



SECRETARY OF SENATE
ROLE AND RESPONSIBILITIES

April, 2018

The Secretary of Senate reports to the President, who is also the Chair of Ryerson's Senate, and works closely with the Provost and Vice-President Academic and others to ensure that Senate policies and procedures are applied and interpreted accurately, consistently and fairly for the University community.

Senate-Related Responsibilities

- Collect information for, advise on, and establish, in consultation with the Senate Priorities Committee, the agenda for Senate meetings. Organize, coordinate, and attend all Senate meetings. Ensure accuracy, proper formatting and distribution of agenda; ensure meeting efficiency and organization; record, write, maintain, and distribute decision minutes. Consult with Chairs/Directors, committee chairs and others regarding their submissions to Senate. Advise and assist the Chair and Vice-Chair of Senate regarding meeting procedures as appropriate.
- Act as a resource to the Chair at Senate meetings.
- Organize and coordinate the activities of the standing committees of Senate; assist with the recruitment of members for most committees; serve as an *ex officio*, non-voting member for all committees; forward information to committees as appropriate; act as a liaison among committees and between committees and the Provost and President; ensure that the efforts of the committees are coordinated with each other and with University policy; and facilitate committee recommendations.
- Act as a resource and provide advice to the Senate Priorities Committee and the Academic Governance and Policy Committee; assist Chairs of those committees with setting their meeting agendas.
- Create, advise upon, draft, and prepare for submission to Senate academic policies as appropriate, including consultation with responsible offices and the Ryerson community, and assuring adherence to proper format and procedures.
- Coordinate the entire nomination and election process for Senate, Senate committees, and for senior academic administrative appointment ("AAA") search committees.

Academic Appeals

- Oversee the operations of the Senate Appeals Committee (SAC), which involves the application of several policies, including the Undergraduate Academic Consideration and Appeals policy, the Graduate Student Academic Consideration and Appeals policy, the Academic Integrity policy, and the Student Code of Non-academic Conduct.
- Recruit and train faculty members and students to serve on the SAC.
- Provide training, resources and guidance for academic appeal decision makers at the program and Faculty levels across the University and maintain a database of their decisions.
- Review SAC decision letters before they are issued and assist in the implementation of SAC decisions, often by working with the Registrar's Office.

Policy Review and Development

- Review new and existing policies to ensure compliance with other University policies and objectives.
- Revise and draft academic policies in consultation with appropriate groups.
- Interpret academic policies and advise members of Senate, senior administration, and community members regarding their consistent application and implementation.
- Communicate all policy and procedural changes to the academic community via e-mail distribution to Deans, Chairs/Directors and Departmental Assistants.

People Management

- Manage the office of the Secretary of Senate. Ensure the integrity of systems designed to maintain records of Senate, appeal files, and other documents.
- Hire, train, supervise, and assess performance of direct reports. Plan, monitor, and control department budgets.

Committee Responsibilities

- Serve as a non-voting member of the Awards and Ceremonial Committee, the Academic Standards Committee, the Senate Priorities Committee and the Academic Governance Policy Committee, and other standing committees.
- Coordinate the activities of the Awards and Ceremonial Committee and be responsible for overseeing:
 - the nomination and selection of committee members;
 - the honorary doctorate selection process;
 - the committee meetings and finalizing meeting agendas

Qualifications

- Post-graduate degree
- Experience in and/or knowledge of academic administration
- Experience with institutional academic governance and/or public sector management experience.

Skills and Knowledge

The position requires the following:

- Knowledge of Ryerson's academic governance structure
- Experience in policy review and development
- Sound understanding of Senate policies and related procedures
- Ability to provide motivation and leadership through knowledge and collegiality
- Sound leadership and supervisory skills
- Ability to manage a team
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail