Senate Academic Committee – Terms of Reference

Approved by: Senate

Established on: September 19, 2002

Revised: April 1, 2005; November 7, 2008; February 26, 2010; January 20, 2012; January 18, 2013; November 30, 2015; April 11, 2017; October 30, 2017; January 14, 2019; October 26, 2020; April 11, 2022; January 16, 2023; November 25, 2024

Quorum: A simple majority of all filled voting positions.

Five business days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

COMPOSITION

1. Provost & Vice President (Academic)
2. Deputy Provost and Vice-Provost (Teaching & Learning)
3. Vice-President, Research & Innovation or delegate
4. Vice-Provost (Students) & Registrar (non-voting)
5. Vice-Provost (Indigenous Initiatives)
6. Vice-Provost (Institutional Planning & Analysis)
7. Vice-Provost (International)
8. Deans - only four (4) of the Deans count towards the Committee's quorum
9. University Librarian
10. Chair of each of the following Senate Committees: Budget, Joint Subcommittee of the SAC and the Ogimaawin Indigenous Education Council, Research, Teaching & Learning, and Undergraduate Studies
11. One full-time librarian elected by the librarians
12. Ten full-time faculty members elected by Senate on the recommendation of the Senate Nominations Committee. Of the ten full-time faculty members: a minimum of one shall be from the Orillia campus; a minimum of one shall be from the Thunder Bay campus; and a minimum of two shall be Senators
13. Two undergraduate students elected by Senate on the recommendation of the Lakehead University Student Union (LUSU)
14. One graduate student elected by Senate on the recommendation from LUSU in consultation with the Graduate Student Commissioner

Terms of Office

1 to 10; ex officio

11 & 12; three-year terms (renewable)

13 & 14; up to two-year terms (staggered, renewable)

ORGANIZATION

1. Chair: to be elected annually by the Committee from among those members holding academic and/or professional librarian appointments
2. Vice-Chair: to be elected annually by the Committee from among those members holding academic appointment
3. Administrative Office: Office of the Provost & Vice-President (Academic)
4. Secretary: As appointed by the Office of the Provost & Vice-President (Academic)

TERMS OF REFERENCE

1. To lead a process of academic planning that ensures input from stakeholders across the academic community.
2. To monitor and report annually on the implementation of the Academic Plan.
3. To review, revise, or develop, as necessary, policies pertaining to University-wide academic issues.
4. To review, revise, or develop, as necessary, and to make recommendations to the Senate, regarding University-wide academic regulations, including but not limited to the Academic Schedule of Dates, Registration, Programs of Study, Examinations, Reappraisal, and Academic Integrity.
5. To make recommendations to the Senate regarding Calendar change proposals pertaining to new and revised admission policies and regulations.
6. To make recommendations to the Senate regarding Calendar change proposals pertaining to the Indigenous Content Requirement.
7. To make recommendations to the Senate regarding new program proposals and Calendar change proposals pertaining to new programs and major modifications in accordance with the Policy for the Review and Approval of Academic Programs and the Lakehead University Institutional Quality Assurance Process (IQAP).
8. To entrust the ranking of external and internal reviewers for cyclical and new program reviews, from a selection of nominations provided by Academic Units, to the Senate Academic Quality Assurance Subcommittee, as outlined in the Policy for the Review and Approval of Academic Programs.
9. To approve the Final Assessment Report and Implementation Plan of cyclical program reviews and submit an Executive Summary to the Senate as an item of information and for posting on the University website.
10. To review and revise the Institutional Quality Assurance Process.