



**Proposed Revisions**

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

**1. MEMBERSHIP**

**1.1 Composition**

Total membership is approximately 31 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:<sup>1</sup>

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

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.

**1.3 Chair and Vice-Chair**

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

<sup>1</sup> Members of the Committee are members either of the Governing Council or of the Academic Board. 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.

<sup>2</sup> If no 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.

## 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.

Much of the Committee's work 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:

- University-wide policy in academic matters, major divisional policies in academic matters, and amendments to such policies;
- new academic programs<sup>3</sup> 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);
- policy on research;
- policy on earned degrees, diplomas and certificates; and
- policy on admissions and awards.

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<sup>3</sup> 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>).

#### **4. AREAS OF RESPONSIBILITY**

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

##### **4.1 Admissions policies**

University-wide policies, and amendments to them, are considered by the Committee and forwarded to the Academic Board for 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**

The establishment, termination or major amendment of University-wide policies on student awards are considered by the Committee and forwarded to the Academic Board for approval. Minor amendments may be approved by the Committee. 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, 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.

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.

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<sup>4</sup> 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.

#### 4. AREAS OF RESPONSIBILITY (Cont'd)

##### 4.4 Academic program proposals (Cont'd)

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 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.<sup>5</sup>

(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.

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<sup>5</sup> The University's Quality Assurance Process may be found on the web at <http://www.vpacademic.utoronto.ca/Assets/VP+Academic+Digital+Assets/pdf/UTQAP+document.pdf>

#### **4. AREAS OF RESPONSIBILITY (Cont'd)**

##### **4.4 Academic program proposals (Cont'd)**

- (c) 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*.

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 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 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.

##### **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.

##### **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. AREAS OF RESPONSIBILITY (Cont'd)**

### **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;
- 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.<sup>6</sup>

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.

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.

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<sup>6</sup> 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)**

### **5.1 Consent agenda (Cont'd)**

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.

May 23, 2002 - Approved by Governing Council

May 19, 2011 – Revisions approved by Governing Council

June 23, 2011 – Revisions approved by Governing Council

October 27, 2011 –Revisions arising from the recommendations of the Implementation Committee for the Report of the Task Force of Governance approved by the Governing Council

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

October 13, 2011



### 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*
<b>Admission policies</b>	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
<b>Student awards policies</b>	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
<b>Academic regulations</b>	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 regulations or regulations that require an exception to University-wide policies	Establishment, termination or major amendment of University-wide policies governing academic regulations, e.g. student appeal procedures, or standards of professional behaviour

\* 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*
<b>Academic program proposals</b>	<ul style="list-style-type: none"> <li>• modifications to existing degree programs;</li> <li>• modification of graduate diploma programs and undergraduate certificate programs, where authority is delegated to the academic divisions in the University's <i>Policy on Diploma and Certificate Programs</i><sup>1</sup>; <del>and</del></li> <li>• <u>new fields within existing graduate programs and the closure of such fields;</u> <del>and</del></li> <li>• <u>transcript notations within existing degree programs.</u></li> </ul>	<ul style="list-style-type: none"> <li>• annual report on major modifications to existing degree programs</li> <li>• Annual report on modifications of diploma and certificate programs, where required by the Policy on Diploma and Certificate Programs</li> <li>• annual report on the establishment of transcript notations within existing degree programs.</li> </ul>	<ul style="list-style-type: none"> <li>• new undergraduate programs within an existing degree, as defined in the University of Toronto Quality Assurance Process other than those requiring a recommendation to the Academic Board, and the closure of such programs;</li> <li>• new graduate diploma programs, and undergraduate certificate programs, where governance approval is required by the University's <i>Policy on Diploma and Certificate Programs</i> and the closure of such programs; <del>and</del></li> <li>• new collaborative graduate programs; <del>and new fields within existing graduate programs and the closure of such programs.</del> <del>fields.</del></li> </ul>	<ul style="list-style-type: none"> <li>• New undergraduate programs leading to new degrees;</li> <li>• New graduate programs and degrees;</li> <li>• the termination of existing degrees</li> <li>• the termination of graduate degree programs</li> <li>• the addition and termination of joint degrees and programs with external institutions;</li> <li>• the renaming of degrees; and</li> <li>• 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.</li> </ul>

<sup>1</sup> 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

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

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

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

<b>Category of Proposal</b>	<b>Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required</b>	<b>Received by AP&amp;P for information</b>	<b>Approved by AP&amp;P</b>	<b>Recommended by AP&amp;P to Academic Board for approval*</b>
<b>Monitorial responsibilities</b>		<p>Reports on Reviews of Academic Programs &amp; 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 &amp; Withdrawn</p>		
<b>Other</b>			Revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity	

Revisions approved by Governing Council May 1, 2006; May 19, 2011; October 27, 2011.

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