

Policy Sponsor:
Senate

Approval Date:
Senate
Senate of Faculties are a significant responsibility of the University demonstrates

1. Authority: This policy falls under the authority of Senate and is administered by the Office of the Provost and Vice-President Academic and the University Secretariat. The Provost and Vice-President Academic may delegate their responsibilities under this policy to an Associate Vice-President Academic.

2. Review Committee: A Review Committee is a committee comprising diverse faculty members, student(s) and members of the broader community, established under section F.2 to conduct a review of a Faculty in accordance with this policy.

3. Record-keeping: The record keeping pertaining to this policy will be the responsibility of the University Secretariat.

- b. The Review Committee shall widely communicate its existence to all faculty and staff, and to all student societies within the Faculty under review, to indicate its purpose and encourage input into the review process through individual and group meetings and written submissions.
- c. In addition to the information provided by the Faculty, the Review Committee shall collect other pertinent information, including written and oral input from individuals and groups with

- e. External reviewers will be paid an honorarium and reimbursed for travel expenses from the University Secretariat as per University travel policies.

7. Review Committee Report:

- a. Based upon its review of the self-study, the external reviewers' report, data provided by the Office of Institutional Analysis and Research, and the oral and written submissions and other materials it has received, the Review Committee shall prepare a confidential Draft Report, with the view that the final report will be made public. The Draft Report shall:
 - i. address all matters identified in section D.2;
 - ii. contain explicit recommendations to the Faculty, to the University and to other bodies as appropriate;
 - iii. attach the external reviewers' report as an Appendix; i v . include a table of contents; and
 - v. include an executive summary that includes the recommendations.
- b. The Review Committee Chair shall submit the Draft Report to the Office of the Provost and Vice-President, who shall ensure the Draft Report meets the requirements of this policy. The Draft Report shall then be forwarded to the Dean.
- c. Within two weeks of receiving the Draft Report, the Dean shall review the Draft Report and identify any errors of fact and personal references that should be removed. The Dean shall keep the Draft Report confidential except to the extent necessary to confirm fact or correct errors.
- d. Once fact-checked, the Senate Review Committee report will be made broadly available to all members of the Faculty under review for information. Senate Review Committee reports do not include statements by or about any named individuals, with the exception of academic leaders.
- e. Within two weeks of receiving the Dean's comments, the Review Committee shall finalize the report and submit the Final Report, which shall contain all of the elements set out in section F.7.a, to the Office of the Provost and Vice-President Academic.
- f. The Provost and Vice-President Academic shall ensure that the Final Report meets the requirements of this policy, and shall then forward the Final Report to the Chair of Senate.



