
2.E-2005: Establishment of Academic Committees (standing and ad hoc) and Task Forces

1. Purpose

The purpose of this policy is to:

- a) Standardize all academic committees (standing and ad hoc) and task forces with regard to their purpose, responsibility to, composition, chairperson, membership term, policy reference, and listing of current members.
- b) Standardize the procedure to establish academic committees (standing and ad hoc) and task forces.

2. Policy

2.1 Definitions

Academic Committee: a subset of Academic Council members who meet to make decisions or recommendations which pertain to the scholarly activities of the university.

Standing Committee: a committee which meets regularly over the course of the year.

Ad Hoc Committee: a committee which meets as needed for a particular end or case at hand.

Task Force: a temporary group assigned a specific task.

2.2 Guidelines

- a) New committees (standing and ad hoc) will be created by a motion at Academic Council
- b) Task Forces will be established at the discretion of the Vice-President Academic to perform a specific task
- c) New committees (standing and ad hoc) presented to Academic Council for approval will be submitted on the form attached to this policy
- d) Committee members (standing and ad hoc) will be nominated by Academic Council

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic/Deans	August 31, 2005	November 28, 2019	Every 5 years

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- e) Task force members will appointed by the Vice-President Academic
- f) The Vice-President Academic may serve as an ex-officio member of all standing academic committees as appropriate
- g) Full-time faculty will constitute a plurality on all academic committees (standing and ad hoc) and task forces
- h) Standing committee members will serve a two year term unless otherwise stated
- i) When possible terms should be staggered to ensure committee continuity
- j) Ad hoc committee members will serve their terms for as long as required, subject to recall
- k) Task force members will serve their term until the assigned task is completed
- l) The work of committees (standing and ad hoc) and task forces will be guided by the relevant academic and institutional policies created pursuant of each committee. Should a policy not exist, the committee (standing and ad hoc) will determine how to guide their roles and if necessary, recommend appropriate policy
- m) All committees and task forces shall elect a chair from among their members
- n) Minutes of all committee and task force meetings shall be taken and posted
- o) The St. Mary's university secretary will maintain and update the membership list of each committee (standing and ad hoc) and task forces.

3. Procedure

- 3.1 Establishing committees and task forces
 - a) When a need arises for a committee (standing and ad hoc) to be established, interested parties will meet and complete the template attached to this policy and submit to Council for recommendations and approval.
 - b) Upon approval, the interested parties will take the proposed committee (standing and ad hoc) to Academic Council for discussion, further recommendations and final approval.
 - c) Established committees (standing and ad hoc) must review their policies annually and take proposed changes to Academic Council for approval.
 - d) As required, a task force may be established by the Vice-President Academic who will bring the task force to Academic Council for information.

3.2 Established Committees and Task Forces

Standing Academic Committees:

- a) Academic Plan Task force
- b) Convocation Committee (includes Valedictorian Committee)
- c) Convocation Awards Committee (Dr. David Lawless Award for Scholarly Achievement; Honourary Fellow; St. Mary's Order of Excellence; St. Mary's Star Awards)
- d) Inspiring Conversations Committee
- e) Library Committee
- f) Professional Development Committee
- g) Research and Ethics Review Board
- h) Research Grants Committee
- i) Scholarship and Awards Committee
- j) Social Justice Committee
- k) Teaching and Learning Committee

Ad Hoc Academic Committees:

- a) Academic Dishonesty Appeals Committee
- b) Conflict of Interest Review Committee
- c) Promotion and Tenure Committee (as per the Collective Agreement)
- d) Research Appeals Committee
- e) Research Ethics Board Committee

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CATEGORY Academic

TYPE Standing or Ad Hoc

PURPOSE

RESPONSIBLE TO Academic Council

COMPOSITION Members: indicate who, how selected, minimum numbers

CHAIRPERSON Position or determined by committee

MEMBERSHIP TERM Specify term and if membership terms will be staggered to ensure continuity

REFERENCE Policy name and number or Academic Calendar pages or N/A

CURRENT MEMBERS	DATE OF APPOINTMENT