

---

# ST. AUGUSTINE INTERNATIONAL UNIVERSITY

---



## Rules and Procedures of University Senate

---

AUGUST 2016

---

## Table of Contents

1.0	Functions and Powers of the Senate .....	4
2.0	Membership .....	6
2.1	Chair of Senate.....	7
2.2	Secretary to Senate.....	7
3.0	Meetings of Senate.....	7
3.1	Regular Meetings .....	7
3.2	Special Meetings.....	7
3.3	Attendance .....	7
3.4	Quorum .....	8
3.5	Order of Business .....	8
3.6	Question Period .....	9
3.7	Duration of Meetings.....	9
3.8	Mode of Address.....	9
3.9	Style of Address .....	9
4.0	Motions .....	10
4.1	Notice of Motion .....	10
4.2	Action on Motions .....	10
4.3	Debate on Motions or Questions.....	11
5.0	Voting .....	11
5.1	Voting Rights .....	11
5.2	Record of Voting .....	12
6.0	Senate Committees and Joint Council Committees.....	12
6.1	Standing Committees of Senate .....	12
6.2	Nature and Roles of Senate Standing Committees.....	13
6.3	Rules of Procedure for Senate Standing Committees.....	14
6.4	Functions and Responsibilities for Standing Committees of Senate.....	15
7.0	Special/ <i>Ad Hoc</i> Committees Of Senate.....	17
8.0	Membership and Functions of Senate Committees .....	17

9.0	Procedure for Electing Faculty Representatives to the University Senate Standing Committee .....	17
10.0	Appendices.....	18
10.1	Admission Board .....	18
10.2	Examinations and Examination Malpractice Committee.....	20
10.3	Academic Programmes and Library Committee .....	22
10.4	Postgraduate Studies Board .....	25
10.5	Honorary Awards Committee .....	27
10.6	Research, Innovation, Publications and Grants Board.....	29
10.7	Quality Assurance and Standards Committee .....	32
10.8	Committee of Deans, Principals and Directors .....	35
10.9	College/School/Faculty Board.....	38

## **1.0 Functions and Powers of the Senate**

The St. Augustine International University Senate shall exercise the following powers and functions consistent with the functions and powers of the Senate as spelt out in Article 45 of the Universities and Other Tertiary Institutions Act, 2001:

1. The Senate shall be responsible for the organization, control and direction of the academic matters of the University and as such the Senate shall be in charge of the teaching, research, publication and the general standards of education and research and their assessment in the University.
2. The Senate shall make recommendations to the University Council with respect to: -
  - 2.1. The establishment of Faculties/Schools/Colleges/Institutes, or similar bodies;
  - 2.2. The amalgamation or alteration of Faculties/Schools/Institutes or similar bodies within the University;
3. The Senate may constitute any Committee consisting of its members and such other persons, as it may deem necessary to transact its business.
4. The Senate may authorize any of its Committees to act jointly with any other Committee appointed by the University Council and delegate any of its powers and functions to such joint Committee.
5. The Senate may exclude from its meetings student members when it is considering academic performance in examinations or otherwise, of individual students or individual members of academic staff, which the Senate in its discretion shall consider confidential.
6. Specifically, the Senate shall:
  - 6.1. Initiate the academic policies of the University and advise the University Council on the required facilities to implement such policies;
  - 6.2. Direct and regulate the structure of any degree, diploma or certificate course within the University;
  - 6.3. Advise the University Council regarding the eligibility and qualifications of persons for admission to courses leading to the award of degree, diploma, certificate or other award of the University;

- 6.4. Make regulations regarding the content and academic standard of any course of study in respect of a degree, diploma, or certificate or other awards;
- 6.5. Make rules and regulations with regard to all university examinations and the standard of proficiency to be attained in such examinations, and the appointment of examiners, including external examiners;
- 6.6. Decide which persons have reached the standard of proficiency and are fit for the award of any degree, diploma, certificate or other awards of the University;
- 6.7. Recommend the award honorary degrees to persons who have excelled in any sector of life as it may deem fit on recommendation of an honorary degree committee establish jointly by senate and the university council;
- 6.8. Deprive any person of any degree, diploma, certificate or any other award of the University if, after due inquiry, the recipient is shown to have been guilty of plagiarism, fraudulent, dishonourable or scandalous conduct in obtaining that award. Any person deprived of any award of the University may appeal to the University Council;
- 6.9. Advise the University Council on the promotion, coordination, control and general direction of research and publication in the University;
- 6.10. Consider and report to the University Council on any matter relating to, or in connection with the academic work of the University;
- 6.11. Delegate to any Faculty/School/Institute or other academic body, or Committee, any or some of its powers and functions as it may deem appropriate or expedient, and may revoke such delegation;
- 6.12. Assist in the search for principals, deans, and chancellor;
- 6.13. Recommend the hiring and promotion of faculty members; and
- 6.14. Exercise such other powers, as are or may be conferred upon it the Board of Trustees, Statutes or by the University Council and make such regulations or rules as may be necessary in the exercise of those powers.

7. The Senate shall communicate and consult effectively and efficiently across the University on all policy matters, including policy development and on any other matters related to the academic work of the University, which require engagement of the wider community.

## **2.0 Membership**

1. The Senate shall consist of the following members:
  - 1.1. The Vice-Chancellor;
  - 1.2. The Deputy Vice-Chancellor(s);
  - 1.3. Academic Registrar;
  - 1.4. Principals and academic registrars of Constituent Colleges;
  - 1.5. Deans of Faculties and Directors of Institutes or Centers of the University;
  - 1.6. The Director of Finance;
  - 1.7. The Human Resource Director;
  - 1.8. The Dean of Student Affairs;
  - 1.9. The University Librarian;
  - 1.10. Such number of Professors and Associate Professors as may determine from time to time but who shall include at least one Professor or Associate Professor from each College/Faculty/School/Institute of the University elected by the academic staff of the Faculty/School/Institute;
  - 1.11. Two students of the University appointed by the students in accordance with the Students' Union procedure;
  - 1.12. One member from each Faculty/School/Institute or other academic body elected by academic staff of the Faculty/School/Institute or other academic body; and
  - 1.13. Three persons who are capable of contributing to the academic and social development of the University appointed by the Board of Trustees.
2. Members of the University Senate other than the representatives of the Students' Union shall hold office for a period they occupy their offices and shall be eligible for re-appointment once. The student's representatives on Senate shall hold office for one year.

## **2.1 Chair of Senate**

The Chair of Senate shall be the Vice Chancellor. In the absence of the Chair, the Deputy Vice Chancellor for Academic Affairs shall act as the Chair. The Chair of the Senate shall have the right to attend meetings of all Senate Committees as *ex-officio* and shall receive all agendas and minutes.

## **2.2 Secretary to Senate**

The Secretary of Senate shall be Academic Registrar and shall serve at the pleasure of the Senate. The Secretary shall be responsible for the necessary research, the collecting and coordinating of material and its dissemination in proper form, shall assist in the preparation of the agenda for meetings of the Senate, shall record the proceedings of the Senate, shall arrange for the Committees of the Senate to be provided with secretarial and research assistance as required.

## **3.0 Meetings of Senate**

### **3.1 Regular Meetings**

The Senate shall ordinarily meet every last Thursday of the month through the academic year at 2:00-5:00 p.m. unless otherwise ordered by special motion, or by the Vice Chancellor.

### **3.2 Special Meetings**

The Senate Chair shall call a special meeting of the Senate either at the Chair's discretion or upon receiving a written petition of ten percent of the Senate membership. A written notice and agenda shall be distributed to members of the Senate at least three days prior to the meeting unless the Chair, with the concurrence of a majority of the members, decides that the urgency of the circumstances do not permit the required three-day notice. Any action taken at a special meeting shall require an absolute majority of the Senate.

### **3.3 Attendance**

- 1) The Secretary to Senate shall inform the Senate, University Council or other body which has elected an individual to the Senate of the name of the Senator who has missed three

regular meetings of the Senate in any academic year, and that council, Senate or body, as the case may be, may declare the seat held by that individual vacant and may elect a replacement to serve the balance of that individual's term on the Senate.

- 2) Non-members who may attend Senate and Senate Committee meetings are defined as follows:
  - a) **Visitor:** a person requesting and receiving permission through the Secretariat or the Committee Chair to attend a specific meeting. The Secretariat may establish whatever policies it deems necessary to accommodate any possible logistic difficulties created by visitor requests. Visitors may neither vote nor speak during meetings.
  - b) **Guest:** a person who successfully seeks permission or is invited by the Chair of Senate, or the Chair of a Senate Committee, to attend single or multiple meetings, or on a regular basis. Guests may speak but not vote. Members of the Senate Committees who are not currently Senators may attend, as a Guest, meetings of the Senate at which the business of the Committee is on the agenda.
  - c) **Observer:** a person to be appointed by another body to attend meetings regularly for information and to report back to that body. Observers may not vote but may speak upon invitation from the Chair.

### 3.4 Quorum

Two-third of the full membership of the Senate shall constitute a quorum.

### 3.5 Order of Business

At each regular meeting, the order of business shall be as follows:

- 1) Opening Session
  - a) Adoption of Agenda
  - b) Communication from the Chair
  - c) Response to Chair's communication
  - d) Adoption of the Minutes of the Previous Meeting
  - e) Business Arising from the Minutes



- 2) General Business
  - a) Report of Colleges/Schools/faculties
  - b) Communications and Reports submitted to Senate from different organs of the university
  - c) Question Period and Motions
- 3) Matters Referred to Standing Committees
- 4) Other Business
- 5) Closing

At each special meeting, the business shall be confined to the agenda.

### **3.6 Question Period**

At each regular meeting, there shall be a question period which shall not exceed twenty minutes. Questions shall be of such a character as to elicit information about the operations of the University on matters within the jurisdiction of Senate.

### **3.7 Duration of Meetings**

No meeting of the Senate shall exceed two hours unless two-thirds of the members present agree to continue with the business of the meeting.

### **3.8 Mode of Address**

Every member of the Senate shall rise, or use a microphone when provided, when addressing the chair.

### **3.9 Style of Address**

The style of address at Senate, during debate or in the minutes and reports that are the permanent written record of the Senate, shall be consistent with principles of inclusion and equity as follows:

- 1) In the written minutes and reports, members of Senate shall be identified by their first initial and last name only.

- 2) During discussions on the floor of Senate, the Chair shall normally address speakers as "Senator [last name]" except in the case of Visitors, Guests and Observers.
- 3) As a guideline, when appropriate and particularly to ensure clarity, the title and affiliation of a Visitor, Guest or Observer who is invited to speak or who requests speaking privileges, may also be used.
- 4) The above applies to the Senate, Senate Standing Committees, Subcommittees, Ad Hoc Committees and Task Forces.

## **4.0 Motions**

### **4.1 Notice of Motion**

All motions and resolutions shall be preceded by a notice of motion which is to be given in writing at a previous meeting of the Senate, or is to be submitted to the Secretary in time to be included in the agenda circulated before the next meeting. Otherwise motions and resolutions shall not be proceeded with, except with the consent of two-thirds of the members of the Senate present.

### **4.2 Action on Motions**

Motions of substance shall be in writing and shall be referred to a committee for study and report.

- 1) Normally, the Secretary to Senate shall direct matters for referral to Senate Committees to those Senate Committees immediately upon receipt. Matters so referred will be itemized on the next Senate agenda under matters referred to standing committees. Matters referred will be reviewed by the appropriate Senate Committee and then presented to the Senate in the form of a motion or a report.
- 2) The above does not preclude the two undernoted exceptions:
  - a) The secretary to Senate shall have the responsibility for recommending that matters coming forward from School or College Boards to the Senate be considered initially by the Senate itself, subject to referral by the Senate, at its discretion, to Committee.

- b) Reports of Committees appointed by the Senate for special purposes will be presented directly to the Senate. The Senate may, at its discretion, refer such reports to Committee.
- 3) The original motion, as referred, will normally be placed on the same agenda where the committee report is presented, under Motions.
- 4) Notwithstanding the above, the rule of reference to a Committee may be waived with the consent of two-thirds of the members of the Senate present.

### **4.3 Debate on Motions or Questions**

- 1) The Chair shall propose all motions and amendments under discussion in reverse order to that in which they are moved.
- 2) When a motion is under debate, no motion shall be received unless
  - a) To amend,
  - b) To refer to committee or to waive the rule of reference,
  - c) To postpone,
  - d) To adjourn.
- 3) Ordinarily no member shall speak more than once to the same question (and then not longer than ten minutes unless permitted by the chair), but the mover shall have the right of replying after all the members who choose to speak have spoken. A member may, at any time, with the permission of the chair, explain a material part of his/her speech, which may have been misunderstood.
- 4) At meetings of the Senate, only Senators may move and second motions, propose amendments and vote on amendments and motions.

## **5.0 Voting**

### **5.1 Voting Rights**

All Senators, have full voting rights. Voting rights are limited to those Senators present at the time of the vote. Proxy votes are not permissible. In the case of a tie, the Chair has a casting vote.

## 5.2 Record of Voting

When a vote is taken in the Senate, any Senator may require that the numbers, or that the Senator's own vote, be reported in the Minutes. A vote on a Motion will be taken by a show of hands at the meeting.

## 6.0 Senate Committees and Joint Council Committees

By nature of its membership—which is dictated by the fact that it is the highest authority on academic affairs in the University—there are academic matters (such as admissions, examinations, postgraduate studies, undergraduate programmes, quality assurance and research and publications) that would take more than two or so meetings to discuss exhaustively. The Senate is too big to deal with such matters, without use of committees to do the ‘kitchen work’ for it.

Consequently, University Senates worldwide have found it expedient and practical to set up committees to deal with various matters in detail. The committees discuss the matters in detail and, thereafter, forward their recommendation to Senate for its review and decisions. In some cases, Senate delegates some of its functions and powers to certain committees. In such cases, committees discuss various matters under their dockets or terms of reference, take final decisions following the discussions and report such decisions to the Senate for its endorsement, rather than final decision.

There are two types of committees: standing and special (*ad hoc*) committees. Standing committees are permanent committees, while special/*ad hoc* committees are temporary committees that may be set up from time to time as need arises.

### 6.1 Standing Committees of Senate

The Senate shall be supported in the execution of its responsibilities as the supreme academic body of the University by a number of committees. Details of these committees and the regulations prescribed for them are contained in the accompanying appendices. The standing committees of the Senate shall include:

1. Admissions Board
2. Examinations and Examination Malpractice Committee
3. Academic Programs and Library Committee
4. Postgraduate Studies Board
5. Honorary Awards Committee
6. Research, Innovation, Publications and Grants Board
7. Quality Assurance and Control Committee
8. Committee of Principals and Deans
9. College/School/faculty Board

## **6.2 Nature and Roles of Senate Standing Committees**

- (a) The Senate standing committee structure has as its objective to facilitate debate on the floor of Senate itself and to make that debate as pertinent, concise and efficient as possible while ensuring that the responsibilities of Senate are fully carried out.
- (b) Standing committee reports allow Senators to familiarize themselves as completely as possible with the matters to be discussed and to satisfy themselves that necessary questions have been asked and that answers have been obtained.
- (c) A functioning standing committee structure of this nature supposes that in those cases where, on the floor of Senate, there is a feeling that questions remain unanswered, the matter should be referred back to the appropriate standing committee for the work to be carried out to the satisfaction of Senators.
- (d) The Senate shall determine its committee structure and composition with the following stipulations:
  - (i) Any University personnel or any student of the University may be appointed to a committee.
  - (ii) Chairpersons of Standing Committees must be members of Senate.
  - (iii) A majority of the voting membership of a Senate standing or *ad hoc* committee must be a member of Senate.

- (iv) Persons who are appointed to Senate standing committees and sub-committees who are also members of the University Senate have full voting privileges on the committee or subcommittee on which they serve whether, ex-officio, student, or appointed senators.
- (v) All members of Standing Committees who are not members of the Senate shall have nonvoting privileges of the floor when the subject of discussion pertains specifically to the work of their respective committees.

### **6.3 Rules of Procedure for Senate Standing Committees**

1. The quorum for any Standing Committee of Senate shall be 50% of the voting members of each committee.
2. The Chairperson of each Committee is a voting member and counts for quorum.
3. The Secretary of Senate is Secretary (non-voting) of each Standing Committee.
4. Non-voting members of Senate standing committees shall not be counted in the determination of quorum.
5. The Chairperson and the Vice Chairperson of any Standing or *ad hoc* Committee must be members of the Senate except if the committee is a joint committee of Senate and Council.
6. The Terms of Service for a member on a Senate Standing Committee will be two years to encourage rotation of members. The members may be re-appointed for additional terms.
7. A member is deemed to have been absent with apology when he/she has so communicated in writing to the Chairperson/Secretary.
8. A member is deemed to have been absent without apology if he/she has not communicated in writing to the Chairperson/Secretary.
9. When a member has been absent for three consecutive Regular Meetings without a justifiable cause, he/she shall be denied membership. This decision will be communicated to the appointing authority for replacement.
10. Students appointed to Senate standing committees shall be registered in an undergraduate or graduate program, and are in good standing. Students who are in

failed standing [retakes], or on academic probation or who have been sanctioned either under the Code of Conduct within the one (1) year previous to their nomination are not eligible.

11. If a member has to be absent from the University for more than one calendar year, a replacement shall be appointed for the period he or she is away. Replacement procedures shall follow appointment procedures.
12. Senate shall ratify all standing committee positions filled by nomination.
13. The Senate Standing Committees may delegate additional functions and powers to its subcommittees.
14. A Standing Committee may seek approval from Senate to co-opt any person to its committee.
15. The Chairperson of the Senate or any of its Committees shall have the power to act on behalf of the Committee in matters of urgency, provided that such action will be reported for rectification at the next meeting of Senate or Committee. Chairpersons of the ad hoc or Special Committee are not permitted to act on behalf of their respective Committees.
16. If at the expiration of thirty minutes of any scheduled Meeting no quorum is realised, the meeting shall be adjourned to a date to be fixed by the Chairperson. When a meeting that had been adjourned for lack of quorum reconvenes, business shall be conducted whether or not there is a quorum.
17. Every member attending a meeting shall sign his/her name in the attendance book.
18. No member of Senate should sign the attendance book for another member.
19. It is unethical for a member to sign the attendance book and leave the Meeting room without attending the meeting.
20. Telephones will not be permitted in the meeting rooms

#### **6.4 Functions and Responsibilities for Standing Committees of Senate**

1. In its executive functions a standing committee shall be empowered to act for the Senate by indirectly advising an officer of the Administration on current policy. In its

advisory functions a committee shall submit recommendations to the Senate unless otherwise specified

2. Every Senate Standing Committee shall have a statement of purpose including functions, responsibilities, and by-laws. How members are chosen, their number and length of service— both of a single term and number of consecutive terms— should be stated. It is important, that, if possible, the committee's meeting times be included in this statement. The maximum length of continuous service on any standing committee for elected members is three (3) consecutive two-year terms.
3. Any committee with five (5) or more elected members must have representation from at least two Schools or Colleges. For operational efficiency, it is recommended that Standing Committees of Senate shall have more than one member per committee where that committee's business directly impacts that department.
4. All Standing Committees of Senate are to report at least once annually to the Senate.
5. Each Standing Committee of Senate shall forward one copy of the minutes of each of its meetings to the Chairperson of Senate who shall make these minutes available to all Senators.
6. Formation of new Standing or *ad hoc* Committees of Senate shall be by the action of the Senate. At the time of formation, the membership, means of selection, and the specific functions and responsibilities of the new committee must be clearly defined. It is the responsibility of the Secretary to Senate to keep this document up-to-date.
7. The Senate standing committees will from time to time need technical and administrative expertise in the matters under study and this service will be provided for Senate and its standing committees by an appropriate sector of the University Administration.
8. All policy recommendations requiring Senate approval shall be submitted in writing to the members of Senate at least seven days prior to the meeting at which the proposal is to appear as an agenda item.



## **7.0 Special/*Ad Hoc* Committees Of Senate**

These are committees constituted for specific purposes i.e. to address urgent issues and make recommendation to Senate for consideration and approval. They operate by deadlines and are not statutory but terminate with the assignments.

Members of such committee could be drawn from Senate while members of staff who are not Senate members may be co-opted.

## **8.0 Membership and Functions of Senate Committees**

The proposed membership of the standing committees of Senate as well as the functions and responsibilities for each of the committees are specified in the detailed information of the committee [See appendices].

## **9.0 Procedure for Electing Faculty Representatives to the University Senate Standing Committee**

Deans or Directors shall act as returning officers to ensure that the following procedure is followed when electing the representatives:

1. Eligible candidates have to be formally nominated and their nomination endorsed by at least two staff members (i.e. nominee and seconder).
2. When more than one candidate has been nominated to contest for the position balloting shall be arranged.
3. A contestant who gets a majority of votes casted becomes the elected Faculty representative and his or her name should then be submitted to the Academic Registrar

## **10.0 Appendices**

### **10.1 Admission Board**

#### **1. Purpose and Role**

This Committee shall have primary responsibility for matters directly related to academic standards, regulations and admissions of students.

#### **2. Functions**

These functions shall include, but are not limited to the following:

- 2.1. To consider university-wide issues related to recruitment and retention of student.
- 2.2. Receive all the applications for undergraduate degree, diploma and certificate academic programs in the University and take decisions on all those applications, as per existing admission criteria.
- 2.3. To review and where necessary recommend changes in Undergraduate admissions as per the Guidelines of the University, National Council of Higher Education, or other relevant bodies.
- 2.4. To advise the University Senate on matters for improving the student's admission policies and strategies into the University.
- 2.5. Ensuring availability of updated data on student's admissions.
- 2.6. Submit quarterly reports to Senate on undergraduate admission matters.
- 2.7. Perform any other functions that may be delegated to it by Senate from time to time

#### **3. Membership**

- 3.1. The Deputy Vice-Chancellor Academic Affairs- Chairperson
- 3.2. Director of Admissions - Deputy Chairperson
- 3.3. Academic Registrar- Secretary
- 3.4. Principals/ Deans/Directors of Colleges/ Schools /Institutes
- 3.5. Dean of Student Affairs
- 3.6. Director of Finance,

- 3.7. Director of Quality Assurance
- 3.8. University Librarian
- 3.9. Deputy Vice-Chancellor Finance and Administration – *ex officio*

#### **4. Governance**

- 4.1. The Committee will act with authority, as delegated by the Senate, in order to take strategic and high-level policy decisions in the area of admission of students into the University.
- 4.2. In taking forward its functions and responsibilities, the Committee will support and encourage diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of the University.
- 4.3. The Committee shall report direct to the Senate as necessary, but at least annually.
- 4.4. The Committee shall identify and agree on the ways in which it will periodically interact and exchange information with relevant authorities or regulatory bodies on matters relating to admission criteria and standards.

#### **5. Operation**

- 5.1. The Committee will meet at least twice (2) times per academic year.
- 5.2. The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and which is agreed through consultation with the Senate and other relevant members of the University community.
- 5.3. Agenda, papers and approved minutes will be circulated among members and the Chairperson of Senate.
- 5.4. A simple majority of voting members shall constitute a quorum

#### **6. Responsibilities and Expectations of Committee Members**

All members of the Committee:

- 6.1. Are expected to be collegial and constructive in approach.
- 6.2. Should attend regularly and participate fully in the work of the Committee and its sub-committees. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.

6.3. Will need to take collective and individual ownership for the issues under the Committee's mandate and for the discussion and resolution of these issues.

## **10.2 Examinations and Examination Malpractice Committee**

### **1. Purpose and Role**

This committee is charged with overseeing all examinations in terms of scheduling, reservation of exam halls, assigning exam invigilators, examination misconduct along with other complementary tasks and duties.

### **2. Functions**

The Committee is mandated to;

- 2.1. Be responsible for continued study and evaluation of the existing examinations systems, consider and evaluate proposals for change and modification of the systems, and shall make recommendations for action to the Senate.
- 2.2. Monitor and supervise all the matters concerning the examinations in the University.
- 2.3. Evaluate the validity and reliability of exam items so as to make the necessary improvements
- 2.4. Give feed back to the Senate as to how course materials should be enriched based on the results of evaluation of the content of the exams
- 2.5. Consider all cases of examination misconduct and advise the Vice Chancellor accordingly
- 2.6. Receive and process recommendations from School or College Boards of studies regarding end of semester examination results and policies for Senate approval. As a result, the committee is usually described as the clearinghouse for Senate.
- 2.7. To submit biannual reports to Senate as regards to examination matters.
- 2.8. Deal with such academic matters referred to it by Senate or the Vice Chancellor from time to time

### **3. Membership**

- 3.1. Deputy Vice-Chancellor, Academic Affairs - Chairman
- 3.2. The Academic Registrar– Secretary

- 3.3. Two academic staff members from each College/School
- 3.4. Dean of Students
- 3.5. Two representative of the Student Union one of whom must be a female
- 3.6. The University Legal Adviser.

#### **4. Governance**

- 4.1. The Committee will act with authority, as delegated by the Senate, in order to take strategic and high-level policy decisions in the matters concerning conduct of all examinations in the University.
- 4.2. In taking forward its functions and responsibilities, the Committee will support and encourage diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of the University.
- 4.3. The Committee shall report direct to the Senate as necessary, but at least annually.
- 4.4. The Committee shall identify and agree the ways in which it will periodically interact and exchange information with relevant authorities on matters relating to conduct and standard of examination.

#### **5. Operation**

- 5.1. The Committee will meet at least four times per academic year.
- 5.2. The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and which is agreed through consultation with the Senate and other relevant members of the University community.
- 5.3. Agenda, papers and approved minutes will be circulated among members and the Chairperson of Senate.
- 5.4. The committee will elect a vice-chairperson among its members in the absence of the statutory chairperson
- 5.5. A simply majority of voting members shall constitute a quorum

#### **6. Responsibilities and Expectations of Committee Members**

All members of the Committee:

- 6.1 Are expected to be collegial and constructive in approach.

6.1 Should attend regularly and participate fully in the work of the Committee and its sub-committees. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.

6.1 Will need to take collective and individual ownership for the issues under the Committee's functions and for the discussion and resolution of these issues.

### **10.3 Academic Programmes and Library Committee**

#### **1. Purpose and Role**

The Senate Academic Programmes and Library Committee plays an advisory and advocacy role regarding the Library in its support of teaching, learning, research and community-building needs of the University.

The committee shall also provide oversight of all matters relating to the undergraduate educational program. In particular, the committee shall, review developed proposals for the establishment new academic programs, policies and structures, and proposals relating to teaching, learning, and research. This will be carried out in collaboration with other relevant Senate Standing Committees.

#### **2. Functions**

The Committee is mandated to;

- 2.1. Act as an advisory body to the Principals of Colleges, Deans of Schools or University Librarian and the Senate with particular regard to:
  - 2.1.1. Library objectives, policies, strategy and budget;
  - 2.1.2. The development and maintenance of Library services, facilities and collections to meet the instructional, research and cultural needs of the University;
  - 2.1.3. Improvements in library facilities and staffing with regard to national and international ICT developments;
  - 2.1.4. Co-ordinate the development and implementation of an Academic strategic plan for the University;

- 2.1.5. Receive, consider and review undergraduate academic programmes (Curricula, regulations, courses and staffing) proposals from the Academic Boards of Faculties/Institutes/Schools in order to determine whether or not they meet high academic standards set by the Senate and whether or not they are aligned with the mission and priorities of the University and make recommendations to Senate.
- 2.2. To receive regular reports from academic units and the University Librarian or any other body concerning the operation of the Library, and report thereon to Senate with comment and/or recommendations as appropriate;
- 2.3. Act as an advocate for the Library, reviewing external and internal indicators and comparative statistics in order to help frame the library's needs;
- 2.4. Review University policies that affect the Library;
- 2.5. Promoting and encouraging optimal use of the library information and knowledge Systems in all programs within the university;
- 2.6. Advise academic units on integrating the library resources into the learning and teaching processes;
- 2.7. Initiate the process of curriculum review from time to time—e.g. after every three years—of every undergraduate programme and recommend to Senate to review and approve any resulting changes to the programmes as need arises;
- 2.8. Establish such subcommittees as needed to fulfil the committee's responsibilities;
- 2.9. To make an annual report to Senate, and to report at such other times as may be necessary or appropriate; and
- 2.10. Consider any matters submitted to it by the Senate.

### **3 Membership**

- 3.1. The Deputy Vice-Chancellor, Academic Affairs – Chairperson
- 3.2. Academic Registrar- Secretary
- 3.3. The University Librarian (or designate)
- 3.4. Director of Information, Communication and Technology (ICT)
- 3.5. Director of Finance

3.6. Deans/Principals of School and College

3.7. Four members of the academic staff elected by Senate, of whom at least two shall be professors or associate professors.

3.8. Two representatives from the student Union, one of whom must be a postgraduate student.

#### **4 Governance**

4.1. The Committee will act with authority, as delegated by the Senate, in order to take strategic and high-level policy decisions in the matters concerning academic programmes and operations of the University Libraries.

4.2. In taking forward its functions, the Committee shall support and encourage diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of the University.

4.3. The Committee shall report direct to the Senate as necessary, but at least annually.

4.4. The Committee shall identify and agree the ways in which it will periodically interact and exchange information with relevant authorities on matters relating to conduct and standard of examination.

#### **5 Operation**

5.1. The Committee will meet at least twice in an academic year.

5.2. The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and which is agreed through consultation with the Senate and other relevant members of the University community.

5.3. Agenda, papers and approved minutes will be circulated among members and the Chairperson of Senate.

5.4. The committee will elect a vice-chairperson among its members in the absence of the statutory chairperson

5.5. A simply majority of voting members shall constitute a quorum to enable the committee conduct its business.

#### **6 Responsibilities and Expectations of Committee Members**

6.1. All members of the Committee:



- 6.2. Are expected to be collegial and constructive in approach.
- 6.3. Should attend regularly and participate fully in the work of the Committee and its sub-committees. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.
- 6.4. Will need to take collective and individual ownership for the issues under the Committee's mandate and for the discussion and resolution of these issues.

## **10.4 Postgraduate Studies Board**

### **1. Purpose and Role**

This Committee shall have primary responsibility for matters directly related to postgraduate and professional education, and the students and staff affiliated with such programs.

### **2. Functions**

The responsibilities of this committee include, but are not limited to, the following:

- 2.1. To receive, consider and recommend to Senate proposals from Colleges/Schools on postgraduate academic programmes.
- 2.2. To review the regulations governing postgraduate academic programmes and make recommendations to the Senate.
- 2.3. To consider and take decisions on cases of appeals on postgraduate examination matters.
- 2.4. To provide feedback and input to the Senate on both graduate and professional education in the University.
- 2.5. To provide feedback to the Senate on University policies and practices that affect graduate and professional students.
- 2.6. To review educational policies related to times, places, and manners of graduate or professional instruction, including distance learning and the use of technology.
- 2.7. To review and advise the Senate on the termination or suspension of graduate and professional academic programmes.

- 2.8. To submit biannual reports to Senate as regards to postgraduate studies in the University.
- 2.9. To perform any other functions that may be assigned to the Board by Senate from time to time.

#### **4. Membership**

- 4.1. Deputy Vice Chancellor, Academic Affairs – Chairman
- 4.2. Academic Registrar- Secretary
- 4.3. Principal, School of Graduates Studies
- 4.4. Postgraduate Coordinators responsible for postgraduate Studies from each Faculty/School/College
- 4.5. Four Professors elected by Senate, two of whom must be members of Senate
- 4.6. One undergraduate student
- 4.7. Two graduate students, normally from different Colleges or Schools
- 4.8. University Librarian

#### **4. Governance**

- 4.1. The Committee will act with authority, as delegated by the Senate, in order to take strategic and high-level policy decisions in the matters concerning conduct of all Graduate studies and ~~Research~~ matters in the University.
- 4.2. In taking forward its mandate, the Committee will support and encourage diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of the University.
- 4.3. The Committee shall report directly to the Senate as necessary, but at least annually.
- 4.4. The Committee shall identify and agree the ways in which it will periodically interact and exchange information with relevant authorities on matters relating to conduct and standard of examination.

#### **5. Operation**

- 5.1. The Committee will meet at least four times per academic year.
- 5.2. The Committee will elect its own Vice Chairperson among its members whenever the chairperson is absent.

- 5.3. The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and which is agreed through consultation with the Senate and other relevant members of the University community.
- 5.4. Agenda, papers and approved minutes will be circulated among members and the Chairperson of Senate.
- 5.5. The committee will elect a vice-chairperson among its members in the absence of the statutory chairperson
- 5.6. A simple majority of voting members shall constitute a quorum

## **6. Responsibilities and Expectations of Committee Members**

All members of the Committee:

- 6.1. Are expected to be collegial and constructive in approach.
- 6.2. Should attend regularly and participate fully in the work of the Committee and its sub-committees. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.
- 6.3. Will need to take collective and individual ownership for the issues under the Committee's mandate and for the discussion and resolution of these issues.

## **10.5 Honorary Awards Committee**

### **1. Roles and Purpose**

- 1.1. The role of the Honorary Awards Committee shall be to assist the University Senate and Council for considering nominations for, and offering, honorary awards and titles.
- 1.2. In discharging its duties and responsibilities, the Committee will also provide a forum for communication between the University Council and the University's Senate with regard to the nomination, recommendation and conferral of honorary degrees.

### **2. Functions**

- 2.1. The Honorary Awards Committee shall be responsible under delegation from Council and Senate to consider any matters relating to the nomination, recommendation and conferral of honorary degrees that it determines to be desirable. In addition, the

Committee shall examine any other honorary award matters referred to it by the Council, the Chancellor and/or the Vice-Chancellor.

2.2. The responsibilities of the Committee shall be to consider and make recommendations to Council with respect to:

2.2.1. The approval of nominations for honorary awards;

2.2.2. The approval of proposals for the establishment of new honorary awards;

2.2.3. The approval of Rules, policy, procedure and guidelines with respect to all aspects of honorary awards. These include, but are not limited to, academic dress, privileges, eligibility, nomination, conferral and revocation.

### **3 Authority**

3.1. The Council shall authorise the Committee, within the scope of its responsibilities, to:

3.1.1. Perform activities within its terms of reference;

3.1.2. Engage independent counsel and other advisers as it deems necessary to carry out its duties;

3.1.3. Require the attendance of University officers at meetings as appropriate;

3.1.4. Have unrestricted access to management and employees; and

3.1.5. Receive any relevant information it requires from any officer or employee of the University or any of its controlled entities.

### **4. Membership**

4.1. Chairperson: Appointed by the University Council.

4.2. Secretary: The Academic Registrar

4.3. Vice Chancellor

4.4. Deputy Vice-Chancellor Academic Affairs

4.5. Deputy Vice-Chancellor Admin and Finance

4.6. Three members of the University Council elected by the Council and three members of the Senate elected by the Senate.

4.7. Two members of the Academic staff

### **5. Meetings**

5.1. The Committee shall meet as required.

- 5.2. The Chair shall call all meetings as required or if requested to do so by any Committee member.
- 5.3. A quorum consists of at least half the members of the Committee
- 5.4. The deliberations, recommendations, agenda, papers and minutes of the Committee are confidential.
- 5.5. The Committee may invite other persons including members of management and staff, to attend meetings and provide information as necessary.
- 5.6. Where a Committee member has proposed a nominee for an honorary award, that member shall declare his/her interest in the nomination and depart the meeting whilst the Committee considers and votes on the nomination.
- 5.7. All nominations to the Committee are confidential and the full names and details of the nominees remain confidential and shall be released only after acceptance by the nominee of an offer of an honorary award.

## **10.6 Research, Innovation, Publications and Grants Board**

### **1. Purpose and Role**

This Committee is responsible, on behalf of Senate for matters directly related to research, innovation, publications and grants matters in the University.

### **2. Functions**

Unless otherwise decided by the Senate, the functions of the committee shall be to:

- 2.1. Direct and control all aspects of the University's publications;
- 2.2. Initiate, develop, implement and review periodically the policy on research and innovations;
- 2.3. Advise Senate on the conduct and advancement of research;
- 2.4. Develop policy on sourcing and administration of research funds;
- 2.5. Encourage research groups to engage in collaborative research across disciplines and/or across institutions with a view to enhancing the research output of the university in terms of its level of attainment, quantity, dimensions, and/or speed;
- 2.6. Promote the dissemination of research findings to the university and wider

communities;

- 2.7. To evaluate and recommend policies concerning both internal funding for research and the conditions under which external research funds are solicited, accepted, and administered;
- 2.8. To consider intellectual authorship, copyright, trademark, and patent policies of the University.
- 2.9. Administer research and conference attendance funds made available each year to the Committee each year by the University
- 2.10. Invite and receive, through the unit/departmental/school or college research committee applications for research grants and conference travel expenses from academic staff and for the award of studentships and post-doctoral fellowships;
- 2.11. Approve awards and other disbursements from research grants made available by the University;
- 2.12. Monitor the implementation of such grants and to report at least annually to the University Senate.
- 2.13. Liaise with the government, industry, and other stakeholders on research sponsorship;
- 2.14. Review the role of information systems and technology in the provision, management, and support of research and academic programs;
- 2.15. Prepare and publish periodical reports on research conducted at the University and report same to the Senate regularly for publication;
- 2.16. Carry out local, national and international fundraising activities aimed at promoting research and publications;
- 2.17. Select, approve and recommend documents for publication in the name of the University;
- 2.18. Prepare and submit University's annual report; and
- 2.19. Perform any other functions that may be assigned to the Committee by Senate from time to time.

### **3. Membership**

Unless otherwise decided by the Senate, membership of the Committee shall comprise of:

- 3.1. Chairman: Deputy Vice Chancellor for Academic Affairs
- 3.2. Secretary: Academic registrar
- 3.3. Deputy Vice Chancellor for Finance and Administration
- 3.4. University Librarian
- 3.5. Two (2) members of Senate one of whom must be a Professor or Associate Professor
- 3.6. One (1) representative from each college/faculty
- 3.7. Director of ICT
- 3.8. Directors of academic and research units

#### **4. Governance**

- 4.1. The Committee will act with authority, as delegated by the Senate, in order to take strategic and high-level policy decisions in the area of research, publication, innovations and grants.
- 4.2. In taking forward its mandate, the Committee will support and encourage diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of staff and students.
- 4.3. The Committee shall report directly to the Senate as necessary, but at least annually.
- 4.4. The Committee shall liaise with relevant Senate or Council Committees and with specific managers and offices in respect of issues or instances where matters of academic policy intersect with management issues.
- 4.5. The Committee shall identify and agree the ways in which it will periodically interact and exchange information with relevant academic and student services in matters relating to its mandate.

#### **5. Operation**

- 5.1. The Committee will meet at least two times per academic year for its business to be effectively progressed.
- 5.2. The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and which is agreed through consultation with Senate and other relevant members of the University community.

5.3. The Chairperson of Senate and Chairs of other Senate Committees shall receive papers for the Committee and can attend any of the meetings.

5.4. A simply majority of voting members shall constitute a quorum

## **6. Responsibilities and Expectations of Committee Members**

All members of the Committee:

6.1. Are expected to be collegial and constructive in approach.

6.2. Should attend regularly and participate fully in the work of the Committee and its Task Groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.

6.3. Will need to take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members should take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

6.4. Are expected to be committed to communicating the work of the Committee to the wider University Community.

## **10.7 Quality Assurance and Standards Committee**

### **1. Purpose and Role**

1.1. The Quality Assurance and Standard Committee (QASC) is a joint committee of Council and the Senate.

1.2. The QASC responsible, on behalf of Senate and Council, for the academic quality assurance framework as it relates to all types and levels of study within the University.

1.3. The Committee acts as a planning forum for the discussion and promotion of developments in academic quality assurance, whether internally driven or externally indicated.

### **2. Functions**

The specific terms of reference for the Quality Assurance and Control (QAC) joint committee of Council and Senate are as follows:



- 2.1. To formulate policies and standards that will enable quality assurance in all the processes and units of the university both academic and non-academic;
- 2.2. To promote and ensure a culture of quality service delivery in the University;
- 2.3. With the assistance of management, to carry out periodic internal quality audits on the processes and activities of the University;
- 2.4. To effectively monitor quality in the principle activities of the University i.e. teaching, research, innovation and outreach (community engagement);
- 2.5. To review quality aspects in policies, and other documentation originating from other committees of council that have a bearing on the image of the University, for example curricula;
- 2.6. To establish systems and processes that ensure quality control in the services offered by the university;
- 2.7. To attend to any specific recommendations by Council and Senate on issues to do with quality assurance and control in the University; and
- 2.8. To exercise such powers and or undertake any other duties as the University Council may from time to time delegate to it.

### **3. Membership**

- 3.1. Chairperson - Appointed by the Board of Trustees from the Public
- 3.2. Secretary - The University Secretary or Academic Registrar or any other officer responsible for quality assurance and control in the University
- 3.3. Members
  - 3.3.1. A Representative of the University Council;
  - 3.3.2. A representative of the University Senate;
  - 3.3.3. A Representative of the Uganda Medical and Dental Practitioners Council; and
  - 3.3.4. A representative of the Uganda Institution of Professional Engineers (UIPE).
  - 3.3.5. The Committee shall appoint an external member from within the Higher Education system with experience in quality assurance matters. The term of office of the external member shall be a maximum of three years.
  - 3.3.6. The Chairperson may invite individuals for specific meetings or agenda items.

#### **4. Operation**

- 4.1. The Committee will meet at least three times per annum.
- 4.2. At its first annual meeting the Committee shall identify a Vice-Chairperson for the Committee from amongst its membership. The Vice-Chairperson should serve for a period of at least one year.
- 4.3. The Committee will follow a strategic agenda informed by the University's Strategic Plan and relevant external quality assurance frameworks. This is set prior to the start of the Academic Year and agreed through consultation with Committee members, the Chairpersons of the other Senate or Council Committees, other relevant members of the University community, and the Senate or Council.
- 4.4. The QASC shall establish sub-committees as necessary. Such Sub-committees will be given a clear brief and will consult as appropriate during their work in order to ensure the confidence of the Committee, the Senate, Council and the wider University Community in the resulting conclusions and recommendations.
- 4.5. Information on sub-committee activities will be made available to ensure that members of the University Community are kept informed and can contribute to specific developments.

#### **5. Governance**

- 5.1. The Committee will act with authority, as delegated by the Senate or Council, in order to take decisions in the area of quality assurance and academic standards.
- 5.2. In taking forward its mandate, the Committee will seek consistency and common approaches where these are in the best interests of students and staff, while supporting diversity and variation where this is beneficial to the student experience.
- 5.3. The Committee shall report direct to the Senate or Council as necessary, but at least annually.
- 5.4. The Committee shall identify and agree the ways in which it will periodically interact and exchange information with relevant committees and academic and student services in matters relating to the quality assurance of the student experience.

- 5.5. The Committee shall have a standing sub-committee with delegated authority for monitoring the quality assurance of student support services in relation to the student learning experience. The sub-committee will report an overview of its findings annually to QAC. The sub-committee will liaise with the student support services and Colleges in respect of the student learning experience as issues and instances are identified through the Student Support Services Quality Assurance Framework.

## **6. Responsibilities and Expectations of Committee Members**

All members of the Committee:

- 6.1. Are expected to be collegial and constructive in approach.
- 6.2. Should attend regularly and participate fully in the work of the Committee and its sub-committees. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.
- 6.3. Will need to take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.
- 6.4. Are expected to be committed to communicating the work of the Committee to the wider University

## **10.8 Committee of Deans, Principals and Directors**

### **1. Purpose**

The purpose of the Committee of Deans, Principals and Directors (CDPD) is to provide oversight of all matters relating to the undergraduate and graduate educational programs. Committee members shall seek the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated, appropriately funded, and consistent with the overall mission of the University. In particular, CDPD shall, review developed relating to teaching and

learning. This will be carried out in collaboration with other relevant Senate Standing Committees.

## **2. Membership**

Unless otherwise decided by the Senate, membership of the Committee of Deans, Principals and Directors shall comprise of:

- 2.1. Chairman: Deputy Vice-Chancellor for Academic Affairs;
- 2.2. Secretary: Academic Registrar;
- 2.3. Deputy Vice-Chancellors, Administration and Finance;
- 2.4. Principals of Colleges;
- 2.5. Deans of schools/faculties;
- 2.6. Directors of academic and research units;
- 2.7. University Librarian (or designated Librarian);
- 2.8. Director of Finance; and
- 2.9. Dean of Student Affairs

## **3. Functions**

Unless otherwise decided by the Senate, the functions of the Committee of Deans, Principals and Directors shall be to:

- 3.1. Streamline the management of all Colleges/Schools/Faculties of the University.
- 3.2. Control the conduct of academic activities of the University and to consider and recommend new departments and programmes to be established;
- 3.3. Discuss, formulate and promote strategic initiatives, which enhance the student experience as it relates to teaching and learning and which contribute to, and which support attainment, of the University's objectives.
- 3.4. Support the creation and development of a high level framework, which encourages and supports innovation, flexibility, accessibility and interdisciplinary initiatives
- 3.5. Submit requirements for annual recurrent expenditures colleges/schools/faculties;
- 3.6. Advise the Senate on the academic priorities for the allocation of funds.
- 3.7. Conduct a regular review of the academic plan to ensure that it continues to reflect the needs of the University in light of new opportunities and challenges;

- 3.8. Advise Senate and the appropriate officers of the University on developments that have implications for the long-term academic planning of the University and on the probable consequences of such developments, and on appropriate actions to be taken;
- 3.9. Establish such subcommittees as needed to fulfil the committee's responsibilities; and
- 3.10. To transact any other business referred to it by the Senate.

#### **4. Operation**

- 4.1. The Committee will meet at least two times per academic year for its business.
- 4.2. The Committee will follow a strategic agenda which is set prior to the start of the academic year and which is agreed through consultation with Senate and other relevant members of the University community.
- 4.3. The Chairperson of Senate and Chairs of other Senate Committees shall receive papers for the Committee and can attend any of the meetings.
- 4.4. A simple majority of voting members shall constitute a quorum to enable the committee conduct its business

#### **5. Responsibilities and Expectations of Committee Members**

All members of the Committee:

- 5.1. Are expected to be collegial and constructive in approach.
- 5.2. Should attend regularly and participate fully in the work of the Committee and its Task Groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions, which are necessary for proper consideration of the area being discussed.
- 5.3. Will need to take collective and individual ownership for the issues under the Committee's remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members should take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

- 5.4. Are expected to be committed to communicating the work of the Committee to the wider University Community.

## 10.9 College/School/Faculty Board

### 1. Purpose

Each College or School or Faculty Board will:

- 1.1. Oversee quality assurance for teaching, learning and research activities within the College or School or Faculty;
- 1.2. Contribute to good governance of the College or School or Faculty;
- 1.3. Monitor the continuous improvement of the F College or School or Faculty's activities within the relevant legislation and University Rules and policies and approve matters in accordance with these; and
- 1.4. Advise the Senate and the Vice-Chancellor on any relevant issues.

### 2. Functions

Each College or School or Faculty Board will:

- 2.1. Consider and provide advice to the Principal or Dean regarding the academic governance arrangements and oversight appropriate for the College or School or Faculty, which include:
  - 2.1.1. The quality of the Faculty's teaching and learning;
  - 2.1.2. The assessment and progress of students including monitoring and
  - 2.1.3. Overseeing the integrity of results and examinations;
  - 2.1.4. The research activities in or associated with the College or School or Faculty;
  - 2.1.5. Proposals for the establishment, revision or discontinuation of academic programs and courses; and
  - 2.1.6. Any other academic matter related to the activities of the Faculty
- 2.2. Advise and make recommendations to the Senate and its committees on academic matters including teaching, learning, assessments and research;

- 2.3. Contribute to the strategic and operational planning of the College or School or Faculty;
- 2.4. Review and monitor academic standards and student outcomes in teaching, learning and research within the College or School or Faculty and provide advice to the Principal or Dean and to Senate and its committees;
- 2.5. Approve College or School or Faculty procedures and guidelines relevant to teaching, learning, assessments, research, student experience and engagement consistent with the policies of Senate as requested;
- 2.6. Monitor existing programs and approve the content of all courses providing recommendations to the Program and Library Committee in accordance with the current Academic Senate policies;
- 2.7. Review and approve minor program revisions proposed by the relevant College or School or Faculty Committee and report annually to the Program and Library Committee;
- 2.8. Review and approve Annual Program Reports and provide a College or School or Faculty based report to the Senate;
- 2.9. Establish such committees and delegate thereto such of its respective powers and functions as it may determine; and
- 2.10. Perform such functions as delegated to it by the Senate.

### **3. Membership**

The College or School or Faculty Board shall consist of the following members:

- 3.1. Chairperson – Principal or Dean;
- 3.2. Deputy Principal or Associate or Assistant Dean;
- 3.3. All Heads of Departments or academic units;
- 3.4. Nominee of the Academic Registrar;
- 3.5. College or School or Faculty Administration; and
- 3.6. Academic staff members from each Faculty or School of the College. The number of academic staff members from each School or faculty will be determined by the Chair;

- 3.7. Two-elected undergraduate students enrolled in an undergraduate program offered by the Faculty or School; and
- 3.8. Two elected postgraduate students enrolled in a postgraduate coursework program offered by the Faculty or School

## **5. Operation**

- 5.1. Each College or School or Faculty Board will meet at least four (4) times per academic year and the schedule of meetings will be agreed in advance.
- 5.2. The Chair may convene additional meetings at any time on reasonable notice.
- 5.3. Should the Chair be absent from the meeting, the Deputy Dean (or equivalent) shall chair the meeting.
- 5.4. The Chair will set the agenda and supporting papers will be delivered to Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled for discussion at the meeting.
- 5.5. Matters before the Faculty Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, the majority of the members present shall decide then the matter; and in the case of an equality of votes, the Chair shall have a casting vote.
- 5.6. Minutes of all meetings shall be approved by the Board and signed by the Chair of the next Board meeting.
- 5.7. The Chair may exclude student members from those parts of meetings, which discuss examination results or matters affecting identifiable students.