



University of Toronto  
**UNIVERSITY AFFAIRS BOARD**  
Terms of Reference

**1. MEMBERSHIP**

**1.1 Composition**

Total membership is normally 29 members. A majority must be from among the internal members (administrative staff, students, and teaching staff). As well, a majority must be members of the Governing Council. The appointed membership must include at least 1 Lieutenant-Governor-in-Council governor, at least 2 alumni governors, and 2 voting assessors appointed by the President.

|   | <b>GOVERNING COUNCIL</b> | <b>NON-GOVERNING COUNCIL</b> | <b>TOTAL</b> | <b>INTERNAL MEMBERS</b> |
|---|--------------------------|------------------------------|--------------|-------------------------|
| Administrative Staff                                | 1                        | 3                            | 4            | 4                       |
| Alumni  | 2                        | 0                            | 2            |                         |
| LGIC Appointees                                     | 1                        |                              | 1            |                         |
| Teaching Staff                                      | 3                        | 0                            | 3            | 3                       |
| Students  | 4                        | 5                            | 9            | 9                       |
| Presidential Assessors                              |                          | 2                            | 2            |                         |
| <i>Ex Officio</i>                                   |                          |                              |              |                         |
| Chancellor  | 1                        |                              | 1            |                         |
| Chair, Governing Council                            | 1                        |                              | 1            |                         |
| Vice-Chair, Governing Council                       | 1                        |                              | 1            |                         |
| President   | 1                        |                              | 1            |                         |
| Warden of Hart House                                |                          | 1                            | 1            |                         |
| Dean, Faculty of Kinesiology and Physical Education |                          | 1                            | 1            |                         |
| Chair, UTM Campus Affairs Committee, or designate   | 0-1                      | 1-0                          | 1            |                         |
| Chair, UTSC Campus Affairs Committee, or designate  | 0-1                      | 1-0                          | 1            |                         |
| <b>TOTAL</b>  | <b>17-15</b>             | <b>12 – 14</b>               | <b>29</b>    | <b>16</b>               |

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. A member may serve a maximum of nine consecutive years on the Board.

### **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 10).

## **3. COMMITTEES**

### **3.1 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 passes a resolution extending its life.

### **3.2 Striking Committee**

The University Affairs Board has a Striking Committee with the responsibility to recommend to the Board appointed, non-Governing Council 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 governor, one student member, and one

member of the teaching staff. 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.<sup>1</sup> [The Academic Board appoints the remaining 6 members.]

The University Affairs Board is responsible, by way of recommendations from its Striking Committee, for the appointment of the Chair of the Complaints and Resolution Council for Student Societies.

#### **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:

##### **For the University:**

- University-wide student services
- Ceremonials (excluding convocation)
- Equity issues and initiatives
- University-wide campus issues
- Relations within the University community, including non-academic discipline
- Representative Student Groups
- Use of the University of Toronto name
- Compulsory non-academic incidental fees
- Policy on Co-curricular programs, services and facilities

##### **On the St. George Campus:**

- Campus and student services

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

Campus security  
Child care  
Compulsory non-academic incidental fees  
Co-curricular programs, services and facilities  
Student societies and campus organizations

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

## **5.1 Campus and student services**

### **5.1.1 Ancillaries**

#### **a) Policy**

The Board is responsible for policy affecting the operation of the service ancillaries on the St George campus, including Residences, Food Services, Campus Beverage Services, Parking Services, and University-wide ancillary services as established from time to time. [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 5.1.1(a). 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.

### **5.1.2 Faculty of Kinesiology and Physical Education Co-Curricular Programs, Services and Facilities**

#### **a) Policy**

Policy matters concerning the Faculty of Kinesiology and Physical Education co-curricular programs, services and facilities 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 Kinesiology and Physical Education 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 Hart House**

#### **a) Policy**

The Board is responsible for policy affecting the operation of Hart House

#### **b) Operations**

Annual approval of the Hart House operating plan that describes 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.

#### **c) Constitution**

The Board approves the Constitution of Hart House.

#### **d) Appointment of the Warden**

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

### **5.1.4 Other campus and student services**

The Board is responsible for policy concerning multi-campus services<sup>2</sup> campus and student services on the St. George campus and University-wide policies that apply to the St. George, UTM and UTSC campuses, It is also responsible for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Board's approval.

## **5.2 Compulsory non-academic incidental fees**

### **5.2.1 Student services, representative student committees and multi-campus organizations**

Fees for St. George campus, multi-campus services and committees, and University-wide fees that apply to the St. George, UTM and UTSC campuses, are approved by the Board.

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<sup>2</sup> Multi-campus services include Centre for Community Partnerships; Centre for International Experience; Crisis and Academic Progress Services; First Nations House; Hart House; Multifaith Centre; Student Housing Services (off-campus housing and systems); Student Life (Ulife, Mentorship Resource Centre, graduate student life, SLP secretariat, Student Leadership Conference); Career Centres (operate in tri-campus partnerships for employer relations and systems); Health, Recreation and Athletics (operate in tri-campus partnerships for intramural and varsity, along with healthy living campaigns).

### **5.2.2 Divisional student societies**

Fees for multi-campus student societies, St. George campus student societies, and University-wide student society fees that apply to the St. George, UTM and UTSC campuses, are approved by the Board.

## **5.3 Student societies and campus organizations**

### **5.3.1 Policy**

The Board is responsible for policy concerning University-wide student societies and campus organizations<sup>3</sup> and representative student groups.<sup>4</sup> , St. George student societies and St. George campus organizations.

### **5.3.2 Constitutions, articles of incorporation, corporate by-laws**

The Board is responsible for approving constitutions, articles of incorporation and corporate by-laws<sup>5</sup> for University-wide student groups that represent students on the St. George, UTM and UTSC campuses, for multi-campus student societies, and for incorporated student societies and campus organizations for which the University collects fees.

## **5.4 Relations within the University community**

University-wide matters affecting members of the University community that are not governed by academic policies or employment policies are the responsibility of the Board. These include 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 University's Equity Offices and to ensure that these services are meeting the University's equity and diversity goals. Normally, this will be achieved through the receipt by the Board of an annual report from the Vice-President, Human Resources & Equity.

## **5.5 Co-curricular programs, services and facilities**

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

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<sup>3</sup> Fees are collected on the St. George, UTM and UTSC campuses for the Students' Administrative Council (operating as the University of Toronto Students' Union), the Graduate Students' Union and the Association of Part-time Undergraduate Students.

<sup>4</sup> The *Policy for Compulsory Non-Academic Incidental Fees* applies to all student societies and the *Policy on the Recognition of Campus Groups* applies to all campuses and divisions.

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

## **5.6 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 submission of audited financial statements 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 multi-campus services and offices, Campus Police, Human Resources and Equity, crisis response, and campus organizations.

## **5.7 Capital projects**

The Board considers capital projects on the St. George campus within its areas of responsibility, advises Governing Council on their implications, and concurs with the recommendations for approval of the Academic Board. It also considers capital projects on any campus with University-wide implications.

# **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: (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.

## **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*

*Revisions approved October 27, 2011 by the Governing Council*

*March 12, 2012: References to Faculty of Physical Education and Health replaced by Faculty of  
Kinesiology and Physical Education*

*Revisions approved October 30, 2013 by the Governing Council*

*Revisions approved June 23, 2016 by the Governing Council*