

SENATE EXECUTIVE COMMITTEE

Terms of Reference

1. Mandate and Role of the Committee

The Senate Executive Committee (the “Committee”) is mandated to serve as the steering/governance committee of Senate. In this capacity, the Committee supports the Senate by setting the agendas for regular meetings of Senate, carrying out the routine functions of Senate, providing oversight on Senate orientation, education, and capacity building programs, and setting an annual work plan for Senate. The Committee also acts on Senate’s behalf when contingencies arise.

2. Authority

- a) The Senate Executive Committee is established in section 34(1) y of *The University of Manitoba Act*.
- b) Section 34(1) x of *The University of Manitoba Act* empowers Senate “to confer upon any of the committees power and authority to act for the senate in and in relation to such matters as the senate deems expedient, and appoint such other committees as the senate deems expedient to act in an advisory capacity”. In this way, the Senate Executive Committee is accountable to Senate.

3. Areas of Responsibility

a) Senate Agenda Setting

- i) To review materials submitted and set the agenda for regular meetings of Senate in accordance with the *Procedure for Handling Reports and other Business by the Senate Executive Committee*.
- ii) To ensure that reports are submitted in proper form to Senate, are properly handled and are ready for consideration by Senate.
- iii) To apply an intersectional lens to matters it considers, considering the University’s commitment to equity, inclusion, anti-racism, anti-ableism, Indigenous engagement and Reconciliation.
- iv) To submit written reports and recommendations to Senate as required.

b) Senate Steering

- i) To set an annual work plan for Senate, including the identification of strategic and educational discussion topics.
- ii) To deal with contingencies that arise between meetings of Senate on behalf of Senate, where the situation warrants such action. Any actions taken in this regard shall be communicated immediately to Senate and to members of the University community.
- iii) To oversee matters of controversial policy.
- iv) To review and recommend on matters itself, or to establish such ad hoc committees as necessary, to assist Senate in carrying out its work where an appropriate standing Committee of Senate does not exist.

- v) To alter the regular date of a meeting of Senate, if necessary.
 - vi) To cancel regular meetings of Senate as specified in the Standing Rules of Senate.
 - vii) To call special meetings of Senate on no less than twenty-four hours notice for purposes identified in the Notice of Meeting.
- c) **Education and Orientation**
- i) To provide advice to the University Secretary on orientation, governance education and capacity building for Senators and members of Senate Committees.
 - ii) To identify areas of education needed for Senate and Senate Committees and make related recommendations.
- d) **Academic Freedom**
- i) To recommend to Senate on policies and procedures respecting academic freedom.
 - ii) To consider such matters respecting academic freedom and related issues as may be referred by Senate from time to time.
- e) **Review and Assessment**
- i) To ensure processes for the periodic self-assessment of Senate and Senate Committees.
 - ii) To review the results of such self-assessments and provide advice to Senate, the Chair of Senate, and the University Secretary.
 - iii) To ensure that Senate Committees review their terms of reference regularly and make recommendations to Senate on proposed changes to Senate Committee structure and terms of reference.
- f) **Nominations and Appointments**
- i) To nominate members for election by Senate to the Senate Committee on Nominations.
 - ii) To appoint the Chairs and Vice-Chairs of the Senate Committee on Appeals.

4. Composition of Committee

- a) **Voting members** (as defined in section 34(1) y of *The University of Manitoba Act*)
- i) The President who shall be chair of the Committee.
 - ii) The member of the Senate designated by the President to be Vice-Chair of the Committee.
 - iii) Three members of Senate from among the Vice-Presidents of the university, the deans of faculties and directors of schools, elected by Senate.
 - iv) A member of the Board who has been appointed to be a member of the Senate.
 - v) A member elected by the students to be a member of Senate, elected by Senate.
 - vi) Eight other members of the Senate from those elected by Faculty and School Councils under section 27 of the *Act*, elected by Senate.
- b) **Assessors** (non-voting, designated by Senate)
- i) Vice-Provost (Academic Planning and Programs) (minutes of 15/05/19)
 - ii) One University of Manitoba Faculty Association (UMFA) assessor who is to be the same person named as the UMFA assessor of Senate (minutes of 7/11/72)
 - iii) The Chair of the Senate Planning and Priorities Committee (effective 29/09/70)
 - iv) Students:

- a. The President of the University of Manitoba Students' Union (UMSU) or delegate, who shall be a student or Commissioner of UMSU (minutes of 13/9/73)
- b. One elected student Senator chosen by and from the student Senators (minutes of 13/9/73).
- c. The President of the Graduate Students' Association (UMGSA) or delegate, who shall be a UMGSA Senator (minutes of 1/8/90)
- v) The Vice-President (Indigenous), or delegate
- vi) The Vice-Provost (Equity)

c) Resource Persons

- i) The Associate University Secretary (Senate) shall serve as the Committee Resource
- ii) The University Secretary shall serve as Secretary to the Committee

5. Terms of Office

Members of the Committee elected by Senate under sections 4 a) iii) and vi) are elected for three-year terms.

Student members are elected for one-year terms.

A Senate member elected to the Committee, whose term of office on Senate expires prior to the member's term on the Senate Executive Committee, is obliged to resign from the Committee.

6. Chair and Vice-Chair

The President shall be the Chair of the Committee.

A member of Senate designated by the President, normally the Provost and Vice-President (Academic), shall be the Vice-Chair of the Committee.

7. Frequency of Meetings and Annual Work Plans

The Committee shall normally meet two weeks before each regular meeting of Senate, and at such other times as the Chair or the Committee shall determine.

The Committee shall review and approve an annual work plan developed by the Committee Resource in consultation with the Chair.