



Memorandum

TO: Members of the Governing Council

SPONSOR: Richard Nunn, Chair, Governing Council

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DATE: October 19, 2011 for October 27, 2011

AGENDA ITEM: 5 (c)

TITLE OF ITEM: **Terms of Reference for Governing Council Boards and Committees: Revisions Arising from the Implementation Committee for the Task Force on Governance**

ACTION: For Approval

JURISDICTIONAL INFORMATION:

- Section 2(14) (e) of the *University of Toronto Act* empowers the Governing Council to “appoint committees and delegate thereto power and authority to act for the Governing Council with respect to matters, provided that where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council.” Section 2(14)(na) permits delegation of authority to act for the Governing Council to committees that lack a majority of members from the Governing Council in certain purely academic areas: examinations, student academic awards, admission standards, curriculum and academic requirements.
- The Governing Council has established Boards and Committees and assigned responsibilities among those bodies through their terms of reference. The Governing Council has periodically approved changes in Board and Committee terms of reference to respond to changing circumstances and expectations of governance.

PREVIOUS ACTION TAKEN:

On October 28, 2010, the Governing Council approved in principle the [Report of the Task Force on Governance](#) and the 32 recommendations outlined in the *Report*. At that time, the Governing Council also established an Implementation Committee led by then Vice-Chair Richard Nunn. The mandate of the Implementation Committee was to oversee and coordinate implementation of the Task Force’s recommendations, ensuring appropriate participation among relevant bodies of governance, administrative offices and the Secretariat.

PREVIOUS ACTION TAKEN (cont'd)

The Task Force recommended that, as a guiding principle, transactional matters be delegated to either the lowest appropriate level within governance, or where appropriate, to the administration with reporting back of decisions to a suitable level of governance. As expected, this principle has been key to the Implementation Committee's work on proposed revisions to Board and Committee Terms of Reference. Recommendations 15 to 21 specifically provide for the re-distribution or re-assignment of selected responsibilities among Boards and Committees; and for clarifying and reducing overlap between/among various Boards' and Committees' responsibilities. Recommendation 30 called for a reduction or elimination of routine or transactional items to enhance efficiency through consent agendas.

In May 2011, the Governing Council approved the re-alignment of responsibilities among the Committee on Academic Policy and Programs, the Planning and Budget Committee, the Academic Board and the divisional councils with respect to academic program review and approval. These revisions were derived from two parallel processes: – (1) the University's Quality Assurance Process arising from the Council of Ontario Universities, and (2) the recommendations of the Task Force Report intended to vest academic decision-making and oversight with the institution's expert academic bodies.

Further changes to the Academic Board's Terms of Reference were approved by the Governing Council at its meeting of June 23, 2011. The Connaught Committee was eliminated as a Standing Committee of the Board. To replace its functions, the Vice-President, Research established a committee to oversee the Connaught Fund; information on the new committee and the status of the fund are readily accessible on the Vice-President's website, ensuring the transparency and accountability intended by the original Standing Committee.

The additional proposed changes highlighted below have been presented to the Boards and Committees of the Council during Cycle 1 of the current governance year.

HIGHLIGHTS:

The major changes and key clarifications to the Terms of Reference for each Committee and Board are summarized in sections (a) through (i) below.

(a) EXECUTIVE COMMITTEE

The composition and responsibilities of the Executive Committee are described in Section 3 of the *University of Toronto Act, 1971*, in Section 28 (d) of By-Law Number 2 of the Governing Council and in various policies. Several changes relate to the re-organization of the Terms of Reference, inserting introductory headings and formatting changes.

HIGHLIGHTS (cont'd)**(a) EXECUTIVE COMMITTEE** (cont'd)**3.1 Standing Committees****3.1.1 Elections Committee**

Consistent with the Executive Committee's broad governance coordination role, the Elections Committee will become a standing committee of the Executive Committee.

Item 5. Areas of Responsibility**Item 5.5 - Confirmations and Approvals**

It is proposed that the Executive Committee be assigned the authority to approve recommendations:

- for the expulsion of students under the *Code of Behaviour on Academic Matters* and the *Code of Student Conduct*;
- under the *Code of Behaviour on Academic Matters* for the cancellation, recall or suspension of degrees, diplomas, or certificates obtained by graduates.

These revisions reflect the principles outlined in recommendation 21 of the Task Force which stated that "*Like the roles played by the Agenda Committee, the Senior Appointments and Compensation Committee and the Executive Committee itself with respect to various appointments, the Executive Committee could focus more effectively on the number of cases and their implications than can the full Governing Council.*"

Item 5.9 - Presidential Review and Appointment

In keeping with good governance practice, the Executive Committee would determine the process for the review and evaluation of the President by the Senior Appointments and Compensation Committee.

Item 5.12 - Review of Reports

Consistent with the need to ensure confidential senior level governance oversight of risk management, the one key substantive revision would give to the Committee the responsibility to review a comprehensive annual report on enterprise risk management following initial review by the Audit Committee.

HIGHLIGHTS (cont'd)**(a) EXECUTIVE COMMITTEE** (cont'd)**Item 5. Areas of Responsibility** (cont'd)**Item 5.14 - Office of the University Ombudsperson**

The additional text clarifies the role of the Executive Committee as defined by the Terms of Reference for the Office of the University Ombudsperson and would codify existing established practice. The Executive Committee would:

- review an interim written report from the University Ombudsperson early in the annual governance cycle,
- endorse and forward to the Governing Council the annual written report of the University Ombudsperson to the Council and to the University community;
- determine the manner in which the end of term review of the Office of the Ombudsperson will be undertaken;
- determine the appropriateness of a mid-term review of the Office and the manner in which such a review is to be undertaken;
- appoint the members of the search committee for the University Ombudsperson.

Item 5.17 - Governing Council and Academic Board Elections

With the proposed revisions, the Executive Committee would:

- approve recommendations of the Elections Committee or forward them to the Governing Council for approval;
- consider amendments to the policy on elections or the Constitution of the College of Electors and recommends them to the Governing Council for approval;
- approve major amendments to the annual *Election Guidelines*;
- appoint the Chair of the Elections Committee;
- appoint the Chief Returning Officer on the recommendation of the Secretary of the Governing Council.

(b) ACADEMIC BOARD**Item 5 – Areas of Responsibility.****Academic Matters**

The final decision-making authority of the Board in purely academic matters is now stressed in the description of the Board's overall function and is referenced in **Section 5.3.3, Matters Requiring Academic Board Approval**. This authority allows the Board to grant final approval for matters pertaining to examinations, student academic awards, admission standards, curriculum and academic requirements, without requiring subsequent confirmation of approvals by the Executive Committee of the Governing Council.

HIGHLIGHTS (cont'd)**(b) ACADEMIC BOARD** (cont'd)**Item 5 – Areas of Responsibility.** (cont'd)**Academic Plans**

The Task Force Report recommended that “*the terms of reference of the Academic Board and its Planning and Budget Committee be revised to clarify their respective responsibilities for reviewing and approving divisional academic plans and to provide appropriate delegation and oversight to divisional Councils and to divisions.*” Consistent with the Task Force’s recommendation, divisional academic plans would be developed according to guidelines prepared by the Provost, approved by the Academic Board, and confirmed by the Executive Committee. Divisional councils would consider their respective academic plans, prior to approval by the Provost. The divisional academic plans would then be forwarded to the Planning and Budget Committee and then the Board for information and feedback.

(c) COMMITTEE ON ACADEMIC POLICY AND PROGRAMS**Item 3 - Function.**

The central role of the Committee is to ensure the quality of the University’s academic programs. It performs this role through:

- consideration of proposals for new academic programs
- monitoring of reviews of existing programs, and, as stated in the current terms of reference,
- overseeing various academic policy matters.

It is the Committee’s work in monitoring the quality of academic programs, through its consideration of reviews of those programs that enables the delegation of substantial authority to the divisional councils – an important goal of the Task Force on Governance.

Item 4.1 - Admissions policies

The Committee will continue to consider and recommend to the Academic Board any University-wide policies concerning admissions. New divisional admission policies, or major amendments to them that would affect the entire division, will be considered for approval at the Committee level. This reflects the goal of the Task Force on Governance to avoid duplication at various levels by delegating more responsibility to the lowest appropriate level of governance. More minor amendments would be approved by the divisional councils and reported to the Provost’s Office.

HIGHLIGHTS (cont'd)

(c) COMMITTEE ON ACADEMIC POLICY AND PROGRAMS (cont'd)

Item 4.2 - Awards Policies

The Committee considers only University-wide policies on student awards, recommending any new policies or major amendments to the Academic Board and approving minor amendments. Divisional policies that are consistent with University-wide policies are within the authority of the divisional councils, with a report to the Provost's Office.

Item 4.3 - Academic regulations

The Committee considers, and recommends to the Academic Board, University-wide policies governing academic regulations such as policies on student academic appeals and standards of professional behaviour for students in professional faculties. Minor amendments to those policies may be approved by the Committee. With respect to divisional academic regulations, amendments that will have a major affect on the division or that are inconsistent with University policy require the approval of the Committee. Other amendments are within the authority of the divisional council, with a report to the Provost's Office.

Item 4.4 – Academic program proposals

This section contains certain clarifications to bring the terms of reference more clearly into conformity with the University's Quality Assurance Process. Certain definitions of changes to academic programs – including the definitions of new programs and major modifications to programs - were taken from the University of Toronto Quality Assurance Process and included in footnotes in the current terms of reference. Because it is anticipated that those definitions might be changed from time to time, the footnoted definitions were removed, and new footnotes instead provide the web reference to the Quality Assurance Process document.

Item 4.5 – Examinations and grading practices

Amendments to this section delegate to the Committee (from the Academic Board) responsibility to approve amendments to divisional policies on examinations and grading practices, apart from minor amendments that conform to University policy, which amendments would be within the authority of the divisional councils.

Item 4.7 - Earned degrees, diplomas and certificates

The Committee will approve proposals concerning the design of parchments, issuance of replacements, etc., rather than making recommendations to the Academic Board.

HIGHLIGHTS (cont'd)

(c) COMMITTEE ON ACADEMIC POLICY AND PROGRAMS (cont'd)

Item 4.9 – Monitorial responsibilities

To prevent duplication, the Committee will no longer receive the annual report of the Vice-President, Research. The report should not be made twice, and it is of such importance that it will be made directly to the Academic Board. Because almost all members of the Committee on Academic Policy and Programs are also members of the Academic Board, they will not lose the opportunity to hear this very important annual report. One or two members of the Committee might be members of the Governing Council but not the Academic Board, and they will certainly be welcome to attend the relevant meeting of the Academic Board to hear this report.

(d) PLANNING AND BUDGET COMMITTEE

Item 4.1 – Planning and Monitoring.

Consistent with the Task Force's recommendation noted above, divisional academic plans will be developed according to guidelines prepared by the Provost and approved by the Academic Board. Divisional councils will consider their respective academic plans, prior to approval by the Provost. The divisional academic plans would then be forwarded to the Committee and the Academic Board for information and feedback.

(e) BUSINESS BOARD

Item 5 – Areas of Responsibility: Human Resources and Equity

The responsibility for “personnel policy for administrative staff (except librarians)” has been revised to replace the term “personnel” with the term currently used in the University and elsewhere, “human resources.”

Item 5.1(b) - Financial Policy and Transactions

A footnote will be added to establish a new responsibility for the Business Board in the area of financial policy– policy governing non-financial aspects of University investments. That responsibility was previously exercised by the University Affairs Board. The Board will review reports on the operation of any non-financial, as well as financial, aspects of University investments. This will include reports from the Responsible Investing Committee.

HIGHLIGHTS (cont'd)**(e) BUSINESS BOARD** (cont'd)**Item 5.3 – University property and physical plant**

The current terms of reference refer to “University-owned or leased property, physical plant, equipment and related matters.” The Board is responsible for “approval of general policies on the acquisition and disposal of equipment” and “approval of any general policies governing the maintenance of buildings and grounds.” In fact, no policies concerning acquisition and disposal of equipment and maintenance of physical plant have come before the Board for many years, if ever. These matters are too detailed to be of concern to University governance, particularly in the light of Task Force of Governance emphasis on consideration of matters of strategy and broad policy. These matters will be deleted from the responsibilities of the Business Board. To ensure clarity during the transitional period, these matters will be noted in the responsibilities of the President or designate for matters in the normal course of business. Reports to the Board of approvals in this area will be required only for “matters of major significance to the University.”

Item 5.4 – Ancillary operations

The current terms of reference require Business Board “acceptance of annual reports and financial statements” from the incorporated ancillary operations – the University of Toronto Press and the University of Toronto Asset Management Corporation. For some years, that acceptance was achieved by a resolution of the Board, indicating the Board’s view that the work of the corporation was proceeding satisfactorily. In more recent years, the Board has agreed that no such resolution should be required. The nature of the Board’s role will now be reflected more clearly by stating its responsibility as “review of” rather than “acceptance of” annual reports and financial statements.

HIGHLIGHTS (cont'd)

(e) BUSINESS BOARD (cont'd)

Item 5.5 – Fundraising

The current terms of reference make the Business Board responsible for making recommendations to the Governing Council concerning “policies and plans” for major campaigns and (with the concurrence of the Academic Board concerning academic priorities) for general priorities for campaigns. Given the importance of campaigns and given the need for academic advice concerning priorities, it makes sense to leave in place the current provision for approval at the level of the Governing Council.

The Board is also responsible for recommendations to the Governing Council concerning the acceptance of gifts with “terms and conditions of an unusual nature.” The provision has rarely been put into effect. It arose from a proffered gift of a major art collection, accompanied by the requirement that it be maintained and displayed in the benefactors’ former family home. (The gift was not accepted, in part because of the concerns of the neighbourhood.) The Provision was applied again when a major gift to an academic division was accompanied by detailed terms and conditions. Given these unusual circumstances, and their potential academic implications, it makes sense to keep the provision in place.

The Board is also charged to approve three matters itself:

- approval of strategies and policies concerning the general conduct of fundraising;
- approval of policies on the receipt, acknowledgement and use of gifts and bequests; and
- approval of the designation of the use of unrestricted gifts and bequests over \$500,000 (1996 dollars)

In the general spirit of the Task Force on Governance, these matters will be moved to the responsibility of the President or designate.

Although, for many years, there have been no proposals to the Board for the designation of unrestricted gifts, the provision will be left in place, with the amount increased from \$500,000 to \$2-million (in 2011 dollars).

The annual report from the Vice-President, Advancement is now stated formally in the terms of reference.

Item 5.9 – Human Resources policy for administrative staff (except professional librarians) and benefit programs for all employees.

As in section 5 dealing with the general responsibilities of the Board, the reference to personnel matters is replaced with the newer term, human resources matters.

The responsibility for approving appointments beyond the usual retirement age within established policies that was exercised by the President or designate has been removed from the terms of reference along with the responsibility for the approval of early retirements before the usual retirement age of 65. Provision for the approval of early retirements is currently delegated by means of Board approval of regular or special early retirement provisions in the pension plan.

HIGHLIGHTS (cont'd)**(f) UNIVERSITY AFFAIRS BOARD**

While the majority of the proposed amendments are minor housekeeping changes, there are two substantive amendments being proposed at this time – one with respect to elections, the other with respect to investments. The Implementation Committee has begun consideration of the Task Force's recommendation regarding the establishment of Campus Councils and Campus Affairs Committees. In the future, it is likely that additional changes to the University Affairs Board's terms of reference will be proposed in the context of this work.

Items 3 and 5.6 - Committees: Elections Committee.

As noted above, the Elections Committee will become a standing committee of the Executive Committee. Major amendments to the annual Election Guidelines will be approved by the Executive Committee, while minor amendments will be approved by the Elections Committee. The Chair of the Elections Committee will be appointed by the Executive Committee. The Chief Returning Officer will be appointed by the Executive Committee on the recommendation of the Secretary of the Governing Council.

The Executive Committee will also have responsibilities in relation to the College of Electors. Amendments to the policy on elections or the Constitution of the College of Electors will be considered by the Executive Committee and recommended to Governing Council for approval.

Item 5 - Areas of Responsibility

In keeping with the principle of reducing duplication and focussing responsibility, non-financial aspects of University investments will be assigned to the Business Board, while responsibility for elections will be assigned to the Executive Committee as indicated above.

(g) ELECTIONS COMMITTEE**Governance Structure and Function.**

As noted above, the Elections Committee will become a standing committee of the Executive Committee. Major amendments to the annual *Election Guidelines* will be approved by the Executive Committee, while minor amendments will be approved by the Elections Committee. Policy on elections will be considered by the Executive Committee on the recommendation of the Elections Committee and recommended to Governing Council for approval.

HIGHLIGHTS (cont'd)

(h) COMMITTEE FOR HONORARY DEGREES

Item 1.1 - Composition

Consistent with the practice for other governance bodies, members to the Committee for Honorary Degrees will be appointed by the Governing Council.

Item 3 – Function

A minor revision has been made to re-order the range of categories for achievement for possible consideration of nominations by the Committee.

(i) PROCEDURES

Two procedural options are being added to the Terms of Reference of all Boards and Committees. The Chair would include certain routine items on the agenda of any meeting as “consent” items. Such items would normally be handled without presentation or discussion. Rather members would be invited to put any questions to the sponsor before the meeting. Any member with concerns could request that the item be dealt with in the usual way. The process would enable the Board to focus attention on the more substantial items on the agenda.

Similarly, certain reports for information could be published electronically, members notified of the publication, and questions put to the sponsor between meetings. Again, with sufficient notice, any member with a concern could request that the item could be placed on the agenda of the next Board/Committee meeting. The process would enable the Board to focus attention on more substantial items on the agenda. In addition, publication of items between meetings would keep members abreast of developments in a timely manner.

Motion

Be It Resolved

THAT the revised Terms of Reference for Governing Council Boards and Committees, contained in the Office Consolidation date October 14, 2011 be approved.

**Consolidation of
Revised Terms of Reference
for Boards and Committees
of the Governing Council**

October 14, 2011

Submitted for Approval by the Governing Council
October 27, 2011

EXECUTIVE COMMITTEE

Terms of Reference

1. MEMBERSHIP

1.1 Composition

The composition of the Executive Committee is defined in subsection 3(1) of *The University of Toronto Act, 1971*. The ~~Chairman~~Chair of Governing Council is the ~~Chairman~~Chair of the Executive Committee. Section 28 (b) of By-Law Number 2 of the Governing Council, stipulates that the member elected as Vice-~~Chairman~~Chair of the Governing Council shall be a member of the Executive Committee and serve as Vice-~~Chairman~~Chair of the Committee. [The Vice-~~Chairman~~Chair will be one of the four Government Appointees on the Executive Committee.] As a matter of practice, Board Chairs normally attend meetings of the Executive Committee but as non-voting participants, presenting matters arising from the Boards.

	GOVERNING COUNCIL
Administrative Staff	1 or 0
Alumni	2
LGIC Appointees	4
Teaching Staff	3
Students	2
Presidential Appointees	0 or 1
<i>Ex Officio</i>	
Chairman Chair	1
President	1
TOTAL	14

1.2 Term

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

Members are elected annually by and from among the members of the estates defined in subsection 3(1) of *The University of Toronto Act, 1971* on the Governing Council.

2. QUORUM

A quorum shall consist of at least six members of the Executive Committee, at least three of whom shall be members elected by the alumni or appointed by the Lieutenant Governor in Council.

3. SUBCOMMITTEES

~~There is none. However, the Executive Committee may establish Special Committees for specific purposes.~~

3.1 Standing Committees

3.1.1 Elections Committee

The Elections Committee reports to the Executive Committee.

3.1.2 Special Committees

The Executive Committee may establish Special Committees for specific purposes.

4. FUNCTION

Under subsection 3(4) of *The University of Toronto Act, 1971*, the Executive Committee ‘may deal with any matter that is within the responsibility of the Governing Council, but no decision of the Executive Committee is effective until approved by the Governing Council or unless the Governing Council has previously assigned authority therefore to the Executive Committee’.

5. AREAS OF RESPONSIBILITY

The Executive Committee has been assigned responsibilities by section 3 of *The University of Toronto Act, 1971* and section 28 (d) of By-Law Number 2 of the Governing Council, as well as by various policies approved by the Governing Council.

Governance Oversight

The Executive Committee is responsible for overseeing the operation of the Governing Council and its Boards and Committees.

- 5.1 The Executive Committee is responsible for the preparation of the agenda for meetings of the Governing Council. As part of this responsibility, the Committee receives and reviews reports of other committees for transmittal to the Governing Council.
- 5.2 The Executive Committee plays a co-ordinating role in relation to all the committees of the Governing Council. The Committee refers matters to other committees of the Governing Council. It also screens new issues and assigns them to standing or *ad hoc* committees or to the administration for consideration.
- 5.3 The Executive Committee acts as a Striking Committee to nominate persons for appointment to the committees of Council.

Confirmations and Approvals

- 5.4 The Executive Committee confirms certain decisions reached by the Academic Board, as specified by the Board’s Terms of Reference.
- 5.5 The Executive Committee considers, and has the authority to approve, recommendations for the expulsion of students under the *Code of Behaviour on Academic Matters* and the *Code of Student Conduct.*

[5.6](#) [The Executive Committee considers, and has the authority to approve, recommendations under the *Code of Behaviour on Academic Matters* for the cancellation, recall, or suspension of degrees, diplomas, or certificates obtained by graduates](#)

[5.7](#) The Executive Committee approves appointments to various senior University positions as determined from time to time by Governing Council policy.

[5.8](#) The Executive Committee approves [University](#) -appointments [to bodies external to the University](#) on behalf of the Governing Council [\(as “consent” agenda items – see Section 6.1\)](#).

[Presidential Review and Appointment](#)

[5.9](#) The Executive Committee recommends [to the Governing Council](#) the [appointment of](#) members of the Presidential Search Committee.¹

[5.95.10](#) The Executive Committee determines the process for the review and evaluation of the President by the Senior Appointments and Compensation Committee.

[Review of Reports](#)

[5.105.11](#) The Executive Committee reviews and reports to the Governing Council on the discharge of the Council’s accountability requirements, including but not limited to the annual Performance Indicators report, and the [semi](#)-annual report of Reviews of Academic Units and Programs.

[5.912](#) [The Executive Committee reviews a comprehensive annual report on enterprise risk management following initial review by the Audit Committee.](#)

[5.813](#) The Executive Committee reviews [\(by means of electronic publication – see Section 6.2\)](#) a [semi](#)-annual report of all namings approved by the Committee [on Namings](#) and by the President, under the Policy on Naming.

[Office of the University Ombudsperson](#)²

[5.14](#) [The Executive Committee reviews an interim written report from the University Ombudsperson early in the annual governance cycle. It endorses and forwards to the Governing Council the annual written report of the University Ombudsperson to the Council and the University community, as well as such other special reports as may be required from time to time by the Council.](#)

[5.15](#) ~~[5.9](#)~~ The Executive Committee determines the manner in which the [end of term review of the](#) [_____](#) Office of the Ombudsperson will be [undertaken](#). [It determines the appropriateness of a mid-_____ term review of the Office, and if necessary, the manner in which such a review is to be _____ undertaken.](#)

[5.16](#) [The Executive Committee appoints the members of the search committee for the University Ombudsperson.](#)

[Governing Council and Academic Board Elections](#)

¹ *Policy Respecting the Appointment of a President* (February 4, 1999).

² [See: Terms of Reference of the Office of the University Ombudsperson \(January 21, 2010\)](#)

5.17 The Elections Committee reports to the Executive Committee. Recommendations of the Elections Committee may be approved by the Executive Committee or forwarded to the Governing Council for approval. Amendments to the policy on elections or the Constitution of the College of Electors are considered by the Executive Committee and recommended to the Governing Council for approval. Major amendments to the annual *Election Guidelines* are approved by the Executive Committee and do not require the approval of the Governing Council. Minor amendments to the *Election Guidelines* are approved by the Elections Committee. The determination of whether amendments are major is made by the Chair of the Executive Committee.

5.18 The Executive Committee appoints the Chair of the Elections Committee.

5.19 Appointment of the Chief Returning Officer is the responsibility of the Executive Committee on the recommendation of the Secretary of Governing Council. The appointment of one or more Deputy Returning Officers by the Secretary of the Governing Council is reported for information to the Executive Committee.

Additional Responsibilities

~~5.12010~~The Executive Committee exercises such powers of the Council as the Council by resolution may provide from time to time.

6. PROCEDURES

The Executive Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of By-Law Number 2, the Executive Committee may move *in camera*. The Executive Committee should normally meet in open session when considering for confirmation recommendations from the Academic Board.³ Similarly it should normally meet in open session when considering recommendations of the Elections Committee.

6.1 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 Committee, 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 Committee 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.

6.23 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.

June 10, 2002

May 30, 2007, 5.5 added to take into account the revised *Policy on Appointments and Remuneration*

³ See: Report of the ~~Chairman~~Chair’s Advisory Committee on Governance (May 10, 1988), Section VI (page 15).



ACADEMIC BOARD

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

	<u>Ex officio</u>	<u>Elected</u>	<u>Appointed</u>	<u>Total</u>
<u>Teaching Staff</u>				
<u>Group I</u>				
Arts and Science	1	14		
St. George Colleges	7			
Erindale UTM	1	3		
Scarborough UTSC	1	3		
Totals	<u>10</u>	<u>20</u>		<u>30</u>
<u>Group II</u>				
Medicine	1	11		
Dentistry	1	1		
Nursing	1	1		
Physical Ed. & Health	1	1		
Pharmacy	1	1		
Totals	<u>5</u>	<u>15</u>		<u>20</u>
<u>Group III</u>				
App.Sci.& Engineering	1	3		
OISE/UT	1	3		
Management	1	1		
Music	1	1		
Law	1	1		
Social Work	1	1		
Forestry	1	1		
Information Studies	1	1		
Architecture, Landscape, and Design	1	1		
Totals	<u>9</u>	<u>13</u>		<u>22</u>
<u>Group IV</u>				
Graduate Studies	1	2		3
<u>Sub-total Divisional</u>				
<u>Teaching Staff</u>	<u>25</u>	<u>50</u>		<u>75</u>

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	<u>Ex officio</u>	<u>Elected</u>	<u>Appointed</u>	<u>Total</u>
Governing Council				
Teaching Staff		6		6
Vice-President and Provost	1			1
Director, School of Continuing Studies	1			1
Director, TYP	1			1
Librarians	1	2		3
Master, Massey College	<u>1</u>			<u>1</u>
Sub-total	<u>30</u>	<u>58</u>		<u>88</u>
Students				
Governing Council		4		
Non-Governing Council			12	<u>16</u>
Administrative Staff				
Governing Council		1		
Non-Governing Council			3	<u>4</u>
Alumni				
Governing Council		2		
Non-Governing Council			1	<u>3</u>
<u>Lieutenant Governor In Council LGIC Appointees</u>				<u>3</u>
<u>Appointees</u>				<u>3</u>
Presidential Assessors			<u>3</u>	<u>3</u>
TOTALS	<u>30</u>	<u>65</u>	<u>22</u>	<u>117</u>

Comment [t1]: It has been the practice that, when necessary, alumni are appointed to fill any vacant LGIC positions.

In addition to the *ex officio* members listed above, the Chairman and Vice-Chairman of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Academic Board. The Secretary of the Governing Council is an *ex officio* non-voting member of the Board.

The President may appoint annually University Officers as non-voting assessor members of the Board in addition to the four voting assessors.

1.2 Term

¹ When a sufficient number of Lieutenant Governor In Council appointees is not available to serve on the Academic Board, alumni members of Governing Council or other alumni may be appointed to those positions.

Terms begin on July 1 and continue to June 30.

The Governing Council members of the Academic Board are appointed annually by the Governing Council and may be re-appointed subject to their continued membership on the Governing Council. ~~Elected~~ Teaching staff and librarians are normally elected for three-year terms and are eligible to be re-elected. The non-Governing Council student members are appointed annually by the Board and may be re-appointed. The non-Governing Council administrative staff and alumni members are appointed by the Board for one- to three-year terms, and may be re-appointed.

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 41).

3. COMMITTEES

3.1 Standing Committees

The Standing Committees of the Board are: Agenda Committee
Academic Appeals Committee
Committee on Academic Policy and Programs
Planning and Budget Committee

3.2 Special Committees

From time to time the Board may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Agenda Committee, when, in the view of the Board, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

3.3 Striking Committee

The Striking Committee, established by the Agenda Committee, shall recommend annually and as vacancies occur to the Academic Board ~~on the non-Governing Council membership of the Board (except teaching staff and librarians who are elected); and the membership of its Committees and various other appointments (except teaching staff and librarians who are elected).~~²

4. FUNCTION

The Academic Board is responsible for consideration of policy in the academic area and for monitoring matters within its area of responsibility. In general, the Board is concerned with matters affecting the teaching, learning and research functions of the University, the establishment of University objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Except in purely academic matters (those specified in clauses 2(14)(g), (h), and (n)³ of the *Act*), the Board does not have final decision-making authority. In most instances, recommendations of the Board are confirmed by the Executive Committee on behalf of Council. Matters having significant impact on the University as a whole, those having serious steering effects on the development of a particular division or those having a major impact on the relationships amongst divisions and relationships between the University and the community at large, will normally require the approval of the Governing Council.

² Appointment of ~~non ex-officio members of the Committee for Honorary Degrees recommended to Governing Council; appointment of~~ two members of the Academic Board to the Provost's Advisory Committee on the Library recommended to the Board; on the recommendation of the President, the appointment of the Council of Ontario Universities' colleague and alternate recommended to the Board.

³ Clause 2(14)(g) refers to conducting examinations and appointing examiners, (h) refers to matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards for academic achievement, and (n) refers to the determination and regulation of standards for the admission of students to the University, the contents and curricula of all programs and courses of study and the requirements for graduation.

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5. AREAS OF RESPONSIBILITY

A list of areas for which the Academic Board is responsible is provided in Section 5.1. An explanation of those matters which are brought forward directly to the Board for its consideration is contained in Section 5.2, followed by a list in Section 5.3 of matters brought to the Board through its Standing Committees.

As outlined in the *Report of the Chairman's Advisory Committee on Governance* (Appendix E, page 26, May 10, 1988), “except in purely academic matters (those specified in sections 2.14 (g), (h), and (n) of the University of Toronto Act, 1971), the Board does not have final decision-making authority. In most instances, recommendations of the Board are confirmed by the Executive Committee ...” on behalf of the Governing Council. Matters having significant impact on the University as a whole will normally require the approval of the Governing Council.

Comment [t2]: Acknowledgement of the Board's final authority with respect to purely academic matters was added here.

5.1 The following areas are within the Board's responsibility. Matters within these areas may be considered by the Board itself and/or one of its Standing Committees:

Academic appeals
 Academic appointments ~~policies~~ and individual appointments
 Academic discipline
 Academic priorities for fundraising
Academic programs
Academic regulations
 Academic services
 Admissions
 Awards
 Budget guidelines and budget plans
 Capital plans, projects and space ~~policy~~
 Constitutions of divisional councils
 Continuing studies
 Curriculum ~~and academic regulations~~
Divisional academic plans and guidelines for such plans
 Earned and posthumously awarded degrees, diplomas and certificates
 Endowed and limited term chairs, professorships, distinguished scholars, and program initiatives and visiting lectureships
 Enrolment ~~policy~~
 Establishment, termination or restructuring of academic units
 Examinations and grading practices
 Name changes of academic units
 Planning ~~policy~~
 Research
 Submissions to and agreements with external bodies

Teaching guidelines
University objectives / mission statement

5.2 Matters Proceeding Directly to the Academic Board:

5.2.1 Academic Appointments Policy and Appointment of Individuals

a) Policies on Academic Appointments

Policies on the nature of academic employment are assigned to the Academic Board. These encompass policies on the appointment, promotion, tenure, suspension and removal of teaching staff, as well as policies on the conduct of academic work, such as the policies on research leave and on academic freedom and responsibilities. In the case of extensive revision to a policy or revisions of major import, or the establishment or repeal of a key policy, the matter may be referred to a Special Committee. Minor amendments to policies may be referred directly to the Academic Board for consideration and confirmation by the Executive Committee.

b) Individual Appointments

The Academic Board considers a number of academic appointments.⁴

⁴ ~~Appointment of academic administrators. The Agenda Committee shall be approved by the Agenda Committee on behalf of the Academic Board, pursuant to the Policy on Appointment of Academic Administrators, the appointment of academic administrators (pursuant to the Policy on Appointment of Academic Administrators, and shall be confirmed by a committee consisting of the Chairman of the Governing Council, the President, and the Chair of the Academic Board).~~

~~The Academic Board shall approve a) the Appointment of the University Librarian and the Director of the School of Continuing Studies, shall be approved by the Academic Board pursuant to the Policy on Appointments and Remuneration and (to be confirmed by a committee consisting of the Chairman of Governing Council, the President, and the Chair of the Academic Board), and b) the Academic appointments with tenure shall be reported to the Board for information pursuant to the Policy on Appointments and Remuneration. Appointment of professors emeritus shall be reported to the Academic Board for information pursuant to the Policy on Appointment of Professor Emeritus. Appointment of University Professors shall be approved by the Academic Board pursuant to the Policy and Procedures on Academic Appointments.~~

~~The Academic Board shall receive the following reports for information: a) a report from individuals who are promoted shall be reported to the Academic Board for information pursuant to the Policy and Procedures Governing Promotions. The President on shall report to the Academic Board for information the removal of any academic administrator from office, pursuant to the Policy on Appointment of Academic Administrators, and b) a report from the Vice-President and Provost shall report the waiving of some or all of the procedures for academic appointments, to the Academic Board for information pursuant to the Policy and Procedures on Academic Appointments.~~

5.2.2 Constitutions of Divisional Councils

New or amended divisional constitutions are forwarded by divisional councils to the Academic Board for consideration and confirmation by the Executive Committee. By-laws which may contain such matters as procedural rules and committee memberships and terms of reference are approved by the divisional councils.

5.2.3 Divisional Seals

Authority to approve the acquisition and design of divisional seals is delegated to the Vice-President and Provost and the Chair of the Academic Board. [A record of such seals and the purposes for which they are used shall be kept in the Office of the Governing Council.]

5.2.4 Degrees, Diplomas and Certificates

Approval of the award of earned degrees, diplomas and certificates, including conjoint degrees, and the award of posthumous degrees, diplomas and certificates is delegated by the Governing Council to any two of the Vice-President and Provost, the Chair and the Vice-Chair of the Academic Board on the recommendation of the respective divisional councils.

The Academic Board receives annual reports on the number of degrees, diplomas and certificates awarded (by means of electronic publication - see Section 6.3, Additional Reports for Information).

[Policy matters affecting earned and posthumously awarded degrees, diplomas and certificates, including their design, are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration.]

5.2.5 Convocations

The Academic Board has responsibility for policy matters with respect to convocation ceremonies.

a) Ceremonial Procedures

Authority concerning decisions on procedures is delegated to a committee of the Chancellor, the President, the Chair of the Academic Board and the Secretary of the Governing Council.

b) Academic Regalia

Authority for the approval of academic hoods, academic robes, robes of office and other regalia is delegated to the Chancellor, Chair and the Vice-Chair of the Academic Board.

Reports for information on the following matters shall be considered by the Board by means of electronic publication: a) academic appointments with tenure - to be reported pursuant to the *Policy on Appointments and Remuneration*; b) appointments of professors emeriti – to be reported pursuant to the *Policy on Appointment of Professor Emeritus*; and c) individuals who are promoted - to be reported pursuant to the *Policy and Procedures Governing Promotions*.

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5.2.6 Academic Discipline

a) Policy and Procedures

Policy and procedures with respect to academic discipline are as described in the *Code of Behaviour on Academic Matters*, as amended. ~~Proposed a~~ Amendments to the *Code* will be submitted either directly to the Academic Board or will be considered first by a Special Committee. With the University Affairs Board, the Academic Board recommends amendments to the terms of reference of the Discipline Appeals Board⁵.

An annual University-wide report on academic discipline cases is forwarded to the Academic Board for information.

b) Individual Cases

Individual cases are disposed of in accordance with the *Code of Behaviour on Academic Matters*. Reports on the disposition of cases, without names, are received by the Academic Board for information.

c) Appointments

The Academic Board appoints the following:

- i the University discipline counsel and the assistant discipline counsel, on the recommendation of the Vice-President and Provost
- ii the Secretary of the University Tribunal, on the recommendation of the Vice-President and Provost
- iii the Senior Chair, Associate Chairs and co-chairs of the University Tribunal, and the Senior Chair and Chairs of the Academic Appeals Committee, on the recommendation of the Nominating Committee for the University Tribunal and Academic Appeals Committee.⁶
- iv six members of the Discipline Appeals Board, on the recommendation of the Striking Committee. [The University Affairs Board appoints the other 6 members.]

5.2.7 Name Changes of Academic Units

Name changes in academic divisions (excluding namings⁷) are ~~approved~~ considered by the Academic Board ~~and confirmed by the Executive Committee~~ (to be considered as a consent agenda item - see Section 6.2 Consent Agenda) - and confirmed by the Executive Committee. [Changes in name that are part of a proposal for establishing, restructuring and/or merging units ~~are would be~~ recommended to the Academic Board by the Planning and Budget Committee.]

⁵ The Discipline Appeals Board is the body that hears appeals arising from the *Code of Behaviour on Academic Matters* and the *Code of Student Conduct*.

⁶ The Nominating Committee for the University Tribunal and Academic Appeals Committee is established annually by the Agenda Committee.

⁷ Academic units named under the *Policy on Naming* will be reported to the Academic Board for information.

5.2.8 Agreements with Certain Affiliated or Federated Institutions

New or substantially amended agreements with affiliated or federated institutions such as the Toronto School of Theology are recommended by the Academic Board to the Governing Council. Extension of the term of the agreements or minor amendments are approved by the Academic Board and confirmed by the Executive Committee.

5.2.9 Disruptions in Academic Programs

The Academic Board or the Vice-President and Provost shall declare when a disruption of the academic program has occurred.⁸ [The Vice-President and Provost shall report to the Committee on Academic Policy and Programs on the implementation of the procedures and changes to the status of the academic programs.]

5.2.10 Report from the Council of Ontario Universities Academic Colleague

The Academic Board will receive [for information](#) an annual report from the University of Toronto's Council of Ontario Universities Academic Colleague.

5.2.11 Sessional Dates

[Authority is delegated to the divisions.]

5.2.12 Research

[The Academic Board will receive for information an annual report from the Vice-President, Research.](#)

5.2.13 Fundraising

[The Academic Board will receive for information, under *The Provost's Guidelines on Donations*, a quarterly report on donations \(to be considered as a consent agenda item\).](#)

5.3 Matters Coming from the Academic Board's Committees:

5.3.1 Matters Requiring Governing Council Approval:

- New or repealed policies or extensive changes to existing ones
- Planning frameworks including enrolment frameworks
- University mission statement
- Capital projects, capital plans, and campus master plans
- Annual operating budget and long-range budget guidelines
- Priorities for fundraising

⁸ *University Grading Practices Policy* and the *Graduate Grading Practices Policy*
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Template agreements with external bodies
~~Allocations from designated funds~~
Establishment, disestablishment or restructuring of academic units
Submissions to external bodies that do not conform to policy

5.3.2 Matters Requiring Executive Committee Confirmation:

Academic program proposals, as follows:

- (i) undergraduate programs leading to new degrees;
- (ii) new graduate programs and degrees;
- (iii) the termination of existing degrees and graduate programs;
- (iv) the addition and termination of joint degrees and programs with external institutions;
- (v) the renaming of degrees; and
- (vi) programs that establish significant new academic directions for a Faculty or are anticipated to have a substantial impact on relationships amongst divisions or with the public.

~~Design of degree, diplomas and certificates~~

Agreements with external bodies that do not conform to the template
Chair proposals that do not conform to policy

Guidelines for divisional academic plans

~~Academic appeal procedures which contain significant changes in divisional procedures or those contrary to policy~~⁹

New diploma or certificate programs with resource implications
Name changes of academic units

Comment [t3]: Proposed revisions to the Committee on Academic Policy and Programs Terms of Reference clarify that approval of policies governing academic regulations rests with AP&P.

⁹ *Policy on Academic Appeals Within Divisions*
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5.3.3 Matters Requiring Academic Board Approval:

- University-wide admissions policies
- University-wide policies on student awards
- University-wide grading practices and examinations policy

Comment [t4]: This section has been inserted given Governing Council's authority for delegation of its powers with respect to examinations, scholarships and awards, and admissions (University of Toronto Act, 1971 2(14)(na)).

5.3.34 Matters for Information:

- Reports of the Academic Appeals Committee (without names)
- Reports of the Agenda Committee

5.4. Accountability Reports:

~~Access to Information and Protection of Privacy—the Academic Board will receive a report from the President if he/she or an Officer makes a final determination not to accept the recommendation of the Commissioner with respect to students and faculty records.~~

Comment [t5]: This provision is no longer relevant and should be deleted as this is not a governance issue.

~~The Provost's Guidelines on Donations—a quarterly report on donations of \$250,000 or over will be provided.~~

~~Employment Equity Policy—an annual report on employment equity initiatives concerning faculty and librarians will be provided.~~

6. PROCEDURES

6.1 Meetings

The Academic Board will meet in open session. ~~Appointments~~ and other matters of a personal nature will be dealt with *in camera* ~~session~~, usually at the end of the meeting. Because of its size, the Board will use the procedures set out for the meetings of Governing Council.

6. PROCEDURES

6.2 Consent Agenda

The Agenda Committee may determine that an item 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, contact the assessor or other contact person shown on 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 Board 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.

6.3 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 Agenda Committee from time to time will be considered by the members of the Board following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to 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 will be considered by the Board at that meeting in the usual manner.

Revision approved June 23, 2011 by Governing Council

Revision approved May 19, 2011 by Governing Council

Revision approved June 24, 2010 by Governing Council

Revision approved February 9, 2006 by Governing Council

18804



**COMMITTEE ON ACADEMIC POLICY AND PROGRAMS
TERMS OF REFERENCE**

1. MEMBERSHIP

1.1 Composition

Total membership is approximately 31 ~~of whom 6 are students~~ including the following. ~~The membership and~~ is broadly representative of the academic divisions. Two assessors, selected by the President, are members *ex officio*.

The composition of the Committee on Academic Policy and Programs is as follows:¹

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0-1	1-0	1
Alumni and	0-1	0-1	1
LGIC Appointees	0-1		1 ²
Teaching Staff	0-2	16-14	16
Students	1	5	6
Presidential Assessors			2
<i>Ex Officio</i>			
Chancellor	1		1
Chairman	1		1
Vice-Chair	1		1
President	1		1
TOTAL			31

The Secretary of the Governing Council is a non-voting *ex officio* member of the Committee. The President may appoint annually University Officers as non-voting assessor members of the Committee.

1.2 Term

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

¹ ~~Governors may or may not be members~~ Members of the Committee are members either of the Governing Council or of the Academic Board. Non-governors must be members of the Board. When sufficient governors are not available, the number of non-governor members is increased to the required total. Where there is an insufficient number of members of the Governing Council available from any constituency, the number of members of the Academic Board is increased to the appropriate total. The total size of the Committee may be varied slightly, up or down, with the approval of the Chair of Governing Council.

² ~~If no LGIC Appointee~~ member of the Governing Council appointed to Council by the Lieutenant Governor in Council (LGIC) wishes to serve, a second alumni member, from Governing Council or the Academic Board, should be appointed.

1.3 Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by the Academic Board.

2. QUORUM

One-third of the voting members (normally 11).

3. FUNCTION

The Committee, which reports to the Academic Board, has general responsibility for policy on, and for monitoring, the quality of education and the research activities of the University.

In fulfilling this responsibility, the Committee works to ensure the excellent quality of academic programs by considering proposals for new academic programs and monitoring reviews of existing programs. It oversees policy matters in such areas as admissions, awards, degree requirements, academic regulations, grading practices, research and the products of research, and academic services.

Some policy issues concern only one academic division. Others are matters of University-wide concern.

~~The Committee is responsible for reviewing and, at times, approving, changes to admission and program regulations, curriculum, degree requirements and academic regulations.~~ Much of the Committee's work ~~in those areas~~ arises from proposals from the academic divisions, which have been approved by the relevant divisional councils. The Committee will not normally amend proposals forwarded by a divisional council unless the amendment(s) is/are deemed by the Chair or the senior Presidential assessor to be minor. Such proposals may be accepted, rejected, or referred back to the divisional council. If accepted by the Committee, the proposal may be received for information, approved by the Committee, or recommended to the Academic Board for approval, depending on the nature of the proposal.

The Committee on Academic Policy and Programs approves or recommends to the Academic Board of the Governing Council for consideration the following:

- ~~amendments to divisional academic policies or practices, or amendments to~~ University-wide policy in academic matters, major divisional policies in academic matters, and amendments to such policies;
- new academic programs³ including joint programs with external institutions, and their academic content and requirements, and the closure of academic programs;
- major changes in academic regulations;
- the establishment of new diploma and post-secondary certificate programs with approval as required by the *Policy on Diploma and Certificate Programs*, and the closure of such diploma and post-secondary certificate programs;
- the establishment, amendment or rescission of University-wide policy with respect to grading practices and examinations;
- policy on academic services (such as the Library, information and computing services);

³ The definition of new academic programs is that contained in the University of Toronto's Quality Assurance Process (UTQAP), as approved March 31, 2011 by the Ontario Universities Council on Quality Assurance, ~~defines new programs as "new undergraduate degrees, undergraduate specialists and majors, graduate programs and degrees, graduate diplomas, collaborative graduate programs, and new fields in existing graduate programs."~~ This definition is subject to change. ~~Any change will be reported to the Committee for information and reflected in an updated footnote~~ (<http://www.vpacademic.utoronto.ca/Assets/VP+Academic+Digital+Assets/pdf/UTQAP+document.pdf>).

*University of Toronto – Governing Council
Committee on Academic Policy and Programs Terms of Reference*

- policy on research;
- policy on earned degrees, diplomas and certificates; and
- policy on admissions and awards; ~~and~~
- ~~joint programs with external institutions.~~

3. FUNCTION (cont'd)

~~The determination of whether a proposal is major or minor is made by the Chair of the Committee, on the advice of the agenda planning group, based on documentation from the division.~~

4. AREAS OF RESPONSIBILITY

The approval levels described below are summarized in tabular form in Attachment “A”.⁴

4.1 Admissions policies ~~and practices~~

~~New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies, and amendments to them, are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration approval. New divisional policies, or major amendments to existing policies that affect the whole division are considered by the Committee for approval. Amendments to admission policies that are not of major significance across the division may be approved by the relevant divisional council and reported to the Provost’s Office for information.~~

4.2 Awards policies ~~and practices~~

The establishment, termination or major amendment of University-wide policies on student awards are considered by the Committee ~~on Academic Policy and Programs~~ and forwarded to the Academic Board for approval. Minor amendments may be approved by the Committee. ~~on Academic Policy and Program~~
Divisional policies and practices on student awards that are consistent with University-wide policies may be approved by the relevant divisional council and reported to the Provost’s Office for information.

4.3 Academic regulations

The establishment, termination or major amendment of University-wide policies governing academic regulations are considered by the Committee and forwarded to the Academic Board for approval. The Committee on Academic Policy and Programs has authority for approval of changes to academic regulations and other matters affecting divisional calendars, for example, but not limited to, policies on academic appeal procedures and standards of professional practice behaviour for students in professional faculties. Minor amendments to University-wide policies may be approved by the Committee. Amendments to divisional academic regulations that will have a major affect in the division or that would require an exception to some element of University-wide policy are considered by the Committee for approval. Other amendments to divisional academic regulations may be approved by the relevant divisional council and reported to the Provost’s Office for information.

4.4 Academic program proposals

The Committee on Academic Policy and Programs considers academic program proposals forwarded from divisional councils.

⁴ The table is meant as a general guide. Decisions are made by the Chair in consultation with the Senior Assessor and the Agenda Planning Group.

Where it considers it appropriate:

- (a) The Committee recommends to the Academic Board approval of proposals for:
- (i) undergraduate programs leading to new degrees;
 - (ii) new graduate programs and degrees;
 - (iii) the closure of existing degrees and graduate programs;
 - (iv) the addition and termination of joint degrees and programs with external institutions;
 - (v) the renaming of degrees; and
 - (vi) programs that establish significant new academic directions for a Faculty or that are anticipated to have a substantial impact on relationships amongst divisions or with the public.

Note 1. Where a proposal in these categories will have substantial resource implications requiring an addition to a division's approved budget, the senior assessor to the Planning and Budget Committee (or designate) will bring to that Committee a proposal for review of the planning and resource implications of the proposal, for action with respect to the resource implications, and for concurrence with the recommendation of the Committee on Academic Policy and Programs for approval of the proposal.

Note 2. Where a proposal for the disestablishment of an academic unit is to be made to the Planning and Budget Committee, the senior assessor to that Committee (or designate) will forward that proposal to the Committee on Academic Policy and Programs for information.

- (b) The Committee approves proposals for:
- (i) new undergraduate programs within an existing degree, as defined in the University of Toronto Quality Assurance Process, and other than those in (a) above; and the closure of such programs;
 - (ii) new graduate diploma programs, ~~including graduate diploma programs and undergraduate certificate programs~~, and the closure of such programs, as required by the University's *Policy on Diploma and Certificate Programs*; and
 - (iii) new collaborative graduate programs and new fields in existing graduate programs, and the closure of such programs.

The Councils of the academic divisions have delegated authority to approve:

- (a) modifications to existing degree programs;

The Committee on Academic Policy and Programs receives for information an annual report on modifications to existing programs that are defined in the University of Toronto Quality Assurance Process as major modifications.⁵

⁵ <http://www.vpacademic.utoronto.ca/Assets/VP+Academic+Digital+Assets/pdf/UTQAP+document.pdf>
~~The University of Toronto's Quality Assurance Process (UTQAP), approved March 31, 2011 by the Ontario Universities Council on Quality Assurance, defines a major modification as a restructuring of a program, a merger of existing programs, or a renewal of a program in order to keep it current with its academic discipline.~~

~~'Major Modifications' include:~~

- ~~a) Significant changes to program requirements;~~
- ~~b) Significant changes to the learning outcomes; and~~
- ~~c) Significant changes to the faculty engaged in delivering the program and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery (e.g. different campus, online delivery, or inter-institutional collaboration).~~

~~This definition is subject to change. Any change will be reported to the Committee for information and reflected in an updated footnote.~~

4. AREAS OF RESPONSIBILITY (Cont'd)

4.4 Academic program proposals (Cont'd)

(b) transcript notations within existing degree programs;

The Committee on Academic Policy and Programs receives for information an annual report on the establishment and termination of transcript notations.

(c) ~~the establishment, termination and~~ modification of diploma programs and certificate programs, where authority is delegated to the academic divisions in the University's *Policy on Diploma and Certificate Programs*⁶.

The Committee on Academic Policy and Programs receives for information an annual report on such actions where reporting is required by the *Policy on Diploma and Certificate Programs*.

4.5 Examinations and grading practices

The establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations is ~~normally~~ considered by the Committee on Academic Policy and Programs and forwarded by the Committee with its recommendation for approval to the Academic Board.

Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy ~~are forwarded by the Committee with its recommendation for approval to the Academic Board.~~

~~Major amendments to divisional practices and policies which are consistent with the University-wide policy but have a major impact on the division will~~ are considered for approval by the Committee

~~Minor amendments to divisional practices consistent with the University's policy are approved by the divisional councils and reported to the Vice-President and Provost.~~

4.6 Policy on academic services

Policy matters with respect to academic services (included but not limited to the Library, computing services, student record systems) fall within the terms of reference of the Committee on Academic Policy and Programs. Such policies are considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval to the Academic Board.

⁶ Because of further clarification regarding the approval of the establishment or termination of a diploma program that has arisen with the approval of the UTQAP, guidance from the Office of the Vice-Provost should be sought prior to the development of any such proposal.

4. AREAS OF RESPONSIBILITY (Cont'd)

4.7 Earned degrees, diplomas and certificates

Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements, are considered for approval by the Committee on Academic Policy and Programs ~~and forwarded with its recommendation for approval to the Academic Board.~~

4.8 Research policy

Policy on research is considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval to the Academic Board. Research policies deal with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations. [The Planning and Budget Committee has responsibility for policy on planning including the strategic planning framework for research.]

4.9 Monitorial responsibilities

The Committee is responsible for monitoring academic matters as may be required by general policy, as specified herein or by resolution of the Academic Board, the Executive Committee or the Governing Council. The Committee receives annual reports or such more frequent regular reports as it may determine, on matters within its purview, including reports on the following:

- Reviews of academic units and programs;
- Major modifications to programs, as approved by divisional Councils;
- Establishment and termination of transcript notations within existing degree programs;
- ~~Research and international activities; and~~
- Student financial support; and
- Student awards.

5. PROCEDURES

The Committee on Academic Policy and Programs usually meets in open session.

In order to carry out its mandate, the Committee receives for its approval proposals from the academic divisions of the University which have been approved by the relevant divisional councils.⁷

In establishing agendas for meetings of the Committee, 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 Committee meeting.

⁷ Divisional proposals are reviewed by the Senior Assessor to the Committee. All proposals are submitted to the Committee through the Office of the Vice-President and Provost, which recommends items to the Committee through the Senior Assessor.

5. PROCEDURES (cont'd)

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

5.1 Consent agenda

The Chair may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee 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 Board in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee 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 Committee without introduction or discussion.

5.2 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 the members of the Committee following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the Committee at that meeting in the usual manner.

June 23, 2011 – Revisions approved by Governing Council

May 19, 2011 – Revisions approved by Governing Council

May 23, 2002 - Approved by Governing Council

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

The level of approval required for proposals relating to academic policy and programs under the authority of Governing Council depends upon the magnitude and significance of the proposed changes to existing policy. Policy and program changes specific to particular academic divisions are approved in the first instance by divisional councils. University-wide policy proposals are developed by the central administration. The point of entry for all academic policy and program proposals into University governance is the Committee on Academic Policy and Programs (AP&P). The judgment as to the level of approval warranted for a given proposal is made by the Chair of the Committee on the advice of the agenda planning group. Examples of the types of proposals, by the level of approval or other action warranted, are given in the table below:

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost’s Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Admission policies	Amendments to admission policies that are not of major significance to the entire division		New divisional policies and major amendments to them that affect the entire division	University-wide policies and amendments to them New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies
Student a Awards policies and practices	Establishment, termination or amendment of divisional policies on student awards that are consistent with University-wide policy		Minor amendments to University-wide policies on student awards	Establishment, termination or major amendment of University-wide policies on student awards
Academic regulations	Minor amendments to divisional academic regulations that are consistent with University-wide policy		Minor amendments to University-wide policies governing academic regulations. Major amendments to divisional academic	Establishment, termination or major amendment of University-wide policies governing academic regulations, e.g. student appeal procedures, or

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
			regulations or regulations that require an exception to University-wide policies appeal procedures standards of professional behaviour	standards of professional behaviour

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference
 Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx
 October 13, 2011

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
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<p>Academic program proposals</p>	<ul style="list-style-type: none"> • modifications to existing degree programs; • the establishment, termination and modification of <u>graduate diploma programs</u> and <u>undergraduate certificate programs</u>, where authority is delegated to the academic divisions in the University's <i>Policy on Diploma and Certificate Programs</i>¹; and • transcript notations within existing degree programs. 	<ul style="list-style-type: none"> • <u>annual report on major modifications to existing degree programs</u> • <u>Annual report on modifications of diploma and certificate programs, where required by the Policy on Diploma and Certificate Programs</u> • annual report on the establishment of transcript notations within existing degree programs. 	<ul style="list-style-type: none"> • new <u>undergraduate</u> programs within an existing degree, as defined in the University of Toronto Quality Assurance Process, other than those requiring <u>approval by a recommendation to the Academic Board, and the closure of such programs and confirmation by the Executive Committee</u>; • <u>new graduate diploma programs, including graduate diploma programs, and undergraduate certificate programs</u>, where governance approval is required by the University's <i>Policy on Diploma and Certificate Programs</i> <u>and the closure of such programs</u>; • <u>new</u> collaborative 	<ul style="list-style-type: none"> • <u>New</u> undergraduate programs leading to new degrees; • <u>New</u> graduate programs and degrees; • the termination of existing degrees • <u>the termination of graduate degree programs</u> • the addition and termination of joint degrees and programs with external institutions; • the renaming of degrees; and • programs that establish significant new academic directions for a Faculty or are anticipated to have a substantial impact on relationships amongst divisions or with the public.
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¹ Because of further clarification regarding the approval of the establishment or termination of a diploma program that has arisen with the approval of the UTQAP, guidance from the Office of the Vice-Provost should be sought prior to the development of any such proposal.

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx

October 13, 2011

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
			graduate programs; and <u>new</u> fields within existing graduate programs <u>and the closure of such programs / fields.</u>	

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference
 Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx
 October 13, 2011

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
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Examinations and Grading Policies	Minor amendments to divisional practices consistent with the University's policy		Major amendments to divisional practices and policies <u>including those which are consistent with require an exception to some aspect of</u> the University-wide policy <u>but and those that</u> have a major impact on the division	Establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations <u>Major amendments to divisional practices and policies or amendments requiring an exception to University wide policy</u>
Policy on academic services				Policy matters with respect to academic services (included <u>including</u> but not limited to the Library, computing services, student record systems
Earned degrees, diplomas and certificates			<u>Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.</u>	<u>Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.</u>

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx

October 13, 2011

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Research policy				Policy on research dealing with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference
 Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx
 October 13, 2011

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
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<p>Monitorial responsibilities</p>		<p>Annual Reports on Reviews of Academic Programs & Units</p> <p>Annual report on major modifications to academic programs, as approved by the divisional councils</p> <p>Annual report on the establishment and termination of transcript notations within existing degree programs</p> <p>Vice-Provost, Students, Annual Report on Financial Support for Students</p> <p>Report on Student Awards: New Amended & Withdrawn</p> <p>Report of the Vice President, Research and International Relations</p>		
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* For levels of approval beyond Academic Board, see Academic Board Terms of Reference
 Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx
 October 13, 2011

Committee on Academic Policy and Programs: Guidelines Regarding Levels of Approval

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Other			Revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity	

[May 23, 2002](#)~~[August 8](#)~~[October 13, 2011](#)

Revisions approved by Governing Council May 1, 2006; May 19, 2011

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference
 Special Committee/TFOG – IC September 6, 2011/IC – Guidelines Regarding Levels of Approval Comm on Academic Policy and Programs.docx
 October 13, 2011



PLANNING AND BUDGET COMMITTEE TERMS OF REFERENCE¹

1. MEMBERSHIP

1.1 Composition

Membership is about 26, including 2 lay members, 3 students, the Chair or Vice-Chair of the Committee on Academic Policy and Programs (*ex officio*) or the designate of the Chair of the Committee on Academic Policy and Programs, 12 teaching staff, 1 administrative staff, and 3 assessors selected by the President.

The composition of Planning and Budget Committee is as follows:²

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0-1	1-0	1
Alumni	} 2	0	} 2
LGIC Appointees		0	
Teaching Staff	1-2	11-10	12
Students	1-2	2-1	3
Presidential Assessors			3
<i>Ex Officio</i>			
Chancellor	1		1
Chairman Chair	1		1
Vice- Chairman Chair	1		1
President	1		1
Other (from AP&P)	0-1	1-0	1
TOTAL			26

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

1.2 Term

¹ Also approved as part of the terms of reference of the Planning and Budget Committee (June 1994) was the following:
"The proposal to merge the responsibilities of the present Budget and Planning and Priorities Committees is intended to eliminate existing overlaps in jurisdiction, which have resulted in a number of important issues being examined in an unnecessarily artificial manner in several forums. Equally important is the need to ensure that increasing demands for accountability can be responded to in an effective manner. To this end, the proposal entails additional delegation of authority with appropriate reporting to the Committee, streamlined approval processes and increased flexibility for the Chair of the Committee in agenda planning. Further opportunities in these areas should be identified as the new Committee begins to operate."

² Members of Governing Council may or may not be members of the Academic Board. Non-members of Governing Council must be members of the Academic Board.
When sufficient governors are not available, the number of non-governor members is increased to the required total. The seats for 12 members of the teaching staff should be allocated between members elected to the Governing Council and/or the Academic Board and those who hold their seats *ex officio*, in the ratio of their seats on the Board: 8 elected teaching staff and 4 deans or principals.
The total size of the Committee may be varied slightly, up or down, with the approval of the ~~Chairman~~Chair of Governing Council.

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

1.3 Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by the Academic Board.

2. QUORUM

One-third of the voting members (normally 9).

3. FUNCTION

The Committee, which reports to the Academic Board, is responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of University resources (including, but not limited to: staff positions, funds, space and facilities, and campus lands). Many of the matters within the Committee's scope are matters that have an impact on relationships amongst divisions and relationships between the University and the community at large.

4. AREAS OF RESPONSIBILITY

4.1 Planning and Monitoring

The Committee is responsible for policy on planning. The Committee reviews and makes recommendations on the University's general planning framework.³ Specific areas in which recommendations are made to the Academic Board include:

- policy on the organization of planning;
- statements of the University's mission or general objectives;
- statements of multi-year University principles and objectives for academic planning;
- guidelines for divisional academic plans;
- statements of general divisional objectives;
- enrolment plans and policies;
- long-range planning and/or (operating and capital) budget guidelines;
- strategic planning framework for research.

The Committee is responsible for monitoring planning activities and documents as may be required by general policy, as specified herein or by resolution of the Academic Board. Divisional academic plans are considered by the Committee and the Academic Board for information and feedback. Prior to approval by the Provost and presentation to the

³ ~~Individual academic plans are approved by the Vice President and Provost.~~

Committee, it is expected that the relevant divisional Council would endorse the academic plan in principle. The Committee receives periodic reports from the Vice-President and Provost on the implementation of academic plans.

The Committee reviews, on its own decision or on the recommendation of the Vice-President and Provost, the academic and budget plans of divisions in cases where a division is substantially altering its programs or having significant difficulty in implementing approved plans.

The Committee conducts periodic reviews of the budget plans of non-academic portfolios, to consider appropriateness of resources and effective and efficient use of resources in support of University plans and priorities. [Academic service areas, such as the Library, are the responsibility of the Committee on Academic Policy and Programs.]

4.2 Campus and facilities

4.2.1 Policy

Campus master plans and policy governing the approval of capital plans and projects are recommended to the Academic Board for consideration.

4.2.2 Capital guidelines and plans

Plans are recommended to the Academic Board for consideration.

4.2.3 Individual plans and projects

The Committee considers reports of project planning committees and recommends to the Academic Board approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the Policy on Capital Planning and Capital Projects. [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project.⁴ Significant

⁴The current requirements, as defined in the Policy on Capital Planning and Capital Projects, are:

(a) **Capital Projects**

- Capital projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
- Capital projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval. All such projects shall be reported annually to the Governing Council through the Academic Board and the Planning and Budget Committee.
- Projects costing less than \$50,000, in total, and funded by a unit, approved by the unit and reported to the Accommodations and Facilities Directorate. For small projects costing less than \$3,000 the projects are, for reporting purposes, pooled and identified as small projects, with the total cost of such projects provided.

(b) **Infrastructure Renewal Projects**

- Infrastructure Renewal projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
- Infrastructure Renewal projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval.
- A listing of all Infrastructure Renewal projects requiring attention shall be forwarded annually for information to the Governing Council through the Academic Board and the Planning and Budget Committee.

changes to a space program/approved project require the same level of approval as the original proposal.

4.3 ~~Operating and designated funds~~ Budget Guidelines and Operating Budget

4.3.1 Budget guidelines

The Committee recommends to the Academic Board for consideration guidelines for long-range planning and budgeting that are the basis for the development of the University's annual Operating Budget.

4.3.2 Annual operating budget

The Committee considers for inclusion in the proposed Operating Budget the major components of the Budget, such as changes to Policies and Procedures for Budget Preparation, Contractual Obligations and Policy Commitments, allocation of Funds, General University Expenses, and Facilities Renewal Funds.

The annual budget is considered by the Committee for recommendation to the Academic Board. [Once the budget is recommended by the Academic Board, the concurrence of the Business Board is sought in regard to fiscal soundness before it is forwarded to Council.]

The Committee receives regular reports on the status of long-range budget guidelines, projections, and the strategic budget model.

4.3.3 Designated funds

The Committee is responsible for recommending to the Academic Board for consideration the creation and allocation of general University Funds established in the Operating Budget, Capital Renewal Fund or elsewhere.

4.4. Academic units and programs

4.4.1 The Committee recommends to the Academic Board on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

4.4.2 Where a proposal for a new program, as defined by the University's Quality Assurance Process*, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the Academic Board on the planning and resource implications of the proposal and, if it deems it appropriate (a) concurs with the recommendation of the Committee on Academic Policy and Programs to the Academic Board that the proposed program be approved, and (b) where required, recommends the addition to the division's budget. [The Committee on Academic Policy and Programs has responsibility for considering the curricular aspects of academic program proposals.]

[Proposed program changes that would not require the allocation of additional resources from sources outside the division, and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

* The definition of new academic programs is that contained in the University of Toronto's Quality Assurance Process (UTQAP), as approved by the Ontario Universities Council on Quality Assurance;
(<http://www.vpacademic.utoronto.ca/Assets/VP+Academic+Digital+Assets/pdf/UTQAP+document.pdf>)~~The University of Toronto's Quality Assurance Process [UTQAP], approved March 31, 2011 by the Ontario Universities Council on Quality Assurance, defines new programs as new undergraduate degrees, undergraduate specialists and majors, graduate programs and degrees, graduate diplomas, collaborative graduate programs, and new fields in existing graduate programs. This definition is subject to change. Any change will be reported to the Committee for information and reflected in an updated footnote..~~

4.5 Policy submissions to and agreements with external bodies

4.5.1 Submissions that establish new policy positions will be reviewed first by either the Committee or by another Governing Council body and approved by the Executive Committee. In the case of the latter, the Committee shall be informed of the nature of the submission.

Submissions to external agencies that summarize existing policies and practices are the responsibility of the President and should be submitted for information to the appropriate body of Governing Council.

4.5.2 The Committee recommends to the Academic Board for consideration templates for agreements with external bodies. Individual agreements that do not conform to the template are reviewed by the Committee for recommendation to the Academic Board and confirmation by the Executive Committee. [Agreements that conform to the template are approved by the Vice-President and Provost.]

4.6 Incorporation of associated organizations and research ancillaries

The Committee recommends approval, in principle to the Academic Board. [The Business Board is responsible for matters concerning the arrangements for incorporation.]

4.7 Chairs and professorships

The Committee is responsible for making recommendations with respect to the ~~*Policy on Endowed Chairs, Professorships, Lectureships and Programs*~~*Policy on Endowed and Limited Term Chairs, Professorships, Distinguished Scholars and Program Initiatives.*

Approval of the establishment of individual chairs, etc., which fully conform to the *Policy*, is delegated to the President, with annual reports to the Committee on approvals given. The Committee considers, for recommendation to the Academic Board, proposals that do not conform to the *Policy*.

4.8 Priorities for fundraising

The Committee recommends to the Academic Board, for concurrence with the Business Board, on the ranking of priorities for major fundraising campaigns. [Policy concerning University development and fundraising campaigns is within the authority of the Business Board. Plans for fundraising campaigns are approved by the Governing Council on the recommendation of the Business Board.]

5. PROCEDURES

The Committee usually meets in open session but may, pursuant to section 33 of By-Law Number 2, meet in closed session or *in camera* when: (i) 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 any part thereof.

In establishing agendas for meetings of the Committee, the Chair normally will be advised by a planning group that includes the Vice-Chair, two other members of the Committee, recommended by the Academic Board Striking Committee and approved by the Academic Board, 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 Committee meeting.

~~The Chair of the Committee, with the advice of the Committee's agenda planning group and subject to the duly established authority of the Agenda Committee of the Academic Board, the Academic Board, and the Executive Committee of Governing Council, has the authority to interpret the terms of reference of the Committee with respect to whether an item should be placed on the Committee's agenda (for approval or discussion) or should be circulated for information and/or comment apart from the Committee's agenda.~~

5. PROCEDURES (cont'd)

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

5.1 Consent agenda

The Chair may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee 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 Board in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee 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 Committee without introduction or discussion.

5.2 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 the members of the Committee following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the Committee at that meeting in the usual manner.

Revision Approved by Governing Council May 19, 2011

AGENDA COMMITTEE

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Chair and Vice-Chair of the Academic Board (*ex officio*)

Chair and Senior Assessor, Committee on Academic Policy and Programs (*ex officio*)

Chair and Senior Assessor, Planning and Budget Committee (*ex officio*)

Vice-President and Provost (*ex officio*)

2 teaching staff members of the Academic Board*

1 student member of the Academic Board*

The Chairman and Vice-Chairman of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Agenda Committee.

The Committee is chaired by the Chair of the Academic Board.

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

1.2 Term

Terms begin on July 1.

The teaching staff and student members shall be appointed by the Academic Board for one-year terms which may be renewed.

2. QUORUM

One third of the voting members (normally 5).

* The teaching staff and student members will be appointed by the Academic Board on the recommendation of the Striking Committee.

3. FUNCTION

The Agenda Committee is responsible for directing the flow of business within the Academic Board structure and for setting the agenda for the Academic Board meetings. The Committee deals with notices of motion given at the Board or referred to the Board by the Governing Council. On the request of the Chair of the Committee on Academic Policy and Programs or the Chair of the Planning and Budget Committee, the Agenda Committee may deal with notices of motion given to the Committees.

The Agenda Committee is responsible for determining the readiness of items of business for submission to the Academic Board, and for determining the documentation required to accompany each proposal as well as any guests to be invited to each meeting of the Board.

Issues not referred as a matter of course to a Standing Committee will be assigned to the appropriate committee by the Agenda Committee. The Agenda Committee has the authority to determine the application of the distinction between "major" and "minor" issues, where this is required to implement the terms of reference of the Academic Board and its committees.

The Agenda Committee shall recommend to the Academic Board the establishment, when necessary, of Special Committees including the terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

The Agenda Committee is responsible for establishing a representative Striking Committee composed of the Chair and Vice-Chair of the Board, the Vice-President and Provost, and an administrative staff, alumni and student member of the Board. ~~The Striking Committee which~~ recommends the non-Governing Council ~~eo-opted~~ membership of the Board (except teaching staff and librarians, who are elected) and the appointment of non-Governing Council members to ~~and~~ its Standing Committees and various other appointments.

The Agenda Committee is responsible for establishing the Nominating Committee for the University Tribunal and the Academic Appeals Committee¹, which recommends the appointment of the Senior Chair, the Associate Chairs, and the co-chairs of the University Tribunal and the appointment of the Senior Chair and the Chairs of the Academic Appeals Committee.

The Agenda Committee shall approve academic administrative appointments on behalf of the Academic Board, pursuant to the *Policy on Appointment of Academic Administrators*. In accordance with Section 2 (14) (e) of the *University of Toronto Act*, the approval shall be confirmed by a committee consisting of the Chair~~man~~ of the Governing Council, the President, and the Chair of the Academic Board.

4. PROCEDURES

The Agenda Committee meets in closed session.

Revision approved June 24, 2010 by Governing Council

Revision approved February 9, 2006 by Governing Council

¹ The Nominating Committee for the University Tribunal and the Academic Appeals Committee shall be composed of a teaching staff, a student and a lay member or former member of the Academic Board or Governing Council, and a President's designate, at least two of whom will have appropriate legal knowledge.

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BUSINESS BOARD

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Total membership is about 31, including at least 12 alumni members or Lieutenant-Governor-in-Council appointees to Governing Council, up to 6 co-opted lay members and 2 administrative assessors selected by the President appointed *ex officio*. There will also be representatives on the Board from teaching staff, administrative staff and students. The usual composition of the Board is shown below. Membership may vary slightly from year to year.

CONSTITUENCY	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	1 or 2	1 or 0	2
Alumni	5	0	5
LGIC Appointees	7	0	7
Teaching Staff	1 or 2	1 or 0	2
Students	1 or 2	1 or 0	2
Presidential Appointees	0 or 1	0	0-1
Presidential Assessors			2
Others (Co-opted lay members)	0	up to 6	up to 6
<i>Ex Officio</i>			
Chancellor	1	0	1
ChairmanChair	1	0	1
Vice- ChairmanChair	1	0	1
President	1	0	1
TOTAL			up to 31

The Secretary of the Governing Council is an *ex officio*, non-voting member.

Members of the Governing Council are appointed to the Board annually by the Council. Other, or “co-opted”, members are appointed by the Board on the recommendation of its Striking Committee (see below). For the co-opted lay member seats, the [ChairmanChair](#) of the Governing Council and the Chair of the Business Board shall take particular responsibility for nominating candidates to the Striking Committee.

1. MEMBERSHIP (Cont'd)

1.2 Term

Terms normally begin on July 1 and continue to June 30 ~~of the next year.~~

Governing Council members are appointed by Council for one-year terms. They may be reappointed, subject to their continued membership on the Council.

Because Governing Council members may in any year fill all places on the Board for administrative staff, alumni, ~~LGIC appointees~~, teaching staff and students, co-opted members from those constituencies are appointed for a one-year term only, which is renewable if the place is available the next year.

The co-opted lay member appointments are normally made for three-year terms, which are renewable for a second and, in exceptional circumstances, a third term. In making these appointments, the Board will seek an appropriate balance between continuity and renewal. The Board will also seek to establish a rotation so that the terms of office will be staggered and one third of the co-opted lay members' terms will end each year.

1.3 Chair and Vice-Chair

The Chair and Vice-Chair of the Board are appointed by the Governing Council from among the members of the Council on the Board.

2. QUORUM

One-third of the voting members (usually 11 members).

3. COMMITTEES

3.1 Standing Committees

The Audit Committee reports to the Business Board. ~~(The Audit Committee recommends the financial statements of the pension plans to the Pension Committee for approval.)~~

3.2 Special Committees

The Business Board does not normally establish Special Committees. The President or the appropriate Presidential assessor has an obligation to tender advice and develop proposals for action on all matters within the terms of reference of the Business Board.

3.3 Striking Committee

The Striking Committee, appointed annually by the Board on the recommendation of the Chair, shall recommend to the Board: (a) the appointment of co-opted members (members who are not members of the Governing Council) to the Business Board and the Audit Committee and (b) the Chair and Vice-Chair (if any) of the Audit Committee.

3. COMMITTEES (Cont'd)

3.3 Striking Committee (Cont'd)

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 and one student member. The Chair of the Board serves as Chair of the Committee. The Board's voting assessors are invited to attend meetings of the Striking Committee in an advisory capacity.

The Striking Committee meets *in camera* and its recommendations are considered by the Board meeting *in camera*.

4. FUNCTION

The Business Board is responsible for consideration of policy and for monitoring matters affecting the business affairs of the University.

5. AREAS OF RESPONSIBILITY

The following areas are within the Board's responsibility:

- Financial policy, including policy delegating financial authority and approval of financial transactions as required by policy
- Policy on financing and execution of capital projects and approval of any transactions as required by policy¹
- University-owned or leased property including physical plant, equipment and works of art
- University policy on ancillary operations and monitoring of business ancillaries
- Policy on fundraising
- Alumni affairs
- Relations with the external community
- Institutional communications
- Policy on organization of business functions
- ~~Personnel~~ Human resources policy for administrative staff (except librarians)
- Employee benefits
- Monitoring and recommending policy on the occupational health and safety of members of the staff of the University and other policy pertaining to the health and safety of all members of, and visitors to, the University except for those matters falling within the terms of reference of the University Affairs Board

¹ The Policy on Capital Planning and Capital Projects states that “the Business Board will assess the extent to which the project is within its approved parameters, its cost effectiveness, the extent to which full funding is committed or obtainable, and whether there are any significant outstanding and unresolved issues with respect to the project.”

5. AREAS OF RESPONSIBILITY (Cont'd)

Contractual relations with employee groups
Tuition fees/policy on ancillary fees

The Business Board holds delegated authority to act for Governing Council with respect to all matters in its terms of reference except for matters:

- (a) which are deemed, pursuant to By-law Number 2, section 31(d)², to be of major significance for the University as a whole, or to have major significance with respect to the University's public or fiduciary responsibilities; or
- (b) which Governing Council is required by statute or specific contractual obligation to approve; or
- (c) which are reserved to Governing Council by these terms of reference, as amended from time to time by Governing Council.

The President or designate holds delegated authority to act for Governing Council with respect to approval of business transactions in the normal course of business.

Authority for approval in specific matters is as follows. The specific items below are intended to supplement, not limit, the general statements above in sections 4 and 5.

5.1 Financial policy and transactions

(a) Governing Council

- appointment of the University's auditors
- approval of the annual audited financial statements
- review of reports from the Business Board at least annually on the Board's receipt and discussion of reports on the investment of University funds

² This section provides that “Where the Council, with respect to any matter or class of matters, has conferred on any committee reporting directly to it authority to act on its behalf, and where, prior to the adoption by the committee of a resolution to determine the matter, the Chairman of the Governing Council, the Chair of the committee, the President (or an administrative assessor acting for the President), or the committee itself is of the opinion that the matter is major in significance with respect to the University as a whole or with respect to the public or fiduciary responsibilities of the Governing Council, the Chairman, Chair, President or committee, as the case may be, may require that the action of the committee be submitted to the Council for confirmation.” This provision does not apply to actions taken by the Board with respect to “agreements with the teaching or administrative staff of the University concerning the remuneration or benefits, terms of employment, rights or privileges available to employees of the University that are directly related to compensation or that are negotiated in a collective fashion for a class or group of employees of the University.”

- review of reports from the Business Board at least annually on the Board's receipt and discussion of reports on the financial integrity and strength of the University's endowment funds, pension funds and other substantial invested funds.

(b) Business Board

- approval of policies governing the financial operations of the University, including policies delegating financial authority
- approval of policies with respect to financial programs and transactions, and approval of individual programs and transactions as required by those policies
- review of regular reports on matters affecting the finances of the University³ and on financial programs and transactions
- concurrence with the recommendation of the Academic Board that the Budget Guidelines be approved, when the Guidelines propose deviation from approved financial policies; concurrence with the recommendation of the Academic Board that the budget report be approved⁴
- establishment, if necessary, of interim operating budget appropriations, for the beginning of the fiscal year
- approval of banking resolutions and amendments thereto
- concurrence with respect to major projects, plans, or programs outside the normal course of business that require the balancing of expense and revenue (including but not limited to new residences or parking structures)
- review and approval from time to time of the return targets and risk tolerances for the investment of the University funds
- review from time to time of the asset allocation for the investment of University funds
- review and approval from time to time of the investment policies for university investment funds and amendments thereto⁵
- approval of the delegation of authority to a University-controlled asset management corporation (or other entity established for a similar purpose) for the management of the investment of University funds
- approval of provisions for the appointment of a Board to oversee the work of that corporation and arrangements for the appointment and removal of its members (or approval of the establishment of some other entity to achieve a similar purpose)
- review of annual reports, or more frequent reports as the Board may from time to time determine, on the investment of University funds, such reports to include, without limitation: (i) reports on investment risk and return; and (ii) reports on fees and expenses incurred

³ For example, financial forecasts, reports on borrowing, reports on investment of University funds, [reports on any non-financial elements of University investments](#) and reports on the financial status of the pension plans.

⁴ Such concurrence would indicate that the Business Board is satisfied that the proposed budget or budget guidelines are financially responsible.

⁵ [Such policies include those governing non-financial aspects of University investments.](#)

- review of annual reports, or more frequent reports as the Board may from time to time determine, on the investment performance of the pension funds, to discharge the Board's responsibility to ensure the fiscal integrity of the University.

5. AREAS OF RESPONSIBILITY (Cont'd)

5.1 Financial policy and transactions (Cont'd)

(c) President or designate

- approval of guidelines, programs and transactions in the normal course of business to implement approved policies
- preparation of regular reports to the Board on matters affecting the finances of the University⁶ and on financial programs and transactions
- with the advice of the Investment Advisory Committee, approval of asset allocation for the University Funds (and review of the asset allocation for the Pension funds)
- negotiation and settlement of a detailed investment management agreement between the University and a University-controlled asset management corporation (or other entity established for a similar purpose), pursuant to the approved delegation of authority to the corporation (or other entity) for the management of University funds. The Agreement would include for University funds criteria for assessment of services provided and investment performance in comparison to risk and rate of return objectives specified in the approved investment policy and other benchmarks established through this agreement from time to time.

5.2 Capital projects, involving new construction and major renovations

(a) Governing Council

- approval of policies governing the execution of capital projects
- (priority is assigned to capital projects on the recommendation of the Academic Board)

(b) Business Board

- approval of capital expenditures for, and the execution of, approved projects, as required by approved policies;⁷ approval of increases in capital expenditures, required as the result of changes in the scope or cost of projects, as required by approved policies.

⁶ For example, financial forecasts, reports on borrowing and reports on investment activities.

⁷ The Policy on Capital Planning and Capital Projects states that “the Business Board will assess the extent to which the project is within its approved parameters, its cost effectiveness, the extent to which full funding is committed or obtainable, and whether there are any significant outstanding and unresolved issues with respect to the project.”

5. AREAS OF RESPONSIBILITY (Cont'd)

(c) President or designate

- within established policy, carrying out approved projects including: appointment of architects; call and approval of tenders within cost limits; and the establishment and change of authorized expenditures within approved limits⁸

5.3 University ~~owned or leased~~ property and physical plant, ~~equipment and related matters~~

(b) Business Board

- approval of acquisition or disposal of real estate and approval of arrangements for the non-University use or development of University property⁹
~~— approval of general policies on the acquisition and disposal of equipment~~
~~— approval of any general policies governing the maintenance of buildings and grounds~~
- approval of policies governing the University's art collections

(c) President or designate

- approval of transactions in the normal course of business including: leases for which funding has been approved; acquisition and disposal of rights of way and easements, etc.; acquisition and disposal of major items of equipment, overall regulations concerning the maintenance of buildings and grounds, with reports for information to the Board on any matters of major significance to the University~~major transactions~~
- preparation of regular reports on the overall maintenance and safety of buildings and grounds¹⁰

⁸ The Vice-President, Business Affairs is currently authorized to approve expenditure increases not exceeding the lesser of 10% or \$2,000,000.

⁹ For the disposal, or the non-University use or development, of University property by the University or others, concurrence of the Academic Board is required, on advice of the Planning and Budget Committee, to indicate that the property is surplus to University requirements.

¹⁰ The Board receives an annual report on deferred maintenance and facilities renewal. The Board also receives an annual report on health and safety matters, which deals with the safety of buildings and grounds, among other matters.

5. AREAS OF RESPONSIBILITY (Cont'd)

5.4 Ancillary operations

(b) Business Board

- designation of incorporated or unincorporated units as ancillaries¹¹ or termination of such designation
- general financial policy on ancillaries
- for incorporated business ancillaries:
 - ~~acceptance review~~ of annual reports and financial statements
 - approval of arrangements for incorporation
 - approval of capital spending and/or borrowing, as required by financial policy or the by-laws of the ancillary
 - for unincorporated business ancillaries:
 - approval of annual budgets or periodic approval, at least every five years, of business plans

5.5 Fundraising

(a) Governing Council

- approval of overall policies and plans for fundraising campaigns
- general priorities for fundraising campaigns - established by Governing Council on the Business Board's recommendation, with the concurrence of the Academic Board
- approval of receipt of major gifts and bequests with terms and conditions of an unusual nature

¹¹ There are at present four classes of ancillaries.

- (a) Incorporated Business Ancillaries: U of T Press, University of Toronto Asset Management Corporation.
- (b) Unincorporated Business Ancillary: Residential Housing Ancillary (previously the Real Estate Ancillary).
- (c) Campus and Student Services: Hart House, University College Residences, New College Residences, Innis College Residence, Woodsworth College Residence, UTM Residences, UTSC Residences, Graduate House Residence, Family Housing, 89 Chestnut Street Residence, UTM Conference Services, UTSC Conference Services and Facilities Rental, University College Food Services, New College Food Services, St. George Campus Food and Beverage Services, UTM Food and Beverage Services, UTSC Food and Beverage Services, St. George Campus Parking Services, UTM Parking Services, UTSC Parking Services.
- (d) Research Ancillaries: Hungarian Research Institute of Canada.

Annual plans and budgets for the campus and student service ancillaries are approved by the University Affairs Board, within parameters established by general financial policy for ancillary operations and the University budget process.

5. AREAS OF RESPONSIBILITY (Cont'd)

5.5 Fundraising (Cont'd)

(b) Business Board

- review of an annual report from the President or designate on the University's advancement activities.
- ~~— approval of strategies and policies concerning the general conduct of fundraising~~
- ~~— approval of policies on the receipt, acknowledgement and use of gifts and bequests~~
- approval of the designation of the use of unrestricted gifts and bequests over \$500,0002-million (~~1996-2011~~ dollars)

(c) President or designate

- the organization of fundraising campaigns ~~is the responsibility of the President~~
- creation of volunteer fundraising bodies and appointment of members
- approval of strategies and policies concerning the general conduct of fundraising
- approval of policies on the receipt, acknowledgement and use of gifts and bequests
- the President has the authority to approve the designation of the use of unrestricted gifts and bequests of \$500,0002-million or less (~~1996-2011~~ dollars)
- ~~— the designation of such gifts is to be reported to the Business Board for information~~
- preparation of regular-quarterly reports on major gifts and bequests received

5.6 Relations with the external community

Review of an annual report from the President or designate(s) on the University's public and community relations activities and government relations activities.

5.7 Institutional Communications

Review of an annual report from the President or designate(s) on the University's institutional communications activities.

5.8 Alumni affairs

Review of an annual report from the President or designate(s) on the University's alumni affairs activities.

5. AREAS OF RESPONSIBILITY (Cont'd)

5.9 ~~Personnel~~ Human resources policy for administrative staff (except professional librarians) and benefit programs for all employees

(b) Business Board

- Approval of ~~personnel~~ human-resources policies for non-union administrative staff, except professional librarians¹²
- Approval of benefit programs and amendments thereto.

(c) President or designate

- approval of guidelines, programs and transactions to implement approved policies
- ~~approval of individual early retirements and appointments beyond the usual retirement age within established policies~~

5.10 Terms and conditions of employment

(b) Business Board

- approval of the initial agreement with any employee group
- approval of changes concerning the process of determining salaries and benefits
- approval of changes ~~which~~ that constitute new policy directions, except for changes to academic employment policies within the jurisdiction of the Academic Board¹³
- approval of agreements and changes to agreements outside the *Labour Relations Act* with respect to terms and conditions of employment, subject to any limitations established by law or contract¹⁴

¹² ~~Personnel~~ Human resources policies for unionized administrative staff are usually included in collective agreements. Authority with respect to agreements with employee groups is dealt with in section 5.10 below.

¹³ Employment policies within the jurisdiction of the Academic Board are defined in By-Law Number 2, section 31(b) as matters “with respect to the nature of academic employment” assigned by resolution of the Governing Council to the Academic Board.

¹⁴ Agreements with the Faculty Association arising from the report of a Dispute Resolution Panel, pursuant to clauses 22, 23 and 25 of article 6 of the Memorandum of Agreement with that Association, take effect without Business Board approval, unless the President recommends the repudiation of a non-unanimous report. Subject to any limitations imposed by law or contract, the Board approves any recommendation from the President pursuant to section 23 of article 6 of the Memorandum of Agreement with the Faculty Association to repudiate a non-unanimous report of a Dispute Resolution Panel.

Board approval is also required for changes to the terms and conditions of employment of members of groups where those terms and conditions are not established through an agreement that follows a process of collective bargaining. Those groups are professional and managerial administrative staff and administrative staff who have access to confidential information concerning labour relations.

5. AREAS OF RESPONSIBILITY (Cont'd)

5.10 Terms and conditions of employment (Cont'd)

(c) President or designate

- responsibility for the conduct of negotiations with all employee groups
- approval of changes to collective agreements under the *Labour Relations Act* that fall within existing policies and salary determination procedures

5.11 Tuition and ancillary fees

(a) Governing Council

- approval of annual general academic fee schedule

(b) Business Board

- policy on ancillary fees
- approval of ~~miscellaneous~~ academic ancillary fees as may be required by the Policy on Ancillary Fees. Ancillary fees for student services, student organizations and student levies for specific limited purposes are the responsibility of the University Affairs Board

5.12 Health and safety

(a) Governing Council

- ~~— approval of policies concerning the health and safety of members of the University and visitors~~

(b) Business Board

- ~~— approval of policies concerning the health and safety of members of the University and visitors~~
- ~~— recommendation of policies to the Governing Council~~
- periodic review of programs to implement: (a) the *Occupational Health and Safety Act*, the *Environmental Protection Act* and regulations issued pursuant to them; and (b) other Governing Council policies concerning the health and safety of members of the University and visitors

(c) President or designate

- approval of University regulations and other actions to implement the *Occupational Health and Safety Act*, the *Environmental Protection Act*, and policies on health and safety approved by the Governing Council

- preparation of an annual report on environmental health and safety activities, including activities undertaken to ensure compliance with the *Occupational Health and Safety Act* and the *Environmental Protection Act*

5. AREAS OF RESPONSIBILITY (Cont'd)

5.12 Health and safety (Cont'd)

(c) President or designate (Cont'd)

- preparation of reports, made to the next regular meeting of the Board, on any instances where, pursuant to the *Occupational Health and Safety Act* or the *Environmental Protection Act*: (a) an order is issued by the relevant Ministry or other regulatory authority and there is not full compliance within the specified time; (b) employees refuse to work for reason of danger to their health or safety; (c) the President or designate decides not to implement a recommendation of a Joint Health and Safety Committee established pursuant to the *Occupational Health and Safety Act*; or (d) any other significant event occurs where the Business Board should be informed to enable it to perform, on behalf of the Governing Council, its responsibilities pursuant to the *Occupational Health and Safety Act*, the *Environmental Protection Act* or other applicable legislation

6. PROCEDURES

6.1 Meetings

The Business Board usually meets in open session but may, pursuant to section 33 of By-Law Number 2, meet in closed session or *in camera* when: (i) 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.

Pursuant to section 33 of By-Law Number 2, the Board routinely moves into closed session at the end of each meeting to consider receipt of any closed session reports from its assessors. Assessors are invited to report on any matters of a confidential nature and to initiate discussion on any policy matters at an early stage of policy development, before they wish to bring a recommendation forward for debate and approval.

6.2 Agenda

In establishing agenda for meetings of the Board, the Chair will usually be advised by an agenda 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 meeting, usually scheduled ten to fourteen days prior to the Board meeting.

Notwithstanding the usual procedure for establishing the agenda for meetings, matters may be added to the agenda of a current or subsequent meeting, as provided in sections 32 (d), (e) and (f) of By-Law Number 2, by: a vote of two thirds of the members present and voting to add a

matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

6.3 Consent agenda

The Chair may determine that an item 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, contact the assessor or other contact person shown on 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 well in at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the Board 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

~~Consent items may be distributed by the Secretary with the agenda and other items for a meeting or in advance of it.~~ To keep members abreast of developments in a timely manner, and to provide members with the most time possible to review items before meetings, assessors are encouraged to make consent items available to the Secretary for distribution as soon as possible. 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 the members of the Board following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to 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.

6.4-5 Level of approval for matters coming before the Board

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.

Notwithstanding the above paragraph, where the Chair has determined that a matter is to come before the Board for approval, and prior to the adoption by the Board of a resolution to determine the matter, the ~~Chairman~~Chair of the Governing Council, the Chair of the Board, the President or an administrative assessor acting for the President, or the Board itself, may, pursuant to section 31(d) of By-Law Number 2, determine that the matter is major in significance with respect to the University as a whole or with respect to the public or fiduciary responsibilities of the Governing Council, and the ~~Chairman~~Chair, ~~of the Governing Council,~~ the Chair of the Board, the President, assessor or Board, as the case may be, may require that the action of the Board be submitted to the Council for confirmation. Where a matter is referred to the Governing Council pursuant to this provision, the action taken by the Board shall not have effect unless confirmed by the Council.

This provision does not apply to actions taken by the Board under its delegated authority under section 31(b) of By-Law Number 2 to act on behalf of the Governing Council with respect to agreements with the teaching or administrative staff of the University concerning the remuneration or benefits, terms of employment, rights or privileges available to employees of the University that are directly related compensation or that are negotiated in a collective fashion for a class or group of employees of the University.

6.5-6 Board and administrative responsibility

Given the nature of its responsibilities and the absence in the unicameral system of a collegial body with the statutory right to advise it, the Business Board normally exercises its powers (a) through judging proposals for policies, programs and major transactions brought forward by the President and the Board's assessors, and (b) through monitoring reports from those officers on matters within these terms of reference.

The Board will normally rely on the President and the Board's assessors to develop proposals and options for its consideration. The President's responsibility as Chief Executive Officer would oblige him/her or his/her colleagues to advise the Business Board on all issues within its terms of reference.

The Board will normally accept or reject proposals from the President or the appropriate administrative assessor(s) or refer them back for further consideration of a particular aspect(s). The Board will not normally amend proposals developed by the administration, apart from minor amendments (a) that do not contravene the sense of the original motion or negate it, and (b) that are accepted by the President or the appropriate assessor.

The President or an assessor acting on the President's behalf will have the right to withdraw from consideration any proposal the administration has made for action, prior to a final vote being taken on the proposal or on an amended version of the proposal, subject to the Board's residual power to schedule an item for discussion or debate at a future meeting of the Board.

Similarly, in the event that a proposal is presented to the Board other than through an administrative recommendation, the President or appropriate assessor has the right to defer action until the next meeting of the Board.

Notwithstanding anything else in this clause 6.5, the Business Board will still possess the residual power of Governing Council to take any action deemed appropriate concerning a matter within its responsibility in some unforeseeable circumstance and to determine what matters of business should come before it.

June 13, 2002

August 8, 2007, (footnotes updated)

May 21, 2008, Section 5.1, “Financial policy and transactions” updated to include new provisions concerning the investment of University and pension plan funds.

June 24, 2010, Section 5.1, “Financial policy and transactions” amended to implement new arrangements for the oversight of investments.

October 28, 2010, Sections 3.1 and 5.1 amended to take into account the establishment of the Pension Committee and the delegation of certain previous Business Board responsibilities to that Committee.

| [18733v9](#)

ELECTIONS COMMITTEE

Terms of Reference

The Elections Committee reports to the Executive Committee. Recommendations of the Elections Committee may be approved by the Executive Committee or forwarded to the Governing Council for approval.

Comment [t1]: It is being proposed that the Executive Committee be designated as the parent body of the Elections Committee rather than the University Affairs Board as the *University of Toronto Act, 1971* authorizes the Governing Council itself to "determine the manner and procedure of election of its members..." (Section 2(14)(nb)).

1. MEMBERSHIP

1.1 Composition

	GOVERNING COUNCIL
Administrative Staff	1
Alumni	1
LGIC Appointees	1
Teaching Staff	1
Students	1
<i>Ex Officio</i>	
Chancellor	1
Chairman	1
Vice-Chairman	1
President	1
TOTAL	9

Total membership is 9 members, all of whom must be Governing Council members. There must be one appointed member from each estate of the Governing Council.

1.2 Term

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

1.3 Chair

The Chair shall be appointed by the Executive Committee.~~University Affairs Board.~~

2. QUORUM

Three members shall constitute a quorum, at least two of whom will not be *ex officio* members.

3. FUNCTION

The Committee is responsible for recommending the policy on elections and for considering the developing detailed guidelines for procedures to be used in the election of teaching staff, administrative staff, and students, and teaching staff to the Governing Council and teaching and Aibrarian staff to the Academic Board. Members of the Committee also serve as the Election Overseers.

4. AREAS OF RESPONSIBILITY

4.1 To review and recommend for approval policy on elections.

Specific areas of responsibility of the Elections Committee include:

4.21 To review annually and approved develop any minor amendments to the Election Guidelines. The Committee shall forward any proposed major amendments of the Guidelines to the Executive Committee for approval.
and to forward them to the University Affairs Board for consideration.

{The Chief Returning Officer is responsible for the interpretation and implementation of the *Election Guidelines*.}

4.32 To serve as the Election Overseers, as specified in the Election Guidelines.

4.4 To receive for information an annual report on the elections process from the Chief Returning Officer.

4.3 To decide on whether a by election should be held if a seat on the Governing Council becomes vacant within eight months of the end of the member's term.

4.4 To provide advice to the Chief Returning Officer on how to proceed in the event that the nomination period has been re-opened twice and no verified nomination papers have been received.

5. PROCEDURES

All meetings of the Committee shall be called at the discretion of the Chair. The Committee 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.

Comment [t2]: A policy on elections, which would require Governing Council approval, should be developed. Election principles currently contained in the *Guidelines* could be transferred to such a policy document, allowing for a separation of policy from procedures, as has been the practice of late at the University.

Comment [t3]: This specific duty of the Committee, along with others, is described in the *Guidelines*.

Comment [t4]: Although this responsibility is listed, in practice, the CRO simply takes steps to advertise a vacancy rather than consulting with the Committee about such an administrative matter.

The Committee shall, ~~annually~~from time to time, solicit advice and input from the University community on the policy on elections, the Election Guidelines, and the electoral process ~~for the year~~.

Meetings when the Committee is acting as the Election Overseers **and** deciding on a course of action related to a violation of the *Election Guidelines* shall normally be held *in camera*.

Approved by Governing Council June 27, 2002

Revision approved by Governing Council on December 12, 2005

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.;

	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



COMMITTEE FOR HONORARY DEGREES

1. MEMBERSHIP

1.1 Composition

Total size is 17 members:

- Chair~~man~~ of the Governing Council, *ex officio*
- Vice-Chair~~man~~ of the Governing Council, *ex officio*
- Chancellor (Chair), *ex officio*
- President, *ex officio*
- Vice-President and Provost, *ex officio*
- Chair of the Academic Board, *ex officio*
- President of the University of Toronto Alumni Association, *ex officio*
- 3 prominent members of the outside community
- 7 distinguished members of the University's teaching (4) and administrative staffs (1) and students (2).

Members shall be appointed by the Governing Council ~~on the recommendation of the Academic Board.~~

1.2 Term

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

2. QUORUM

A quorum shall consist of at least one-third of the members (normally 6).

3. FUNCTION

By awarding honorary degrees the University of Toronto seeks to recognize extraordinary achievement in community, national or international service and to honour those individuals whose accomplishments are of such excellence that they provide, through example, inspiration and leadership to the graduates of the University.

The Committee attempts, through its recommendation of nominees, to reflect the national character of Canada, the desirable features of its regional and cultural diversity, and the character and diversity of the University itself.

The Committee defines as broad a range of categories for achievement as possible in obtaining and considering nominations. A list of such categories might include ~~health services medicines~~ scholarly endeavours, the arts, ~~scholarly endeavours~~, business, healthcare, professional and voluntary service in the community at large, and service of long-standing or unusual merit to the University. The Committee may also recommend the honouring of individuals whose accomplishments might not yet have achieved wide recognition in their particular field but who are, nonetheless, deserving of that recognition. Canadians and non-Canadians are considered. It is a requirement that honorary graduands attend Convocation.

October 13, 2011

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June 10, 2002
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[Structure and Terms of Reference Table of Contents](#)

¹ Current guidelines are attached.