be used is the one provided by the member and updated regularly at each meeting. The regulations for e-mail votes of Senate are as follows:

- a. Decision by e-mail votes shall require an eighty percent (80%) return of responses and a two thirds (66.6%) majority of those voting.
- b. Five days from date of e-mailing shall be allowed to complete the poll, from date of notification by e-mail.
- c. Decisions taken by Senate by e-mail are deemed approved and will be announced by e-mail and documented by the Secretary in the official record of Senate.
- d. Committee decisions by e-mail will be recommended to Senate for approval at its next meeting.

4.8 Media Privileges

Meetings of Senate are open to the public and all media, with the provisions that:

- a. Senate reserves the right to conduct all or part of its proceedings *in camera* when confidential matters are being considered.
- b. The Chair has the right to exclude any member of the public or the media who is being disruptive to the business of Senate.

4.9 Retention of Official Records

The official copy of the Senate meeting materials and minutes of all Senate meetings shall be retained in the Secretary's Office. A copy of such documents shall be provided to the University Archives. Minutes (other than for in camera matters) are posted on the University website (<http://www.uregina.ca/president/governance/senate/minutes.html>) when approved.

4.10 Report on the Status of Faculties and Other Academic Units

Reports from Faculties and other Academic Units may be presented at each regular Senate meeting.

Such reports to the Senate may include:

- a. Providing an update or status report on new or significantly modified programs that were approved by Senate; or
- b. Focusing on the developments and changes since a Faculty or other Academic Unit last reported to the Senate, and on the strengths, future plans and aspirations for the particular Faculty or Other Academic Unit.

4.11 Orientation for New Members

An orientation session for new members of Senate will be arranged each year prior to the fall meeting of Senate.

4.12 Travel and Subsistence Allowance

The Board has approved the application of the University's travel and subsistence allowance policy to Senate members as follows:

- a. all non-Regina resident members of Senate shall be permitted to claim the University-approved personal rates for the direct return travel from their regular place of residence to the Senate or Committee meeting location;
- b. when necessary, a subsistence allowance will be provided when supported by receipts or at the University-approved rates, whichever is lesser; and.
- c. when officially representing the University outside of Regina, the Chancellor will be reimbursed for travel and subsistence costs at University-approved rates.

The University policy for Travel Expenses can be found at:

<http://www.uregina.ca/policy/browse-policy/policy-EMP-050-005.html>

4.13 Recognition of Retiring Members of Senate

Retiring members of Senate are recognized annually at the June Senate meeting.

4.14 University Privileges for Senate Members

Members of Senate (excluding ex-officio members and student representatives) have access to the following University services (to be arranged through the University Secretariat office):

- a. Complimentary library card; and
- b. Complimentary University parking for attendance at Senate and Senate committee meetings.

V. Committees of Senate

The Senate shall appoint the standing committees outlined in Section 5.2 and such other *ad hoc* or special committees as deemed necessary for carrying out the work of the Senate.

5.1 General

- 5.1.1 The President and the Chancellor shall be *ex officio* members of all Senate committees.
- 5.1.2 Unless otherwise provided for in these Bylaws, membership on Senate committees is for a two-year renewable term.
- 5.1.3 Unless otherwise provided for in these Bylaws, Senate committees will select their chairs from the committee members.
- 5.1.4 The Secretary shall be responsible for ensuring that minutes are maintained for meetings of all Senate committees. A copy of all reports, meeting materials and minutes for all Senate committees for which the Secretary does not serve as secretary shall be provided to the Secretary in sufficient time to enable a copy thereof to be sent to each member of Senate along with the notice of meeting at which this report will be presented.
- 5.1.5 Committees created by the Senate Nominating Committee shall have the power to act until their terms of reference and membership have been ratified at the next regular meeting of Senate.
- 5.1.6 Membership on Senate standing committees will terminate with the termination of the Senate committee member's term on Senate.

- 5.1.7 Membership on special or *ad hoc* Senate committees is not contingent upon the committee member's continued membership on the Senate.
- 5.1.8 Each Senate committee shall present a report at least annually to a regular meeting of Senate.
- 5.1.9. A majority of committee members shall constitute a Quorum for such committee, unless otherwise specified in the terms of reference for the committee.
- 5.1.10 Each committee may, from time to time, make such rules and regulations as it may deem necessary for carrying out the provisions of these Bylaws applicable to such committee.

5.2 Senate Standing Committees

5.2.1 Executive Committee

Membership:

Chancellor (as Chair)
 President and Vice-Chancellor (as Vice-Chair)
 One member of Senate present by virtue of their office
 Two other members of Senate

University Secretary (Resource)

Terms of Reference:

The Executive Committee shall have the power to act on behalf of Senate whenever there is brought to the attention of the Executive Committee a matter which, in its opinion, ought to be disposed of prior to the next regular meeting of Senate.

1. Decisions taken by the Executive Committee on behalf of Senate shall be communicated to all members of Senate and presented to Senate at its next meeting for approval or modification.
2. The Executive Committee shall perform such other duties as the Senate may from time to time direct.
3. Meetings of the Executive Committee shall be at the call of the Chair.
4. In the event of a vacancy in the role of Chancellor, the Executive Committee is responsible for recommending to Senate an appointee to fill the unexpired portion of the Chancellor's term.

Four members of the Executive Committee shall constitute a quorum.

5.2.2 Nominating Committee

Membership:

Chancellor
President and Vice-Chancellor
Two members of Senate elected as District Representatives
Two other members of Senate

University Secretary (Resource)

Terms of Reference:

The Nominating Committee shall have the responsibility to:

1. Nominate members of Senate to serve on its committees or other bodies to which Senate is entitled to name representatives.
2. Make interim appointments of Senate representatives on Senate committees or other bodies.
3. Review memberships on all Senate committees and make such recommendations as deemed appropriate.
4. Make appointment recommendations to Senate for vacant district representative on Senate.

5.2.3 Committee on Membership and Elections

Membership:

Chancellor
President and Vice-Chancellor
Two members of Senate present by virtue of their office
Two other members of Senate
One student member of Senate

University Secretary (Resource)

Terms of Reference:

The Membership and Elections Committee shall have the responsibility to:

1. Consider and review applications from Professional Societies for Senate membership and make recommendations thereon to Senate.

2. From time to time, review the existing Senate membership and make recommendations for appropriate courses of action to Senate.
3. Advise the Secretary on such matters pertaining to Senate elections as the Secretary may from time to time refer to the Committee.

5.2.4 Committee on Affiliation and Federation

Membership

Chancellor
President and Vice-Chancellor
One member of Senate present by virtue of their office
One President of an affiliated college
One President of a federated college
Two other members of Senate

University Secretary (Resource)

Terms of Reference:

The Affiliation and Federation Committee shall have the responsibility to:

1. Periodically review and make recommendations concerning Senate policy in relation to federation and affiliation.
2. Receive and review recommendations from Council concerning applications for affiliation and federation.
3. Act on matters concerning applications for affiliation and federation as members of an *Ad Hoc* Joint Committee of Senate and Council on Affiliation and Federation.

5.2.5 Committee to Review The Bylaws of the Senate

Membership:

Chancellor
President and Vice-Chancellor
Five members of Senate

University Secretary (Resource)

Terms of Reference:

The Committee to review the Bylaws of Senate shall have the responsibility to:

1. As required, consider amendments to the Bylaws.
2. Review and consider amendments to the Act.

5.2.6 Senate Appeals Committee

Membership:

Chancellor or Vice-Chancellor (Chair)

2 Deans (all remaining Deans or Directors listed in Bylaws 6.2 and 6.3 may act as alternates)*

1 undergraduate member of the University of Regina Students Union (and 1 alternate)**

1 member of the Graduate Students Association (and 1 alternate)**

3 other members of Senate (and 3 alternates)

University Secretary (Resource)

* *Deans or Directors listed in Bylaws 6.2 and 6.3 may only hear cases which do not involve students from their Faculty or Academic Unit.*

** *Preferably but not necessarily student members of Senate.*

Term of membership: one year, renewable for up to 2 years, for the student members, and 2 years for other committee members. Terms of members are staggered.

Quorum: All eight members of the Senate Appeals Committee must be present to constitute quorum.

NOTE: In the event that Quorum is not met when a hearing is scheduled, the Chair may ask the Appellant and the Respondent if they agree to waive the Quorum requirement and if they are prepared to proceed before the Committee members present at that hearing. The Appellant and the Respondent must both agree, in writing, to waive the Quorum requirement and to proceed with the Committee as comprised. If they do not both agree, the hearing will be rescheduled.

Terms of Reference for the Senate Appeals Committee:

To act as an appeal review tribunal for decisions of the Council Discipline Committee and the Council Committee on Student Appeals, in accordance with section 33(1)(e) of the Act.

The Committee will uphold the decision of the Committees being appealed from unless the appellant can demonstrate that the decision was contrary to the evidence

presented or manifestly unfair to the appellant.

The Committee will report its decisions, for information only, along with any minority dissenting opinion, to the next regular meeting of Senate. The decision of the Committee is final.

Rules for Conduct of Hearings

A. Preparation

- a. Meetings are held as required.
- b. Requests for a hearing, in the form of a notice of appeal of a decision of the Council Discipline Committee or the Council Committee on Student Appeals, must be submitted in writing to the Secretary's office. The notice must specify the grounds upon which the appeal is based and what remedy or remedies the appellant believes to be appropriate. An appeal must be brought within 30 days of the date of the decision being appealed.
- c. Where an appeal is brought by the student, the Dean, Director or administrator that was the representative of the University at the hearing before the Council Discipline Committee or the Council Committee on Student Appeals will be the respondent to the appeal.
- d. Written notice of the hearing, Procedures of the Committee, as well as the transcript of the preceding Committee hearing, is provided to the appellant, the respondent, and the Chair of the Council Discipline Committee or Council Committee on Student Appeals (as the case may be) at least three weeks in advance of the scheduled date.
- e. Cases will be heard *in absentia* unless a rescheduling is requested in writing. Cases must be heard within 4 months of the date of the first notice of hearing, other than in exceptional circumstances and only pursuant to the order of the Chair.
- f. Two weeks prior to the hearing, the appellant is expected to provide to the Secretary a written submission outlining the basis for the appeal (i.e. how the decision of the preceding Committee was contrary to the evidence or manifestly unfair). This submission will be provided to the respondent.
- g. No new information will be considered: the appeal is an appeal on the record from the preceding Committee hearing.
- h. If the respondent wishes to provide a written submission, such submission must be provided to the Secretary at least 10 days in advance of the hearing.
- i. At least one week in advance of the hearing, the Secretary will distribute the appellant's notice of appeal and written submission to the members of the Senate Appeals Committee and the respondent, together with a copy of all material filed by both sides at the preceding Committee.

B. Hearing

- a. The hearing is not open to the public.
- b. The appellant and the respondent may each bring one representative. No witnesses or other members of the public are permitted.

- c. Parties are asked to state their case concisely. The Chair may set a time limit if already-known facts are being reiterated.
- d. The appellant and/or the appellant’s representative will present his or her case. The appellant has the onus of showing that the grounds raised by the notice of appeal are established and further that the existence of such grounds discloses that the decision of the preceding Committee was contrary to the evidence presented or manifestly unfair to the appellant.
- e. The respondent and/or the respondent’s representative will reply.
- f. Committee members may ask questions of either party.
- g. The appellant or his/her representative will summarize the case.

C. Judgment

- a. The deliberations of the Committee occur after the parties and their representatives have withdrawn. These deliberations are confidential.
- b. The Committee may uphold or overturn the finding of the preceding Committee, rescind the penalty, ascribe a different penalty than that assigned by the Committee preceding, or refer the case back to the preceding Committee to be reheard.
- c. The decision of the Committee and the reasons for the decision shall be rendered in writing to the parties, the Chair of the Committee being appealed from, the student’s Dean (where not one of the parties) and the University Registrar.

5.3 Joint Senate and Council Committees

5.3.1 Joint Committee on Ceremonies

Membership

- Chancellor
- President and Vice-Chancellor (as Chair)
- University Secretary
- 2 members, appointed by Senate
- 2 members, appointed by Council
- 1 member, selected by the University of Regina Alumni Association

Registrar (Resource)

Terms of Reference:

The Joint Committee on Ceremonies shall:

- 1. Have general responsibility for all ceremonial functions associated with the University;
- 2. Review the relevant sections of these Bylaws relating to the convocation ceremonies and recommend changes to Council and Senate;

3. Recommend appropriate guidelines and criteria for the awarding of honorary degrees;
4. Invite, receive and review suggestions for candidates to whom honorary degrees might be awarded;
5. Recommend for approval to Council and Senate candidates for honorary degrees;
6. Provide adequate résumés for all honorary degree candidates recommended to Council and Senate; and,
7. Approve convocation hoods when requested by a Faculty for new degrees.

5.3.1.1 Criteria for Selection of Honorary Degree Recipients

People who are to be honoured by the University with an honorary degree for their service should, in general, have contributed in their particular field of endeavor in ways which are consistent with the basic goals and objectives of the University. It is the custom that three or four persons be honoured at the Spring convocation ceremony and one or two persons at the Fall convocation ceremony. The Joint Committee on Ceremonies will present a slate of nominees to Council and Senate sufficient in number to maintain a list of approved candidates for several years of ceremonies. Once approved by Council and Senate, the President and Vice-Chancellor will approach the candidates to arrange for their attendance at the applicable convocation ceremony, according to their availability. For special occasions, nominations will be made for specific candidates for particular convocation ceremonies.

Generally, in each year, candidates should be selected from among the general classes listed below:

- a. A Saskatchewan or prairie figure, well known and respected regionally, for distinguished work which has earned him or her a reputation in public service.
- b. A distinguished person from a professional field or the creative arts field who is recognized as having achieved a reputation for excellence.
- c. A scientist, humanitarian, public servant or public figure who is recognized nationally or internationally for distinguished work and reputation.
- d. On occasion, special efforts may be made to mark the time or circumstance by placing special emphasis on some particular field of endeavor.

The following persons are not eligible for consideration for an honorary degree:

- a. current members of the Board or Senate (excluding Chancellors Emeriti);

- b. current or recent members of the faculty or staff of the University;
- c. current students; and,
- d. holders of elected office at any level (such as municipal, provincial, or federal)

VI. Faculties

6.1 Responsibilities

6.1.1 The responsibilities of a Faculty include the following:

- a. Subject to the provisions of the Act, these Bylaws and the general control of Council, to have charge of matters of scholarship and discipline within such Faculty.
- b. To make recommendations to Council concerning the requirements for admission; the courses of study; the conditions for graduation; and the nature of the degrees to be conferred.
- c. To establish rules and methods for the advancement and graduation of students and their suspension for failure to meet minimum academic performance standards.
- d. To recommend candidates for degrees in course and candidates for scholarships, prizes, etc.
- e. To report to Council and Senate in respect of long-term academic planning.
- f. To prepare courses of study, including the curriculum for any degree program offered or to be offered and submit same to Council for approval.
- g. To investigate and determine allegations of student academic misconduct and non-academic misconduct, assign penalties related to academic misconduct, and report the same to the Secretary and the Registrar, in accordance with the *University of Regina Undergraduate Calendar* and/or the *University of Regina Graduate Academic Calendar*.
- h. The Dean of any Faculty shall transmit to Council, for consideration and review, all matters which belong to the purview of Council or which, from their nature, concern more than one Faculty.
- i. Each Faculty shall keep a record of its proceedings and this record shall be open to any member of the Faculty (with the exception of proceedings that contain personal information) and a copy shall be forwarded to the Secretary.

6.2 *Faculties Approved*

1. Faculty of Arts
2. Faculty of Business Administration
3. Faculty of Education
4. Faculty of Engineering & Applied Science
5. Faculty of Graduate Studies and Research
6. Faculty of Kinesiology and Health Studies
7. Faculty of Media, Art and Performance
8. Faculty of Nursing
9. Faculty of Science
10. Faculty of Social Work
11. Other faculties as approved from time to time by Senate

6.3 *Other Approved Academic Units*

1. Centre for Continuing Education
2. La Cité universitaire francophone
3. Johnson Shoyama Graduate School of Public Policy
4. Other Academic Units as approved from time to time by Senate

6.4 *Structural Composition of Departmentalized Faculties*

6.4.1 Faculty of Arts

The internal structure of the Faculty of Arts is to be a departmental organization with each Department reporting directly to the Dean through its Head.

1. Departments, School and Programs
 - a. Anthropology
 - b. Economics
 - c. English
 - d. Gender, Religion and Critical Studies
 - e. Geography and Environmental Studies
 - f. Health Studies
 - g. History
 - h. International Languages
 - i. Justice Studies
 - j. Philosophy and Classics
 - k. Politics and International Studies
 - l. Psychology
 - m. Sociology and Social Studies
 - n. School of Journalism

Laboratory instructors appointed in areas or departments within the Faculty of Arts are granted full membership in the organizational structure of the area or department concerned.

6.4.2 Faculty of Media, Art, and Performance

Generally, the internal structure of the Faculty of Media, Art, and Performance is to be a departmental organization with each Department reporting directly to the Dean through its Head.

1. Departments

- a. Film
- b. Music
- c. Theatre
- d. Visual Arts

The Faculty of Media, Art, and Performance has appointed a limited number of faculty members in non-departmentalized positions. These faculty members report directly to the Dean through the Interdisciplinary Programs Coordinator.

6.4.3 Faculty of Science

The internal structure of the Faculty of Science is to be a departmental organization with each Department reporting directly to the Dean through its Head.

1. Departments

- a. Biology
- b. Chemistry and Biochemistry
- c. Computer Science
- d. Geology
- e. Mathematics and Statistics
- f. Physics

6.5 *Composition of Faculties*

The membership of all Faculties, other than the Faculty of Graduate Studies and Research, shall include:

1. The President and Vice-Chancellor of the University
2. The Vice-Presidents of the University
3. The Dean of the Faculty
4. All other Deans

5. The University Secretary
6. The Registrar
7. The University Librarian (or designate)
8. Those Professors, Associate Professors, Assistant Professors, Full-Time Lecturers, Special Lecturers, Instructors, Laboratory Instructors appointed in areas or departments within the Faculty and others who hold academic appointments in that Faculty.

9. Students

University policy for student participation on Faculties is that:

- a. there be a formal mechanism for appropriate student participation at all levels in the University decision-making processes.
- b. student members of any committee, Faculty or council, etc., enjoy all the rights and responsibilities of membership.
- c. it be recognized that students are more likely to make significant contributions to the operation of the University at the Departmental or equivalent level, and that each Department or equivalent devise its own mode of student participation.
- d. above the Departmental level, student participation be formalized in such a way as to provide for representation of up to 20% of the number of Faculty constituents on the body except where students already constitute more than 20% of the constituent body, and where 2/3 of the faculty members on that constituent body wish to retain this greater than 20% student representation.

Note: For purposes of interpretation of d), above, of the rules governing student participation, units above the Departmental level will provide for 20% student participation.

- e. where a constituent body of a Faculty (or of Council) has less than 5 members, the allocation of student representatives shall be such that each constituent body has at least one student representative.
- f. the Dean of the Faculty of Graduate Studies and Research shall continue to represent the Faculty of Graduate Studies and Research at Council.
- g. graduate students, in addition to being eligible for election to the Faculty of Graduate Studies and Research, may declare with their respective undergraduate dean, the Department or equivalent area with which they wish to be associated for purposes of possible undergraduate election and representation.
- h. every precaution be taken to protect the privacy of all parties. If confidentiality is a major concern in the area of study of any committee or body, then due regard shall be taken for this concern prior to appointing or selecting members for this body. When

members are so selected, they shall be treated as equal, and unethical conduct on the part of any member shall be the basis for disciplinary action.

- i. disputes involving student participation shall be resolved by the administrative authority for the constituent body in which the dispute arises.
- j. Procedures be developed to ensure an adequate appraisal and evaluation of the systems.

6.6 Other Specific Representation

Each Faculty, Academic Unit or related body referred to in the following section shall have representation from other Faculties, Academic Units, and related bodies as set out below which are in addition to those memberships listed under section 6.5. These representatives shall be selected or elected from their respective organizations and in accordance with standard practice in that organization. The names of the representatives shall be forwarded to the Faculty, Academic Unit, or related body as well as the Secretary.

6.6.1 Faculty of Arts

Business Administration (2)
Education (1)
Engineering and Applied Science (1)
Kinesiology and Health Studies (1)
La Cité universitaire francophone (1)
Media, Art, and Performance (1)
Nursing (1)
Science (2)
Social Work (1)
Centre for Continuing Education (Director or designate) (1)

Presidents and Deans of each Federated College
Faculty Members of Federated Colleges in subject areas

Members of Senate (2) – appointed for two-year terms

6.6.2 Faculty of Business Administration

Arts (2)
Education (1)
Engineering and Applied Science (1)
Kinesiology and Health Studies (1)
Media, Art, and Performance (1)
Nursing (1)
Science (1)

Social Work (1)
Centre for Continuing Education (Director or designate) (1)
Manager of Co-operative Education and Student Employment Services or designate (1)

First Nations University of Canada (1)

Members of Senate (2) – appointed for two-year terms

6.6.3 Faculty of Education

Arts (2)
Business Administration (1)
Engineering and Applied Science (1)
Kinesiology and Health Studies (1)
La Cité universitaire francophone (1)
Media, Art, and Performance (1)
Nursing (1)
Science (2)
Social Work (1)
Centre for Continuing Education (1)

Campion College (1)
First Nations University of Canada (1)
Luther College (1)

Director (or designate) of NORTEP (Northern Teacher Education Program)
Director (or designate) of SUNTEP (Saskatchewan Urban Native Teacher Education Program)
Director (or designate) of YNTEP (Yukon Native Teacher Education Program)

Members of Senate (2) – appointed for two-year terms

6.6.4 Faculty of Engineering and Applied Science

Arts (1)
Business Administration (1)
Education (1)
Kinesiology and Health Studies (1)
Media, Art, and Performance (1)
Nursing (1)
Science (2)
Social Work (1)
Centre for Continuing Education (Director or designate) (1)
Manager of Co-operative Education and Student Employment Services or designate (1)

Members of Senate (2) – appointed for two-year terms

6.6.5 Faculty of Graduate Studies and Research

President and Vice-Chancellor
Provost and Vice-President (Academic)
Vice-President (Research)
University Secretary
University Librarian (or designate)
Registrar (or designate)
President, Graduate Students' Association

Dean, FGSR
Associate Deans of FGSR
Director, Graduate Student Services, FGSR
Chairs, Standing Committee, FGSR
Manager, Graduate Scholarships & Awards, FGSR

Associate Deans of Graduate Studies and Research or designate from each Faculty offering graduate programs
Director and Associate Director, Johnson Shoyama Graduate School of Public Policy – Regina campus or designate, and
Director, La Cité universitaire francophone or designate

Federated Colleges (one accredited Faculty member from each)
Accredited Faculty members (2 from each Faculty offering graduate programs; 3 if Faculty has > 100 graduate students)
Graduate students representative of thesis and professional programs at Master's and Doctoral levels (4)

Members of Senate (2) – appointed for two-year terms

6.6.6 Faculty of Kinesiology and Health Studies

Arts (1)
Business Administration (1)
Education (1)
Engineering and Applied Science (1)
La Cité universitaire francophone (1)
Nursing (1)
Science (1)
Social Work (1)
Centre for Continuing Education (1)

Members of Senate (2)- appointed for two-year terms

6.6.7 Faculty of Media, Art, and Performance

Arts (1)
Business Administration (1)
Education (1)
Engineering and Applied Science (1)
Kinesiology & Health Studies (1)
La Cité universitaire francophone (1)
Nursing (1)
Science (1)
Social Work (1)
Centre for Continuing Education (1)
Faculty Members from Federated Colleges teaching Media, Art, and Performance
courses recognized for B.A., B.F.A., and B.Mus. degrees

Members of Senate (2) – appointed for two-year terms

6.6.8 Faculty of Nursing

Arts (1)
Business Administration (1)
Education (1)
Engineering and Applied Science (1)
Kinesiology and Health Studies (1)
La Cité universitaire francophone (1)
Media, Art, and Performance (1)
Science (1)
Social Work (1)
Centre for Continuing Education (or designate) (1)

Representative from First Nations University of Canada (1)

Members of Senate (2) - appointed for two-year terms

6.6.9 Faculty of Science

Arts (2)
Business Administration (1)
Education (1)
Engineering and Applied Science (1)
Kinesiology and Health Studies (1)
La Cité universitaire francophone (1)
Media, Art, and Performance (1)
Nursing (1)

Social Work (1)
Director, Centre for Continuing Education (or designate)
Centre for Continuing Education (1)

Presidents and Deans of Federated Colleges
Members of the Federated Colleges teaching courses in Science

Members of Senate (2) - appointed for two-year terms

6.6.10 Faculty of Social Work

Arts (1)
Business Administration (1)
Education (1)
Engineering and Applied Science (1)
Kinesiology and Health Studies (1)
La Cité universitaire francophone (1)
Media, Art, and Performance (1)
Nursing (1)
Science (1)
Director, Centre for Continuing Education (or designate)

Dean, Campion College (or designate)
Dean, Luther College (or designate)
First Nations University of Canada (1)

Members of Senate (2) – appointed for two-year terms
Saskatchewan Association of Social Workers (1)

6.7 Other Academic Units

6.7.1 Centre for Continuing Education (CCE)

Ex officio:

Director, Centre for Continuing Education (Chair)
Assistant Director, Centre for Continuing Education
Director, English as a Second Language Program
Vice-Presidents (Provost and Academic), (Administration), (Research) or designates
University Secretary
Registrar
Head, Conservatory of Performing Arts
Head, Credit Studies Division
Head, Flexible Learning Division
Head, Lifelong Learning Centre
All tenured and tenure-track English as a Second Language Program Instructors

Permanent APT employees of the Centre for Continuing Education

Standing:

Deans (or designates) of all undergraduate Faculties

Dean (or designate), Faculty of Graduate Studies and Research

Associate Vice-President (Student Affairs) or designate

University Librarian or designate

Director of La Cité universitaire francophone (or designate)

A designate from each of the Federated Colleges: Campion College, First Nations University of Canada and Luther College

A current student or alumnus of a Credit Studies certificate program appointed by the Director of CCE

A current student or alumnus of a Non-Credit programming area appointed by the Director of CCE

Members of Senate (2) – appointed for two-year terms

6.7.2 La Cité universitaire francophone

The President and Vice-Chancellor of the University

The Vice-Presidents of the University

The Director of La Cité universitaire francophone

All other Faculty Deans and Academic Unit Directors

The University Secretary

The Registrar

The University Librarian (or designate)

Those Professors, Associate Professors, Assistant Professors, Full-Time Lecturers, Special Lecturers, Instructors, Laboratory Instructors appointed in areas or departments within La Cité and others who hold academic appointments in La Cité.

Student representatives (1 undergraduate and 1 graduate student)

Sessional Instructor representative

Other Specific Representation:

La Cité universitaire francophone Manager, Administration and Finance (ex-officio, non-voting)

La Cité universitaire francophone Academic Advisor/Coordinator of Credit Programs and Student Services (ex-officio, non-voting)

Arts (1)

Business Administration (1)

Education (1)

Engineering and Applied Science (1)

Kinesiology and Health Studies (1)

Media, Art, and Performance (1)

Nursing (1)

Science (1)

Centre for Continuing Education (1)

Member of Senate (1) – appointed for two-year term
All tenured and tenure-track academic staff who each courses in French sponsored by or offered in partnership with La Cité will be a member of La Cité Academic Unit Council during the academic year that the courses are taught.

6.7.3 Johnson-Shoyama Graduate School of Public Policy – Regina Campus

All Tenure-Track and Tenured Faculty Members (including those holding joint appointments)
Executive Director
Director
Director of Outreach and Training
Administrative Managers (2)

6.8 **Advisory Councils**

Senate may authorize Advisory Councils from time to time for various Faculties. Where such an Advisory Council is created, details of membership and terms of reference will be the responsibility of the applicable Faculty.

VII. **Convocation: Granting of Degrees and Certificates, and Installations**

In accordance with the Act, Senate shall provide for the granting of degrees and certificates of proficiency. Details of approved University of Regina degrees and certificates of proficiency are found in the *University of Regina Undergraduate Calendar* or the *University of Regina Graduate Calendar*. Details of Convocation procedures are found in the *Convocation Procedures Manual*.

7.1 **Examinations for Degrees**

7.1.1 The examiners of the University shall be:

- a. The Professors, Associate Professors, Assistant Professors, Lecturers, Special Lecturers, Sessional Lecturers and Instructors of the University.
- b. Such other Lecturers or teachers of the University as the Council may appoint.
- c. Such external and independent examiners, not being Professors, Lecturers or teachers of the University, as the Board, on the recommendation of the Council, may appoint.

7.1.2 All matters respecting the subjects, time and mode of the examinations and respecting the degrees and distinctions (including institutional honours) to be conferred by the University shall be provided for by regulations, which are prepared by the Council. Such regulations shall be published in the *University of Regina Undergraduate Calendar* or the *University of Regina Graduate Academic Calendar*.

7.2 Degrees Conferred

7.2.1 Degrees in Course

Degrees may be conferred at meetings of Convocation or by certification of the lists of graduands by the Chancellor's signature. The formal admission of candidates to degrees shall, in the absence of the Chancellor, be made by the President and Vice-Chancellor, or by a member of the Senate or Council appointed for that purpose. Recipients of degrees shall be presented for acknowledgment at convocation by the Dean of the Faculty (or designate), to which the degree belongs. Graduates who are absent from convocation will be collectively acknowledged at the ceremony for which their name appears on the Convocation program.

7.2.2 Honorary Degrees

Each recipient of an honorary degree shall be presented for admission at convocation by the President and Vice-Chancellor or by a person designated for that purpose by the President and Vice-Chancellor. The Chancellor confers the degree, and the University Secretary hoods the candidate.

7.2.3 Posthumous Credentials

A degree, diploma or certificate may be awarded posthumously when the requirements for a degree, diploma or certificate are 75 per cent completed. The concurrence of the next of kin is required to submit the application for graduation. The dean or designate of the student's primary faculty of registration will contact the next of kin for this approval, and recommend the student to Executive of Council for graduation. Posthumous credentials will be acknowledged in the Convocation program and may be acknowledged or presented at the ceremony.

A credential is not considered to be posthumous if the student dies following completion of the program requirements but prior to formal approval for conferral, or following conferral of the credential but prior to the ceremony at which the credential would have been acknowledged.

7.3 Special Meetings of Convocation

The Chancellor is hereby authorized to convene special meetings of Convocation at times other than regular meetings of Convocation for conferring of degrees *honoris causa* upon such persons as may be selected by the President and Vice-Chancellor, provided that the names of such persons shall have been considered, approved and submitted by the Joint Committee on Ceremonies to Council and Senate as provided by the Act.

7.4 Delegation to Council

Senate has authorized the granting, by Council, of such degrees and certificates of proficiency as have been provided for by the Senate.

7.5 Rescission of Degrees

The Senate, acting on the recommendation of Council or on its own initiative but after receiving a report from Council, may revoke degrees (including an honorary degree), diplomas, certificates or distinctions conferred by the University and all privileges connected therewith from any holder of the same:

- a. who shall have been convicted of any criminal offence which shall be held (by the Council) to be of an immoral, or scandalous or disgraceful nature;,
- b. whose membership in a Professional Society has been revoked for misconduct; or
- c. whose conduct, in the opinion of the Senate, shall constitute a breach of any agreement made with the University as a condition of the conferment of such degree or degrees, diplomas, certificates or distinctions (including institutional honours).

The Senate may restore the degree, diploma, certificate or distinction or privileges revoked by Senate without further examination, on cause being shown, and after report by Council.

7.6 Installation, Administration of Oath of Office, and Investiture

7.6.1 Chancellor

The Chancellor will be presented by the President and Vice-Chancellor or his or her designate. The Oath of Office for installation of the Chancellor will be administered by the Lieutenant-Governor or, in his/her absence, the Chief Justice. The robes of office will be presented to the Chancellor by the University Secretary.

7.6.2 President and Vice-Chancellor

The President and Vice-Chancellor will be presented by the Chair of the Board or his or her designate. The Chancellor will administer the Oath of Office. The robes of office will be presented to the President and Vice-Chancellor by the University Secretary.

VIII. Standards for Students

Details of standards for students are found in the *University of Regina Undergraduate Calendar* and the *University of Regina Graduate Academic Calendar* and as amended from time to time by Senate.

8.1 Entrance and Admission Requirements

In accordance with the Act Senate shall determine admission requirements and standards for students as detailed in the *University of Regina Undergraduate Calendar* and the *University of Regina Graduate Academic Calendar* and as amended from time to time by Senate.

8.2 Disciplinary Measures

Section 33(1) (f) of the Act gives Senate the power to make regulations respecting the discipline of students. These powers have been delegated to the Council.

8.3 Appeals

Students have the right to appeal disciplinary or academic decisions made by a Faculty to the Council Discipline Committee (for disciplinary rulings and penalties) or the Council Committee on Student Appeals (for academic decisions). Decisions of Council and its Committees shall be subject to appeal to the Senate Appeals Committee under Section 33 (e) of the Act.

IX. Affiliation

9.1 Aim

The aim of affiliation is to associate with the University for the purpose of promoting the general advancement of higher education in the Province those post-secondary institutions which are carrying on work recognized as of university calibre by the Senate of the University, where such association is of mutual benefit to the University and the institution seeking affiliation.

9.2 Definition

A college affiliated with the University is a post-secondary institution, legally and financially independent, whose academic affairs, in whole or in part, are governed by the Senate without the institution becoming academically merged with the University. This means:

- a. The college employs its own administrative, academic and support staff (whose salaries and wages it itself pays), and constructs and maintains its own buildings, which may or may not

- be on or adjacent to the University.
- b. By agreement, the college offers selected classes which count towards degrees or certificates conferred by the University.
 - c. The academic standards of the college are under the jurisdiction and supervision of the Senate, Council and the appropriate Faculty of the University.
 - d. The college selects and appoints its own academic staff, however the academic credentials of the academic staff teaching classes recognized for University degree credit must be approved by the University.
 - e. The President of the college is a member of Senate; however, other officers and faculty of the college are not members of any of the governing or academic bodies of the University.

9.3 General Terms – Theological Colleges

Conditions for the affiliation and continued affiliation of theological colleges with the University are that:

- a. the theological college shall offer at least the equivalent of five semester courses for which credit is given by the University towards a degree.
- b. the normal admission requirements of the theological college be at least equal to those of the University.
- c. students who receive the theological degree of the college shall normally have a minimum of one year of Arts credit other than theological options.
- d. the academic qualifications of the staff and the adequacy of the library facilities be approved by the Senate of the University.
- e. except in cases of emergency as recognized by the Senate, the minimum number of full-time students who qualify under regulation 9.3 (2) above be not less than an average of twelve students per year over any or every period of three consecutive years.
- f. the course of studies leading to the first theological degree at the Bachelor's level of the college should normally require a period of at least three academic years for completion.
- g. The University reserves the right to assure itself at any time that the above regulations pertaining to affiliation are being met.

9.4 General Terms – Colleges Other than Theological

Conditions for the affiliation and continued affiliation with the University of colleges other than theological colleges are that:

- a. the courses offered by the college for which the University will give credit toward a degree or certificate are considered by the University to be equivalent in quality to its own courses.
- b. the college offers at least the equivalent of five semester courses for which credit is given by the University toward a degree or certificate.
- c. the offering of each course and the appointment of instructors to teach courses recognized for University credit shall be mutually agreed upon annually by the appropriate Academic Unit of the University. Coordination of this function shall be through the Office of the Provost and Vice-President (Academic) of the University.
- d. the amount of credit given for work from an affiliated college be consistent with the regulations of the University respecting off-campus work.
- e. The University reserves the right to assure itself at any time that the above regulations pertaining to affiliation are being met.

9.5 Colleges Currently Affiliated

- a. Gabriel Dumont Institute
- b. Saskatchewan Polytechnic

X. Federation

10.1 Aim

The aim of federation is to:

- (i) associate with the University, and
- (ii) integrate with it in matters academic

post-secondary institutions within the Province which are legally and financially independent of the University, for the purposes of: (a) assisting the University in its task of presenting, reflecting upon and scrutinizing as broad a spectrum as possible of values and viewpoints; and (b)

providing students with an opportunity to experience a smaller college environment within the broader context of the University.

10.2 Definition

A college federated with the University of Regina is a post-secondary institution, legally and financially independent but exclusively academically integrated with the University. This means:

- a. The college employs its own administrative, academic and support staff and constructs and maintains its own buildings which must be on or adjacent to the University.
- b. By agreement with the University, the college offers courses in mutually agreed upon disciplines, which are part of certificate or degree programs of the University. The students of the college take other University courses required for the certificates degrees.
- c. The academic standards of the college are governed by these Bylaws.
- d. The college selects and appoints its own professors, provided the University approves their academic qualifications.
- e. The president, provost and academic vice-president, dean and faculty of the college are voting members of the Faculty of Arts or Faculty of Science or such other Faculties as are approved in the federation agreement with such college, and are members of Council. The president of the college is member of Senate.

10.3 General Terms

The conditions for recognition as a federated college of the University shall include the following:

- a. The college must be authorized by the University to give courses recognized for a University credential in the subjects of at least four Departments of the Faculties of Arts and/or Science.
- b. The college faculty members teaching University courses must possess qualifications sufficiently high to be recognized as members of the appropriate Faculties and shall be so recognized.
- c. The college must be situated on or adjacent to the University in such a location that the work of the faculty members, teaching staff and students of the college and those of the University can be closely integrated to the mutual benefit of both parties.
- d. The officers and faculty members of a federated college are entitled to voting membership in the following academic bodies:

- i. Senate: the president of the college.
 - ii. Council: the president, provost and academic vice-president, dean, professors, associate professors, assistant professors, instructors, lecturers, and professional librarians of the college.
 - iii. The Faculty of Arts: the president, provost and academic vice-president, dean, professors, associate professors, assistant professors, and instructors of the college and lecturers of the college teaching courses offered by departments of the Faculty of Arts and recognized for Bachelors' degrees.
 - iv. The Faculty of Science: the president, provost and academic vice-president, dean, professors, associate professors, assistant professors, and instructors of the college and lecturers of the college teaching courses offered by departments of the Faculty of Science and recognized for Bachelors' degrees.
 - v. Other Faculties when provided for by agreement: the president, provost and academic vice-president, dean, professors, associate professors, assistant professors, and instructors of the college and lecturers of the college teaching courses offered by such Faculty and recognized for Bachelors' degrees.
- e. Students enrolled in the college who have satisfied the University requirements for admission shall be admitted to such University courses as they are qualified to enter and continue therein on the same terms as other University students. Students enrolled in the University ordinarily, with the permission of the college, may take courses in the college recognized for a University credential in the Faculty of Arts, the Faculty of Science, or such other Faculties as may be agreed upon.

These conditions will apply provided the same tuition fee is required by both the college and the University.

- f. Academic appointments to and promotions within the college shall be made by the president of the college, but, prior to making such appointments or promotions, the president of the college shall secure the approval of the President and Vice-Chancellor of the University.
- g. The University will recognize instruction given by the college in such subjects as may be agreed upon by Council, provided that the instruction is given by qualified teachers and that the work done in each course is equivalent in extent and standards to that given in the University. This equivalence is to be determined by the head of the department in the college and the head of the Department in the University working out in co-operation the extent of the courses, the standard and all the particulars pertaining to the subjects, including the examinations, to their mutual satisfaction. Any disagreements will be resolved by the President and Vice-Chancellor of the University whose decision is final.

- h. The University will confer the appropriate post-secondary credential on such students of the college as have satisfied the requirements prescribed by the University.

10.4 Colleges Currently Federated

- a. Champion College
- b. First Nations University of Canada
- c. Luther College

APPENDIX A

List of Professional Societies and Organizations - (entitled to one representative on Senate)

- Assemblée communautaire fransaskoise
- Association of Professional Engineers and Geoscientists of Saskatchewan
- Association of Saskatchewan Home Economists
- Athol Murray College of Notre Dame
- Canadian Federation of University Women (Saskatchewan Council)
- Canadian Public Relations Society (Regina)
- Chiropractors' Association of Saskatchewan
- College of Physicians and Surgeons of Saskatchewan
- Institute of Chartered Professional Accountants of Saskatchewan (CPA Saskatchewan)
- Interior Designers Association of Saskatchewan
- Law Society of Saskatchewan
- PMI Regina South Saskatchewan (PMI RSS)
- Provincial Council of Women
- Psychology Association of Saskatchewan
- Regina & District Chamber of Commerce
- Registered Psychiatric Nurses Association of Saskatchewan
- Saskatchewan Association of Architects
- Saskatchewan Association of Chiefs of Police
- Saskatchewan Association of Optometrists
- Saskatchewan Association of Recreation Professionals
- Saskatchewan Association of Rural Municipalities

- Saskatchewan Association of School Councils
- Saskatchewan Association of Social Workers
- Saskatchewan Chamber of Commerce
- Saskatchewan College of Pharmacists
- Saskatchewan Colleges' CEO Council
- Saskatchewan Dietitians Association
- Saskatchewan Institute of Agrologists
- Saskatchewan League of Educational Administrators, Directors and Superintendents
- Saskatchewan Library Association
- Saskatchewan Library Trustees' Association
- Saskatchewan Professional Planners Institute
- Saskatchewan Registered Music Teachers' Association
- Saskatchewan Registered Nurses' Association
- Saskatchewan School Boards Association
- Saskatchewan Society of Occupational Therapists
- Saskatchewan Teachers' Federation
- Saskatchewan Urban Municipalities Association
- Saskatchewan Veterinary Medical Association
- Saskatchewan Women's Institute
- Ukrainian Canadian Congress, Saskatchewan Provincial Council
- University of Regina Alumni Association
- University of Saskatchewan Alumni Association

APPENDIX B

Districts and Map

1. District 1 (Moosomin-Estevan) - One Member

Commencing at the intersection of the eastern boundary of the Province of Saskatchewan with the United States boundary, then northward along the eastern boundary of the Province of Saskatchewan to the Qu'Appelle River, then westward along the Qu'Appelle River to the eastern limit of range 11, west of the second meridian, then southward along the eastern limit of range 11 to the United States boundary, then eastward along the United States boundary to the point of commencement.

2. District 2 (Weyburn-Indian Head) - One Member

Commencing at the intersection of the eastern limit of range 11, west of the second meridian and the United States boundary, then northward along the eastern limit of the said range 11 to the Qu'Appelle River, then westward along the Qu'Appelle River to the eastern limit of range 22, west of the second meridian, then southward along the eastern limit of said range 22 to the intersection with the United States boundary, then eastward along the United States boundary to the point of commencement.

Excepting: The area within the Regina City limits.

3. District 3 (Assiniboia-Bengough) - One Member

Commencing at the intersection of the eastern limit of range 22, west of the second meridian and the United States boundary, then northward along the eastern limit of range 22, west of the second meridian to the Qu'Appelle River, then westward along the Qu'Appelle River to its intersection with the third meridian, then southward along the third meridian to the United States boundary, then eastward along the United States boundary to the point of commencement.

Excepting: The area within Moose Jaw City limits.

4. District 4 (Swift Current-Gravelbourg) - One Member

Commencing at the intersection of the third meridian and the United States boundary, then northward along the third meridian to the Qu'Appelle River, then westward along the Qu'Appelle River and the South Saskatchewan River to the eastern limit of range 15 to the United States boundary, then eastward along the United States boundary to the point of commencement.

5. District 5 (Maple Creek-Rosetown-Lloydminster) - One Member

Commencing at the intersection of the eastern limit of range 15, west of the third meridian, and the United States boundary, then westward along the United States boundary to the intersection of the

western boundary of the Province of Saskatchewan, then northward along the western boundary of the Province of Saskatchewan to its intersection with the North Saskatchewan River, then southeastward along the North Saskatchewan River to its intersection with the eastern limit of range 13, west of the third meridian, then southward along the eastern limit of range 13, to its intersection with the South Saskatchewan River then westward along the South Saskatchewan River to its intersection with the eastern limit of range 15, west of the third meridian, and then southward along the eastern limit of range 15 to the point of commencement. For the purposes of this legal description, the town of Battleford is deemed to lie on the same side of the North Saskatchewan River as does the city of North Battleford and is therefore excluded from this district.

6. District 6 (Saskatoon and Area) - Two Members

Commencing at the intersection of Qu'Appelle River and the eastern limit of range 2, west of the third meridian, then westward along the Qu'Appelle River to its intersection with the South Saskatchewan River, then westward along the South Saskatchewan River to its intersection with the eastern limit of range 13, west of the third meridian, then northward along the eastern limit of range 13 to the North Saskatchewan River, then eastward along the North Saskatchewan River to its intersection with the northern limit of township 42, then eastward along the northern limit of township 42 to the intersection of the South Saskatchewan River, then southward along the South Saskatchewan River to its intersection with the eastern limit of range 2, west of the third meridian, then southward along the eastern limit of range 2 to the point of commencement.

This district also includes the area within the Saskatoon city limits.

7. District 7 (Melfort-Wynyard-Davidson) - One Member

Commencing at the intersection of the eastern limit of range 11, west of the second meridian, and the Qu'Appelle River, then westward along the Qu'Appelle River to the eastern limit of range 2, west of the third meridian, then northward along the eastern limit of range 2, west of the third meridian, to the South Saskatchewan River, then northward and eastward along the South Saskatchewan River and the Saskatchewan River to its intersection with the eastern limit of range 11, west of the second meridian, then southward along the eastern limit of range 11 to the point of commencement.

8. District 8 (Melville-Yorkton-Hudson Bay) - One Member

Commencing at the intersection of the Qu'Appelle River and the eastern boundary of the Province of Saskatchewan, then westward along the Qu'Appelle River to the eastern limit of range 11, west of the second meridian, then northward along the eastern limit of range 11 to its intersection with the Saskatchewan River, then northeastward along the Saskatchewan River to its intersection with the eastern boundary of the Province of Saskatchewan to the point of commencement.

9. District 9 (North Battleford-Prince Albert) - One Member

All that portion of the Province of Saskatchewan commencing at the intersection of the Saskatchewan River and the eastern boundary of the Province of Saskatchewan, then westward

along the Saskatchewan and South Saskatchewan Rivers to its intersection with the northern limit of township 42, then westward along the northern limit of township 42 to its intersection with the North Saskatchewan River, then southward and northwestward along the North Saskatchewan River to its intersection with the western boundary of the province, then northward along the western boundary of the province to the northwest corner of the province, then eastward along the northern limit of the province to the northeast corner of the province, then southward along the eastern boundary of the province to the point of commencement. For purposes of this electoral district description, the town of Battleford is deemed to lie on the same side of the boundary as the city of North Battleford and is, therefore, included herein.

10. District 10 (Moose Jaw) - One Member

Area within the Moose Jaw City limits.

11. District 11 (Regina) –Three Members

Area within the Regina City limits.

Electoral District Map

