Senator Orientation

Lon Knox, University Secretary and Corporate Counsel
Rebecca Coupland, Director and Associate Secretary of Senate
Karen Logan, Governance Officer (Senate)
• Welcome and Introductions
• Queen’s Governing Bodies
• Senate
  – What does Senate do?
  – Who is Senate?
  – Senate Standing Committees
  – Motions and Questions
  – Your Role as a Senator
• The Governance Portal
• Meeting Dates
• Questions
Indigenous Relationship

• Queen’s University is situated on traditional Anishinaabe and Haudenosaunee Territory
• In March 2017, Queen’s Senate was presented with a friendship wampum by the Clan Mothers at Tyendinaga and the Grandmothers’ Council in Kingston
• The wampum continues to be displayed at each meeting to remind us of the relationship we share, and “polishing the chain” ceremonies are held regularly
THE GOVERNANCE OF QUEEN'S UNIVERSITY

**Board of Trustees**
- Oversees the management of university finances and property
- Appoints Vice-Principals
- In conjunction with the Senate, is responsible for the selection of the Principal
- Established by Royal Charter, 1841

**University Council**
- Discusses any matter relating to the well-being and prosperity of the University
- Oversees the election of the Chancellor and the Rector
- Established by statute, 1874

**Standing Committees**

**Senate**
- Determines all matters of an academic character that affect the university as a whole
- Concerned with all matters that affect the general welfare of Queen’s and its constituents
- In conjunction with the Board, is responsible for the selection of the Principal
- Established by Royal Charter, 1841

**Standing Committees**

**Faculty Boards**
- Departments
- Committees
- Standing Committees
- Subcommittees
- Research Centres & Institutes
## Governing Bodies: Board and Senate Jurisdiction

<table>
<thead>
<tr>
<th>Board</th>
<th>Senate</th>
</tr>
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<tbody>
<tr>
<td>❖ Oversees financial matters (pensions and investments)</td>
<td>❖ Oversees academic planning and educational environment</td>
</tr>
<tr>
<td>❖ Makes decisions related to property (capital projects, etc.)</td>
<td>❖ Oversees and approves program development, suspension and closure; honorary and regular degrees; superintendence of academic issues</td>
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<tr>
<td>❖ Oversees the university’s audit and risk management activities</td>
<td>❖ Responsible for academic misconduct</td>
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<tr>
<td>❖ Appoints Vice- Principals</td>
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<tr>
<td>❖ Responsible for non-academic misconduct</td>
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</table>

### Shared Jurisdiction

Establish and maintain Faculties, Schools, institutes, departments, and chairs.

Appoint members to the Selection Committee for the Principal
<table>
<thead>
<tr>
<th>College Senate Constituted</th>
<th>And we further will, that so soon as there shall be a Principal and one Professor in the said College, the Board of Trustees shall have authority to constitute...a Court to be called &quot;The College Senate,&quot; for the exercise of Academical superintendence...and with such powers for maintaining order and enforcing obedience to the Statutes, Rules and Ordinances of the said College...&lt;br&gt;&lt;br&gt;<em>Royal Charter of 1841, s. 22.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Power to pass enactments with regard to Senate</td>
<td>The Senate as at present constituted is hereby continued subject to the provisions of this Act, and the Board of Trustees, acting after consultation with the Senate, may pass any enactments in regard to the Senate which the Board thinks proper.&lt;br&gt;&lt;br&gt;<em>S.C., 1912, c. 138, s. 16</em></td>
</tr>
</tbody>
</table>
What does Senate do?

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

Senate will...

– participate in *strategic planning* for the University

– assume a shared responsibility, along with the Board of Trustees and the administration of Queen's, *for a living and learning environment that promotes the well-being of students*

– commit through policies and programs to an environment at the University that recognizes *equity and diversity* as being vital to, and in harmony with, its educational purposes and standards of excellence as an institution
What does Senate do?

Senate will...

– share with the Board of Trustees the responsibility for the selection of the Principal

– establish the procedures to be followed in the appointment of Deans and academic Vice-Principals

– appoint, establish terms of reference, and have responsibility for committees that fulfill the functions of Senate
What does Senate do?

Senate can…

– approve the establishment or closure of any academic unit, centre, or institute, or any named/funded chairs or professorships, subject to ratification by the Board of Trustees

– approve the establishment or closure, on the recommendation of Faculty Boards and Schools, of all programs of study leading to a degree, diploma, or certificate, and review all such programs cyclically

– approve university-level policies relating to the academic mission and academic services

– grant all honorary degrees and grant on the recommendation of Faculty Boards and Schools all earned degrees, diplomas, and certificates

– approve the Academic Plan and the Strategic Research Plan
Senators have a role to play in the student appeals process and the tribunals that manage this process:

- The University Student Appeals Board (USAB) hears appeals from students regarding academic and non-academic misconduct decisions as per the Student Appeals, Rights, and Discipline Policy.

- Senators are members of this tribunal.
Who is Senate?

### Elected Members (56)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>FACULTY</th>
<th>STUDENTS</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Science</td>
<td>13</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Business</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Education</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Engineering and Applied Science</td>
<td>6</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>5</td>
<td>3</td>
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</tr>
<tr>
<td>Graduate Studies</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Law</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>At Large</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Presidents</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>36</strong></td>
<td><strong>17</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### Ex Officio Members (12)

- Principal and Vice-Chancellor
- Provost and Vice-Principal (Academic)
- Vice-Principal (Research)
- Vice-Provost and Dean of Graduate Studies
- Dean of Arts and Science
- Dean of Business
- Dean of Education
- Dean of Engineering and Applied Science
- Dean of Health Sciences
- Dean of Law
- Vice-Provost and Dean of Student Affairs
- University Librarian
Senate’s Standing Committees

- Academic Development
- Academic Procedures
- Agenda & Summer Action
- Advisory Research
- Board-Senate Advisory
- Cylcical Program Review
- Educational Equity
- Governance & Nominating
- Honorary Degrees
- Library
- Orientation Activities Review
- Residence
- Scholarships & Student Aid
• Senate has approved a series of Rules that govern its procedures with respect to:

• Meetings
• Motions
• Voting
• Agendas, Minutes, and Reports
• Committees
• Election of Senators
That Senate approve the establishment of a BAH in Environmental Studies, School of Environmental Studies, Faculty of Arts and Science, effective September 2019.

In the meeting:
• The Chair will draw Senators attention to the attached proposal.
• They will then recognize a Senator who will move the motion as it is written in the agenda.
• They will then ask for a seconder.
• They will note any guests in the room able to speak to the motion.
• They will invite discussion.
• They will ask for a vote on the motion.
• They will ask for abstentions.
• At each Senate meeting, there is a Question Period

• Senators are welcome to submit questions:
  – On topics that fit within one of the designated functions of Senate; or
  – The answer to which would elicit information on the university’s direction on major issues affecting the academic environment

• The Senate Agenda and Summer Action Committee rules questions on or off the agenda and submits a report about its decisions to Senate each month

• Questions must be submitted at least two weeks before the meeting
Role of a Senator

• Although some Senators may be elected by an academic unit, the first principle of Senate membership is:
  
  Participation, not representation

• As a senator, you are responsible for:
  – Making academic decisions affecting the University as a whole, based on the best interests of the University
  – Communicating Senate’s decisions back to the broader Queen’s community and your electing group (as appropriate and as opportunity allows)
Role of a Senator

• You are expected to attend each meeting (seven in total) throughout the year

• Attendance information is publicly available on the Secretariat website. It is important to sign in at each meeting.
• Each month you will be notified via email when the Senate agenda materials are available

• Meeting materials are distributed electronically via a meeting management software called the Queen’s Governance Portal

• Remember to change your password the first time you log in!
Meeting Dates 2019/2020

- October 1
- October 29
- November 26
- January 28
- February 25
- March 24
- April 14

All meetings begin at 3:30 pm and take place in Robert Sutherland Hall, Room 202.
Please use senate@queensu.ca for contact regarding all things Senate. We monitor it every day.

Questions?