

Senate Governance Committee Terms of Reference

RESPONSIBILITIES

The Committee has the responsibility to:

1. Advise Senate on all matters related to the jurisdiction and the conduct of the business of Senate and its committees, their meetings, and their proceedings.
2. Review, at the request of Senate, as issues arise, but at least every three years, the bylaws of Senate.
3. Review, at least once every three years, the configuration of standing committees of Senate, their membership, terms of reference, and their consultation and reporting relationships; propose to Senate any recommendations for change after consulting with the relevant committees.
4. As directed by Senate, facilitate the nomination of members to serve on Senate committees.
5. Advise Senate on procedures for the recommendation and selection of candidates for the president and other officers of the university.
6. As directed by Senate, facilitate the nomination of members to serve on Senate review and appeal committees, selection committees, and hearings.
7. Advise Senate on matters related to Senate elections.
8. Co-ordinate the work of Senate committees, especially where consultation between standing committees is required.
9. Co-ordinate the development and revision of Senate policies and procedures in consultation with the UFV Community .
10. Submit, with recommendations to Senate for approval, any Senate policies which are revised or developed.
11. Establish such sub-committees as needed to fulfill the committee's responsibilities.
12. Provide an annual written report to Senate.
13. Other duties as assigned by Senate.
14. Review its terms of reference and membership composition annually, and make any recommendations for revisions to Senate.

COMPOSITION

The membership shall be:

Voting Members

- Chair, who shall be the Vice-Chair of Senate
- Provost and Vice President Academic, or designate
- One dean, approved by Senate
- Four faculty members of Senate, approved by Senate
- One staff member of Senate, approved by Senate
- One student member of Senate, approved by Senate

Ex-officio Non-Voting Member

- University Secretary

Administrative Support

- Office of the University Secretariat

*The committee shall elect a vice-chair annually from its voting membership.