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 each year to renew the friendship and the pledge
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

- **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>
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<tbody>
<tr>
<td>- Oversees financial matters (pensions and investments)</td>
<td>- Oversees academic planning and educational environment</td>
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<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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<td>- Oversees the university’s audit and risk management activities</td>
<td>- Responsible for academic misconduct</td>
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<td>- Appoints Vice-Principal</td>
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<td>- Responsible for non-academic misconduct</td>
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### Shared Jurisdiction

Establish and maintain Faculties, Schools, institutes, departments, and chairs.  
Appoint members to the Selection Committee for the Principal.
What does Senate do?

Key Responsibilities:

• 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, modification 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

• 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)**
- **EX OFFICIO MEMBERS (12)**

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<tr>
<th>SOURCE</th>
<th>FACULTY</th>
<th>STUDENTS</th>
<th>STAFF</th>
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<tr>
<td>Arts and Science</td>
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<td>Business</td>
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<td>Engineering and Applied Science</td>
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<td>Law</td>
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<td>At Large</td>
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<td>Presidents</td>
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<td><strong>TOTAL</strong></td>
<td>36</td>
<td>17</td>
<td>3</td>
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- **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
- Cyclical Program Review
- Educational Equity
- Governance & Nominating
- Honorary Degrees
- Library
- Orientation Activities Review
- Residence
- Scholarships & Student Aid
Meeting Protocols

• Meetings will take place via Zoom for Fall 2020

• All meetings follow an agenda which consists of:
  – Items or reports for information
  – Items for approval (motions)
  – Questions (must be submitted ahead of time)
  – Presentations on specific topics or Committee of the Whole sessions
Motions

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.
Voting in Zoom

• When it is time to vote, the poll will appear on the Zoom screen
• Select from either For, Against, or Abstain to record your vote
• The Secretariat staff will announce the results of the vote
• All participants should remain on **mute** and video **off** unless you are asked to speak
• If you wish to speak to an item, you may indicate this by either using the ‘raise your hand’ feature or by typing a question in the chat feature
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)
Queen’s Governance Portal

- 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 2020/2021

• September 29
• November 3
• December 1
• January 26
• February 23
• March 23
• April 13

All meetings begin at 3:30 pm. Fall meetings will take place on Zoom.
Please use senate@queensu.ca for contact regarding all things Senate. We monitor it every day.

Questions?