

## **SENATE**

### **BYLAW #1 – General**

**Approved by Senate: 29 January 2019**

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## 1. DEFINITION OF TERMS

- 1.1. **AGPC:** The Academic Governance and Policy Committee as defined by Article 6.3 of this Bylaw.
- 1.2. **Alumni:** The *Ryerson University Act* defines alumni as “persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute, Ryerson Polytechnic University, or Ryerson University and who are no longer registered as students.”
- 1.3. **Board:** The Board of Governors of Ryerson University as defined by the *Ryerson University Act*
- 1.4. **Chang School:** The G. Raymond Chang School of Continuing Education.
- 1.5. **Chief Electoral Officer:** Officer of Senate as defined by Article 5.4.
- 1.6. **Committee Member:** Unless otherwise stated, members of a Senate committee do not have to be members of Senate.
- 1.7. **Department/School:** Academic unit, headed by a Chair or Director, resident in a Faculty, that has responsibility for the delivery of academic programs, Chang School degree credit courses, and Department-based Chang School Certificates.
- 1.8. **ex officio:** Holds office or Senate position by virtue of another office held. Fully participating (and voting) unless otherwise indicated.
- 1.9. **Faculty** (where capitalised): Administrative unit, headed by a Dean, normally consisting of teaching Departments/Schools and established by Senate and the Board of Governors.
- 1.10. **faculty** (where not capitalised): “Teaching faculty,” defined by the *Ryerson University Act* as the “full-time employees of the University whose principal duty is the performance of the teaching function or the research function of the University, including employees holding the offices of Dean, Chair or Assistant Chair of a department, or Academic Director.”
- 1.11. **faculty Senator:** as defined by Article 2.2.1
- 1.12. **Ryerson University Act:** Statute of the Province of Ontario establishing, and governing the operation of Ryerson University.
- 1.13. **Session** shall extend from July 1 of each year until June 30 of the following year.
- 1.14. **SPC:** The Senate Priorities Committee as defined by Article 6.2 of this Bylaw.
- 1.15. **SRCAC:** The Scholarly, Research, and Creative Activity Committee as defined by Article 6.4 of this Bylaw.
- 1.16. **Students:** Defined by the *Ryerson University Act* as “persons registered in a program or course of study at the University that leads to a degree, diploma or certificate of the University.” All such students are eligible to serve on Senate committees and vote in student elections for these positions.
- 1.17. **Student Senator:** as defined by Articles 2.2.2 and 2.2.3
- 1.18. **Union:** Ryerson Faculty Association (RFA); Canadian Union of Public Employees, Local 3904 (CUPE); Ryerson Students’ Union (RSU); and Continuing Education Students’ Association of Ryerson (CESAR).
- 1.19. **University** (where capitalised): Ryerson University
- 1.20. **YSGS:** Yeates School of Graduate Studies

## 2. COMPOSITION OF SENATE

### 2.1. Ex officio Senators

#### 2.1.1. **As per the *Ryerson University Act*:**

- 2.1.1.1. the Chancellor;
- 2.1.1.2. the President (who shall be the Chair of the Senate);
- 2.1.1.3. the Vice Presidents (including the Provost);
- 2.1.1.4. the Deans;
- 2.1.1.5. the Chief Librarian; and

2.1.1.6. the Registrar

**2.1.2. All Vice Provosts.**

**2.2. Elected Voting Senators**

As per the *Ryerson University Act*, there shall be fifty-one (51) elected voting Senators. These shall be apportioned as follows.

**2.2.1. Faculty Senators**

**2.2.1.1. At-Large faculty:** There shall be faculty Senators elected at-large by and from all full-time faculty, as defined above, in such number as to ensure that the total number of elected faculty Senators equals thirty-three (33). Deans may not vote, nominate, or serve. Chairs/Directors may vote but may not nominate or serve. There may be no more than two at-large faculty Senators from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

**2.2.1.2. Faculty:** There shall be three (3) faculty members elected from each Faculty consisting of three (3) or more Departments/Schools and one (1) faculty member elected from each Faculty consisting of less than three (3) Departments/Schools.

**2.2.1.2.1.** Faculties with only one elected Senator may also elect one alternate Senator who may attend meetings of Senate, and vote in the absence of the regular, elected Senator. The alternate Senator may not replace the regular, elected Senator at committee meetings.

**2.2.1.2.2.** All Faculty Senators and Alternate Senators shall be elected by and from the full-time teaching faculty in each Faculty. Deans may not nominate, vote or serve. Chairs/Directors may vote but may not nominate or serve.

**2.2.1.3. Chang School faculty:** There shall be two (2) faculty Senators representing the Chang School who are full-time teaching faculty and who are teaching, or have taught, at least one course in the Chang School in the year preceding the election, or who serve on a Chang School committee, or the Chang School Council.

**2.2.1.4. Indigenous faculty:** There shall be one (1) Indigenous faculty member elected by the Aboriginal Education Council (AEC) from all Indigenous faculty using procedures developed by the AEC in consultation with the AGPC and the wider Indigenous community.

**2.2.1.5. Librarian:** There shall be one (1) librarian Senator who is a member of the RFA, and who is eligible to serve on Senate as defined by the *Ryerson University Act*. Such member shall be elected by and from the University librarians.

**2.2.1.6. Chairs/Directors:** There shall be one (1) Chair/Director, elected from each of the Faculties by and from the Chairs/Directors in that Faculty.

**2.2.1.7. Ryerson Faculty Association (RFA):** There shall be one (1) RFA Senator (who is a faculty member as defined by Article 1.9) specifically elected to the position using such procedures as are specified in the Bylaw(s) of the RFA.

**2.2.1.8. Canadian Union of Public Employees (CUPE) Local 3904:** There shall be one (1) CUPE Senator (who is eligible to serve on Senate as defined by the *Ryerson University Act*) specifically elected to the position using such procedures as are specified in the Bylaw(s) of CUPE Local 3904.

**2.2.2. Undergraduate Student Senators**

**2.2.2.1. At-Large Undergraduate Students:** There shall be undergraduate student Senators, elected at-large by and from all undergraduate students enrolled in a full- or part-time program, in such number as to ensure that the total number of elected student Senators equals sixteen (16). No more than two at-large student Senators may be from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

**2.2.2.2. Faculty Undergraduate Students:** There shall be one (1) student Senator from each Faculty, elected by and from undergraduate students registered in a full- or part-time program within that Faculty.

**2.2.2.3. Continuing Education Students:** There shall be two (2) Senators elected by and from those students of the University who are enrolled in a Chang School course at the time of election, and who are eligible to serve on Senate.

**2.2.2.4. Ryerson Students' Union (RSU):** There shall be one (1) RSU Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the RSU, and who is eligible to serve on Senate.

**2.2.2.5. Continuing Education Students' Association of Ryerson (CESAR):** There shall be one (1) CESAR Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the CESAR, and who is eligible to serve on Senate.

**2.2.3. Graduate Student Senators** There shall be two (2) Senators elected by and from those students of the University who are enrolled in a graduate program.

**2.2.4. Alumni Senators:** There shall be two (2) Ryerson alumni Senators elected by and from the members of the Ryerson University Alumni Association who meet the definition of alumni specified in Article 1.2, and who are no longer registered as students or eligible to serve in any other capacity.

### **2.3. Senate Associates:**

There shall be Senate Associates as follows who, while not eligible to vote at Senate, otherwise have full rights of participation in Senate meetings and, if named to Senate committees, have full committee membership rights (including the right to vote):

**2.3.1. Chang School Associates:** There shall be two (2) Chang School representatives elected by and from the Chang School Directors and Associate Directors who have academic responsibilities using such procedures as the Chang School shall determine.

**2.3.2. Part-time, Sessional and Continuing Education Contract Lecturer (CUPE Local 3904 Units 1 and 2) Associates:** There shall be two (2) Part-time, Sessional and Continuing Education (CUPE Local 3904 Units 1 and 2) Contract Lecturers elected by and from that group, using such procedures as CUPE Local 3904 shall determine

**2.3.3. Indigenous Associates:** There shall be two (2) Indigenous Associates named by the Aboriginal Education Council (AEC) using such procedures as the AEC shall determine. Such Associates may be drawn from any category of Ryerson employee, student, or alumni.

## **3. ELECTIONS AND APPOINTMENTS**

### **3.1. General Provisions**

**3.1.1. Nominations and Elections Committee (NEC):** Early in each Session, Senate shall strike a Nominations and Elections Committee in accordance with Article 6.8 of this Bylaw.

**3.1.2. Schedules, Guidelines and Procedures:** The Chief Electoral Officer of Senate shall annually publish the election schedule, as well as such guidelines and procedures as are approved by the Nominations and Elections Committee.

**3.1.3. Membership Lists:** The Secretary of Senate will provide a list of Senate and Committee members by the first meeting of a Session, and shall advise Senate of all changes to membership, and shall post a revised membership list on the Senate website whenever changes are made.

### **3.2. Senate**

**3.2.1.** The Chief Electoral Officer shall call for nominations in accordance with published Election Guidelines and Procedures.

**3.2.2.** Elections shall be held annually before April 1.

**3.2.3.** Constituent union groups (RFA, CUPE, RSU, and CESAR) shall each be responsible for the election of their representatives and shall inform the Secretary of the process of their election and the election results.

**3.2.4.** Senate seats shall be declared vacant when:

**3.2.4.1.** An elected Senator resigns; or

- 3.2.4.2.** An elected Senator is no longer a member of the constituency s/he was elected to represent; or
- 3.2.4.3.** An elected Senator fails to attend two (2) consecutive meetings without written notice to the Secretary, or three (3) in total during a Session, regardless of notice. In extenuating circumstances, Senate may, by resolution, excuse absences for health or other reasons.
- 3.2.5.** Senate vacancies between general elections will be filled for the duration of the term following the procedures outlined below unless there are fewer than two Senate meetings remaining between the point at which the vacancy occurs and the end of the term or the point at which a call for nominations is issued for general elections.
  - 3.2.5.1.** If a Senate vacancy occurs in the Chair/Director constituency between general elections, the Chief Electoral Officer will ask the affected group to conduct a by-election.
  - 3.2.5.2.** If a Senate vacancy occurs in the Faculty of Law, the elected alternate will fill the position until the Senator elected in the next general election takes office. In the event the alternate is unable to serve, the position will be filled in accordance with Article 3.2.5.4.
  - 3.2.5.3.** If a Senate vacancy occurs among the students elected at large, the Chief Electoral Officer will call for nominations in accordance with published Election Guidelines and Procedures, and present the list of nominees to the elected student Senators who shall elect one of the nominees to fill the vacancy.
  - 3.2.5.4.** If a Senate vacancy occurs in any other constituency between general elections, the Chief Electoral Officer will call for nominations in accordance with published Election Guidelines and Procedures, and conduct a by-election as/if required.
  - 3.2.5.5.** In the event that the routine call for nominations fails to produce sufficient nominees, the Nominations and Elections Committee will solicit nominations and
    - 3.2.5.5.1.** The Nominations and Elections Committee will report eligible nominees to the next meeting of Senate.
    - 3.2.5.5.2.** Additional nominations may be made from the floor of Senate, provided the person nominated is eligible and consents to the nomination. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate.
    - 3.2.5.5.3.** If there is more than one nomination for any individual position, the replacement member will be elected by Senate from among the nominees, with all elected Senators eligible to vote.
- 3.2.6.** The Chief Electoral Officer shall inform Senate of the results of all Senate elections and by-elections, including an accounting of votes cast.

### **3.3. Committees:**

- 3.3.1.** Immediately upon the conclusion of Senate elections, the Nominations and Elections Committee (NEC) shall, in accordance with published Election Guidelines and Procedures, call for nominations to fill all non-student Committee positions not allocated through other means in this Bylaw. Senators-elect are eligible to nominate, stand as candidates, and serve on committees for the following year where Senate membership is a requirement.
  - 3.3.1.1.** Immediately following the orientation session for new Senators (normally held in September of each year), the Chief Electoral Officer shall, in accordance with published Election Guidelines and Procedures, call for nominations to fill all student Committee positions not allocated through other means specified in this Bylaw.
- 3.3.2.** The Nominations and Elections Committee shall prepare, and present annually to the penultimate regular meeting of Senate in each session, a complete list of nominations received for, and appointments to, all non-student positions on all Senate Standing Committees for the following year.
- 3.3.3.** Nominations from the Floor: For positions to be filled by election, nominations beyond those brought forward by the Nominations and Elections Committee may be made from the floor of Senate provided the person nominated is eligible and consents to the nomination. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate.

- 3.3.4.** If the number of nominations exceeds the number of positions to be filled by election as specified in this Bylaw, Senate shall, at the penultimate regular meeting of Senate in each session, elect the committee members from among the nominees, with all Senators eligible to vote. For positions where a specific body is specified in this By Law as the electors for that position, the Chief Electoral Officer shall conduct, or cause to be conducted, an election for those positions prior to the penultimate meeting of Senate in the session.
- 3.3.5.** membership on a committee of Senate shall terminate when:
- 3.3.5.1.** An elected Senator resigns his/her committee membership; or
  - 3.3.5.2.** An elected Senator representing a particular constituency on the committee is no longer a member of the constituency s/he was elected to represent; or
  - 3.3.5.3.** An elected Senator fails to attend two (2) consecutive committee meetings without written notice to the Chair of the committee, or three (3) meetings in total during a Session regardless of notice. In extenuating circumstances, Senate may, by resolution, excuse absences for health or other reasons.
- 3.3.6.** Where a position held by a committee member elected by Senate becomes vacant during a session, the Chief Electoral Officer shall, at the earliest point possible, inform Senate of the vacancy and invite nominations to fill the position. The Nominations and Elections Committee shall report to the next meeting of Senate the name(s) of nominee(s), and Senate shall elect a replacement Committee member following the process outlined in Article 3.3.3 and 3.3.4 above.
- 3.3.7.** Where a position held by a committee member representing a specific constituency becomes vacant during the session, the Chief Electoral Office shall, at the earliest point possible, inform the constituency of the vacancy and invite nominations to fill the position. The Nominations and Elections Committee shall report to the next meeting of Senate the name(s) of nominee(s), and Senate shall elect a replacement Committee member following the process outlined in Article 3.3.3 and 3.3.4 above.
- 3.3.8.** The Chief Electoral Officer shall inform Senate of the results of all Senate Committee elections, including an accounting of votes cast.

## **4. TERM OF OFFICE**

### **4.1. Senate**

- 4.1.1.** The term of elected Senators will commence on July 1 of the year elected.
- 4.1.2.** *Ex officio* members and Union representatives hold their positions on Senate as long as they hold the office or Union position that entitles them to be a Senator.
- 4.1.3.** Faculty and Alumni representatives are elected for a two-year term and may be nominated for a second consecutive two-year term.
- 4.1.4.** Student representatives are elected for a one-year term, and may be nominated for a second consecutive one-year term.
- 4.1.5.** Senate Associates named pursuant to Article 2.3 serve a two-year term and are not subject to term limits.
- 4.1.6.** Senators elected to fill a vacancy serve until the end of the vacant term, but may then stand for election in the scheduled general elections. If elected, the term following the general elections shall be considered their first.
- 4.1.7.** After a second term, Senators may be re-nominated to the same position (e.g., a faculty Senator representing a certain Faculty) after an absence of one (1) year, but may be nominated to a new position (e.g., an "at large" Senator) with no break in service. However in no case shall an elected Senator serve more than four (4) consecutive terms in total.

### **4.2. Senate Committees**

- 4.2.1.** The term of committee members will commence on July 1 of the year elected and shall extend for one session, unless otherwise specified in this Bylaw.

- 4.2.2. Members of Senate committees who are required to be Senators may serve as long as they remain Senators.
- 4.2.3. There is no limit to the number of terms that may be served by members of Senate committees who are not required to be Senators.

## 5. OFFICERS OF SENATE

### 5.1. **Chair:**

The President of the University shall be, *ex officio*, the Chair of Senate. The duties of the Chair shall be to:

- 5.1.1. establish, in consultation with the Senate Priorities Committee and the Secretary, the agenda of all meetings of Senate;
- 5.1.2. report to Senate on current issues of the University;
- 5.1.3. conduct meetings of Senate;
- 5.1.4. break a tie vote; and
- 5.1.5. call the Vice-Chair, or another member if necessary, to the Chair when the President wishes to engage in debate, or for meetings that the Chair cannot attend.

### 5.2. **Vice-Chair:**

The Vice-Chair shall be elected from elected faculty Senators by all elected Senators, with the election held in conjunction with elections to the Senate Priorities Committee. The duties of the Vice-Chair shall be to:

- 5.2.1. act as Chair of Senate if called upon by, or in the absence or incapacity of, the Chair; and
- 5.2.2. serve as Vice-Chair of the Senate Priorities Committee.

### 5.3. **Secretary of Senate:**

The President of the University shall appoint a search committee which shall advise the President on the appointment of a permanent Secretary of Senate, who shall serve, *ex officio*, as a non-voting member of all standing committees of Senate. The office of the Secretary shall:

- 5.3.1. collect information for, advise on, and establish, in consultation with the Senate Priorities Committee, the agenda of Senate meetings;
- 5.3.2. organize and schedule Senate meetings, and distribute the Senate agenda, normally one (1) week in advance of regular meetings;
- 5.3.3. take responsibility for the Senate website;
- 5.3.4. act as a resource to the Chair at Senate meetings;
- 5.3.5. prepare, and distribute to all Senators, draft minutes of every meeting of Senate, and post approved minutes on the Senate website;
- 5.3.6. provide, at the first meeting of each session, a record of the attendance of each Senator during the previous session, with such report becoming an attachment to the minutes of the last meeting of the previous session;
- 5.3.7. conduct correspondence in the name of Senate;
- 5.3.8. create, advise upon, draft, and prepare academic policies as appropriate for consideration by the AGPC and Senate assuring adherence to proper format and procedures;
- 5.3.9. maintain all minutes, records, and accounts of Senate and its committees, including a directory of the current policies of Senate;
- 5.3.10. assist committees in research supporting their efforts and act as a resource;
- 5.3.11. oversee and provide advice on Senate policies and procedures;
- 5.3.12. record and maintain the records of the Academic Standards Committee;
- 5.3.13. oversee the operations of the Senate Appeals Committee;
- 5.3.14. serve as a non-voting member of, and resource for, all Standing Committees and for those *ad hoc* Committees where the Secretary of Senate is named as a non-voting member; and
- 5.3.15. carry out such other duties as may be required to ensure the proper functioning of Senate.



**5.4. Chief Electoral Officer:**

The Secretary of Senate shall, unless Senate should otherwise direct, serve as Chief Electoral Officer. The duties of the Chief Electoral Officer shall be to:

- 5.4.1. serve as a non-voting member of the Nominations and Elections Committee;
- 5.4.2. assist the Nominations and Elections Committee in the solicitation of nominees for Senate Committees;
- 5.4.3. conduct elections pursuant to Article 3 of this Bylaw and the Guidelines and Procedures adopted by the Nominations and Elections Committee;
- 5.4.4. solicit nominations for Vice-Chair in conjunction with elections to the Senate Priorities Committee;
- 5.4.5. solicit nominations and conduct elections, as required, to fill vacancies pursuant to Article 3.2 of this Bylaw;
- 5.4.6. liaise with unions to ensure that elections are conducted in accordance with Senate timelines and procedures; and
- 5.4.7. in accordance with the schedules, guidelines and procedures established by the Nominations and Elections Committee, conduct elections pursuant to Article 3.3 of this Bylaw, if necessary, to fill Committee positions.

**6. STANDING COMMITTEES****6.1. General Provisions**

- 6.1.1. Senate shall have Standing Committees as follows:
  - 6.1.1.1. Senate Priorities Committee (SPC);
  - 6.1.1.2. Academic Governance and Policy Committee (AGPC);
  - 6.1.1.3. Scholarly Research and Creative Activity Committee (SRCAC);
  - 6.1.1.4. Academic Standards Committee (ASC);
  - 6.1.1.5. Awards and Ceremonials Committee (AWCC);
  - 6.1.1.6. Learning and Teaching Committee (LTC);
  - 6.1.1.7. Nominations and Elections Committee (NEC);
  - 6.1.1.8. Research Ethics Board (REB); and
  - 6.1.1.9. Senate Appeals Committee
- 6.1.2. Unless otherwise specified in this Bylaw, committee membership is not limited to members of Senate.
- 6.1.3. Senators-elect are eligible to nominate, stand as candidates, and serve on committees for the following year where Senate membership is a requirement.
- 6.1.4. Any standing committee may recommend to Senate – via the AGPC, as appropriate – changes to Bylaw provisions regarding its terms of reference and composition.
- 6.1.5. All standing committees that do not have a Chair and Vice-Chair prescribed by this Bylaw shall, at their first meeting of each Session, elect a Chair and, if the Committee deems it necessary, a Vice-Chair.
- 6.1.6. The Secretary of Senate is a non-voting member of all standing committees.
- 6.1.7. The current composition and membership of all Standing Committees shall be posted by the Secretary of Senate on the Senate website.

**6.2. Senate Priorities Committee (SPC)****6.2.1. Composition:**

- 6.2.1.1. the President, who shall serve as Chair;
- 6.2.1.2. the Vice-Chair (who is the Vice-Chair of Senate);
- 6.2.1.3. the Provost and Vice President Academic;
- 6.2.1.4. the Vice Provost Academic;

- 6.2.1.5. the Vice Provost, University Planning;
  - 6.2.1.6. one (1) member elected by and from the Deans, including Chang, YSGS, and Library;
  - 6.2.1.7. five (5) members elected by and from the faculty Senators in accordance with Article 3.3.1;
  - 6.2.1.8. one (1) undergraduate student Senator elected by and from all student Senators in accordance with Article 3.3.1.1;
  - 6.2.1.9. one (1) graduate student Senator elected by and from all student Senators in accordance with Article 3.3.1.1; and
  - 6.2.1.10. the Secretary of Senate (non-voting).
- 6.2.2. Terms of Reference:**
- 6.2.2.1. to take responsibility to formulate, in consultation with the Secretary, the agenda for each Senate meeting, together with supporting documentation;
  - 6.2.2.2. to select, for at least two (2) Senate meetings per year, topics of importance and interest to the Ryerson community, and relevant to the responsibilities of Senate:
    - 6.2.2.2.1. Such topics shall be open for discussion in Committee of the Whole for an extended period, not to exceed ninety (90) minutes;
    - 6.2.2.2.2. the SPC shall notify Senate in advance of such topics and arrange for their presentation;
  - 6.2.2.3. to bring to the attention of Senate, and to consult with Senior administration regarding, emergent issues facing the University and, when appropriate, to recommend to Senate the referral of such issues to a Standing Committee, or to recommend to Senate the creation of an *ad hoc* Committee to address such an issue, or to recommend some other course of action;
  - 6.2.2.4. to establish a sub-committee, if desired either by Senate or the SPC, to examine and review the state of the University's overall finances and priorities with respect to their impact on academic programs and activities in light of the Academic Plan, and to present to Senate its findings and recommendations;
  - 6.2.2.5. to represent Senate in meetings with the Board of Governors (or representatives) that may be agreed upon from time to time regarding matters of mutual concern; and to report back to Senate as appropriate on the nature of, and any outcomes from, such meetings;
  - 6.2.2.6. to explore the implications and sustainability of the creation of new Faculties and/or Departments/Schools, and to advise Senate accordingly; and
  - 6.2.2.7. to act on behalf of Senate, if needed, during the summer months, and to report to Senate at the first meeting of the following Session any actions taken on its behalf.

### **6.3. Academic Governance and Policy Committee (AGPC)**

#### **6.3.1. Composition:**

There shall be *ex officio* members, and members selected in accordance with the provisions of Article 3.3 as follows:

- 6.3.1.1. the Provost and Vice President Academic, who shall serve as Chair;
- 6.3.1.2. the Vice Provost Academic, who shall serve as Vice Chair;
- 6.3.1.3. the Vice Provost, Students;
- 6.3.1.4. the Vice-Provost and Dean, Yeates School of Graduate Studies;
- 6.3.1.5. the Registrar;
- 6.3.1.6. one (1) Faculty Dean elected by and from the Faculty Deans;
- 6.3.1.7. seven (7) faculty Senators representing at least five (5) of the Faculties, at least one of whom is a Chair/Director, elected by faculty Senators;
- 6.3.1.8. one (1) Senate Associate Chang School Representative;
- 6.3.1.9. two (2) undergraduate student Senators elected by and from all undergraduate student Senators in accordance with Article 3.3.1.1;

**6.3.1.10.** one (1) graduate student Senator elected by and from all graduate student Senators in accordance with Article 3.3.1.1; and

**6.3.1.11.** the Secretary of Senate (non-voting).

**6.3.2. Terms of Reference:**

**6.3.2.1.** To propose, oversee, and periodically review Senate bylaws, policies and University procedures regarding any matter within the purview of Senate, except those matters for which responsibility is specifically assigned by this Bylaw to another entity;

**6.3.2.2.** to recommend to Senate the establishment of Policy Review Committees, each mandated by Senate to undertake a periodic review or special review of an existing policy or policies in a policy area; to ensure that such Review Committees draw substantially on appropriate experience and expertise in the policy area; and to ensure that appropriate co-ordination with other existing policies occurs by, as appropriate, having a Policy Review Committee report to the AGPC rather than directly to Senate;

**6.3.2.3.** to propose new Senate policy in areas when and where there is no current policy and it is advisable, prudent and/or necessary that there be policy; and to nominate to Senate a special sub-committee of the AGPC to research and draft such policy; and to forward the draft policy to Senate for consideration;

**6.3.2.4.** to report to Senate with a Committee recommendation on all matters referred to AGPC by Senate or any Senate Committee; and

**6.3.2.5.** to request reports from other University committees, sub-committees or departments whose business has an academic policy dimension, or a substantial effect on the academic mandate or performance of the University.

**6.4. Scholarly Research and Creative Activity Committee (SRCAC)**

**6.4.1. Composition:**

There shall be *ex officio* members, and members selected in accordance with the provisions of Article 3.3 as follows:

**6.4.1.1.** the Vice President Research and Innovation (VPRI), who shall serve as Chair;

**6.4.1.2.** the Associate Vice President Research and Innovation (AVPRI)

**6.4.1.3.** one (1) faculty member from each Faculty, at least two (2) of whom are Senators, one (1) of whom shall be elected as Vice Chair by the Committee as the first committee meeting of the session;

**6.4.1.4.** the Vice-Provost and Dean, Yeates School of Graduate Studies or designate;

**6.4.1.5.** one (1) Dean / Chief Librarian elected by and from the Deans and Chief Librarian;

**6.4.1.6.** the Chair, Research Ethics Board or a designated faculty member of the REB;

**6.4.1.7.** one (1) Associate Dean Research (or equivalent) from each Faculty;

**6.4.1.8.** one (1) Associate Chief Librarian;

**6.4.1.9.** one (1) Librarian, not necessarily a Senator;

**6.4.1.10.** one (1) graduate student, not necessarily a Senator;

**6.4.1.11.** one (1) undergraduate student Senator elected by and from all undergraduate student Senators in accordance with Article 3.3.1.1;

**6.4.1.12.** the Secretary of Senate (non-voting); and

**6.4.1.13.** such other non-voting Associates as the Committee may, from time to time, designate.

**6.4.2. Terms of Reference:**

**6.4.2.1.** to examine and report annually to Senate regarding the state of SRC activity at Ryerson and upon issues regarding SRC activity that are likely to arise;

**6.4.2.2.** to establish a sub-committee, the SRC Leaders' Group, consisting of the VPRI, the AVPRI, the Associate Deans Research (or equivalent) from each teaching Faculty, the Associate Dean Graduate Studies, and the Associate Chief Librarian, which shall:

**6.4.2.2.1.1.** develop its own terms of reference to be approved by the SRCAC;

- 6.4.2.2.1.2. provide input regarding SRC activity into the academic and strategic planning process; and
- 6.4.2.2.1.3. provide input to the VPRI and the SRCA Committee on the funding of SRC activity generally, and specifically with regard to procedures affecting SRC activity, and the internal allocation of funds intended to enhance SRC activity;
- 6.4.2.3. to advise Senate on existing and emerging trends in research funding, and on government policies and priorities relevant to SRC activity at Ryerson;
- 6.4.2.4. to review, and report to Senate on, the extent to which SRC activity informs, and is integrated into, opportunities for student experiential learning, the innovation ecosystem, and the undergraduate and graduate curriculum; and
- 6.4.2.5. in coordination with the Academic Governance and Policy Committee (AGPC), to recommend to Senate, when necessary, the establishment of policies to promote, support and regulate SRC activity involving Ryerson, and to review any such existing policies.

#### 6.5. Academic Standards Committee (ASC):

##### 6.5.1. Composition:

Senate shall consider each year a list of members as detailed below. Senate may approve or reject the list in its entirety, but may not alter the list.

- 6.5.1.1. the Vice Provost Academic (VPA), who shall serve as chair
- 6.5.1.2. two (2) members of the faculty from each of the Faculties of Arts, Community Services, Communication and Design, Engineering and Architectural Science, Science, and the Ted Rogers School of Management, and one (1) faculty member from the Faculty of Law;
  - 6.5.1.2.1. faculty members are appointed by the Deans of their respective Faculties for a two-year term
- 6.5.1.3. two (2) representative of the Chang School, appointed by the Dean of the Chang School for a two-year term;
- 6.5.1.4. one (1) Librarian, appointed by the VPA upon recommendation of the Chief Librarian for a two-year term;
- 6.5.1.5. two (2) students, appointed for a one-year term by the VPA, who shall solicit nominations from the Associate Deans responsible for undergraduate studies;
- 6.5.1.6. the Director, Curriculum Quality Assurance (non-voting), who shall serve as Vice-Chair; and
- 6.5.1.7. The Vice President Equity and Community Inclusion (VPECI) or designate;
- 6.5.1.8. the Registrar;
- 6.5.1.9. the Secretary of Senate (non-voting).

##### 6.5.2. Terms of Reference:

to provide advice to Senate with respect to the quality of both operating and proposed undergraduate programs (degree, diploma, certificate, and special-purpose programs), including, but not necessarily restricted to:

- 6.5.2.1. undertaking periodic program reviews;
- 6.5.2.2. assessing new undergraduate program proposals;
- 6.5.2.3. assessing curriculum modification proposals;
- 6.5.2.4. reviewing and formulating policies governing undergraduate curriculum structure; and
- 6.5.2.5. such other matters as referred to it by Senate or by the Provost and Vice President Academic.

##### 6.5.3. Subcommittees:

The ASC may establish such subcommittees as are required for it to carry out the mandate assigned to it by this Bylaw or by other Senate policy. The activities of any subcommittees should be included in reports to Senate by the ASC.

**6.5.4. Reporting:**

The ASC reports directly to Senate its recommendations about undergraduate curriculum (e.g., new programs, program reviews, program changes) and about the work of its subcommittees, if any. It directs to the AGPC recommendations regarding change to policy or to the structure specified in this Bylaw.

**6.6. Awards and Ceremonials Committee (AWCC):****6.6.1. Composition:**

- 6.6.1.1. the Provost and Vice President Academic, who shall serve as chair;
- 6.6.1.2. the Vice-Provost and Dean, Yeates School of Graduate Studies;
- 6.6.1.3. one (1) tenured faculty member, not necessarily a Senator, from each Faculty, nominated by the Deans of their respective Faculties;
- 6.6.1.4. one (1) Chair/Director/Dean/Associate Dean from each Faculty, nominated by the Deans of their respective Faculties, at least one of whom must be a Chair/Director;
- 6.6.1.5. two (2) Program Directors from the Chang School, nominated by the Dean of the Chang School;
- 6.6.1.6. one (1) undergraduate student Senator, selected pursuant to Article 3.3.1.1;
- 6.6.1.7. one (1) graduate student Senator, selected pursuant to Article 3.3.1.1;
- 6.6.1.8. the Registrar (non-voting);
- 6.6.1.9. the Director, Convocation and Awards (non-voting);
- 6.6.1.10. the Secretary of Senate (non-voting).

**6.6.2. Terms of Reference:**

- 6.6.2.1. to approve, on behalf of Senate, the award of graduate and undergraduate degrees and certificates, Honorary Doctorate degrees and various medals and awards for excellence;
- 6.6.2.2. to recommend to Senate, via the SPC (which includes both President and Provost), policies and procedures respecting the awarding of, as well as the ceremonies associated with, the awarding of degrees, certificates, medals, and other marks of academic achievement.

**6.6.3. Reporting:**

The AWCC reports directly to Senate regarding its regular business. It directs to the SPC recommendations regarding policy changes or changes to its terms of reference or composition.

**6.7. Learning and Teaching Committee (LTC):****6.7.1. Composition:**

Senate shall consider each year a list of members as detailed below. Senate may approve or reject the list in its entirety, but may not alter the list.

- 6.7.1.1. the Vice Provost Academic, who shall serve as Chair;
- 6.7.1.2. the Vice-Provost and Dean, Yeates School of Graduate Studies or designate;
- 6.7.1.3. one (1) faculty member from each Faculty, nominated by the Dean of their respective Faculty;
- 6.7.1.4. one (1) Chang School Program Director, nominated by the Dean of the Chang School;
- 6.7.1.5. one (1) Librarian nominated by the Chief Librarian;
- 6.7.1.6. one (1) member of the Aboriginal Education Council nominated by the Council;
- 6.7.1.7. the Vice President Equity and Community Inclusion (VPECI) or designate;
- 6.7.1.8. the Vice Provost Students or designate;
- 6.7.1.9. two (2) undergraduate students, selected by the Vice Provost Academic from a pool created by one nomination from each academic Dean;
- 6.7.1.10. one (1) graduate student nominated by the Vice-Provost and Dean, Yeates School of Graduate Studies;
- 6.7.1.11. one (1) continuing education student nominated by the Dean of the Chang School;

- 6.7.1.12. the Director of the Learning and Teaching Office (LTO) – non-voting;
- 6.7.1.13. the Secretary of Senate (non-voting); and
- 6.7.1.14. such other non-voting associates as the committee may request to attend.

**6.7.2. Terms of Reference:**

- 6.7.2.1. to advise Senate on select university-wide issues through the lens of learning and teaching;
- 6.7.2.2. to initiate, as required, activities that address specific issues; and
- 6.7.2.3. to develop and make academic policy recommendations for the consideration of Senate.

**6.7.3. Reporting:**

The LTC reports directly to Senate regarding its regular business. It directs to the AGPC recommendations regarding policy changes or proposed changes to its terms of reference or composition.

**6.8. Nominations and Elections Committee (NEC):**

**6.8.1. Composition**

Immediately following the orientation session for new Senators (normally held in September of each year), the Chief Electoral Officer shall, in accordance with published Election Guidelines and Procedures, call for nominations from the relevant constituent groups to fill the positions listed below. If more nominations are received from any group than the number of positions available, an election shall be conducted within that group to determine the name(s) recommended to Senate.

- 6.8.1.1. one (1) Dean selected by and from the Deans (including Chang, YSGS, Chief Librarian);
- 6.8.1.2. two (2) faculty Senators elected by and from elected faculty Senators;
- 6.8.1.3. two (2) student Senators elected by and from student Senators; and
- 6.8.1.4. the Secretary of Senate (non-voting).

If the committee, once constituted, feels that additional members would aid in the solicitation of nominations, it may add up to two faculty members who need not necessarily be elected Senators.

**6.8.2. Terms of Reference:**

- 6.8.2.1. to develop guidelines and procedures governing the conduct of all elections conducted under the auspices of Senate;
- 6.8.2.2. to adjudicate any disputes that may arise in the application of all guidelines and procedures;
- 6.8.2.3. to solicit nominations from potential Senators;
- 6.8.2.4. to prepare and present to the penultimate regular meeting of Senate in each session, a complete list of nominations received for, and appointments to, all non-student positions on all Senate Standing Committees for the following year, unless those positions are otherwise specified in this Bylaw;
- 6.8.2.5. to assist the Chief Returning Officer with the filling of vacancies on Senate or its Committees.

**6.8.3. Reporting:**

The NEC is appointed by, and reports directly to, Senate or, in the period between Senate meetings, to the SPC.

**6.9. Research Ethics Board (REB):**

**6.9.1. Composition:**

To ensure compliance with current Tri-Council Policy requiring the independence of REB decision-making, institutional senior administrators shall not serve on the REB. The REB shall have diverse representation across all Faculties at the University. The specific composition will be specified by the Senate policy governing the ethical conduct for research involving human participants. Senate shall consider each year a list of members nominated by the Vice President Research and Innovation. Senate may approve or reject the list in its entirety, but may not alter the list.

**6.9.2. Terms of Reference:**

- 6.9.2.1. to protect research participants and ensure that research is conducted in an ethical manner; and
- 6.9.2.2. to review and evaluate all proposed or ongoing research involving human participants that is conducted within or under the auspices of Ryerson University by faculty, staff, or students of the University. No research involving human participants shall be undertaken without the prior written approval of the REB;

**6.9.3. Reporting:**

The REB reports directly to Senate regarding its regular business. It directs to the SRCAC recommendations regarding policy changes or proposed changes to its terms of reference or composition.

**6.10. Senate Appeals Committee (SAC):**

**6.10.1. Composition:**

The Committee consists of no fixed number of members drawn from both faculty and students, who have applied, been screened, and trained in the application of the university policies listed in the Terms of Reference. Members hear appeals in 3-person panels consisting of two faculty members and one student. The panels are constituted by the Office of the Secretary of Senate.

Senate may approve or reject the list in its entirety, but may not alter the list.

**6.10.2. Terms of Reference:**

**6.10.2.1.** to hear appeals of decisions on matters related to Senate policies:

- 6.10.2.1.1. Graduate and Undergraduate Academic Consideration and Appeals;
- 6.10.2.1.2. Academic Integrity; and
- 6.10.2.1.3. the Student Code of Non-Academic Conduct.

**6.10.3. Reporting:**

The SAC reports directly to Senate regarding its regular business. It directs to the AGPC recommendations regarding policy changes or proposed changes to its terms of reference or composition.

**7. AD HOC COMMITTEES**

**7.1. General:**

**7.1.1. Formation and Life:**

An *ad hoc* committee may be formed for a limited term by a Senate resolution. Members need not be members of Senate. Unless reconstituted by Senate, the committee is dissolved upon presentation of its report. The motion to establish an *ad hoc* committee must include the Terms of Reference of the committee, and may include:

- 7.1.1.1. the proposed number of members on the committee;
- 7.1.1.2. details of proposed distribution of members, if any;
- 7.1.1.3. names of proposed members of the committee; and
- 7.1.1.4. the committee report date.

**7.1.2. Nominations:**

**7.1.2.1.** Nominations for members of the committee may be accepted from the floor and voted upon. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate; or

**7.1.2.2.** The Chair of Senate may appoint the committee; or

**7.1.2.3.** The Chair of Senate may announce that the members of the committee will be announced at a later date.

**7.1.3. Chair:**

The committee Chair shall be:

- 7.1.3.1. elected, normally from those members who are also members of Senate, at the first meeting of an *ad hoc* committee; or
- 7.1.3.2. specified in the motion to establish the committee; or
- 7.1.3.3. appointed by the Chair of Senate.

**7.1.4. Secretary:**

- 7.1.4.1. Unless the Secretary of Senate is named a non-voting member of the *ad hoc* committee, the Committee shall, at its first meeting, name a Secretary who will be responsible to keep records of the committee meetings and to file those records with the Secretary of Senate.

**7.2. Joint Committees with the Board of Governors:**

Joint Committees with the Board of Governors may be formed with mutual consent. Such committees shall be formed by a motion in each body, according to the rules of each body.

## **8. GOVERNANCE COUNCILS**

### **8.1. Yeates School of Graduate Studies Council (YSGS Council)**

**8.1.1. General Purpose:**

The Yeates School of Graduate Studies Council will act on behalf of graduate education and programs at Ryerson and SGS. Among other duties, it shall review and make recommendations to Senate regarding proposals for new and existing graduate programs and degree designations, facilitate the review and evaluation of proposed programs, and develop and recommend to Senate policies relevant to the operation of graduate programs.

**8.1.2. Operation:**

The YSGS Council shall operate under Bylaw(s) approved by Senate. Such Bylaw(s) shall govern such matters as: i) the composition, terms of office, and method of appointment of Council members; ii) the composition, terms of reference for, and method of appointment of members of any standing committees of Council.

**8.1.3. Reporting:**

The YSGS Council reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

### **8.2. G. Raymond Chang School of Continuing Education Council (Chang School Council):**

**8.2.1. General Purpose:**

The G. Raymond Chang School of Continuing Education Council serves as the academic policy coordinating group for the School, working collaboratively with Department/School Councils. It:

- 8.2.1.1. considers academic policy for continuing education programs and courses;
- 8.2.1.2. considers the creation, modification, and deletion of all degree-credit and non-degree credit programs and courses offered by the School;
- 8.2.1.3. undertakes to review periodically all degree-credit and non-degree-credit programs and courses offered by the School; and
- 8.2.1.4. recommends appropriate changes to relevant academic departments.

**8.2.2. Operation:**

The Council shall operate under Bylaw(s) approved by Senate, which shall include: terms of reference for, and composition of, Council; method of appointment and election of Council members; any standing sub-committees, their terms of reference, composition, and specification of scheduled meetings.

**8.2.3. Reporting:**

The Chang School Council reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s). It directs to the ASC recommendations regarding the approval, modification, and discontinuation of all degree-credit and non-degree credit programs and courses offered by the School.

### **8.3. Program Councils:**



**8.3.1. General Purpose:**

Each undergraduate or graduate academic program that is not governed by a Department/School Council shall establish a Program Council in accordance with Senate policy to develop and recommend policy relevant to the academic program that is in accord with the general policies of Senate and the University.

**8.3.2. Operation:**

Program Councils shall develop Bylaw(s) for approval by Senate upon recommendation of the AGPC.

**8.3.3. Reporting:**

A Program Council may report directly to Senate regarding those of its operations that affect more than its own Program, and regarding matters of general interest. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

**8.4. Department/School Councils:**

**8.4.1. General Purpose:**

Each Department/School shall establish a Department/School Council in accordance with Senate policy to develop and recommend policy relevant to the Department/School that is in accord with the general policies of Senate and the University.

**8.4.2. Operation:**

Department/School Councils shall develop Bylaw(s) for approval by Senate upon recommendation of the AGPC.

**8.4.3. Reporting:**

A Department/School Council may report directly to Senate regarding those of its operations that affect more than its own Department/School, and regarding matters of general interest. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

Approved: Academic and Governance Committee on dd Mmmmm YYYY

Approved: Senate on dd Mmmmm YYYY

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