

UNIVERSITY AFFAIRS BOARD

Terms of Reference

1. MEMBERSHIP

1.1 Composition

Total membership is normally 25 to 26 members. A majority must be -from among the teaching staff, administrative staff and students (internal members). -As well, a majority must be members of the Governing Council. -The appointed membership must include at least 1 Lieutenant-Governor-in-Council LGIC-appointee, at least 2 alumni, and 2 voting assessors appointed by the President.7

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL	<u>INTERNAL MEMBERS</u>
Administrative Staff	1	3	4	<u>4</u>
Alumni	2	10	<u>23</u>	
LGIC Appointees	1		1	
Teaching Staff	2	0	2	<u>2</u>
Students	3	<u>45</u>	<u>87</u>	<u>8</u>
Presidential Appointees	0-1		0-1	
Presidential Assessors		<u>2</u>	2	
<i>Ex Officio</i>				
Chancellor	1		1	
Chairman Chair	1		1	
Vice- Chairman Chair	1		1	
President	1		1	
Warden of Hart House		1	1	
Dean, Faculty of Physical Education and Health		1	1	
TOTAL	<u>13-14</u>	<u>12</u>	<u>25-26</u>	<u>14</u>

Comment [m1]: Revisions to the alumni and student membership reflect practice in recent years intended to ensure that the two required majorities (Governors and internal members) are maintained should a member resign from the Board mid-year.

The President may appoint annually University Officers as non-voting assessor members of the Board.

1.2 Term

Terms are normally for one year, beginning July 1, and may be renewed.

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 9).

3. COMMITTEES

~~3.1 Standing Committees~~

~~3.1.1 Elections Committee~~

~~The Elections Committee reports to the University Affairs Board. Recommendations of the Elections Committee may be approved by the Board or recommended to the Governing Council for approval. (See 5.6)~~

3.12 Special Committees

The University Affairs Board may establish Special Committees for the specific purpose of detailed examination of an issue, or when lengthy examination of a complex question involving extensive consultation is required, for example, for policy development and review, or the review of annual plans and budgets. Where a Special Committee is deemed advisable, a recommendation to this effect should be brought to the Board. The recommendation should include terms of reference, outline of membership (which would normally be drawn from, but not necessarily restricted to, the membership of the Board) and, where applicable, the anticipated reporting date.

Any such special committee shall cease to exist at the end of the academic year (June 30) in which it is established unless: a) the terms of reference of the Special Committee provide for a longer existence; or b) the ~~Board~~~~body responsible for establishing the Special Committee~~ passes a resolution extending its life.

3.23 Striking Committee

The University Affairs Board has a Striking Committee with the responsibility to recommend to the Board ~~appointed (non-Governing Council) or opted~~ members of the Board. Membership of the Striking Committee consists of the Chair of the Board, *ex officio*, plus five members of the Board who shall be selected so that the Striking Committee includes at least one administrative staff member, one alumni member, one Lieutenant-Governor-in-Council appointee, one member of the ~~teaching staff~~~~faculty~~, and one student member. The Chair of the Board serves as Chair of the Committee. The Board's voting assessors attend meetings of the Striking Committee in an advisory capacity.

Nominees for the Committee are determined by a call to the Board members and membership is determined through election by the Board in closed session. Membership on the Committee is for one year and may be renewable.

The University Affairs Board is responsible, by way of recommendations from its Striking Committee, for appointing 6 members of the Discipline Appeals Board.¹ [The Academic Board appoints the remaining 6.]

¹ The Discipline Appeals Board is the body which hears appeals from the *Code of Student Conduct*.

Comment [m2]: The Elections Committee is to be a Standing Committee of the Executive Committee

4. FUNCTION

The Board is responsible for consideration of policy of a non-academic nature and matters that directly concern the quality of student and campus life. The Board has the mandate for monitoring matters within its area of responsibility.

5. AREAS OF RESPONSIBILITY

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

Campus and student services
 Compulsory non-academic incidental fees
 Student societies and campus organizations
 Ceremonials (excluding convocation)
 Extra-curricular programs and use of facilities
 Use of the University of Toronto name
 Campus security
 ChildDay care
 Non-financial aspects of University investments
 Governing Council elections
 Relations within the University community, including non-academic discipline
 Equity issues and initiatives

Comment [m3]: Responsibility for elections assigned to the Executive Committee

Comment [m4]: Responsibility for non-financial aspects of University investments assigned to the Business Board

The specific items below are intended to supplement, not limit, the general statements above.

5.1 Campus and student services

~~Campus and student services include: the Faculty of Physical Education and Health, the Career Centre, Student Crisis Response Program, First Nations House, Student Psychiatric Services, the International Student Centre, the University Health Service, the Housing Service, Accessibility Services and the following service ancillary operations: Hart House, residences, food services, beverage service, and parking.~~

Comment [k5]: See 5.1.1 (a) and 5.1.3 below

5.1.1 Ancillaries

a) Policy

The Board is responsible for policy affecting the operation of the service ancillaries ~~listed in 5.1²~~. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

b) Operation

Each year the Board approves operating plans for the ancillaries listed in 5.1. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline -changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

The Board approves the appointment/reappointment of the Warden of Hart House.

² ~~Hart House, residences, food services, beverage services and parking.~~

5.1.2 ~~Division of Athletics and Recreation in the Faculty of Physical Education and Health~~ Faculty of Physical Education and Health Co-Curricular Programs, Services and Facilities

a) Policy

Policy matters concerning the Faculty of Physical Education and Health co-curricular programs, services and facilities ~~Division of Athletics and Recreation~~ are the Board's responsibility. New policy and major policy changes require the approval of the Governing Council.

b) Operations

Annual approval of the Faculty of Physical Education and Health co-curricular programs, services and facilities operating plans that describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies is the responsibility of the Board. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5.1.3 Other campus and student services

The Board is responsible for policy concerning campus and student services³ and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Board's approval.

Comment [k6]: Updated list of campus and student services organizations.

5.23 Compulsory non-academic incidental fees

5.23.1 Student services, representative student committees and campus organizations

Fees are approved by the Board.

5.23.2 Divisional student societies

Fees are approved by the Board.

5.32 Student societies and campus organizations

5.32.1 Policy

The Board is responsible for policy concerning representative student committees⁴, student societies and campus organizations.

³ Other campus and student services include Academic Success, Accessibility Services, the Career Centre, the Centre for Community Partnerships, the Centre for International Experience, Crisis and Retention Services, First Nations House, Hart House, Health and Wellness (including Health Promotions, Counselling and Psychological Services [CAPS], and Student Health Services), the Multifaith Centre, Student Housing Services, and Student Life (including Student Leadership and Campus Community Development).

⁴ There are four representative student committees: the Students' Administrative Council (operating as the University of Toronto Students' Union), the Graduate Students' Union, the Association of Part-time Undergraduate Students and the Scarborough Campus Students' Union.

5.32.2 Constitutions, articles of incorporation, corporate by-laws

The Board is responsible for approving constitutions, articles of incorporation and corporate by-laws⁵ for the representative student committees and for incorporated student societies and campus organizations for which the University collects fees.

5.4 Relations within the University community

Matters affecting members of the community that are not governed by academic policies or employment policies are the responsibility of the Board. These includes such matters as non-academic discipline, sexual harassment, freedom of speech, alcohol use on campus, and smoking policies. New policies or major changes to existing policies will normally require the approval of the Governing Council.

The Board has responsibility to monitor the objectives of the various services provided by the offices that comprise the Equity Issues Advisory Group and to ensure that these services are meeting the University's equity goals. Normally, this will be achieved through the receipt by the Board of annual reports from each equity office.

5.5 Extra-curricular programs and use of University facilities

The Board is responsible for policy governing the use of University facilities for non-academic, non-commercial purposes.

~~5.6 Governing Council Elections~~

~~Major amendments to policy or procedures relating to the conduct of elections and major amendments to the Constitution of the College of Electors are considered by the Board and recommended to the Governing Council for approval.~~

~~Editorial or updating amendments to the Election Guidelines or the Constitution of the College of Electors are approved by the Board and do not require the approval of Governing Council.~~

~~Appointment of the Chief Returning Officer is the responsibility of the Board on the recommendation of the Secretary of Governing Council.~~

Comment [m7]: Responsibility for Elections assigned to Executive Committee

~~5.7-6 Annual reports~~

The Board receives, annually from its assessors, reports on matters within its areas of responsibility, (for example, but not limited to, trademark licensing, non-academic discipline, and internal audit of student societies) including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

The Board receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including but not limited to campus police, barrier-free access, crisis response, and campus organizations.

5.78 Capital projects

⁵ Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

The Board considers capital projects within its areas of responsibility, advises Governing Council on their implications, and concurs with the recommendations for approval of the Academic Board ~~for approval~~.

6. PROCEDURES

6.1 Meetings

The University Affairs Board normally meets in open session but may, pursuant to section 33 of By-Law Number 2, meet in closed session or *in camera* when: (1) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof.

6.2 Agenda Planning Group

In establishing agendas for meetings of the Board, the Chair normally will be advised by a planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning group meeting scheduled ten to fourteen days prior to the Board meeting.

The Chair of the Board, with the advice of the Board's agenda planning group and subject to the duly established authority of the Executive Committee of Governing Council, has the authority to interpret the terms of reference of the Board with respect to whether an item should be placed on the Board's agenda for recommendation to the Governing Council, for approval, or for information and discussion.

6.3 Consent agenda

The Chair may determine that certain items should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Board, unless a member so requests. Rather, members with questions for clarification, or requests for further information, may contact the sponsor of the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Board should notify the Secretary at least 24 hours -in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the Board, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Board and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the Board without introduction or discussion.

6.4 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the Board should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report can then be considered by the Board at that meeting in the usual manner.

Revisions approved June 27, 2002 by the Governing Council