

ARTICLE 7
ACADEMIC COUNCILS

1.1 **Academic Councils:** Unless the Board authorizes the creation of a single Academic Council for the University, an Academic Council shall exist in each jurisdiction in which the University is authorized to offer degree programs. If there is a single Academic Council, the Academic Council will strike Academic Council Steering Committees in each jurisdiction in which the University is authorized to offer degree programs.

1.2 **Composition:** An Academic Council shall consist of:

- (a) the President;
- (b) the Provost/Vice-Presidents Academic;
- (c) the Deans of each faculty of the University;
- (d) at least one faculty representative from each academic program offered by the University, chosen by the faculty members of that program in accordance with procedures established by Academic Council by-laws and ratified by the Board;
- (e) students chosen or elected in accordance with procedures established by Academic Council by-laws and ratified by the Board;
- (f) the Vice-Chairs of any other University Academic Councils; and
- (g) such other voting and non-voting members chosen or elected in accordance with procedures established by Academic Council by-laws and ratified by the Board.

The Board may appoint a non-voting observer to attend and participate in meetings of an Academic Council.

1.3 **By-Laws, Policies, and Procedures:** An Academic Council shall develop by-laws, policies, and procedures governing its activities, including procedures for adding amendments, and procedures to insure due process for Students filing appeals, which documents shall be submitted to the Board for ratification prior to in implementation.

1.4 **Number of Members:** An Academic Council shall consist of no fewer than 6 members.

1.5 **Voting Members:** Except for observers appointed by the Board, all members of an Academic Council are voting members, unless otherwise provided in an Academic Council's by-laws and ratified by the Board.

1.6 **Terms:** The President, Provost/Vice-Presidents Academic, and Deans serve without term as long as they are in office. Other non-student members of an Academic Council shall serve for three year terms. Student members shall serve for two year terms. The members shall be appointed in rotation so that one-half of the members will retire and be appointed in each year. There shall be no limit on the number of terms a member may serve.

1.7 **Chair and Vice-Chair:**

- (a) The President shall preside as Chair over the meetings of an Academic Council.
- (b) An Academic Council shall elect, in a manner to be specified in its by-laws and ratified by the Board, a Vice-Chair.
- (c) If the President is unable to preside over a meeting of an Academic Council the Vice-Chair shall act as chair. If both the President and the Vice-Chair are unable to preside over such a meeting, the Academic Council shall appoint one of its members to act temporarily as chair.
- (d) The Vice-Chair of an Academic Council is *ex officio* a member of Academic Councils in other jurisdictions in which the University is authorized to offer degree programs.

1.8 **Quorum:** Two-thirds of the voting members shall constitute a quorum for the conduct of Academic Council affairs. Where two-thirds of the number of persons so calculated is not a whole number, the number required for a quorum will be determined by rounding up.

1.9 **Academic Council - Advice to the Board:** An Academic Council shall advise the Board with respect to:

- (a) the mission, vision and values of the University;
- (b) the establishment of policies, procedures, and implementation plans related to the academic, teaching, research, and student service activities of the University;
- (c) the advisability of establishing or terminating degree and/or other academic programs;
- (d) the advisability of establishing or disestablishing academic faculties, schools, programs, institutes, departments, or chairs;
- (e) the establishment of policies, standards, and guidelines for academic governance of any faculty, school, program, institute or department; and
- (f) policies on the conduct of academic employment, such as those concerning appointment, promotion, conditions of employment, the conduct of research, and the ownership of intellectual property.

1.10 **Advice Not Binding:** The advice of an Academic Council in the above matters is not binding on the Board.

1.11 **Conveyance of Advice:** Advice of an Academic Council in the above matters shall be given by resolution and will be conveyed to the Board by the President in such a manner as to indicate the direction and strength of sentiment under girding the resolution. The Board shall take such advice into consideration prior to its determination of the matter.

The Board in its discretion may act on the advice of an Academic Council in the above matters by accepting, rejecting, or modifying its recommendations.

1.12 **Academic Council Mandates:** Subject to the general authority of the Board to plan, determine policies for, and provide for the overall development of the University, including the Board's authority to approve strategic plans, budgets and expenditure plans, an Academic Council holds delegated authority from the Board to establish academic standards and curricular policies and procedures for the University and to regulate such standards, policies and procedures. With respect to such delegated authority, the Board shall either accept the recommendation of an Academic Council or remand the matter to the Academic Council for further consideration. Authority delegated to Academic Councils includes:

- (a) adoption of specific courses and programs of study, including course changes and new program proposals,
- (b) admissions requirements for each program of study;
- (c) policies with respect to academic standards, including grading standards, academic progress, graduation requirements, and academic awards;
- (d) policies in the academic sphere regarding Student rights and responsibilities, including Student appeals and the establishment of due process procedures for Students filing academic appeals;
- (e) classroom and e-learning based teaching and learning methodologies and practices;
- (f) policies and procedures related to the conduct of academic and/or applied research;
- (g) policies and procedures related to library services and acquisitions
- (h) policies and procedures related to student support services;
- (i) establishing qualifications with respect to faculty and academic administrator appointments; and
- (j) any additional policy matters the Board may refer to an Academic Council as impacting the health of the academic community and the prestige of the University.

1.13 **Communications, Academic Council to Board:** All communications to the Board or to a Board Committee on any subject coming properly within the duties and responsibilities of an Academic Council or a committee of an Academic Council shall be referred as a matter of standing procedure to the Board through the President.

1.14 **Communications, Board to Academic Council:** Questions and comments from members of the Board or members of a Board Committee shall be referred as a matter of standing procedure to an Academic Council or to a committee of an Academic Council

through the President for reply or discussion at the time such matters are on the agenda of the relevant body.

- 1.15 **Report of Action Taken:** Actions taken by an Academic Council with regard to those matters over which authority has been delegated to it by section 1.12, above, shall:
- (a) be reported to the Board for information;
 - (b) have the same effect as a resolution passed by the Board; and
 - (c) go into effect thirty (30) days from the end of the meeting at which it was adopted.
- 1.16 **Authorization to Establish Committees:** An Academic Council shall have the power to appoint committees it deems advisable; such committees shall report to the Academic Council. Delegation of authority under section 1.12 to a committee of an Academic Council must be approved by the Board.
- 1.17 **Review of Academic Council Actions:** Where the Board, with respect to any matter or class of matters, has conferred on an Academic Council authority to act on its behalf, and where, prior to the adoption by the decision-making body of a resolution to determine the matter, the Chair of the Board, the President (or the relevant presidential representative), or another Officer is of the opinion that the matter is major in significance with respect to the public or fiduciary responsibilities of the Board, then the Board by notification to the President of the University may require that the action of the Academic Council or committee of the Academic Council be submitted to the Board for confirmation. Where a matter is referred to the Board pursuant to this section, the action taken by the Academic Council or committee of the Academic Council shall not have effect unless confirmed by the Board. If so confirmed, such action shall have the same effect as a resolution passed by the Board and shall have effect from the end of the Board meeting to which the matter was referred. If not confirmed, the Board will remand the matter to the Academic Council for reconsideration.
- 1.18 **Academic Appeals:** Academic appeals, including appeals in cases of alleged academic misconduct, are not subject to the review provisions of paragraph 1.17.
- 1.19 **Academic Council Steering Committees:** When the Board has authorized establishment of a single Academic Council for the University, an Academic Council Steering Committee shall be established in each jurisdiction where the University is authorized to offer degree programs.
- (a) The purpose of the Steering Committee is to prepare recommendations, proposals, and motions for consideration by Academic Council.
 - (b) Membership of Steering Committees will be drawn from among the Academic Council members representing the University and programs based in each jurisdiction.

- (c) Each Steering Committee will be chaired by the senior academic officer in that jurisdiction.
- (d) Each Steering Committee shall have no fewer than five members (including the Chair), who shall be selected to ensure representation by student and non-student members of Academic Council.
- (e) Academic Council shall recommend terms of reference for the Steering Committees to the Board for Board approval.