



## Terms of Reference

### University of Toronto Scarborough Campus Council

#### 1. MEMBERSHIP

##### 1.1 Composition

Total membership will be **28** members, reflecting the Governing Council’s membership in that half of the University of Toronto Scarborough Campus Council (UTSC Council) membership will be internal (administrative staff, students, and teaching staff of the UTSC campus) and half external (alumni and community members). On the Governing Council, the latter group would be elected alumni and appointed Lieutenant Governor-in-Council (LGIC) governors. There will be one voting administrative assessor, the Vice-President and Principal, UTSC, who serves on the Council *ex officio*.

CONSTITUENCY <sup>1</sup>	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0	2	2 <sup>2</sup>
Community Members, including Alumni, LGIC Appointees, and other members of the community <sup>3</sup>	3	8	11
Teaching Staff <sup>4</sup>	1	5	6
Students	0 - 1	4 - 3	4
<i>Ex Officio</i>			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1
President	1	0	1
Vice-President and Principal, UTSC			<b>1</b>
<b>TOTAL</b>	<b>8-9</b>	<b>19-18</b>	<b>28</b>

The Secretary of the Governing Council is an *ex officio*, non-voting member.

<sup>1</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>2</sup> Normally, one of the two administrative staff positions will be reserved for a librarian.

<sup>3</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus. For 2014-2015, the length of terms would be varied (e.g. 3 three-year term seats, 2 two-year term seats, and 2 one-year term seats)

<sup>4</sup> For 2015-2016, the length of terms for the 5 non-governor teaching staff seats would be varied (e.g. 2 three-year term seats, 2 two-year term seats, and 1 one-year term seat).

## **1. MEMBERSHIP (cont'd)**

The President may appoint annually University Officers as non-voting assessor members of the UTSC Council in addition to the *ex officio* voting assessor.

### **1.2 Term**

Terms begin on July 1 and continue to June 30.

### **1.3 Appointment/Election of Members**

#### **1.3.1 Appointment of Governing Council Members to the UTSC Council**

The Governing Council members of the UTSC Council are appointed annually by the Governing Council and may be re-appointed subject to their continued membership on the Governing Council.

#### **1.3.2 Appointment/ Election of Non-Governing Council Members to the UTSC Council**

##### **1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTSC campus**

Non-governors will be elected by and from among their respective UTSC estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. The non-Governing Council student members are elected annually and are eligible to be re-elected. The non-Governing Council administrative staff and teaching staff members are elected for three-year terms, and may be re-elected. Non-governors may serve on the UTSC Council for a maximum of nine continuous years, which is consistent with the maximum number of years that a member may serve on the Governing Council.<sup>5</sup>

##### **1.3.2.2 Appointment of Community Members by the UTSC Council Agenda Committee**

The representative UTSC Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTSC Campus Council.<sup>6</sup> Membership of this Committee is outlined in Section 1 of the UTSC Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTSC Council Agenda Committee will issue a broadly-based call for nominations for community members of Campus Council. In developing recommendations for alumni appointments, preference will normally be given to

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<sup>5</sup>*University of Toronto Act*, Section 2 (9).

<sup>6</sup>The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTSC Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

## **1. MEMBERSHIP (cont'd)**

alumni of the UTSC campus. The UTSC Council Agenda Committee will recommend the community membership of the UTSC Council, which is responsible for appointing those members. When serving as the nominating committee, the UTSC Council Agenda Committee meets *in camera*.

### **1.4 Officers of the UTSC Council**

#### **1.4.1 Chair and Vice-Chair**

The Chair and Vice-Chair of the UTSC Council shall be elected annually from among the members of the Governing Council on the UTSC Council.

#### **1.4.2 Secretary**

The Secretary of the UTSC Council shall be appointed by the Vice-President and Principal of UTSC and shall be a non-voting, *ex officio* member of the UTSC Council and its committees.

## **2. QUORUM**

One-third of the voting members (normally nine) shall constitute quorum.

## **3. COMMITTEES**

### **3.1 Standing Committees**

The Standing Committees of the UTSC Council are:

Academic Affairs Committee  
Campus Affairs Committee  
Campus Council Agenda Committee

### **3.2 Special Committees**

From time to time the UTSC Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the UTSC Council Agenda Committee, when, in the view of the UTSC Council, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;

### **3. COMMITTEES (cont'd)**

#### **3.2 Special Committees (cont'd)**

- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the UTSC Council Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

### **4. FUNCTION**

On behalf of the Governing Council, the UTSC Council exercises governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time to time. In general, the UTSC Council is concerned with matters affecting the Campus' objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Decisions of the UTSC Council may be final with confirmation by the Executive Committee on behalf of the Governing Council, or constitute a recommendation to the Governing Council or one of its bodies.

### **5. AREAS OF RESPONSIBILITY**

**5.1** The following areas are within the UTSC Council's responsibility. Matters within these areas may be considered by the UTSC itself and/or one of its Standing Committees:

- Academic appeals
- Academic plans and guidelines for such plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations
- Admissions
- Awards
- Budget
- Campus and student services
- Campus Master Plans

## **5. AREAS OF RESPONSIBILITY (cont'd)**

- Campus security
- Capital plans, projects, and space
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional activity
- Name changes of academic units
- Relations with the campus's external community
- Research planning
- Student societies and campus organizations

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTSC Council itself from its standing committees. Refer to Attachment A for a detailed map of governance approval pathways.

### **5.2 Matters Requiring Governing Council Approval**

- Academic priorities for fundraising
- Budget (as part of the University's annual operating budget)
- Campus Master Plan
- Capital plans, projects, and space
- Establishment, disestablishment or restructuring of academic units
- New policy and major policy changes concerning campus co-curricular programs, services, and facilities

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

Matters listed in Section 5.5 require confirmation by the Executive Committee of the Governing Council, pursuant to the *University of Toronto Act, 1971*, Section 2(14)(e), which states that "...where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council."

### **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by the UTSC Council)

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.5 Matters Requiring Approval by the UTSC Council**

- Campus and student services
- Campus security
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Individual project planning reports
- Relations with the campus' external community
- Student societies and campus organizations

### **5.6 Matters for Information**

The UTSC Council receives annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTSC Council normally meets in open session but may, pursuant to section 33 of *By-law Number 2* of the Governing Council, meet in closed session or *in camera* when: (i) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof. The UTSC Council will use the procedures set out for the meetings of the Committees of the Governing Council.

### **6.2 Consent Agenda**

The UTSC Council Agenda Committee may determine that an item should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the UTSC Council, unless a member so requests. Rather, members with questions for clarification or requests for further information may contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the UTSC Council should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the UTSC Council in the usual manner.

Where a consent item requires a resolution of the UTSC Council, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTSC Council and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

## **6. PROCEDURES (cont'd)**

### **6.2 Consent Agenda (cont'd)**

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the UTSC Council without introduction or discussion.

### **6.3 Additional Reports for Information**

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the UTSC Council Agenda Committee from time to time will be considered by the members of the UTSC Council following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTSC Council should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTSC Council Agenda Committee. The report will be considered by the UTSC Council at that meeting in the usual manner.