

Procedures: Senate Terms of Reference

Associated Policy: Yukon University Senate Responsibilities – AC 1.0
Procedure Holder: Senate
Original Date: June 2018
Last Revised: June 2021
Next Review: June 2022

1. DEFINITION OF TERMS

In these Terms of Reference:

- 1.1. "Senate" means the senate of Yukon University as established under section 26 of the Yukon University Act.
- 1.2. "University" means Yukon University.
- 1.3. "Act" means the Yukon University Act.
- 1.4. "Senator" and "member" are synonymous terms used when referring to a member of Senate.
- 1.5. "Alternates" means alternate members of Senate.
- 1.6. "Co-chairs" means co-chairs of Senate.

2. SENATE ROLE

"The academic governance of the university is vested in the senate", Act, section 31(1). Powers of Senate are outlined in the Act, section 31.

3. GOVERNANCE OFFICE

Governance Office serves as the Senate's secretariat and ensures that meetings of Senate and its committees are conducted appropriately, minutes are recorded and circulated, and ensure that academic matters that do arise are resolved in a timely manner.

4. SENATE COMPOSITION

- 4.1. Senate consists of the following voting members (Act, section 26):
 - Ex-officio:
 - a) chancellor;
 - b) president;
 - c) academic vice-president, or if none, the officer performing comparable functions;
 - d) dean of each faculty;
 - e) chief librarian, or if none, the person performing comparable functions;

Version:	June 2021	Revised: June 2019
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f) employee of the university who holds the senior administrative position responsible for continuing education;

Elected:

g) community campus members - at least two;

h) students - at least two;

i) faculty members - at least 60% of the members of Senate;

4.2. Eligibility to be Faculty Senator:

a. Teaching faculty:

Permanent employees with the job titles Instructor, Instructor/Coordinator, Chairs, Department Heads of the academic departments (Culinary Arts, School of Trades, Academic Services), 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.

Community faculty member requirements: people with the title Community Adult Education Coordinator or Instructor/Coordinator who are currently teaching credit courses or who have taught credit courses in the last two years.

b. Professional counselors - professionally certified with primary duty to counsel students.

c. Research personnel - permanent and term, holding positions of research associate, research manager, research chair, research coordinator, research technician, research analyst, research post-doctoral fellow, research professional, senior research professional.

d. Librarians.

4.3. Senate can decide to have additional members, who are elected or appointed in a manner determined by Senate, but only if that doesn't alter the percentage set out in paragraph (h).

4.4. Senate has alternate members:

Faculty – 4;

For election purposes: the list of alternates for faculty positions should begin with candidates who were nominated for Alternate Faculty Member position, then not elected for Faculty Senator positions, and then past faculty members of Senate.

Administrative – 3:

2 – as appointed by President;

1 - Associate Registrar who attends as the alternate for the Registrar;

Student – 1.

- 4.5. Senate may have resource people.
- 4.6. Senate will make the best efforts to ensure that at least 30% of its members are Indigenous persons from Yukon or elsewhere in Canada.

5. SENATE MEMBER TERM OF OFFICE

- 5.1. Senate members hold their position:
- a) Ex-officio – until they cease to occupy their position or perform the function that qualifies the member for the position.
 - b) Elected:
 - Faculty (Senators and Alternates), community campus members, and additional members (elected or appointed) – 3 years, normally beginning July 1.
 - Student – 1 year.
- 5.2. Members under 5.1 (b):
- a) are eligible for re-election but must not hold office for more than three consecutive terms of office.
 - b) when the term expires, members continue to serve until reappointed or re-elected or until a successor is appointed or elected.
 - c) members cease to hold office when they cease to occupy their position or perform the function that qualifies them for the position.
 - d) members may resign by providing written notice to Co-chairs.
Upon receiving notice of resignation from a member, the Co-chairs shall inform Senate to fill a vacancy. Should a member's seat be vacated before the end of their term, Senate alternate faculty member will be appointed by Senate Co-chairs to fill in the position until the next election. Interested alternate members will be randomly drawn by one of the Co-chairs.

6. SENATE MEMBER ELECTION

- 6.1. Faculty members
Faculty Election Procedures are approved by Senate annually and communicated to the faculty before the beginning of a 4-week election period in February-March.
- 6.2. Student members
Student Union will hold an election for student member vacancies in a manner determined by its bylaws and provide the names to the Governance Office.

7. SENATE MEMBER DUTIES AND RESPONSIBILITIES

Senators and Alternates:

- a) must remain in the constituency for which they were appointed;
- b) are responsible for maintaining confidentiality of private and/or sensitive material.
- c) are responsible for scheduling an alternate and informing the Governance Office when they are absent from a meeting as soon as they know.
- d) must review meeting packages prior to the meetings.
- e) must adhere to the established submission procedures and deadlines.
- f) *Senators*: must attend all types of Senate meetings, including annual retreats, and maintain 70% attendance in any twelve (12) month period;
- g) *Alternates*: may attend but will only officially participate and vote in meetings when replacing a voting member.

8. SENATE CO-CHAIRS AND THEIR DUTIES

- 8.1. Senate is co-chaired by the President and a faculty Senator.
- 8.2. Faculty co-chair:
 - a) is selected by Senate from its faculty members in a manner determined by Senate;
 - b) must not serve less than one year and not more than three years;
 - c) must not hold the position for more than three consecutive terms.
- 8.3. Senate Co-chairs shall, in addition to the Senator responsibilities:
 - a) preside over all Senate meetings in alternating or any other manner determined by them;
 - b) review minutes from the Senate meetings for accuracy prior to their distribution to the other members of the Senate;
 - c) be voting members of the Executive Committee of Senate.

9. OPERATIONAL PROCEDURES

- 9.1. MEETINGS
 - a) Senate year is from July 1 to June 30.
 - b) Senate meets monthly from August – June and will promptly meet at the call of the Co-chairs.
 - c) Annual Senate planning calendar with the meeting dates is approved by Senate in June and is distributed to the University community.
 - d) Regular meetings are open to the public, excluding in-camera items, which will usually be completed en bloc before or after public items.

- e) 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.
- f) At the direction of the Chair(s), the Governance Office shall make provision for a Senate meeting or vote to be held by electronic means.

9.2. QUORUM

- a) A quorum of ten (10) members is required to conduct business, six (6) of which must be faculty.
- b) A majority of the members present is required to carry a motion.

9.3. AGENDA AND MEETING PACKAGES

- a) Governance Office will draft the agenda, based on the Senate planning calendar and additional requests. Senate Executive Committee will review the draft and recommend it to Senate.

b) Agenda Requests

- o submission deadlines:

all topics must be submitted to the Governance Office *by the 1st day* of the month *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.

- o Submission requirements:

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

c) Consent Agenda

is a part of the regular agenda and groups routine business or items that have been previously discussed at length and there is a group consensus, e.g. recommendations made by Senate Committees, reports provided for information only.

Procedure:

- Consent Agenda is presented by a Senate chair at the beginning of the meeting.
- Items may be removed from the consent agenda on the request of any one member. Reasons: to discuss, to query, or to register a vote against the item (or any other). Anything that could be clarified before the meeting, must be addressed directly to the proponent or Governance office (for Senate Committees' items) prior to the meeting.
- Removed items are discussed immediately and either approved separately or

- moved to a future agenda for further discussion or after concerns are removed.
- Items not removed are approved together by general consent without debate.

d) Meeting Packages

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

9.4. MINUTES

Minutes of the meeting are recorded by the Governance Office and once reviewed by Senate Co-chairs posted on the SharePoint for Senate members to review.

To record in-camera decisions, Confidential Part 2 will be created. It won't be published with the main minutes.

9.5. COMMUNICATION OF THE DECISIONS AND MATERIALS

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.

10. SENATE COMMITTEES

10.1. Senate has the power to establish the committees that it considers necessary to carry out the senate's functions and to delegate to the committees, and to committees established jointly with the board, those of its powers that it determines.

10.2. Members of the Senate committees may be selected from outside the Senate's membership, but sub-committees will normally be chaired by a member of Senate.

10.3. An ad hock Senate committee, or working group, established for the purpose of a senate activity must be comprised of 50% voting senate members. In the case of a committee working group, the same rule applies, and can include senate members of the committee, and/or senate members at large.

10.4. Senate shall determine for each committee its membership, the method for appointing or electing its members, and its terms of reference.

10.5. Senate has the following standing committees:

- a) Executive Committee - coordinates the affairs of Senate.
- b) Internal Academic Governance Committee - reviews and develops academic policies and procedures and makes recommendations to Senate for alterations to, or cancellations or additions of, policies and procedures as necessary.
- c) Curriculum and Program Review Committee - discusses and recommends proposals

affecting the academic programming of the University, including but not limited to course and program proposals, revisions, and reviews.

- d) Academic & Research Planning and Priorities Committee - advises Senate on academic and research planning and priorities.
- e) Appeals Committee - responsible for hearing of student appeals.

Their approval authority is limited to providing input, ideas, and recommendations to Senate.

Executive Committee can act on behalf of Senate between meetings, during summer break when a decision must be made, and on matters requiring immediate action when a quorum of Senate is not reached, or at the direction of the Senate Co-chairs in extenuating circumstances when a timely decision must be made. These decisions must be reported to Senate.

11. REMUNERATION

Student members of Senate and Senate Committees will receive honorarium payments for their participation in Senate regular meetings, Senate PD retreats and Senate Committees' meetings which they are members of, in accordance with the YukonU Board of Governors remuneration regulation rates.

12. CONFLICT OF INTEREST AND CODE OF CONDUCT

A conflict of interest arises when a Senate member's private interests supersede 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.

13. 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 a current course and program approval process and are to be directed to the Governance Office. They will be added to the agenda of the Curriculum and Program Review Committee of Senate (hereafter CPRC) for review and recommendation to Senate for final approval.

Current forms and templates shall be made available on Senate SharePoint.

13.1. COURSE REQUESTS

All New Courses must be approved by Senate prior to the offering of the course. Submissions for new courses must include the Course Outline, Request for Assignment of Course Credit and Course Outline Approval Process form.

Changes to Existing Courses: following effective consultation and approval process, as outlined in the CPRC Submission Process and Deadlines, all changes are to be directed to the Governance Office for CPRC review and recommendation to Senate.

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

13.2. 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 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.

13.3. APPROVAL OF CREDIT FOR A COURSE

Senate has the sole responsibility for approving credit for the Yukon University courses.

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.

13.4. PROGRAM REQUESTS

All New Programs must be reviewed and then recommended by Senate to the Board of Governors (hereafter the Board) for approval.

The approval process includes several stages, as outlined in the Policy AC 3.0 Development of the New Instructional Program Policy and Procedures. 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.

Changes to Existing Programs: all existing programs that are significantly modified must first be approved by Senate and then by the Board of Governors, if there are any fiduciary implications involved.