

## Senate Standing Committees Terms of Reference

1. If a member of anyone of the Senate Standing Committees from a Department or Program directly or potentially involved in a proposal, application, or any other matter before that same

2. Admissions and Academic Standing Committee (AASC)  
The committee recommends to the Senate policies and

The committee may also report in June, if a review is conducted of staffing levels in departments that exceed the quota of courses taught by part-time faculty, as per Article 5.01.6 of the 2013-2016 Full-time Collective Agreement.

#### 4. Campus Planning Committee (CPC)

The Campus Planning Committee (CPC) evaluates the physical plant in relation to the academic functions of the University. It carries out its duties on its own initiative or in view of representations made to it by the Administration, the Senate or by members of the University community. The CPC makes recommendations, as appropriate, to the Senate or President, on faculty office allocations, physical maintenance, classroom space and the space requirements of research chairs, research centers, institutes, and student work projects. The mandate of the CPC does not include making recommendations concerning administrative support staff nor does it include the allocation of classrooms for teaching purposes.

Membership: Four (4) members of the academic staff and one (1) student

Report: Twice annually in January and July.

#### 5. Curriculum Committee (CC)

The Curriculum Committee advises the Senate on new courses or proposed changes to existing courses, and on descriptions of the curriculum proposed for publication. Proposals involving course number and course name changes require no Senate approval.

Membership: Three (3) members of the academic staff, one (1) student, one (1) representative from the Harriet Irving Library, and one (1) representative from the Registrar's Office.

Report: When necessary and twice annually, in December and March.

#### 6. External Review Coordinating Committee (ERCC)

The ERCC coordinates the external review process and formulates, based upon the recommendations of the Review Team and the Department's response, recommendations for the Senate. The Committee shall conduct its work in accordance with the Policy on External Reviews.

Membership: Five (5) members, including the Dean of Social Sciences or the Dean of Humanities where applicable as Chair and four (4) members of the academic staff who are Chairs or Directors or have been Chairs or Directors of Departments or Programs which have been externally reviewed not less than two years prior. Members will serve for two-year terms. To facilitate the mentoring process, Chairs of Departments or Directors of Programs which will be reviewed in the following year may attend ERCC meetings as non-voting observers.

7.

