# Table of Contents

I. Interpretation .................................................................................................................. 1
   1.1 Definitions ................................................................................................................ 1
   1.2 Headings .................................................................................................................. 2
   1.3 Conflict with Rules and Regulations .................................................................... 2
   1.4 Invalid Provisions ................................................................................................. 2
   1.5 Interpretation ......................................................................................................... 2

II. Council .......................................................................................................................... 3
   2.1 Duties of Council .................................................................................................. 3
      2.1.1 Authority and Accountability ....................................................................... 3
      2.1.2 Role and Responsibilities ............................................................................. 3
      2.1.3 Delegation of Authority to Executive of Council ......................................... 4
   2.2 Procedural rules of Council .................................................................................. 5
      2.2.1 Meetings of Council ..................................................................................... 5
      2.2.2 Membership .................................................................................................. 5
      2.2.3 Election of Student Representatives to Council ........................................... 5
      2.2.4 Quorum and Voting ..................................................................................... 6
      2.2.5 Agenda and Minutes ...................................................................................... 6
      2.2.6 Chair of Council ........................................................................................... 7
      2.2.7 Rules of Order ................................................................................................ 7
      2.2.8 Effective Dates for Policies, Procedures and Regulations approved by Council... 7
      2.2.9 Retention of Official Records ....................................................................... 7
      2.2.10 Travel Expenses .......................................................................................... 7

   2.3 Election of Faculty representative to the Board of Governors ............................. 7
      2.3.1 Eligibility ....................................................................................................... 7
      2.3.2 Call for Nominations .................................................................................... 8
      2.3.3 Date of the Election ....................................................................................... 8
      2.3.4 Announcement of Result ............................................................................... 8
      2.3.5 Term of Office ............................................................................................... 8

III. Committees of Council ............................................................................................... 9
   3.1 Authority .................................................................................................................. 9
   3.2 Establishment of Committees ................................................................................ 9
4.6.5 Voting .................................................................................................................. 16
4.6.6 Reporting to Council ............................................................................................... 16
4.6.7 Travel Expenses ..................................................................................................... 16
4.6.8 Official Records ..................................................................................................... 16

V. Standing Committees of Council ................................................................................ 17
   5.1 Council Agenda Committee ..................................................................................... 17
   5.2 Council Committee on Academic Mission ............................................................. 17
   5.3 Council Committee on Budget ............................................................................... 18
   5.4 Council Committee on the Faculty of Graduate Studies and Research ................. 18
   5.5 Council Committee on Research ........................................................................... 20
   5.6 Council Committee on Student Appeals .................................................................. 21
   5.7 Council Committee on Undergraduate Admissions and Studies ......................... 22
   5.8 Council Committee on Undergraduate Awards ..................................................... 23
   5.9 Council Discipline Committee ............................................................................... 23
   5.10 Council Nominating Committee .......................................................................... 24
   5.11 Joint Council/Senate Committee .......................................................................... 26
       5.11.1 Joint Council/Senate Committee on Ceremonies .......................................... 26

Appendix A ....................................................................................................................... 27
V. Standing Committees of Council

Unless otherwise noted in the terms of reference, Section 3 of the Rules and Regulations applies to all committees of Council.

5.1 Council Agenda Committee

Purpose: The Council Agenda Committee shall act on all matters relating to the call of Council meetings and will meet as required in accordance with the Rules and Regulations of Council upon receiving a call for a Special Meeting of Council or for planning regular meetings of Council.

Membership: 3 members of Council
            Ex officio: President
            University Secretary

Term of Office: Three (3) years for members of Council on the Committee

Resources: University Secretariat

Roles and Responsibilities:

1. The Council Agenda Committee will be called to meet by the University Secretary to plan the regular meetings of Council as well as in the event that a Special Meeting of Council is requested.
2. The Council Agenda Committee will notify Council of upcoming meetings, and issue a call for submissions of agenda items by Council Committees and Council members.
3. The Council Agenda Committee will review all items submitted and determine which items will appear on the agenda, as well as where they will be placed on the agenda for the next meeting of Council. As articulated in Council’s Rules and Regulations, it is expected that agenda items for Council will normally pertain to broad policy issues and long term interest of the University.
4. Should the Council Agenda Committee determine it is appropriate, they may prepare an advance draft of the agenda which may be circulated as a working paper, soliciting response from the academic community prior to the preparation and distribution of the formal agenda and notice of meeting.

Council approved 26 February 2014

5.2 Council Committee on Academic Mission

Purpose: As a voice of Council on the academic mission of the University, the Council Committee on Academic Mission shall recommend reports to Council on matters relating to the academic structure of the University (i.e. Faculties, Academic Units, affiliations or federations) and advise the President on matters that relate to academic planning, programs, academic unit reviews, and university strategic planning.

Membership: 8 members of Council, with no more than 2 members representing a Faculty or Academic Unit
            2 students, appointed by URSU and GSA, respectively
            Ex officio: Provost and Vice-President (Academic)
            Vice-President (Research)

Resources: Provost and Vice-President (Academic) office

Roles and Responsibilities:
1. To review, assess and prepare recommendations for the President on the University progress on the strategic plan and to provide such reports regularly (no less than once per year) to Council and Executive of Council.

2. To review and make recommendations to the President on academic planning and programming.

3. To participate, on Council’s behalf, actively in the creation of future University strategic planning, reporting back to Council as required.

4. To consult regularly with the Council Committee on Budget for continuity and effective collaboration.

5. To review and make recommendations on the process for Faculty and Academic Unit reviews, receiving reports, and reporting to Executive of Council and Council, as required.

6. To report and recommend to Council on matters relating to the academic structure of the University (i.e. Faculty, Academic Units, affiliations or federations)

### 5.3 Council Committee on Budget

**Purpose:** As a voice for Council on the academic mission of the University, the Council Committee on Budget shall advise the President on matters relating to the University budget and its allocation with respect to practices, policies, planning and priorities.

**Membership:**
- 8 members of Council, with no more than 2 members representing a Faculty or Academic Unit
- 2 students, appointed by URSU and the GSA, respectively

**Ex officio:**
- Vice-President (Administration)
- Provost and Vice-President (Academic)
- Vice-President (Research)

**Resources:** Vice-President (Administration) office

**Roles and Responsibilities:**

1. To review and assess budget principles, allocations and related financials, providing advice to the President from Council on the annual budget.

2. To consult with Faculty members, academic staff, staff, students, senior administrators and other resources, as required, on financial matters.

3. To consult regularly with the Council Committee on Academic Mission for continuity and effective collaboration.

4. To evaluate proposals (including budget) for new and substantially revised programs of study and recommend these to the Council Committee on Undergraduate Admissions and Studies or the Council Committee on the Faculty of Graduate Studies and Research for their recommendation to Executive of Council.

5. To communicate regularly with the University Budget Team on allocations during the annual budget preparation process.

**Council approved 25 February 2015**

### 5.4 Council Committee on the Faculty of Graduate Studies and Research

**Purpose:** Responsible for advising Council on graduate academic programs, policy, regulations and standards

**Membership:**

**Ex officio:**
- President and Vice-Chancellor
- Dean, FGSR as Chair
- Associate Deans of FGSR
- Provost and Vice-President (Academic)
- Vice-President (Research)
- University Secretary
- Director, Graduate Student Services, FGSR

**Council Rules and Regulations - 18**
Manager, Graduate Scholarships & Awards, FGSR
Chairs, Standing Committees, FGSR
University Librarian or designate
Registrar or designate
President, Graduate Students’ Association
Associate Deans of Graduate Studies & Research or designate from each faculty
offering graduate programs
Director or Associate Director of Johnson-Shoyama Graduate School (Regina
Campus) or designate
Director, La Cité universitaire francophone

Appointed: Federated Colleges (one accredited Faculty member from each)
*Accredited Faculty members (base of 2 from each Faculty (staggered by one year
re: termination date)
Faculties with >100 graduate students -3 members
*4 Graduate students representative of thesis and professional programs at master’s
and doctoral levels

Elected: 3 members of Senate

* Selection process to be determined by Faculties and GSA, respectively.

Terms of Office: 2 years for accredited Faculty members and members of Senate
1 year for graduate student representatives

Resources: FGSR Dean’s Office

Roles and Responsibilities:

Note: All new, or substantially revised, graduate academic programs will normally first be considered by the
Council Committee on Budget.

1. To promote and coordinate graduate education at the University.

2. To establish and maintain high academic standards across all graduate programs by:
   a) Ensuring that policies and procedures are available for the assessment of teaching/supervisory
      faculty members and for curriculum and resources; and
   b) By adopting and implementing regulations governing academic standards for admission, academic
      performance within the program and degree requirements.

3. To assess major new program proposals forwarded through the Council Committee on Budget.

4. To recommend proposals for new, revised and deleted graduate degree programs to Executive of Council.

5. To review graduate programs in consultation with Academic Units undergoing unit review, while
   maintaining a continuing review of existing graduate programs and periodically undertaking specific
   studies including making recommendations concerning continuance, modification, or discontinuance of
   existing programs.

6. To enact such procedures, regulations and policies as may be necessary to carry out the mandate of the
   FGSR

7. To review proposals for new, revised and historical graduate courses.

8. To serve as an advisory body to the Dean of FGSR
Administrative Matters:

Academic matters constitute the core of a Faculty’s function and the processes within faculties and their corresponding committees effectively administer to the scope of the academic aspects.

The Council Committee on the Faculty of Graduate Studies and Research receives materials that have been critically assessed and approved by individual academic units and as a consequence of the broad representation in the FGSR Council from Academic Units with graduate programs, these submissions are, in turn, duly evaluated by a cross section of academics, paralleling the Executive of Council process. Accordingly, Executive of Council should receive major programs and policies for approval, whereas other matters will be taken to Executive of Council for information. Course forms and similar materials will be approved and forwarded from the Council Committee on the Faculty of Graduate Studies and Research to the Registrar’s Office.

1. The Council Committee on the Faculty of Graduate Studies and Research will report directly to Executive of Council and a member of the Faculty Council will serve as a member of the Council Committee on Student Appeals.
2. The Scholarship and Awards Committee and the PhD Committee are standing committees of the Council Committee on the Faculty of Graduate Studies and Research.
3. As necessary, the Ph.D. Committee may be called upon to assist in matters related to FGSR Accreditation.
4. The Council Committee on the Faculty of Graduate Studies and Research is responsible for decision-making on academic policy, procedures and regulations.
5. The Council Committee on the Faculty of Graduate Studies and Research can delegate authority for some matters to the standing committee(s) and will periodically review the work of each committee.
6. As necessary, sub-committees may be formed to deal with non-routine matters; and that from time to time, and as necessary, Faculty members, or others, who are not on the Council Committee on the Faculty of Graduate Studies and Research, may be invited to attend meetings.

Executive of Council approved 25 June 2014

5.5 Council Committee on Research

Purpose: The Council Committee on Research is responsible for providing strategic advice and recommendations on research initiatives, policy and matters at the University to Council and its representatives and the Vice-President (Research).

Membership: 3 elected members of Council
1 graduate student, appointed by the GSA, need not be a member of Council
Ex officio: Vice-President (Research)
Associate Vice-President (Academic and Research)
Dean, Faculty of Graduate Studies and Research
Director, Office of Research, Innovation and Partnership
Each Faculty’s Associate Dean of Research
(Associate) Director at the UofR campus, Johnson-Shoyama Graduate School of Public Policy
Appointed: University Library designate
Each Federated College’s designate
Canada Research Chair designate, appointed by the Vice-President (Research)
Director, Type I Centres/Institutes designate, appointed by the Vice-President (Research)

Resources: Office for Research, Innovation and Partnership

Chair: Normally the elected member of Council serving their third year.

Term: Appointed and elected members’ terms run for three years, except for the Graduate Student designate whose term is for one year.
Roles and Responsibilities:

1. Recommend the establishment of University-wide research centres/institutes and chairs to Executive of Council for recommendation to Senate.

2. Recommend policies related to the University’s research endeavors to Executive of Council for recommendation to Senate and to Vice-President (Research) for recommendation to Board of Governors.

3. Develop and review the University’s strategic research planning.

4. Advise the Vice-President (Research) and report to Council and its representatives on initiatives and issues related to research endeavors at the University.

5. Review, recommend and report the awarding of grants from University-wide research funding programs (e.g. Research Trust Fund, Sabbatical Research Grants) and funding initiatives established by the Vice-President (Research).

6. Review and recommend applications to external agencies that have an allocated envelope (e.g. Canadian Foundation for Innovation, NSERC Research Tools and Instruments) to the Vice-President (Research).

Executive of Council approved 26 February 2014

5.6 Council Committee on Student Appeals

Purpose: The Council Committee on Student Appeals ensures that the Council has appointed a committee that will hear and decide upon all appeals by students or others on academic matters in connection with any faculty of the university.

Membership: 4 members of Council holding academic appointments (and 4 alternates)
3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA

Ex officio: Chair, Council Committee on Undergraduate Admissions and Studies
Chair, Graduate Studies PhD Committee
University Secretary (non-voting)

Resources: University Secretariat

Chair: The committee will select its own chair who will serve for one year.

Quorum: 7 voting members as follows: 4 members of Council, 2 student members and 1 of the ex officio voting members.

NOTE: In the event that quorum is not met when a hearing is scheduled, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before the Committee members present at that hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will be rescheduled.

Roles and Responsibilities:

1. Appeals by students in connection with academic decisions of any Faculty will be heard by the Council Committee on Student Appeals except for matters of discipline which will be heard by the Council Discipline Committee. Matters such as grades assigned for individual classes or credits given for classes transferred from other institutions will usually not be considered by the Council Committee on Student Appeals.
2. Students must apply, in writing, to appeal academic decisions to the Council Committee on Student Appeals. Applications are to be made to the University Secretary within 30 days of the decision by the relevant Faculty-level appeal body.

3. Grounds for an appeal to the Council Committee on Student Appeals should be based on one or more of the following:
   a) There is additional relevant information which was not considered at the Faculty level.
   b) There was a problem in procedure at the Faculty level.
   c) The substance of the case was not considered correctly at the Faculty level. For example, relevant rules and regulations were applied incorrectly.

4. To recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Committee on Student Appeals have a right to a fair hearing in accordance with the rules of natural justice.

5. Decisions of the Council Committee on Student Appeals can be appealed to the Senate Appeals Committee under Section 33 (1) (e) of The University of Regina Act and The University of Regina Senate By-Laws.

6. The meeting dates of the Council Committee on Student Appeals will be pre-set for each semester to consider appeals pertaining to the previous semester and additionally as required at the discretion of the University Secretary.

7. The Council Committee on Student Appeals will report at least annually on its activities to Executive of Council.


Executive of Council approved 26 March 2014

### 5.7 Council Committee on Undergraduate Admissions and Studies

**Purpose:** Responsible for advising Council on undergraduate academic programs, policy, regulations and standards.

**Membership:**
- 3 elected members of Council recommended by the Nominating Committee of Council and approved by Executive of Council (1 member will be replaced each year, there will be no more than one from each faculty, and one of these members will be elected at the first meeting in the new academic year to act as Chair). This member will also be a member of the Council Committee on Student Appeals.
- 2 undergraduate students appointed by the Students’ Union from the student members of Council
- 1 designate from each Federated College named by the Federated College
- The Director of the Centre for Continuing Education (or designate)
- The Associate Dean responsible for undergraduate academic affairs (or designate) from each undergraduate faculty

**Ex officio:**
- President
- University Secretary
- AVP (Student Affairs)
- Registrar
- Director (Enrolment Services)
- Director (UR International)

**Resources:** Registrar’s office

**Roles and Responsibilities:**

**Note:** All new, or substantially revised, undergraduate academic programs, policy, regulations and standards will normally first be considered by the Council Committee on Budget.

1. To recommend proposals for new, revised, and deleted undergraduate degree and non-degree programmes to Executive of Council.
2. To recommend proposals for new, revised, and deleted undergraduate academic policies and standards to Executive of Council.
3. To recommend proposals for new, revised, and deleted standards for undergraduate admission and graduation to Executive of Council.
4. To receive for information new, revised, and deleted undergraduate courses. The Committee reserves the right to raise any such course to the table for approval.

Executive of Council Approved 25 February 2015

5.8 Council Committee on Undergraduate Awards

Purpose: In support of the academic mission of the University, the Council Committee on Undergraduate Awards shall make recommendations to Council on matters related to the undergraduate awards program.

Membership: 3 members of Council

Ex officio: Chair of each Faculty’s undergraduate awards committee (or designate who is a member of Council)
One designate from each federated college (who is a member of Council named by the federated college)
Registrar
Director, Enrolment Services
University Secretary
Student representative (from Council appointed by URSU and excluded from award selection)

Term of Office: Three (3) years for members of Council on the Committee

Resources: Manager, Student Awards and Financial Aid, Enrolment Services Office

Selection of Chair: Normally, the representative from Council who is in the third year of membership.

Roles and Responsibilities:

1. To develop, review and recommend to Council the Undergraduate Awards Strategy.
2. To oversee the implementation of the Undergraduate Awards Strategy and programs at the University.
3. To review and recommend to Council policies governing undergraduate awards.
4. Members of the Undergraduate Scholarship Committee will participate in the selection of scholarship recipients for both entrance and continuing scholarships.

Executive of Council approved 26 March 2014

5.9 Council Discipline Committee

Purpose: The Council Discipline Committee ensures that the University enacts its student disciplinary bylaws in accordance with the principles of natural justice. It is also the body responsible for hearing all student appeals with respect to decisions of academic and non-academic misconduct.

Membership: 3 members of Council holding academic appointments (and 3 alternates)
3 students appointed by URSU and GSA (and 3 alternates) including at least one member and one alternate from the GSA

Ex officio: Provost and Vice-President (Academic) or designate who will be the Chair
University Secretary (non-voting)
Council Rules and Regulations

Resources: University Secretariat

Quorum: 7 voting members as follows: Provost and Vice-President (Academic) or designate, 3 members of Council, 3 members appointed by URSU including 1 representative from the GSA

NOTE: In the event that quorum is not met, the Chair may ask the Appellant and the Respondent if they agree to waive the quorum requirement and are prepared to proceed before the Committee members present at the hearing. The Appellant and the Respondent must both agree prior to do so. Otherwise, the hearing will be re-scheduled.

Roles and Responsibilities:

1. To carry out such powers as are delegated by Senate in relation to disciplinary matters.
2. To recommend to Council changes in the disciplinary by-laws, in accordance with section 33(1)(f) of the Act and Senate By-Law 7.2
3. To recommend to Council the appeal proceedings that will be followed by the Committee. Students appealing to the Council Discipline Committee have a right to a fair hearing in accordance with the rules of natural justice.
4. To provide a hearing of cases of academic and non-academic misconduct, on request from any student who has been found to have committed an act of misconduct.
5. To consider expelled students’ petitions for permission to apply for re-admission to the University.
6. To publish annually and report to Council a summary of the Committee’s proceedings over the course of the previous year.

Further Information:

Grounds for an appeal to the Council Discipline Committee are based on one or more of the following:

a) There is additional relevant information which was not considered by the Investigating Dean.
b) There was a problem in procedure during the investigation.
c) The substance of the case was not considered correctly by the Investigating Dean. For example, relevant rules and regulations were applied incorrectly.
d) Even if relevant rules and regulations were applied correctly, the resulting decision is unfair or unreasonable in the circumstances.

Decisions of the Council Discipline Committee can be appealed to the Senate Appeals Committee under Section 33 (1) (e) of the University of Regina Act and the University of Regina Senate By-Laws.


Executive of Council approved 26 March 2014

5.10 Council Nominating Committee

Purpose: The Council Nominating Committee will ensure that council committees are appropriately resourced with members of Council that have agreed to either volunteer or be elected to serve on a Council committee.

Membership: 9 members of Council (one from each undergraduate Faculty)
Ex officio: President
University Secretary

Resources: University Secretariat
Roles and Responsibilities:

1. The Council Nominating Committee will ensure that for all council committees, an annual call for volunteers to fill vacancies on committees requiring Council members will be made by the University Secretary.
2. Depending on the response to this annual call, the Council Nominating Committee will meet to determine if an election is required to fill these vacancies or if these vacancies can be filled by appointment.
3. Should an election be required, the University Secretary will carry out the election consistent with the procedures outlined in section 3.6 of these Rules and Regulations regarding elections of Council members to committees.
4. The Council Nominating Committee must secure permission of volunteers prior to forwarding their name for election and/or to the Executive of Council for appointment.
5. The Council Nominating Committee will prepare a nomination slate for those appointed to committees of Council which will require the approval of Executive of Council at its next meeting. For all committee vacancies filled by election, the result of the election will be reported to Executive of Council either by email or at its next meeting for information.

Executive of Council approved 21 May 2014
5.11 Joint Council/Senate Committee

5.11.1 Joint Council/Senate Committee on Ceremonies

Purpose:

*Note from the Special Committee of Council: Committee on Ceremonies is asked to fill in its purpose when it reviews its Terms of Reference and consider its terms and if these could be standardized to three year, similar to most other committees of Council.*

Membership:

2 members of Council  
2 members of Senate  
1 member appointed by the Alumni Association  
*Ex officio:* Chancellor  
President and Vice-Chancellor (Chair)  
University Secretary

Term of Office: Two (2) years for members of Council, Senate and the Alumni Association on the Committee.

Resources:

Registrar  
Associate Registrar (Academic Policy Services and Ceremonies) – *as secretary*

Roles and Responsibilities:

1. Have general responsibility for all ceremonial functions associated with the University;  
2. Review the relevant sections of the Senate By-Laws relating to the Convocation ceremonies and recommend changes to Council and Senate;  
3. Advise the Chancellor and/or President, when requested to do so, with respect to official delegates to represent the University at ceremonial functions;  
4. Recommend appropriate guidelines and criteria for the awarding of honorary degrees;  
5. Invite, receive and review suggestions for candidates to whom honorary degrees might be awarded; and  
6. Recommend for approval to Council and Senate candidates for honorary degrees.
Appendix A

Directors that are *ex officio* members of Executive of Council (effective May 2014)

- Associate Vice-President (Academic & Research)
- Associate Vice-President (Student Affairs)
- Director, Centre for Continuing Education
- Director, UR International
- Director, Enrolment Services
- Director, La Cité universitaire francophone
- Director, Johnson Shoyama Graduate School of Public Policy
- Faculty Associate, Centre of Teaching and Learning
Appendix B

Amendments to Directors that are *ex officio* members of Executive of Council

Director, Office of Research Services (December 2, 2015)