



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

ACADEMIC BOARD TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

	<u>Ex officio</u>	<u>Elected</u>	<u>Appointed</u>	<u>Total</u>
<u>Teaching Staff</u>				
<u>Group I</u>				
Arts and Science	1	14		
St. George				
Colleges	7			
Erindale	1	3		
Scarborough	<u>1</u>	<u>3</u>		
Totals	<u>10</u>	<u>20</u>		<u>30</u>
<u>Group II</u>				
Medicine	1	11		
Dentistry	1	1		
Nursing	1	1		
Physical Ed. & Health	1	1		
Pharmacy	<u>1</u>	<u>1</u>		
Totals	<u>5</u>	<u>15</u>		<u>20</u>
<u>Group III</u>				
App.Sci.& Engineering	1	3		
OISE/UT	1	3		
Management	1	1		
Music	1	1		
Law	1	1		
Social Work	1	1		
Forestry	1	1		
Information Studies	1	1		
Architecture, Landscape, and Design	<u>1</u>	<u>1</u>		
Totals	<u>9</u>	<u>13</u>		<u>22</u>
<u>Group IV</u>				
Graduate Studies	<u>1</u>	<u>2</u>		<u>3</u>
<u>Sub-total Divisional</u>				
<u>Teaching Staff</u>	<u>25</u>	<u>50</u>		<u>75</u>

	<u>Ex officio</u>	<u>Elected</u>	<u>Appointed</u>	<u>Total</u>
Governing Council				
Teaching Staff		6		6
Vice-President and Provost	1			1
Director, School of Continuing Studies	1			1
Director, TYP	1			1
Librarians	1	2		3
Master, Massey College	<u>1</u>			<u>1</u>
<u>Sub-total</u>	<u>30</u>	<u>58</u>		<u>88</u>
Students				
Governing Council		4		
Non-Governing Council			12	<u>16</u>
Administrative Staff				
Governing Council		1		
Non-Governing Council			3	<u>4</u>
Alumni				
Governing Council		2		
Non-Governing Council			1	<u>3</u>
LGIC Appointees			3	<u>3</u>
Presidential Assessors			<u>3</u>	<u>3</u>
TOTALS	<u>30</u>	<u>65</u>	<u>22</u>	<u>117</u>

In addition to the *ex officio* members listed above, the Chairman and Vice-Chairman of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Academic Board. The Secretary of the Governing Council is an *ex officio* non-voting member of the Board.

The President may appoint annually University Officers as non-voting assessor members of the Board in addition to the four voting assessors.

1.2 Term

Terms begin on July 1 and continue to June 30.

The Governing Council members of the Academic Board are appointed annually by the Governing Council and may be re-appointed subject to their continued membership on the Governing Council. Elected teaching staff and librarians are normally elected for three-year terms and are eligible to be re-elected. The non-Governing Council student members are appointed annually by the Board and may be re-appointed. The non-Governing Council administrative staff and alumni members are appointed by the Board for one- to three-year terms, and may be re-appointed.

1.3 Chair and Vice-Chair

The Governing Council shall appoint the Chair and Vice-Chair of the Board from among the members of the Council on the Board.

2. QUORUM

One-third of the voting members (normally 41).

3. COMMITTEES

3.1 Standing Committees

The Standing Committees of the Board are: Agenda Committee
Academic Appeals Committee
Committee on Academic Policy and Programs
Planning and Budget Committee

3.2 Special Committees

From time to time the Board may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Agenda Committee, when, in the view of the Board, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

3.3 Connaught Committee

The Connaught Committee is a Standing Committee that reports annually through the Committee on Academic Policy and Programs to the Governing Council on matters concerning the Connaught Fund.

Proposals for use of Connaught monies that would have a major steering effect are handled in the same manner as other major research proposals.

Proposals to amend the terms of reference of the Connaught Fund are considered by the Academic Board and confirmation by the Executive Committee.

3.4 Striking Committee

The Striking Committee, established by the Agenda Committee, shall recommend annually and as vacancies occur to the Academic Board on the non-Governing Council membership of the Board, the membership of its Committees and various other appointments (except teaching staff and librarians who are elected).¹

4. FUNCTION

The Academic Board is responsible for consideration of policy in the academic area and for monitoring matters within its area of responsibility. In general, the Board is concerned with matters affecting the teaching, learning and research functions of the University, the establishment of University objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Except in purely academic matters (those specified in clauses 2(14)(g), (h), and (n)² of the *Act*), the Board does not have final decision-making authority. In most instances, recommendations of the Board are confirmed by the Executive Committee on behalf of Council. Matters having significant impact on the University as a whole, those having serious steering effects on the development of a particular division or those having a major impact on the relationships amongst divisions and relationships between the University and the community at large, will normally require the approval of the Governing Council.

¹ Appointment of non ex-officio members of the Committee for Honorary Degrees recommended to Governing Council; appointment of two members of the Academic Board to the Provost's Advisory Committee on the Library recommended to the Board; on the recommendation of the President, the appointment of the Council of Ontario Universities' colleague and alternate recommended to the Board.

² Clause 2(14)(g) refers to conducting examinations and appointing examiners, (h) refers to matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards for academic achievement, and (n) refers to the determination and regulation of standards for the admission of students to the University, the contents and curricula of all programs and courses of study and the requirements for graduation.

5. AREAS OF RESPONSIBILITY

5.1 The following areas are within the Board's responsibility:

- Academic appeals
- Academic appointments policies and individual appointments
- Academic discipline
- Academic priorities for fundraising
- Academic services
- Admissions
- Awards
- Budget guidelines and budget plans
- Capital plans, projects and space policy
- Constitutions of divisional councils
- Continuing studies
- Curriculum and academic regulations
- Earned and posthumously awarded degrees, diplomas and certificates
- Endowed chairs, professorships and visiting lectureships
- Enrolment policy
- Establishment, termination or restructuring of academic units
- Examinations and grading practices
- Name changes of academic units
- Planning policy
- Research
- Submissions to and agreements with external bodies
- Teaching guidelines
- University objectives / mission statement

5.2 Matters proceeding directly to the Academic Board:

5.2.1 Academic appointments policy and appointment of individuals

a) Policies on academic appointments

Policies on the nature of academic employment are assigned to the Academic Board. These encompass policies on the appointment, promotion, tenure, suspension and removal of teaching staff, as well as policies on the conduct of academic work, such as the policies on research leave and on academic freedom and responsibilities. In the case of extensive revision to a policy or revisions of major import, or the establishment or repeal of a key policy, the matter may be referred to a Special Committee. Minor amendments to policies may be referred directly to the Academic Board for consideration and confirmation by the Executive Committee.

5.2 Matters proceeding directly to the Academic Board:

5.2.1 Academic appointments policy and appointment of individuals (cont'd)

b) Individual appointments

The Academic Board considers a number of academic appointments.³

5.2.2 Constitutions of divisional councils

New or amended divisional constitutions are forwarded by divisional councils to the Academic Board for consideration and confirmation by the Executive Committee. By-laws which may contain such matters as procedural rules and committee memberships and terms of reference are approved by the divisional councils.

5.2.3 Divisional seals

Authority to approve the acquisition and design of divisional seals is delegated to the Vice-President and Provost and the Chair of the Academic Board. [A record of such seals and the purposes for which they are used shall be kept in the Office of the Governing Council.]

5.2.4 Degrees, diplomas and certificates

Approval of the award of earned degrees, diplomas and certificates, including conjoint degrees, and the award of posthumous degrees, diplomas and certificates is delegated by the Governing Council to any two of the Vice-President and Provost, the Chair and the Vice-Chair of the Academic Board on the recommendation of divisional councils.

The Academic Board receives annual reports on the number of degrees, diplomas and certificates awarded.

[Policy matters affecting earned and posthumously awarded degrees, diplomas and certificates, including their design, are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration.]

³ Appointment of academic administrators shall be approved by the Agenda Committee on behalf of the Academic Board, pursuant to the *Policy on Appointment of Academic Administrators*, and shall be confirmed by a committee consisting of the Chairman of the Governing Council, the President, and the Chair of the Academic Board. Appointment of the University Librarian and the Director of the School of Continuing Studies shall be approved by the Academic Board pursuant to the *Policy on Appointments and Remuneration* and confirmed by a committee consisting of the Chairman of Governing Council, the President, and the Chair of the Academic Board. Academic appointments with tenure shall be reported to the Board for information pursuant to the *Policy on Appointments and Remuneration*. Appointment of professors emeritus shall be reported to the Academic Board for information pursuant to the *Policy on Appointment of Professor Emeritus*. Appointment of University Professors shall be approved by the Academic Board pursuant to the *Policy and Procedures on Academic Appointments*. Individuals who are promoted shall be reported to the Academic Board for information pursuant to the *Policy and Procedures Governing Promotions*. The President shall report to the Academic Board for information the removal of any academic administrator from office pursuant to the *Policy on Appointment of Academic Administrators*. The Vice-President and Provost shall report the waiving of some or all of the procedures for academic appointments to the Academic Board for information pursuant to the *Policy and Procedures on Academic Appointments*.

5.2.5 Convocations

The Academic Board has responsibility for policy matters with respect to convocation ceremonies.

a) Ceremonial procedures

Authority concerning decisions on procedures is delegated to a committee of the Chancellor, the President, the Chair of the Academic Board and the Secretary of the Governing Council.

b) Academic regalia

Authority for the approval of academic hoods, academic robes, robes of office and other regalia is delegated to the Chancellor, Chair and the Vice-Chair of the Academic Board.

5.2.6 Academic discipline

a) Policy and procedures

Policy and procedures with respect to academic discipline are as described in the *Code of Behaviour on Academic Matters*, as amended. Amendments to the *Code* will either be submitted directly to the Academic Board or will be considered first by a Special Committee. With the University Affairs Board, the Academic Board recommends amendments to the terms of reference of the Discipline Appeals Board⁴.

An annual University-wide report on academic discipline cases is forwarded to the Academic Board for information.

b) Individual cases

Individual cases are disposed of in accordance with the *Code of Behaviour on Academic Matters*. Reports on the disposition of cases, without names, are received by the Academic Board for information.

c) Appointments

The Academic Board appoints the following:

- i the University discipline counsel and the assistant discipline counsel, on the recommendation of the Vice-President and Provost
- ii the Secretary of the University Tribunal, on the recommendation of the Vice-President and Provost
- iii the Senior Chair, Associate Chairs and co-chairs of the University Tribunal, on the recommendation of the Tribunal Selection Committee⁵
- iv six members of the Discipline Appeals Board, on the recommendation of the Striking Committee. [The University Affairs Board appoints the other 6 members.]

⁴ The Discipline Appeals Board is the body that hears appeals arising from the *Code of Behaviour on Academic Matters* and the *Code of Student Conduct*.

⁵ The Tribunal Selection Committee is established annually by the Agenda Committee.

5.2.7 Name changes of academic units

Name changes in academic divisions (excluding namings⁶) are considered by the Academic Board and confirmed by the Executive Committee. [Changes in name that are part of a proposal for establishing, restructuring and/or merging units would be recommended to the Academic Board by the Planning and Budget Committee.]

5.2.8 Agreements with certain affiliated or federated institutions

New or substantially amended agreements with affiliated or federated institutions such as the Toronto School of Theology are recommended by the Academic Board to the Governing Council. Extension of the term of the agreements or minor amendment are approved by the Academic Board and confirmed by the Executive Committee.

5.2.9 Disruptions in academic programs

The Academic Board or the Vice-President and Provost shall declare when a disruption of the academic program has occurred.⁷ [The Vice-President and Provost shall report to the Committee on Academic Policy and Programs on the implementation of the procedures and changes to the status of the academic programs.]

5.2.10 Report from the COU academic colleague

The Academic Board will receive an annual report from the University's Council of Ontario Universities academic colleague.

5.2.11 Sessional dates

[Authority is delegated to the divisions.]

5.3 Matters coming from the Academic Board's Committees:

5.3.1 Matters requiring Governing Council approval:

- New or repealed policies or extensive changes to existing ones
- Planning frameworks including enrolment frameworks
- University mission statement
- Capital projects, capital plans, and campus master plans
- Annual operating budget and long-range budget guidelines
- Priorities for fundraising
- Template agreements with external bodies
- Allocations from designated funds
- Establishment, disestablishment or restructuring of academic units
- New degree programs
- Submissions to external bodies that do not conform to policy

⁶ Academic units named under the Policy on Naming will be reported to the Academic Board for information.

⁷ University Grading Practices Policy and the Graduate Grading Practices Policy

5.3.2 Matters requiring Executive Committee confirmation:

Extensively restructured and/or renamed degree, diploma or certificate programs
 Design of degree, diplomas and certificates
 Agreements with external bodies that do not conform to the template
 Chair proposals that do not conform to policy
 Academic appeal procedures which contain significant changes in divisional
 procedures or those contrary to policy⁸
 New diploma or certificate programs with resource implications
 Name changes of academic units

5.3.3 Matters for information:

Reports of the Academic Appeals Committee (without names)
 Reports of the Agenda Committee

5.4. Accountability Reports:

Access to Information and Protection of Privacy - the Academic Board will receive a report from the President if he/she or an Officer makes a final determination not to accept the recommendation of the Commissioner with respect to students and faculty records.

The Provost's Guidelines on Donations - a quarterly report on donations of \$250,000 or over will be provided.

Employment Equity Policy - an annual report on employment equity initiatives concerning faculty and librarians will be provided.

6. PROCEDURES

The Academic Board will meet in open session; appointments and other matters of a personal nature will be dealt with *in camera* session, usually at the end of the meeting. Because of its size, the Board will use the procedures set out for the meetings of Governing Council.

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⁸ Guidelines for Academic Appeals within Divisions