

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. Create an Appeals Committee to ensure impartial review of student appeals to Senate relating to process for matters of academic misconduct, final grades, and decisions involving suspension or expulsion. This SGC Appeals Committee ensures there is an Intake Panel and, where needed, Appeal Tribunals.
12. Determine all procedures related to the conduct of such appeals, including those for the SGC Appeals Committee, the Appeal Intake Panel, and the Hearing Procedures for the Appeal Tribunal. Ensure annually that a pool of faculty and students are available for the appeals processes following Senate's standard expressions of interest process.
13. Hear appeals of any other matters forwarded to it by Senate.
14. Makes recommendations to Senate as to any appeal matter or procedure that Senate directs it to consider.
15. Establish such sub-committees as needed to fulfill the committee's responsibilities.
16. Provide an annual written report to Senate.
17. Other duties as assigned by Senate.

18. 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
- Five faculty members of Senate, approved by Senate
- One staff member of Senate, approved by Senate
- Two student members of Senate, approved by Senate

Ex-officio Non-Voting Member

- University Secretary

Administrative Support

- Office of the University Secretariat

Resource to Committee for Review of Tribunal Procedures

- **University Registrar and AVP, Enrolment Management**
- **VP Students (or designate)**

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