

Procedures: Senate Terms of Reference¹

Associated Policy: Yukon University Senate Responsibilities – AC 1.0

Procedure Holder: Senate

Original Date: June 2018

Last Revised: June 2019

Next Review: June 2020

1. Purpose

Pursuant to the Yukon College Act², Section 10.1, the Senate (the Senate), in respect of the certificate, diploma and degree programs of the Yukon University, determines and regulates the Yukon University's policies relating to

- admissions and registrations;
- terminations and withdrawals;
- transfer credit, advanced credit and prior learning assessment and recognition;
- curriculum content for courses;
- student academic conduct and student appeals on academic matters;
- requirements for graduation; and
- awards recognizing academic excellence.

2. Roles

The Senate fulfills three principal roles:

- to develop academic standards and, once approved, ensure compliance with them;
- to review course and program requests, and to assign academic credit;
- to administer and to hear, as required, student appeals on academic matters.

3. Composition

The Senate will consist of the following eighteen³ regular (voting) members:

¹ **UNDER REVISION to align with the Yukon University Act**

² The then Act

³ Fifteen as per YC Act and three additional faculty members as approved by the Senate (November 15, 2017).

- **The Registrar of the Yukon University** or, if there is no registrar, the person holding the most equivalent office, who shall be a member by virtue of their office;
- **Five administrative officers**, or employees of the Yukon University, appointed by the President;
- **One student** selected by the student union;
- **Eleven* members of the Yukon University's faculty**, which includes counselling professionals, researchers⁴ and librarians selected by the heads of the academic divisions or departments and by faculty election⁵.

The Senate will have two (2) alternate administrative members, four (4) alternate faculty members, an alternate student member, and the Associate Registrar who may attend as the alternate for the Registrar.

Alternates may attend but will only officially participate and vote in meetings when replacing an existing member.

Eligibility to be faculty representative

Candidates must be chosen from *teaching faculty, professional counselors, librarians and YRC personnel*:

- **Teaching faculty:**
 - Permanent** employees with the job titles Instructor, Instructor/Coordinator, Chairs, Department Heads (Culinary Arts and School of Trades), and anyone with a 0.5 workload or more assigned to teaching credit courses.
 - Term** employees with the job titles Instructor, Instructor/Coordinator and Chairs, and anyone with a 0.5 workload or more assigned to teaching credit courses, whereas the term date must cover the full Senate term.
- **Professional counselors** - professionally certified with primary duty to counsel students.
- **YRC personnel** - permanent and term, holding positions of research associate, research manager, research chair, research coordinator, research technician, research analyst or research post-doctoral fellow.

⁴ Perm/term YRC personnel, holding positions of research associate, research manager, research chair, research coordinator, research technician, research analyst or research post-doctoral fellow.

⁵ Yukon University Senate Faculty Election Process.

4. Membership Terms

- Both, regular Faculty Members and alternate Faculty Members can hold office for a term of 3 years, normally beginning July 1, 2020.
- When the term of a member of the Senate expires, the member continues to serve until re-elected or until a successor is elected.
- A member of the Senate is eligible for re-election but must not hold office for more than 3 consecutive terms of office.
- Should a member's seat be vacated before the end of their term, Senate alternate faculty member will be appointed by Senate Chair(s) to fill in the position until the next election. Interested alternate members will be randomly drawn by one of the co-chairs.

Membership on the Senate is subject to the following conditions:

- Members must remain in the constituency for which they were appointed;
- Members are responsible for maintaining confidentiality of private and/or sensitive material;
- Members are responsible for scheduling an alternate and informing the Governance Office when they are absent from a meeting;
- Members must maintain 70% attendance at meetings in any twelve (12) month period;
- Members and alternates may resign by providing written notice of such to the President and Co-Chair.

5. Responsibilities

As a minimum, the Senate will ensure the following responsibilities are fulfilled:

- The Governance Office will serve as the Senate's secretariat and will ensure that meetings are conducted appropriately, minutes are recorded and circulated, and ensure that academic matters that do arise are resolved in a timely manner;
- The Senate should meet every month during the academic year, will promptly meet at the call of the Chair(s) and will meet no less than eight times per year;
- The Senate will take reasonable steps to protect the confidentiality of private or sensitive material, including closing a meeting to observers when such topics are discussed;

- The Senate may establish ad hoc sub-committees as appropriate to ensure that it fulfills its roles. Members may be selected from outside the Senate’s membership, but sub-committees will normally be chaired by a member of the Senate.

6. Operational Procedures

- The Senate year shall be from July 1 to June 30.
- Regular meetings are open to the public, excluding in-camera items.
- A quorum of ten (10) members is required to conduct business, six (6) of which must be faculty.
- A majority of the members present is required to carry a motion.
- At the direction of the Chair(s), the Senate Administrative Assistant shall make provision for a Senate meeting or vote to be held by electronic means.

Faculty Chair position is nominated by the Senate, and a vote occurs if there is more than one nomination. The successful nominee is appointed by the president. The Faculty Chair position is for a 2-year term*.

For meeting agenda items, all topics must be submitted to the Governance Office by the 1st day of the month of the meeting and supporting documentation, including Briefing Notes, at least 5 business days before the meeting, otherwise the agenda item will be moved to the next meeting. If the 1st day of the month falls on a weekend, the deadline will be deferred to the following Monday.

Submission requirements:

- a. Final version of all documents, including completed, dated and signed forms.
- b. Current forms and templates used.
- c. Briefing Note to accompany all submissions.

Meeting package shall be available for members’ review at least (5) five business days prior the meeting.

Copies of Senate agendas and minutes as well as policies, procedures and forms shall be made available to all members of the Yukon University community.

7. Review of Course and Program Requests

The following applies only to courses and programs developed at the Yukon University for the Yukon University credit or certification. It does not apply to courses or programs brokered from other institutions.

All requests for program and course approval/changes must follow the Course and Program Approval Process and are to be directed to the Governance Office to be added to a Senate agenda.

Current forms and templates shall be made available on-line (Senate MyYukonU).

7.1 Course Requests

All NEW COURSES must be submitted to the Senate for approval prior to the offering of the course. Submission for New Courses must include the Course Outline, Request for Assignment of Course Credit and Course Outline Approval Process forms.

CHANGES to EXISTING COURSES: following effective consultation and the approval process, as outlined in the Course and Program Approval Process, all changes are to be directed to the Governance Office for the Senate's approval.

New course outlines and changes to existing courses must be received by the Senate by February for offerings that begin in September, by August for offerings that begin in January and by January for offerings that begin in May.

7.1.1 Naming Courses

The Yukon University course titles and subject codes are determined by the Registrar or designate in consultation with Data Governance Committee and the program area. Course titles and subject codes are submitted to the Senate for final approval.

Course titles should provide students with a general idea of course content.

Subject codes are no more than four (4) characters and abbreviations designed to identify the discipline content. Subject codes are followed by three (3) digit numerical codes that identify the course level and program classification.

7.1.2. Approval of Credit for a Course

The Senate has the sole responsibility for approving credit for the Yukon University courses. The Senate will establish procedures and criteria to evaluate a request for assignment of course credit to ensure:

- That the Yukon University does not currently offer similar courses;
- The criteria is based on relevant academic standards for the course or program being evaluated;
- The evaluation will conclude with a determination of whether the proposed course should be credit or non-credit.

7.2 Program Requests

All NEW PROGRAMS must be reviewed and then recommended by the Senate to the Board of Governors (the Board) for approval.

The approval process includes several stages, as outlined in the Course and Program Approval Process. These steps must be completed prior to the launch of a Yukon University certificate, diploma or degree. New Program Proposals **MUST** receive final approval (Stage 2) at least 6 months prior to the implementation date.

Program level is determined by the Registrar through consultation with the program area during Stage 1 of program development.

The Registrar or designate will maintain a registry of all existing and new programs. The certification equivalencies of a program must be completed prior to it being offered to the public as a program leading to certification.

The Registrar or designate will maintain a registry.

All existing programs that are significantly modified must first be approved by the Senate and then by the Board of Governors, if there are any fiduciary implications involved.

CHANGES to EXISTING PROGRAMS: following effective consultation and the approval process, as outlined in the Course and Program Approval Process, all changes are to be directed to the Governance Office for the Senate’s approval.

8.0 Conflict of Interest

A conflict of interest arises when a Senate member’s private interests supersedes or competes with their dedication to the interests of the institution. This could arise from Real, Potential, or Apparent Conflict of Interest for a Senate member or related persons and may be financial or otherwise. For this purpose:

A “Real Conflict of Interest” occurs when a Senate member acts on behalf of the Yukon University and at the same time knows that the action will further a private interest.

A “Potential Conflict of Interest” occurs when a Senate member knows that an act on behalf of the Yukon University will further a private interest but has not acted.

An “Apparent Conflict of Interest” occurs when a Senate member could and should know that an act on behalf of the Yukon University will further a private interest.

Senate members must arrange their private affairs and conduct themselves in a manner to avoid conflict of interest. In cases where conflict cannot be avoided, a Senate member has an obligation to declare a conflict of interest prior to discussion or decision of an issue. Upon declaration of a conflict of interest, the person recording the events of the meeting should note the declaration and the Senate member must refrain from discussion on that particular matter, contract or arrangement.