



Senate Nominating Committee

Monday, February 19, 2018

2:00 p.m. - 3:30 p.m.

Surrey Cedar Meeting Room 1140

AGENDA

1.	Call to Order	Kimberley McMartin	2:00
2.	Confirmation of Agenda		
3.	Approval of Minutes, November 20, 2017		
4.	Chair's Report		2:05
	4.1 Mandate Update		
	4.2 Announcement of Committee Vacancy		
5.	Senate Committee Nominations		2:20
	5.1 Review of Vacancies		
	5.2 Nominations to Senate Standing Committees		
	5.3 Appointments to Senate Standing Committees		
6.	Search Advisory Committee		2:35
	6.1 Reappointment: Associate Dean, Academic and Career Advancement (ACA)		
7.	Pending Business		2:40
	7.1 Nominations Form Draft		
8.	Items for Discussion		2:50
9.	Adjournment		



Present: Quorum 3 voting members		Ex-Officio / Voting
Paola Gavilanez Stan Kazymierchuk Kimberley McMartin (Chair)		
		Ex-Officio / Non-voting
		David Burns
Regrets:	Senate Office	Guests:
Leeann Waddington Renu Seru Alan Davis	Rita Zamluk, Administrative Assistant	

1. Call to Order

The Chair called the meeting to order at 2:03 p.m.

2. Approval of Agenda

Stan Kazymierchuk moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, October 23, 2017

Paola Gavilanez moved the minutes be confirmed as circulated.

The motion carried.

4. Chair's Report

No report.

4.1. Mandate Update: Adding Search Advisory Committees

The Chair reviewed the revised mandate. The committee discussed recommending procedures to Senate for nominating members to committees, including identifying conflicts of interest in nominations, the role of SNC in nominating people to Search Advisory Committees, establishing working groups, developing annual work plans, and the mandates for nominating committees of other institutions.

Action: The Vice-Chair of Senate will work with the Chair to draft the next version of the mandate.

5. Senate Committees Nominations

5.1. Review of Vacancies and Recommendations

The committee reviewed the vacancies and recommendations.

5.2. New Nominations to Senate Standing Committees

Paola Gavilanez moved that the Senate Nominating Committee amend the motion in the distributed agenda package by removing Carolyn Robertson from the list of nominees to be appointed.

The motion carried.

Paola Gavilanez moved THAT the Senate Nominating Committee recommends the following appointments to Senate:

Senate Standing Committee on University Budget

- Stefanie Broad, Professional Support Staff, (November 28, 2017 – August 31, 2020)

Senate Standing Committee on Program Review

- Stefanie Broad, Professional Support Staff, (November 28, 2017 – August 31, 2020)
- Emma Baggott, faculty member, Faculty of Trades and Technology, (November 28, 2017 – August 31, 2020)

The motion carried.

6. Pending Business

6.1. Review of Nominations Form

The committee reviewed the content and format of the nominations form.

Action: The Vice-Chair of Senate and the Chair will work on the next version of the form.

7. Items for Discussion

No items for discussion.

8. Adjournment

The meeting adjourned at 2:54 p.m.



Senate Nominating Committee

Agenda Item: 4.1

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: Mandate Update

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Senate Standing Committee Report: For Senate Office Use Only

Context & Background: In October, 2017, the Senate Governance Committee requested the Chairs of Senate Standing Committees to review their mandates.
On November 20, 2017, the Chair of the Senate Nominating Committee introduced a mandate review document for discussion.

Key Messages:

Consultations:

Attachments: SNC Mandate Discussion February 2018

Submitted by: *Kimberley McMartin*

Date submitted: *February 14, 2018*

Senate Mandate

Queen's (<http://www.queensu.ca/secretariat/senate/committees/governance-and-nominating-committee>)

The Governance and Nominating Committee shall:

- ~~1. Advise Senate on operations, efficient and effective structures supporting good governance and appropriate linkages between Senate, Faculty Boards and other parts of the internal governance structure which operate with delegated authority regarding matters of academic policy.~~
2. Review and monitor the membership needs of the Senate and its standing and ad hoc committees and to solicit, receive and review names of potential members and recommend members for appointment to such committees by Senate.
3. Advise Senate on the appointment of Senate representatives to bodies external to Senate and their committees.
4. Advise Senate on the establishment, terms of reference, composition, membership and retirement of its standing and ad hoc committees and their respective sub-committees.
5. Monitor and report to Senate on the effective operation of the Senate's standing and ad hoc committees and their sub-committees.

Uni of Florida (<http://fora.aa.ufl.edu/FacultySenate/Committees/Senate-Nominating-Committee>)

~~The Committee shall nominate, for the Faculty Senate's elections, members of all Senate Policy Councils and Committees and Joint Committees.~~ Upon the President's request, the Committee shall make recommendations for presidential appointments. For nominations, the Committee shall consider diverse representation from the entire University from all appropriate ranks and with special qualifications where required. A major goal is to foster a faculty fully committed to the service component of its teaching, research and service mission.

University of Saskatchewan

(<https://www.usask.ca/secretariat/forms/NominationsProceduresForSenateCommittees.pdf>)

1. The Executive Committee, regarding nominating members of the Nominations Committee, and the Nominations Committee, regarding nominating members of the other standing committees, will follow the "Selection Method" as described in § 131 (c) of Kerr and King, by receiving suggestions, seeking out candidates, and making recommendations. The Nominations Committee may present this list to the Executive Committee before circulation to the general membership, but is not required to do so.
- 2.

The names put forward by the Executive Committee and the Nominations Committee, as the case maybe, are circulated in advance of the meeting at which the elections are to take place and otherwise as required when vacancies occur. It is the responsibility of the Nominations Committee to present a slate of candidates for all committee positions except the Nominations Committee itself. It is the responsibility of the Executive Committee to present a slate of candidates for Nominations Committee. These committees will present their respective slates to Senate with sufficient names to fill the available positions.

3.

~~The chair will provide an opportunity for members to put forward further nominations by calling three times for nominations from the floor, thereafter nominations will close.~~

4.

If additional nominations are received at the meeting, the chair is responsible to confirm that each person concerned is eligible and willing to serve. This is done by the nominated individual standing and declaring at the meeting that they are willing to serve or by the Chair receiving a written statement signed by the nominated individual stating that they are willing to serve; and the secretary of the meeting confirming that the individual is eligible to serve given the membership requirements of such committee and the number of years the individual has already served as a committee member.

5.

If the number of nominations is the same as the number of available positions on a committee, and no further nominations are received after the chair has called three times for nominations, the slate will be elected.

McMaster Uni

The Committee shall have as a standing order of business the making of nominations for such ad hoc selection committees as are charged to nominate to the Senate those to be appointed to senior academic administrative offices and to the offices of Vice-President (Administration) and Vice-President (University Advancement). In this context, senior academic administrative offices include those of Provost, Vice-President (Health Sciences), Vice-President (Research), Vice-Provost and Dean of Graduate Studies, Director of Continuing Education, academic Associate/Assistant Vice-Presidents, Associate Deans of Graduate Studies and/or Research, Associate Deans of Faculties (see Section 2(h)), Chair of Undergraduate Council, University Secretary, Registrar, University Librarian and such other positions as are designated by Senate from time to time. The Committee shall ensure that the nominations for each ad hoc selection committee include, as nominated Chair of the ad hoc selection committee, the name of the academic administrative officer to whom the appointee shall report. The Committee shall review, and express its opinion to the Senate on, nominations made by the ad hoc selection committees, before any commitment is made to the nominated candidate.

SNC

Mandate

~~ensure that nominations are made for all Senate.~~

-As directed by Senate, nominate members to serve on Senate committees

-other duties as assigned by Senate

Simplify

Queen's

-Advise Senate on the appointment of Senate representatives to bodies external to Senate and their committees.

-Advise Senate on the establishment, terms of reference, composition, membership and retirement of its standing and ad hoc committees and their respective sub-committees.

-Monitor and report to Senate on the effective operation of the Senate's standing and ad hoc committees and their sub-committees.

Florida

-"diverse representation from the entire University"

-provide recommendations to Senate on vacancies

-provide recommendations on Search advisory committees

Commented [KM1]: Are these essentially the same idea?

Commented [KM2]: Original text: "ensure that nominations are made for all Senate"



Senate Nominating Committee

Agenda Item: 4.2

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: **Announcement of Committee Vacancy**

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Context & Background: On January 28, 2018, Paola Gavilanez resigned from the Senate Nominating Committee.

Key Messages:

1. The Senate Nominating Committee requires four senators, at least three of whom must be chosen from three different faculties
2. Currently, Senators are present from the Faculty of Educational Support and Development, Faculty of Health and the Faculty of Science and Horticulture.
3. As the current membership represents three Faculties, a faculty member Senator from any faculty may fill the vacancy.

Submitted by: *Kimberley McMartin, Chair, Senate Nominating Committee*

Date submitted: *February 14, 2018*



Senate Nominating Committee

Agenda Item: 5.1

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: List of Senate Vacancies

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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**Context &
Background:**

The mandate of the Senate Nominating Committee (SNC) is to:

- Ensure that nominations are made for all elections for Senate.
- As directed by Senate, nominate members to serve on Senate committees
- Other duties as assigned by Senate

Key Messages:

1. At each meeting, the SNC reviews the list of vacancies

Attachments:

1. 2018 02 14 Senate List of Vacancies

Submitted by:

Rita Zamluk, Administrative Assistant, Senate

Date submitted:

February 14, 2018

Senate Nominating Committee
List of Vacancies

Role	KPU Faculty	Voting / Non-Voting	First Name	Last Name	Term (yrs)	Term Start	Term End	Reference	Reference Date
Board Appointee		NV	Suzanne	Pearce	1	1-Sep-17	31-Aug-18	Board Memo	3-Feb-17
Dean		V	Vacant - to be hired		na	Ex officio	-	University Act 35.2	na
Faculty Senator	Faculty of Arts	V	David	Burns	3	31-Oct-16	31-Aug-18	Election Results	28-Oct-16
Faculty Senator	Faculty of Arts	V	Wayne	Fenske	3	1-Sep-15	31-Aug-18	Election Results	27-Apr-15
Faculty Senator	Faculty of Educational Support and Development	V	Angela	Ryan	3	1-Sep-15	31-Aug-18	Election Results	4-Aug-15
Faculty Senator	Faculty of Educational Support and Development	V	Renu	Seru	3	1-Sep-15	31-Aug-18	Election Results	4-Aug-15
Faculty Senator	Faculty of Science and Horticulture	V	Jennifer	Au	3	1-Sep-16	31-Aug-18	Election Results	25-Apr-16
Faculty Senator	Faculty of Science and Horticulture	V	Stan	Kazymerchyk	3	1-Sep-15	31-Aug-18	Election Results	27-Apr-15
Faculty Senator	School of Business	V	Chamkaur	Cheema	3	1-Sep-15	31-Aug-18	Election Results	27-Apr-15
Faculty Senator	School of Business	V	Vacant	Vacant	3		x		
Faculty Senator	School of Design	V	Vacant	Vacant	3		x		
Professional Support Staff		V	Stefanie	Broad	3	1-Nov-17	31-Aug-18	Election Results	27-Oct-17
Student Senator		V	Murdoch	De Mooy	1	1-Sep-17	31-Aug-18	Election Results	7-Apr-17
Student Senator		V	Amanda	Grey	1	1-Sep-17	31-Aug-18	Election Results	7-Apr-17
Student Senator		V	Kimberley	McMartin	1	8-Sep-17	31-Aug-18	University Registrar Announcement	
Student Senator		V	Michael	Wong	1	1-Sep-17	31-Aug-18	Election Results	7-Apr-17

	Committee Role (listed in membership composition)	KPU Faculty	Senator	First Name	Last Name	Term Length (yrs)	End Date	The nominating body or person	To be completed
Senate Committee									
S Executive Committee	Senator		Senator	Wayne	Fenske	3	31-Aug-18	Senate Election	2018
S Executive Committee	Senator and Student		Senator	Kimberley	McMartin	1	31-Aug-18	Senate Election	2018
S Governance Committee	Senator		Senator	Jennifer	Au	3	31-Aug-18	Senate Election	2018
S Governance Committee	Senator		Senator	Chamkaur	Cheema	3	31-Aug-18	Senate Election	2018
S Governance Committee	Senator and Student		Senator	Michael	Wong	1	31-Aug-18	Senate Election	2018
S Nominating Committee	Senator		Senator	Stan	Kazymerchyk	3	31-Aug-18	Senate Election	2018
S Nominating Committee	Senator		Senator	Renu	Seru	3	31-Aug-18	Senate Election	2018
S Nominating Committee	Senator		Senator	Vacant	Vacant	3		Senate Election	2018
S Nominating Committee	Senator		Senator	Leeann	Waddington	3	31-Aug-18	Senate Election	2018
S Nominating Committee	Senator and Student		Senator	Kimberley	McMartin	1	31-Aug-18	Senate Election	2018
SSC Academic Planning and Priorities	faculty Member	Faculty of Educational Support and Development	Senator	Angela	Ryan	3	31-Aug-18	Faculty Council	2018
SSC Academic Planning and Priorities	faculty Member	Faculty of Science and Horticulture	Senator	Jennifer	Au	3	31-Aug-18	Faculty Council	2018
SSC Academic Planning and Priorities	faculty Member	Faculty of Trades and Technology	Senator	Tom	Westgate	3	31-Aug-18	Faculty Council	2018
SSC Academic Planning and Priorities	faculty Member	School of Business	Senator	Chamkaur	Cheema	3	31-Aug-18	Faculty Council	2018
SSC Academic Planning and Priorities	faculty Member	School of Design		VACANT	VACANT	3		Faculty Council	2018
SSC Academic Planning and Priorities	Professional Support Staff			VACANT	VACANT	3		Senate Nominating	2018
SSC Academic Planning and Priorities	Senator and Student		Senator	Amanda	Grey	1	31-Aug-18	Senate Election	2018
SSC Academic Planning and Priorities	Student			Rahil	Faruqi	1	31-Aug-18	Nominating Cttee r	2018
SSC Appeals	Senator and Student		Senator	Murdoch	de Mooy	1	31-Aug-18	Senate Nominating	2018
SSC Appeals	Student			Rawan	Ramini	1	30-Apr-18	Provost	2018
SSC Curriculum	Academic Advisor		Senator	Herbie	Atwal	3	31-Aug-18	Council of Academi	2018
SSC Curriculum	faculty Member	Faculty of Health	Senator	Leeann	Waddington	3	31-Aug-18	Faculty Council	2018
SSC Curriculum	Student			Sheamus	Collins	1	31-Aug-18	Nominating Cttee r	2018
SSC Library	faculty Member	Faculty of Educational Support and Development		Marti	Alger	3	31-Aug-18	Faculty Council	2018
SSC Library	faculty Member	School of Business		John	Shepherd	3	31-Aug-16	Faculty Council	2018
SSC Library	faculty Member	School of Design		VACANT	VACANT	3		Faculty Council	2018
SSC Library	Student		Senator	Amanda	Grey	1	31-Aug-18	Nominating Cttee r	2018
SSC Policy Review	Counsellor			Laurie	Detwiler	3	31-Aug-18	Faculty position, Cc	2018
SSC Policy Review	faculty at large			VACANT	VACANT	3		Senate Nominating	2018
SSC Policy Review	Professional Support Staff		Senator	Stefanie	Broad	3	31-Aug-20	Senate Election	2018
SSC Policy Review	Representative, Student Services			Jennifer	MacArthur	3	31-Aug-18	Vice Provost, Stude	2018
SSC Policy Review	Student		Senator	Murdoch	de Mooy	1	31-Aug-18	Nominating Cttee r	2018
SSC Program Review	faculty Member	Faculty of Arts				3		Faculty Council	2018
SSC Program Review	faculty Member	Faculty of Health		Donna	Cato	3	31-Aug-18	Faculty Council	2018
SSC Program Review	faculty Member	Faculty of Science and Horticulture	Senator	Stan	Kazymerchyk	3	31-Aug-18	Faculty Council	2018
SSC Program Review	faculty Member	School of Design		Jessica	Bayntun	3	31-Aug-18	Faculty Council	2018
SSC Program Review	Student			Charvi	Gulati	1	31-Aug-18	Nominating Cttee r	2018
SSC Research	Director, Research Institute							? - to be determine	2018
SSC Research	faculty Member	Faculty of Academic and Career Advancement		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	Faculty of Arts		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	Faculty of Educational Support and Development		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	Faculty of Health		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	Faculty of Science and Horticulture		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	Faculty of Trades and Technology		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	School of Business		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	faculty Member	School of Design		VACANT	VACANT	3		x Faculty Council	2018
SSC Research	Student			VACANT	VACANT	1		x Senate Nominating	2018

	Committee Role (listed in membership composition)	KPU Faculty	Senator	First Name	Last Name	Term Length (yrs)	End Date	The nominating body or person	To be completed
Senate Committee									
SSC Teaching and Learning	faculty Member	Faculty of Academic and Career Advancement		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	Faculty of Arts		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	Faculty of Educational Support and Development		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	Faculty of Health		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	Faculty of Science and Horticulture		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	Faculty of Trades and Technology		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	School of Business		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	faculty Member	School of Design		VACANT	VACANT	3		x Faculty Council	2018
SSC Teaching and Learning	Student			VACANT	VACANT	1		x Senate Nominating	2018
SSC Teaching and Learning	Teaching Fellow			VACANT	VACANT			x Senate Nominating	2018
SSC Tributes	faculty at large		Senator	Wayne	Fenske	3	31-Aug-18	Senate Nominating	2018
SSC Tributes	Senator		Senator	Angela	Ryan	3	31-Aug-18	Senate Election	2018
SSC University Budget	faculty Member	School of Business	Senator	Chamkaur	Cheema	3		Faculty Council	2018
SSC University Budget	faculty Member	School of Design		VACANT	VACANT	3		Faculty Council	2018
SSC University Budget	Professional Support Staff		Senator	Stefanie	Broad	3	31-Aug-20	Senate Election	2018
SSC University Budget	Student		Senator	Michael	Wong	1	31-Aug-18	Nominating Cttee r	2018



Senate Nominating Committee

Agenda Item: 5.2

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: Nominations to Senate Standing Committees

Action Requested:	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	<p>THAT the Senate Nominating Committee recommend that Senate approve the following appointments:</p> <p><u>Senate Standing Committee on Teaching and Learning</u></p> <ul style="list-style-type: none"> • Amanda Grey, Student (March 1, 2018 – April 30, 2018) • Leeann Waddington (March 1, 2018 – August 31, 2019) <p><u>Senate Standing Committee on Research</u></p> <ul style="list-style-type: none"> • Norm Chamberlain, faculty Member, Faculty of Trades and Technology (March 1, 2018 – August 31, 2021) • Deborah Henderson, faculty Member, Faculty of Science and Horticulture (March 1, 2018 – August 31, 2021) • Shelley Boyd, faculty Member, Faculty of Arts (March 1, 2018 – August 31, 2021)
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Senate Standing Committee Report: For Senate Office Use Only

Context & Background: The Senate Nominating Committee has the mandate to nominate members to serve on Senate Standing Committees.

Key Messages:

1. The term of office for faculty members, students, and professional support staff is three years, one year, and three years, respectively. They begin on September 1st and end on August 31st. When vacancies occur in the middle of a term, the new Senate appointments will be effective immediately and will end on August 31st of the remaining term of office.
2. The Senate Nominating Committee recommends Senate approve nominees for appointment to Senate standing committees.
3. While faculty, student and professional support staff senators have a three-year, one-year, and three-year term of office on Senate standing committees, their term of office on these committees will be the lesser of these terms and their elected term on Senate.

Consultations:

- Elected senators – for nominations to serve on a minimum of two Senate committees per Senate Bylaw 1.10



Senate Nominating Committee

Agenda Item: 5.2

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

- Librarians and Counsellors – Chair of Librarians and Council of Counsellors, respectively
- Faculty Councils – for all other faculty nominations
- Provost and Vice President, Academic – for nominations involving Deans
- Students – for nominations involving students
- Professional support staff (PSS) – for nominations involving PSS

Submitted by: *Kimberley McMartin*

Date submitted: *February 14, 2018*



Senate Nominating Committee

Agenda Item: 5.3

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: Appointments to Senate Standing Committees

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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Senate Standing Committee Report: For Senate Office Use Only

Context & Background:

1. Senate Standing Committees have representatives from different units or sectors within KPU.
2. The representatives are a distinct class of committee members and are appointed.
3. The following appointments are provided for information only.

Appointments of Representatives:

Senate Standing Committee on the Library
Pamela Pittman, Representative, Office of Advancement
(February 1, 2018 – August 31, 2021)
Appointed by Steve Lewarne, Executive Director, Office of Advancement,
January, 2018.

Submitted by: Kimberley McMartin

Date submitted: February 14, 2018



Senate Nominating Committee

Agenda Item: 6.1

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: Search Advisory Committee:

Action Requested:	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	<p>THAT the Senate Nominating Committee recommend Senate appoint the following members to Search Advisory Committee for the reappointment of the Associate Dean, Faculty of Academic and Career Advancement: :</p> <ul style="list-style-type: none"> • Regular faculty members <ul style="list-style-type: none"> o • Student <ul style="list-style-type: none"> o
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Senate Standing Committee Report: For Senate Office Use Only

Context & Background:

In accordance with Policy HR20, *Search Advisory, Appointment and Re appointment of Senior Academic Administrator Positions*, and its associated Procedures, Senate is required to appoint faculty members and a student to the Search Advisory Committee (SAC).

In the case of the Associate Dean position, the composition of the SAC indicates the following:

- *Regular faculty members, two of whom are appointed by the Kwantlen Faculty Association (KFA) and others appointed by the Senate to ensure representation by the Faculty of the Associate Dean, up to a maximum of eight faculty*
- *One student majoring in a program offered by the Faculty, appointed by the Senate*

From Section A., subsection 1.c) and d) of the HR20 Procedures:

c) *For all the SACs referred to in this policy, faculty appointed by Senate will be based on recommendations from the Senate Nominating Committee in consultation with each Faculty Council to ensure appropriate representation, taking into account Faculty representatives appointed by the KFA. Other appointments are made according to the Appendix.*



Senate Nominating Committee

Agenda Item: 6.1

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

d) *The membership of the SAC, once established, will be made public to the university community by the SAC Chair.*

Key Messages:

1. The Senate Nominating Committee needs to consult with the Faculty Council of the Faculty of Academic and Career Advancement to acquire the names of six faculty members.
2. The SNC also needs to recommend to Senate a student from the Faculty of Academic and Career Advancement to sit on the Search Advisory Committee.

Consultations:

1. Faculty Council of the Faculty of Academic and Career Advancement

Attachments:

1. 2018 02 13 Memo: Reappointment – Associate Dean, Academic and Career Advancement (ACA)
2. [HR 20, Search Advisory, Appointment and Reappointment of Senior Academic Administrator Positions Policy](#)
3. [HR 20, Search Advisory, Appointment and Reappointment of Senior Academic Administrator Positions Procedures](#)

Submitted by:

Kimberley McMartin, Chair, Senate Nominating Committee

Date submitted:

February 14, 2018



SURREY CAMPUS

12666 – 72ND Ave.
Surrey, BC Canada V3W 2M8

MEMORANDUM

TO: Senate
Bob Davis, President, Kwantlen Faculty Association
Nicki Pearson, Chair, BCGEU Support Staff
Tanvir Singh, President, Kwantlen Student Association

CC: Rita Zamluk, Administrative Assistant, Senate
Kyla Rand, Coordinator of Administrative Services, Kwantlen Faculty Association

FROM: Patrick Donahoe, Dean, Academic and Career Advancement (ACA)

DATE: February 13, 2018

SUBJECT: Reappointment – Associate Dean, Academic and Career Advancement (ACA)

KPU is poised to commence a review of the position of Associate Dean of ACA in order to make a recommendation to the President as per Policy HR20.

As per Policy HR20 and related procedures for *Composition of Search Advisory Committees*, I am requesting that members of the Reappointment Advisory Committee be appointed as soon as possible, as follows:

1. regular faculty members, two of whom are appointed by the Kwantlen Faculty Association and others appointed by the Senate to ensure representation by the Faculty of the Associate Dean up to a maximum of eight faculty
2. one student majoring in a program offered by the Faculty, appointed by the Senate
3. one student majoring in a program offered by the Faculty, appointed by the Kwantlen Student Association
4. one regular BCGEU staff member from the Faculty, appointed by the BCGEU
5. one excluded staff member from the Faculty, appointed by the Chair
6. one Dean or Associate Dean from another Faculty appointed by the Provost

Please notify me, as Chair of the Reappointment Advisory Committee, once the above appointments have been made by you or your representative group.

Sincerely,

Patrick Donahoe



Senate Nominating Committee

Agenda Item: 7.1

Meeting Date: February 19, 2018

Presenter: Kimberley McMartin

Agenda Item: Nominations Form Draft

Action Requested:	<input type="checkbox"/> Motion to Approve <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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Recommended Resolution:	N/A
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Senate Standing Committee Report: For Senate Office Use Only

Context & Background:

On October 23, 2017, the Senate Nominating Committee reviewed the first draft of a nominations form people interested in volunteering on a committee can complete when submitting their statement of interest. On November 20, 2017, the SNC reviewed and made recommendations to the Chair on the 2nd version of the template.

Attachments:

Submitted by: *Kimberley McMartin, Chair, Senate Nominating Committee*

Date submitted: *February 14, 2018*