

GFC Executive Committee (EXEC)

Approved Motions

The following Motions and attendant Final (and Recommended) Documents were approved by the GFC Executive Committee at the meeting of May 2, 2011:

Agenda Title: Off-Campus Activity and Travel Policy Suite (in UAPPOL)

Motion: THAT the GFC Executive Committee recommend to General Faculties Council the new Off-Campus Activity and Travel Policy (as set forth in Attachment 1 and as amended); Risk Assessment for Off-Campus Travel Involving Student Procedure (as set forth in Attachment 2); Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow and Staff Travel (as set forth in Attachment 3); and Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (as set forth in Attachment 4), all submitted by the Associate Vice-President (Risk Management Services), to take effect upon final approval.

Final Recommended Document: [Item 4](#)

Agenda Title: Art Acquisition and Commissioning Procedure (in UAPPOL)

Motion: THAT the GFC Executive Committee, acting under delegated authority from General Faculties Council, recommend to the Board of Governors the proposed Art Acquisition and Commissioning Procedure, an associated procedure of the University of Alberta Museums and Collections Policy, as submitted by the Executive Director of Museums and Collections Services/University Archives and as set forth in Attachment 1 (as amended), for inclusion in the University of Alberta Policies and Procedures On Line (UAPPOL), to be effective upon approval.

Final Recommended Document: [Item 5](#)

Agenda Title: Proposed Amendments to the Composition of the Dean Selection/Review Committee for the Faculty of Rehabilitation Medicine (in UAPPOL)

Motion: THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, approve the proposed changes to the composition of the Dean Selection/Review Committee for the Faculty of Rehabilitation Medicine, as submitted jointly by the Office of the Provost and the Faculty of Rehabilitation Medicine and as set forth in Attachment 1 (as amended), to take effect upon final approval.

Final Approved Document: [Item 6](#)

Agenda Title: Proposed Amendments to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (Regarding Committee Composition) (in UAPPOL)

Motion: THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, approve the proposed changes to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (both in UAPPOL), as submitted by the Provost and Vice-President (Academic) and as set forth in Attachment 1 (as amended), to take effect upon approval.

Final Approved Document: [Item 7](#)

OUTLINE OF ISSUE

Agenda Title: **Off-Campus Activity and Travel Policy Suite**

Motion: THAT the GFC Executive Committee recommend to General Faculties Council the new Off-Campus Activity and Travel Policy (as set forth in Attachment 1 and as amended); Risk Assessment for Off-Campus Travel Involving Student Procedure (as set forth in Attachment 2); Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow and Staff Travel (as set forth in Attachment 3); and Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (as set forth in Attachment 4), all submitted by the Associate Vice-President (Risk Management Services), to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Phyllis Clark, Vice-President (Finance & Administration)
Presenters	Philip Stack, Associate Vice President (Risk Management Services); Bob Picken, Manager, Insurance and Risk Assessment; and Erin Hnit, Manager, Policy Standards Office.
Subject	Proposed new UAPPOL Off-Campus Activity and Travel Policy Suite

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
The Purpose of the Proposal is (please be specific)	To state the University's position on off-campus activities and travel and to provide direction and tools for planning safe travel experiences in a way that: <ul style="list-style-type: none"> - recognizes the importance of travel - balances independence and academic freedom with managing risks - recognizes the independence of faculty, staff, and postdoctoral fellows - reduces liability to organizers/leaders by assisting them in assessing and managing risks - is consistent with existing practices across campus, including those of University of Alberta International, the Field Research Office, the Office of Insurance and Risk Assessment, and those of individual Faculties, Departments and Units.
The Impact of the Proposal is	Many of the requirements of the proposed new Off-Campus Activity and Travel Policy are already being done informally and intuitively. This policy will formalize the process and help those planning off-campus activities and travel by guiding them through a simple risk assessment, listing important actions to manage risks, and linking them to a variety of resources and supports.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	A variety of processes and services are present across campus with regard to off-campus activities and travel. However, there is no single overarching policy. PriceWaterhouseCoopers and Internal Audit have both recommended

	<p>the development of a policy covering travel for staff and students.</p> <p>Events of the past few years (eg, H1N1 pandemic, the earthquake in Haiti, protests in Egypt, the earthquake in Japan) have reinforced the need for this.</p> <p>A working group has developed an Off-Campus Activity and Travel policy suite. The group is led by the Associate Vice President (Risk Management Services) and has representation from Insurance and Risk Assessment, University of Alberta International, Supply Management Services, the Field Research Office, the Office of the Dean of Students, the Academic Visitors Office, and Human Resources.</p> <p>In response to a particular incident in April, 2006, the Provost wrote to Deans, Directors, and Chairs outlining the expectations with respect to international travel and off-campus activities. The proposed UAPPOL policy is consistent with the requirements outlined in this memo.</p> <p>The policy outlines the University's responsibility to assist members of their community in the event of an incident in the country they have travelled to.</p> <p>The policy recognizes the independence of faculty, staff and postdoctoral fellows in planning their own travel and provides them with some suggested guidelines.</p> <p>The policy recognizes the higher duty of care owed to students and requires that a risk assessment and risk management actions, as outlined in the appendix, be performed when students are involved in travel. The possibility of a web-based interactive risk assessment tool to assist with this is being explored.</p> <p>Much of what is required is already occurring (eg, make sure you have emergency health insurance, check for travel warnings, let someone know of your travel plans). The policy is not intended to duplicate existing practices.</p> <p>In the event that unacceptable risks are present, the policy gives the University the authority to recommend cancellation or return to faculty, staff, and postdoctoral fellows and to require cancellation or return when students are involved.</p> <p>A communication and roll-out strategy is being prepared that will provide additional information, details and tools that were not appropriate for inclusion in the policy suite. Strategies under development include FAQs, an interactive on-line travel risk assessment tool, and a travel website that will consolidate and link to relevant travel information.</p>
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Alignment/Compliance

Alignment with Guiding Documents	<p><i>Dare to Discover</i> – Learning, Discovery and Citizenship, Connecting Communities;</p> <p><i>Dare to Deliver</i> – Discovery Learning, Community Engagement Near and Far</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section	<p>1. Post-Secondary Learning Act (PSLA): Alberta's <i>Post-Secondary Learning Act (PSLA)</i> gives the Board of Governors the authority to "develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the economic prosperity of Alberta and for the educational or cultural advancement of</p>

<p>numbers)</p>	<p>the people of Alberta” (Section 60(1)).</p> <p>Further, the Board of Governors “must consider the recommendations of the [G]eneral [F]aculties [C]ouncil, if any, on matters of academic import prior to providing for [...] any other activities the Board considers necessary or advantageous.” (Section 19(e) of the <i>Post-Secondary Learning Act (PSLA)</i>)</p> <p>2. <i>Post-Secondary Learning Act (PSLA)</i>: Section 26(1) states that, “[s]ubject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...]</p> <p>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...].”</p> <p>Further, the <i>PSLA</i>, states in Section 31(1) that “[t]he general faculties council has general supervision of student affairs at a university [...].”</p> <p>3. <i>General Faculties Council Terms of Reference</i> state:</p> <p>“§ 3) The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:</p> <ul style="list-style-type: none"> • high level strategic and stewardship policy issues or matters of significant risk to the University; • make recommendations to the board with respect to ... in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university[.]” <p>4. <i>GFC Executive Terms of Reference</i> state:</p> <p>“§3) “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (Section 3) [. . .] Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.” (Section 3.2) [...]</p> <p>§5) GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda; with respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or</p>
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	<p>individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>5. Board of Governors General Terms of Reference (Section 1.b) states: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>6. Board Safety, Health and the Environment Committee Terms of Reference state:</p> <p>“§ 3) Without limiting the generality of the foregoing the Committee shall:</p> <p>a) approve University policies and procedures relating to environmental health, safety, and security issues and compliance therewith;</p> <p>b) monitor University compliance with all relevant environmental health, safety and security legislation, regulations and University policies and procedures;</p> <p>§ 4) <u>Limitations on delegation by the Board</u></p> <p>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to issues that pose or may reasonably be expected to pose significant risk to the health and safety of individuals and policies related thereto.”</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Strategic Initiatives Group; Executive Planning Committee; Risk Management Services Team; Field Research Office; Field Research Activities Committee; Human Resources; University of Alberta International; Academic Visitors Office; Office of the Dean of Students; Supply Management Services; Association of Academic Staff – University of Alberta; Non-Academic Staff Association; Postdoctoral Fellows Association; Students’ Union;</p>
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	<p>Graduate Students' Association; Student Services; Council on Student Affairs; University Research Policy Committee; General Counsel: Brad Hamdon; Internal Audit: Mary Persson; Information and Privacy Office: Cathy Anne Pachnowski; Co-op and practicum programs: – Education: Bob Ritter, Associate Dean, Field Experiences – Engineering: Ken Porteous, Associate Dean, Co-op Program – Business: Dale McNeely, Director, Cooperative Education Athletics and Campus Recreation: Vang Ioannides, Leah Hall Dorothy; Selection of internationally-active academics: – Tom Hinch (Physical Education and Recreation) – George Richardson (Education) – Cheryl Cox (Pharmacy and Pharmaceutical Sciences) – Alidad Amirfazli (Engineering) – Karsten Mundle (Augustana) – Wayne Renke (UAI, Law) – Jose Nelson Amaral (Computing Science) Standing Advisory Council on International Engagement; Administrative Strategic Council; Vice-Provosts' Meeting; President's Advisory Committee of Chairs; Deans' Council; Provost's UAPPOL Working Group; President's Office</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee (May 2, 2011) – for recommendation; General Faculties Council (May 30, 2011) – for recommendation; Board Safety, Health and Environment Committee (TBD) – for recommendation; Board of Governors (June 17, 2011) – for final approval</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachments:

1. Off-Campus Activity and Travel Policy (pages 1 – 5)
2. Risk Assessment for Off-Campus Travel Involving Student Procedure (pages 1 – 3)
3. Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty Postdoctoral Fellow and Staff Travel (pages 1 – 2)
4. Off-Campus Activity and Travel Policy (Appendix B) Risk Assessment Matrix for Off-Campus Travel Involving Students (pages 1 – 6)

Prepared by: Erin Hnit, Manager, Policy Standards Office, erin.hnit@ualberta.ca.

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
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This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

Off-Campus Activity and Travel Policy

Office of Accountability:	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Insurance and Risk Assessment (Risk Management Services)
Approver:	Board of Governors (Board Safety, Health and Environment Committee)
Scope:	<p>This policy applies to all members of the University community involved in off-campus activities and travel related to the mandate of the University and to travel organized by registered Student Groups for curricular or non-curricular activities.</p> <p>This policy does not apply to activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).</p> <p>If unsure whether the policy applies to specific off-campus activities and travel please contact the Office of Insurance & Risk Assessment for clarification.</p>

Overview

The University of Alberta strongly believes in the benefits of a national and international approach to learning, research, scholarship and citizenship. Off-campus activities and travel allows members of the University community to broaden their experiences, expand and share their knowledge and encourages innovation and collaboration in support of the University's mission. The University has cultivated a variety of national and international programs and partnerships that offer unique programs for faculty and students and enhances the research and teaching aspects of the University's mandate. Not only do these activities benefit the members of the University community by creating a vibrant learning and research environment, they also allow members of the University community to bring their knowledge and expertise to others and help the University build a strong international reputation.

As with on-campus activities off-campus activities and travel can incur some level of risk. The University is committed to supporting its travelers in planning and participating in safe and enjoyable travel experiences.

This policy does not address the procedure used for the reimbursement of business travel expenditures or expense reimbursement procedures for goods and services. These procedures can be accessed through the Related Links section below.

Purpose

To state the University's position on off-campus activities and travel and to provide direction and tools for planning safe travel experiences in a way that:

- recognizes the importance of travel
- balances independence and academic freedom with managing risks
- recognizes the independence of faculty, staff and postdoctoral fellows
- reduces liability to organizers/leaders by assisting them in assessing and managing risks
- is consistent with existing practices across campus, including those of University of Alberta International, the Field Research Office, the Office of Insurance & Risk Assessment and those of individual Faculties, Departments and Units.

POLICY

The University of Alberta will take reasonable steps to support and promote the health, safety and security of participants in off-campus activities and travel. Faculties, departments, units and individual travelers share responsibility with the University to assess and manage the risk of off-campus activities and travel, particularly when students are involved.

Should a significant incident such as a natural disaster, political uprising or terrorist activity that affects the safety of participants occur, the University will assist in arranging return travel and may assist in covering the associated costs. Any applicable insurance coverage will be used before any University funds are used. Given the unique and unpredictable nature of these types of situations, they will be dealt with on a case by case basis. The Provost has the final authority in determining appropriate actions and whether University funds will be used.

The University has an Off-Campus Incident Response Team that can be activated to assess the implications of significant incidents, provide advice on how to handle the situation and make recommendations for either managing the increased risks or assisting travelers in removing themselves from the situation.

Should individuals choose to return early for personal reasons, the University is not responsible for arranging return travel or any of the associated costs.

Emergency Health and Personal Travel Coverage When Traveling Outside Canada

Any member of the University community who is engaged in off-campus activities and travel should have appropriate **emergency health coverage**. It is recommended that they also have appropriate **personal travel insurance**.

Faculty and staff have comprehensive emergency health coverage through their benefits plan.

Postdoctoral fellows and students are offered emergency health coverage through their respective benefits programs. This coverage may be subject to exclusions or limitations such as travel to locations where the Department of Foreign Affairs and International Trade has issued a travel warning, the performance of certain activities or the presence of pre-existing medical conditions.

It is the responsibility of individual travelers to review their emergency health coverage to determine if there are exclusions that are applicable. Should a traveler choose to undertake off-campus activities and travel where an exclusion is present, they are doing so at their own risk and the University assumes no liability or responsibility for emergency health care or related costs should they arise. Further information and resources on emergency health insurance can be found on the Department of Foreign Affairs and International Trade website.

Personal travel insurance is not generally provided to faculty, postdoctoral fellows, staff or students through their respective benefits program.

VERSION A16 DRAFT DATE: April 27, 2011 (Note: "A" Versions begin in May 2010).

Travel Involving only Faculty, Postdoctoral Fellows and/or Staff

The University respects the independence of faculty, postdoctoral fellows and staff in planning and undertaking their own off-campus and travel activities. These individuals are responsible for informing themselves of the risks associated with their travel and managing them accordingly.

The University suggests that faculty, postdoctoral fellow and staff travelers review *Appendix A: Faculty, Postdoctoral Fellow and Staff Travel Guidelines* and complete the checklist that is included. This tool is designed to help them plan a safe and enjoyable travel experience.

The appropriate Dean, Chair or Vice-President may recommend that faculty, postdoctoral fellow and staff travelers cancel any off-campus activity or travel if after careful consideration of the situation it is believed the risks are unacceptable or unwarranted and cannot be reasonably managed. The appropriate Vice-President may also recommend that faculty, postdoctoral fellow and staff travelers return from their off-campus activity or travel based on an assessment of the risk to their safety and health. Should a faculty, postdoctoral fellow or staff traveler choose not to cancel or return on the recommendation of an appropriate University official as outlined above, the University is under no obligation to provide assistance at a later date and assumes no liability. This does not apply to individuals who are unable to comply due to reasons beyond their control.

The decision to recommend cancellation or recall is a serious one that is not taken lightly and should be made in consultation with Insurance & Risk Assessment. If appropriate the Off-Campus Incident Response Team may also be consulted with. The individual making the decision takes many factors into consideration such as federal travel warnings, the perspective of the traveler and implications on the traveler's work and/or research. Appeals regarding a recommendation to cancel or recall may be made to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.

If faculty, postdoctoral fellows or staff are planning or leading an off-campus activity or travel that involves students the requirements outlined below and in the *Risk Assessment for Off-Campus Travel Involving Students Procedure* apply.

Travel Involving Students

The University owes a higher duty of care to its students and has a responsibility to address the health and safety of students who are traveling. All off-campus activities and travel involving students, including but not limited to faculty led programs, trips planned by registered Student Groups and individual student travel for University related purposes must follow the risk assessment process as outlined in the *Risk Assessment for Off-Campus Travel Involving Students Procedure*. If the off-campus activity and travel involves one individual, that individual is responsible for following the procedure. If the activity involves a group, the group leader is responsible for following the procedure taking into consideration the group as a whole. Approval must be obtained if required and the actions identified to manage risks must be followed.

When students are involved, the appropriate Dean, Chair or Vice President may cancel any off-campus activity or travel if they believe the risks are unacceptable or unwarranted and cannot be reasonably managed. The appropriate Vice President may also recall students from their off-campus activity or travel based on an assessment of the risk to their safety and health. Students who do not comply with a cancellation or recall of this nature may be subject to sanctions under the Code of Student Behaviour, and will be considered to be on personal travel and will no longer have access to University assistance. This does not apply to students who are unable to comply due to reasons beyond their control.

The decision to cancel or recall is a serious one that is not taken lightly and should be made in consultation with Insurance & Risk Assessment and University of Alberta International. If appropriate the Off-Campus Incident Response Team may also be consulted with. The individual making the decision takes many factors into consideration such as federal travel warnings, the perspective of the group traveling and implications on the students' studies and/or research. A faculty member may appeal a decision to cancel to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.

VERSION A16 DRAFT DATE: April 27, 2011 (Note: "A" Versions begin in May 2010).

The University recognizes that there are many well established and recurring programs involving student travel. The history and importance of these programs is acknowledged in the *Risk Assessment for Off-Campus Travel Involving Students Procedure* and *Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students*.

Travel Involving Volunteers

Volunteers of the University of Alberta participating in off-campus activities and travel are responsible for informing themselves of the risks and completing an appropriate waiver form as outlined in the [Waiver and Release of Liability and Informed Consent Procedure](#).

Compliance Expectations

While undertaking off-campus activities and travel the Code of Student Behaviour, collective agreements and other University of Alberta policies and procedures continue to apply. Participants must also obey the laws of the country they are in.

Instances where students do not follow the requirements set out in this policy and its related procedure and appendices may be addressed through the Code of Student Behaviour. Instances where faculty, staff or postdoctoral fellows do not follow the requirements set out in this policy and its related procedure and appendices may be addressed by the appropriate supervisor, Chair, Dean or Administrative Unit head and, if necessary, through the processes outlined in the appropriate collective agreement or policy.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<p>Off-Campus Activities and Travel</p>	<p>Activities and travel undertaken by a member of the university community that takes place away from university owned, leased or rented property for reasons related to the mandate of the University. This includes, but is not limited to teaching programs, field schools, practicum placements, research and graduate studies, faculty or student exchanges, conferences and seminars, extra-curricular activities that involve the formal representation of the University by student ambassadors such as varsity athletics and discipline-based competitions, and trips organized by registered Student Groups.</p> <p>This does not include activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).</p>
<p>Emergency Health Coverage</p>	<p>Coverage for emergency health expenses while travelling such as hospital and physician services, prescription drugs, dental care; health related emergency transportation and evacuation; and trip interruption due to a medical emergency.</p>
<p>Personal Travel Insurance</p>	<p>Insurance not related to health or medical emergencies that covers aspects such as trip cancellation and trip interruption due to circumstances beyond your control (eg: the death of a family member, weather conditions, mechanical failure or act of terrorism) and loss or damage to luggage and personal effects.</p>

RELATED LINKS

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[Office of the Dean of Students - Student Groups](#)

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[University of Alberta Protective Services](#)

[Human Resource Services - WCB Administration and Reporting](#)

[Human Resource Services - Benefits](#)

[Postdoctoral Fellows Supplemental Health Plan](#)

[Student's Union Health and Dental Plan](#)

[Graduate Students Association Health and Dental Plan](#)

[Code of Student Behaviour](#)

[Alcohol at University Events Policy](#)

[Travel and Hosting Expense Reimbursement Procedure](#)

[Expense Reimbursement Procedure - Goods and Services](#)

[Waiver and Release of Liability and Informed Consent Procedure](#)

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
<p>This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.</p>					

Risk Assessment for Off-Campus Travel Involving Students Procedure

Office of Administrative Responsibility:	Insurance and Risk Assessment (Risk Management Services)
Approver:	Vice President (Finance and Administration) Provost and Vice President (Academic)
Scope:	<p>This procedure applies to all members of the University Community involved in off-campus activities and travel where students are participants and to all travel organized by registered Student Groups for curricular or non-curricular activities.</p> <p>This procedure does not apply to activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).</p> <p>If unsure whether the procedure applies to specific off-campus activities and travel please contact the Office of Insurance & Risk Assessment for clarification.</p>

Overview

The University supports and encourages students to engage in off-campus activities and travel. The University also owes a duty of care to its students and must do its due diligence in supporting safe and enjoyable travel experiences. For this reason a risk assessment is completed for all off-campus activities and travel involving students and actions are required to help manage risks.

The responsibility for assessing risk and creating and implementing comprehensive plans to manage or mitigate those risks is shared by the traveler and the institution. While it is important to do our best to implement safe travel practices, it is also important that the process not be overly complex or time consuming and that it be supportive of all involved. With this in mind a straightforward and easy to use Risk Assessment Matrix for Off-Campus Travel Involving Students (Appendix B) has been developed to guide individuals in assessing the risks and identifying appropriate actions to manage risks.

Purpose

To outline the requirements and processes for assessing risks, obtaining approval if required and managing risks related to off-campus activities and travel involving students.

PROCEDURE

All off-campus activities and travel involving students must follow the risk assessment process outlined below.

If the off-campus activity and travel involves one individual, that individual is responsible for following the risk assessment process. If the activity involves a group, the group leader is responsible for following the risk assessment process taking into consideration the group as a whole. In most cases there will be a person of authority, such as a faculty or staff member, who is the group leader and assessor. In cases where there is not, such as extra-curricular trips planned by registered Student Groups, one of the student participants will act as the leader and assessor.

The assessor will:

1. Use chart 1 in *Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students* to assess the risks based on the category of student traveling, the kind of activity they will be doing and where they are traveling to.
2. Assign a final risk level – this will be the highest risk level identified in any of the three areas assessed.
3. If required in chart 2 of *Appendix B*, obtain approval of the risk assessment. This is not intended to be an approval of the merits of the off-campus activity and travel. It is to verify that the risk assessment has been performed appropriately and that the off-campus activity and travel may proceed.
 - Approval requests should include information such as location, duration of travel, the activity being performed and strategies to manage identified risks. Assessors may use existing approval mechanisms within their Faculties/Departments/Units, or they may choose to use the sample Approval of Risk Assessment for Off-Campus Travel Involving Students form.
 - The approver may ask the assessor to re-visit and re-submit any portion of the assessment if they conclude that it was not appropriately or adequately completed.
 - The approver may seek advice from others such as the Field Research Office, Insurance & Risk Assessment and University of Alberta International when deciding whether or not to approve and if they feel it necessary may escalate the level of approval required to a higher authority within the appropriate faculty, department or unit and ultimately to the Provost.
 - The approver may require specific risk management strategies be developed and implemented.
 - The approver may choose not to approve the off-campus activity and travel to proceed if they believe the risks are unacceptable or unwarranted and cannot be reasonably managed. Appeals regarding a decision not to approve a risk assessment may be made to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.
4. Make sure the actions identified for the assessed risk level are completed prior to departure.

Some off-campus activities and travel programs may involve different domestic locations for each participant (eg: co-op and practicum placements) or several trips within a period of time to different domestic locations (eg: varsity athletics). In such cases the risk assessment should be performed for the program as a whole, rather than for each individual placement or trip. However, individual risk assessments should be performed for instances that are unique or different from the rest of the program (eg: domestic VS foreign location, office work VS field work).

Recurring off-campus activities and travel with a person of authority such as a faculty or staff member as the leader do not have to have a new risk assessment prior to each recurrence unless there has been a

change to the category of student travelling, the type of activity being performed, the location or the risks associated with any of these. If there has been a change of this nature the leader will follow the full risk assessment process outlined above. Even if there was not a change of this nature, the actions identified in the existing risk assessment must still be performed prior to each recurrence.

Recurring off-campus activities and travel without a person of authority such as a faculty or staff member as the leader (eg: extra-curricular trips planned by registered Student Groups) must have a full risk assessment performed as outlined above prior to each recurrence.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Off-Campus Activities and Travel

Activities and travel undertaken by a member of the university community that takes place away from university owned, leased or rented property for reasons related to the mandate of the University. This includes, but is not limited to teaching programs, field schools, practicum placements, research and graduate studies, faculty or student exchanges, conferences and seminars, extra-curricular activities that involve the formal representation of the University by student ambassadors such as varsity athletics and discipline-based competitions, and trips organized by registered Student Groups.

This does not include activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).

FORMS

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Approval of Risk Assessment for Off-Campus Travel Involving Students form

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[University of Alberta Protective Services](#)

[Department of Foreign Affairs and International Trade Canada](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow & Staff Travel

Office of Administrative Responsibility:	Insurance & Risk Assessment (Risk Management Services)
Approver:	Provost and Vice President (Academic) Vice President (Finance and Administration)

The University strongly suggests all faculty, postdoctoral fellows and staff use the below checklist, particularly when traveling internationally.

Please note: if faculty, postdoctoral fellows or staff are leading a trip where students are involved they must follow the *Risk Assessment for Off-Campus Travel Involving Students Procedure*.

FACULTY, POSTDOCTORAL FELLOW AND STAFF TRAVEL CHECKLIST

- Advise a supervisor or the Department/Unit as appropriate of your travel plans
- Provide emergency contact information to a supervisor or the Department/Unit as appropriate
- Bring contact information in case you need to contact the University while traveling (eg: supervisor, University of Alberta Protective Services)
- If performing field research complete a Field Activities Plan

If traveling outside Canada:

- Check Department of Foreign Affairs and International Trade (DFAIT) website for:
 - Travel reports and warnings
 - Profiles and information about the country you are traveling to
 - Information about Consular Services, which are available in many countries
 - A variety of other information and resources related to international travel
- If DFAIT has issued a travel warning identify the risks and plan to manage them
 - You may want to contact the Office of Insurance & Risk Assessment or University of Alberta International for advice on identifying and managing risks.
 - Discuss with your supervisor, Chair, Dean, or head of your administrative unit as appropriate.
- If appropriate contact University of Alberta International for travel advice, information and pre-departure sessions. Likely not appropriate for travel to relatively safe and familiar locations such as the US or UK.

- Determine whether you want to purchase personal travel insurance (recommended)
- Get a copy of the "Personal Safety While Traveling Abroad" booklet from University of Alberta Protective Services
- Register with University of Alberta Protective Services' Travel Abroad Emergency Support Program
- Register with DFAIT's Registration of Canadians Abroad program

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ TOP](#)]

[Department of Foreign Affairs and International Trade Canada](#)

[Field Activity Plan \(Field Research Office\)](#)

[University of Alberta International](#)

[Office of Insurance & Risk Assessment](#)

[University of Alberta Protective Services](#)

[Human Resource Services - Benefits](#)

[Postdoctoral Fellows Supplemental Health Plan](#)

Off-Campus Activity and Travel Policy

Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Instructions:

- Review column 1 and determine the appropriate risk level based on the category of student traveling.
- Review column 2 and determine the appropriate risk level based on the kind of activity being performed.
- Review column 3 and determine the appropriate risk level based on where the travelers are going.
- Assign a final risk level. This will be the highest risk level identified in any of the three columns.

Chart 1: Risk Assessment			
Risk Level	1) Who is traveling?	2) What kind of activity are they doing?	3) Where are they going?
Low	Graduate students engaged in research.	An activity that entails hazards or risk no greater than those encountered by participants in their everyday lives (<i>e.g. meetings, conferences</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports indicate “exercise normal security precautions”. Typically travel within Canada is low risk. However, possible risks such as natural disasters and public health issues should be taken into consideration in determining whether the risk level should increase.
Medium	Undergraduate students. Graduate students not engaged in research.	Activities that entail a higher level of risk than individuals would encounter in their daily lives, but those risks are easily mitigated (<i>e.g. most field research activities, off-road vehicle use, sharps use</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports indicate “exercise high degree of caution”.
High		Activities that have the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives but which can be minimized through planning, training, standard operating procedures, etc. (<i>e.g. direct work with dangerous wildlife, travel or work in extremely isolated locations</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports include a Travel Warning that indicates “avoid non-essential travel”.
Extreme		An activity for which there is substantial risk to participants, which strategic planning cannot effectively minimize with any reasonable probability (<i>e.g. activities that result in a high probability of an incident that could result in serious injury or death</i>).	A location where Foreign Affairs and International Trade Canada Travel Reports include a Travel Warning that indicates “avoid all travel”.

Related Links:

[Department of Foreign Affairs and International Trade Travel Reports and Warnings](#)
[Public Health Agency of Canada Travel Health Notices](#)
[Public Safety Canada](#)
[Alberta Emergency Management Agency Emergency Alerts](#)

Off-Campus Activity and Travel Policy

Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Instructions:

- Review the row associated with the final risk level assigned from chart 1.
- Obtain approval if required as indicated in the “approval” column. You may use existing approval mechanisms within your Faculty/Department/Unit, or you may choose to use the sample Approval of Risk Assessment for Off-Campus Travel Involving Students form.
- Perform the actions listed in the “actions” column.

Chart 2: Approval and Actions

Risk Level	Approval	Actions
Low	None required.	<ul style="list-style-type: none"> • Should advise a supervisor or the Department/Unit as appropriate of the travel plans. • Should provide emergency contact information for all travelers to a supervisor or the Department/Unit as appropriate. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form^[1]. <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada. • All travelers must have appropriate emergency health coverage and should consider purchasing personal travel insurance coverage*. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

Off-Campus Activity and Travel Policy
Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Chart 2: Approval and Actions

Risk Level	Approval	Actions
Medium	<p>For Graduate Students engaged in research: - the principal investigator or faculty supervisor.</p> <p>For registered student groups: – Student Group Services</p> <p>For all other student travel: – the appropriate Department Chair.</p>	<ul style="list-style-type: none"> • Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i> • Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. • All travelers must complete the appropriate waiver form if required as outlined in the Waiver and Release of Liability and Informed Consent Procedure. • For field research & field courses it is recommended that a Field Activities Plan be prepared. • For student group activities a “Student Group Activity Plan” [h2] must be prepared. <i>(to be developed)</i> <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada. • All travelers must have appropriate emergency health coverage and should consider purchasing personal travel insurance coverage*. • The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

Off-Campus Activity and Travel Policy
Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Chart 2: Approval and Actions

Risk Level	Approval	Actions
High	<p>For Graduate Students engaged in research: - the principal investigator or faculty supervisor.</p> <p>For registered student groups: – Student Group Services</p> <p>For all other student travel: – the appropriate Faculty Dean in consultation with Insurance & Risk Assessment.</p>	<ul style="list-style-type: none"> • Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i> • Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. • All travelers must complete the appropriate waiver form if required as outlined in the Waiver and Release of Liability and Informed Consent Procedure. • For field research & field courses a Field Activities Plan must be prepared. • For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i> <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of any programs they have that involve student travel outside Canada. • There may be exclusions or limitations to emergency health coverage* due to a Travel Warning for the location or the nature of the activities being performed. Travelers must review their coverage to determine if there are any applicable exclusions or limitations. If exclusions or limitations exist consult Insurance & Risk Assessment to determine appropriate risk management strategies. • All travelers should consider purchasing personal travel insurance coverage*. • The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

Off-Campus Activity and Travel Policy
Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Chart 2: Approval and Actions

Risk Level	Approval	Actions
Extreme	<p>For registered student groups: – Student Group Services in consultation with Insurance & Risk Assessment.</p> <p>For all other student travelgroups: – the appropriate Faculty Dean in consultation with Insurance & Risk Assessment.</p> <p>Final authority lies with the Provost. (only approved in exceptional circumstances)</p>	<ul style="list-style-type: none"> • Must advise the Department/Unit or Student Group Services as appropriate of the travel plans. <i>(University of Alberta International is also examining options for an electronic registration system).</i> • Must provide emergency contact information for all travelers to the Department/Unit or Student Group Services. If your program does not already have a mechanism for this you may choose to use the sample Emergency Contact Form. • All travelers must complete the appropriate waiver form if required as outlined in the Waiver and Release of Liability and Informed Consent Procedure. • For field research & field courses a Field Activities Plan must be prepared. • For student group activities a “Student Group Activity Plan” must be prepared. <i>(to be developed)</i> • The group leader must work with the Office of Insurance & Risk Assessment and/or University of Alberta International to identify risks and develop appropriate risk management strategies. <p>If traveling outside Canada:</p> <ul style="list-style-type: none"> • Faculties are encouraged to advise University of Alberta International of their programs that involve student travel outside Canada. • There may be exclusions or limitations to emergency health coverage* due to a Travel Warning for the location or the nature of the activities being performed. Travelers must review their coverage to determine if there are any applicable exclusions or limitations. If exclusions or limitations exist consult Insurance & Risk Assessment to determine appropriate risk management strategies. • All travelers should consider purchasing personal travel insurance coverage*. • The group leader must consult with University of Alberta International and all travelers must complete any pre-departure orientation as advised. • Travelers are encouraged to visit the DFAIT website for a variety of information including country profiles, Consular Services, general hints and tips and a variety of other information. • Please note: there may be special considerations to take into account for international students who are traveling (eg: insurance eligibility, country responsible for emergency evacuation). University of Alberta International can provide information and advice regarding this.

* Emergency health coverage refers to coverage for emergency health expenses while travelling such as hospital and physician services, prescription drugs, dental care; health related emergency transportation and evacuation; and trip interruption due to a medical emergency.

Off-Campus Activity and Travel Policy

Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students

Personal travel insurance refers to insurance that covers aspects of travel not related to health or medical emergencies such as trip cancellation, trip interruption, theft and lost luggage.

- * Students are offered emergency health coverage through their respective benefits programs. This coverage may be subject to exclusions or limitations such as travel to locations where the Department of Foreign Affairs and International Trade has issued a travel warning, the performance of certain activities or the presence of pre-existing medical conditions.
- * It is the responsibility of individual travelers to review their emergency health coverage to determine if there are exclusions that are applicable. Should a traveler choose to undertake off-campus activities and travel where an exclusion is present, they are doing so at their own risk and the University assumes no liability or responsibility for emergency health care or related costs should they arise. Further information and resources on emergency health insurance can be found on the Department of Foreign Affairs and International Trade website.
- * Personal travel insurance is not generally provided to faculty, postdoctoral fellows, staff and students through their respective benefits program.

Related Links:

[Field Research Office](#)

[University of Alberta International - Education Abroad](#)

[Office of the Dean of Students - Student Groups](#)

[Students Union - Student Group Services](#)

[Office of Insurance & Risk Assessment](#)

Approval of Risk Assessment for Off-Campus Travel Involving Students form

OUTLINE OF ISSUE

Agenda Title: **Art Acquisition and Commissioning Procedure (in UAPPOL)**

Motion: THAT the GFC Executive Committee, acting under delegated authority from General Faculties Council, recommend to the Board of Governors the proposed Art Acquisition and Commissioning Procedure, an associated procedure of the University of Alberta Museums and Collections Policy, as submitted by the Executive Director of Museums and Collections Services/University Archives and as set forth in Attachment 1 (as amended), for inclusion in the University of Alberta Policies and Procedures On Line (UAPPOL), to be effective upon approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Janine Andrews, Executive Director, Museums and Collections Services/University Archives
Presenter	Janine Andrews, Executive Director, Museums and Collections Services/University Archives
Subject	Art Acquisition and Commissioning Procedure

Details

Responsibility	Provost and Vice President (Academic)
The Purpose of the Proposal is (please be specific)	<p>Since 1912, the University of Alberta has collected outstanding works of art for the purposes of teaching, research, community engagement, enhancement of the University environment, and in support of the University's vision and mission.</p> <p>The Art Acquisition and Commissioning Procedure ensures established procedures are followed and the appropriate expertise and skills are available when adding works of art to the University of Alberta Art Collection. This assists the University in meeting its fiduciary, legal, and ethical obligations in maintaining a world-class collection of art in public trust.</p> <p>Museum works of art, unlike other museum objects, have the potential to be acquired campus-wide thus requiring a procedure to ensure focused institutional collecting.</p>
The Impact of the Proposal is	<ul style="list-style-type: none"> • Clarity and guidance to the University campus; • To comply with our directive to improve our policy and procedures required for our Category A designation conferred by the Canadian Cultural Property Export Review Board; • Consistent acquisition procedures and transfer of ownership; • To ensure accountability for the University's appreciating assets; • To realize economies of scale through coordinated implementation; • Compliance with Provincial, national and international legislation; • To improve access for teaching and research
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A



Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>Dare to Discover -</i></p> <p><u>Transformative Organization and Support</u></p> <ul style="list-style-type: none"> ○ Build, enhance, and maintain classrooms, laboratories, libraries, and museums, as well as athletic, social, and residential facilities to provide a transformative university experience. ○ Establish high standards of service based on best practices to achieve and maintain good stewardship of financial resources and capital assets.
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA) states: Section 26(1) (<i>Powers of general faculties council</i>) of the <i>PSLA</i> states that, “[s]ubject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...] (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university[.] [...]”</p> <p>Section 60(1) (<i>Board Powers and Duties</i>) of the <i>PSLA</i> states that “[t]he board of a public post-secondary institution shall (a) manage and operate the public post-secondary institution in accordance with its mandate, (b) develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta[.] [...]”</p> <p>2. Cultural Property Export and Import Act R.S., 1985, c. C-51 (all articles; selected articles quoted; also an explanation of Category A designation is provided):</p> <p>"Designation" of institutions and public authorities under the <i>Act</i> ensures that institutions wishing to apply for Cultural Property Income Tax Certificates (T871s) or for Movable Cultural Property Grants and Loans meet specific legal, collections management and environmental requirements to properly care for, preserve, and make publicly accessible, objects or collections that are of "outstanding significance and national importance" to the Canadian heritage. Designation is granted by the Minister of Canadian Heritage.</p> <p>“Designated authorities and institutions 32 (2) For the purposes of subparagraph 39(1)(a)(i.1), paragraph 110.1(1)(c), the definition "total cultural gifts" in subsection 118.1(1), subsection 118.1(10) and section 207.3 of the <i>Income Tax Act</i>, the Minister may designate any institution or public authority indefinitely or for a period of time, and generally or for a specified purpose.”</p>



“Revocation of designation

(3) The Minister may at any time revoke a designation made under subsection (2).”

“Designation of expert examiners

6. (1) The Minister may designate any resident of Canada or any institution in Canada as an expert examiner for the purposes of this Act.”

3. *Museums and Collections Policy*

“3. ACQUISITION OF COLLECTIONS

Only units that are registered with Museums and Collections Services as part of the University of Alberta Museums and that have an approved **Acquisition and Management Strategy** may acquire museum objects and operate museum facilities that contain museum objects and collections.

Unless otherwise specified in a registered collection’s approved Acquisition and Management Strategy, before negotiations are undertaken with potential donors of museum objects or collections, the Executive Director, Museums and Collections Services or designate, must be notified. The potential donation will be assessed against established criteria to determine whether approval to proceed will be granted.

Unless otherwise specified in a registered collection’s approved Acquisition and Management Strategy, before undertaking transactions to purchase museum objects or collections, the Executive Director, Museums and Collections Services or designate, must be notified. The potential purchase will be assessed against established criteria to determine whether approval to proceed will be granted.”

4. *Tri-Council Framework for Researchers Working with University-based Collections (all articles – specific reference follows);*

“The federal granting agencies recognize that university-based collections are essential for scientific and cultural research and for training future generations of researchers. These research collections are a significant part of the scientific and cultural resources of Canada, and contain irreplaceable scientific, humanistic, social, scientific, and cultural data. Some of these collections are unique globally, and any repository of type specimens is, similarly, of global importance.

This document clarifies the three federal granting agencies’ general expectations on the care and maintenance of collections that are established as part of agency-funded research programs. It will also help ensure that collections are properly maintained and, if necessary, transferred to appropriate repositories, where they will be

	<p>assured of long-term curatorial care and where other researchers will have reasonable access to them.”</p> <p>5. GFC Executive Committee Terms of Reference (Mandate): “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (Section 3) [...]</p> <p>1. Urgent Matters The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966) (Section 3.1)</p> <p>2. Routine Matters Matters which are routine in carrying out policies approved by General Faculties Council are delegated to the Executive Committee. (Section 3.2) [...]</p> <p>6. Board Finance and Property Committee – Terms of Reference/ Mandate of the Committee: “[...] [T]he Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University[,]” and “q) review and recommend to the Board policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University[.]”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University of Alberta Art Acquisition Committee (March 24, 2010); University of Alberta Museums Policy and Planning Committee (June 4, 2010); Office of the Provost and Vice-President (Academic); Office of University General Counsel; Association of Academic Staff (AASUA)
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (for recommendation) – May 2, 2011; Board Finance and Property Committee (for recommendation) – May 3, 2011; Board of Governors (for final approval) – May 13, 2011
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 3): Art Acquisition and Commissioning Procedure
2. Attachment 2 (pages 1 – 2): Art Acquisition Committee Terms of Reference

Prepared by: Frannie Blondheim, Associate Director, Museums and Collections Services;
Frannie.Blondheim@ualberta.ca

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

Art Acquisition and Commissioning Procedure

Office of Administrative Responsibility:	Museums and Collections Services
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

Since 1912, The University of Alberta has collected outstanding works of art for the purposes of teaching, research, community engagement, enhancement of the University environment and in support of the University's vision and mission. The University of Alberta Art Collection is a registered collection under the University of Alberta Museums and Collections Policy, and is the sole entity authorized to acquire **museum works of art** on behalf of the University of Alberta.

Purpose

The purpose of this procedure is:

- To ensure that the University meets its fiduciary, legal, and moral obligations in maintaining a world-class collection of art in the **public trust**;
- To ensure the University collects and manages works of art appropriately, to avoid duplication of services and to involve the expertise necessary to acquire and care for works of art; and
- To ensure that faculty, staff, students, researchers and agents of the University of Alberta understand the established processes used by **Museums and Collections Services** to acquire **museum works of art** on behalf of the University of Alberta.

PROCEDURE

1. ADMINISTRATIVE AUTHORITY

The University of Alberta's Museums and Collections Services (MACS) will maintain the administrative responsibility to acquire museum works of art and manage the University of Alberta Art Collection (UAAC), as authorized by and subject to the University's *Museums and Collections Policy*.

2. COMPLIANCE

All works of art acquired by the University, through either donation, bequest, purchase, transfer, exchange, commission, or Master of Fine Arts thesis presentation, are approved by the Executive Director, Museums and Collections Services, or designate, on the recommendation of the **University of Alberta Art Acquisition Committee**. This approval authority is distinct from the authority for signing contracts related to legal acceptance of works of art. These contracts are signed in accordance with the *Contract Review and Signing Authority Policy*.

The President or Provost, or designate, may provisionally accept a work of art on the University of Alberta's behalf in the event that acquisition of that work of art is time-sensitive. Works of art accepted in these circumstances will be assessed by the Executive Director, Museums and Collections Services, or designate, as soon as possible to ensure compliance and processing within established policy and procedures.

Units or individual staff of units that wish to acquire a work of art by any mode of **acquisition** must contact the Curator, University of Alberta Art Collection.

All works of art acquired by the University will be **accessioned** into the UAAC. To ensure acquisitions are consistent with the University's goals, works of art will be acquired according to the UAAC **Acquisition and Management Strategy**.

3. COMMISSIONS

a. Works of Art for University Units

Sponsor units interested in commissioning works of art will contact Museums and Collections Services to determine the need for a **commission**.

If the need for a commission is confirmed, Museums and Collections Services will work with the sponsor unit to define the type and scope of the commission, strike an Oversight Committee for the commission, develop a call for proposals and develop a project plan and budget.

Oversight Committees will include representation from the Sponsor Unit, Facilities and Operations, External Relations, the Art Acquisition Committee, and others as appropriate to the nature of the commission.

Commission contracts with artists will be administered by Museums and Collections Services, in collaboration with the sponsor unit and any other units involved.

Commission costs, with associated framing and installation costs, will be borne by the appropriate unit or office, in consultation with Museums and Collections Services.

Administration, including the transfer of ownership and copyright to the University of Alberta, and installation of the commission, where appropriate, is the responsibility of Museums and Collections Services.

Once completed, all commissions will be **accessioned** into the University of Alberta Art Collection, which is administered by Museums and Collections Services.

b. Portraits

The University of Alberta will commission portraits of its presidents, and will consider commissioning portraits of its chancellors and other significant individuals, in the form of paintings, sculpture or photographs.

The procedure for commissioning portraits is as above section 3.a.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Museum Works of Art	Works of visual art in any medium that meet criteria set out in the Acquisition and Management Strategy for the University of Alberta Art Collection and contribute to building a world-class art collection.
Public Trust	The obligation placed on trustees to maintain and preserve cultural and

	natural resources and to ensure that these resources remain in the public domain for the benefit of current and future generations
Museums and Collections Services	The unit charged with the responsibility of ensuring that the University of Alberta is in compliance with this policy and associated procedures.
University of Alberta Art Acquisition Committee	Supports the implementation of the University of Alberta Art Policy and the implementation and review of the University of Alberta Art Collection's Acquisition and Management Strategy.
Unit(s)	A designation used to denote academic and non-academic Departments, Faculties, Schools, Institutes and Centres at the University of Alberta.
Acquisition	The appropriately documented transfer of title (legal ownership and responsibility) which accompanies any object acquired by the University of Alberta, whether through commission, donation, bequest, purchase, transfer, exchange or any other method (e.g., Master of Fine Arts thesis presentation).
Accession	Any object or collection of objects acquired by the University of Alberta at one time from a single source as a permanent addition to its collections; or the process of formally accepting an object into the University's permanent collections.
Acquisition and Management Strategy	A document required of each registered collection at the University of Alberta that describes the scope and uses of the collection, principles of acquiring museum objects, and management strategies to ensure the collection complies with University policy.
Commission	A commission involves the creation of a work of art (e.g. a mural or a sculpture, etc.) by a selected artist for a specific location or purpose. A commission may require a competition, administered by a committee or jury, to select a suitable artist.

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲ Top](#)]

Museums and Collections Policy

Contract Review and Signing Authority Policy

University of Alberta Art Acquisitions Committee Terms of Reference

Department of Art and Design MFA Degree Requirements

UNIVERSITY OF ALBERTA ART COLLECTION
Art Acquisitions Committee

TERMS OF REFERENCE

1. BACKGROUND

The University of Alberta Museums and Collections Policy states that only units that are registered as part of the University of Alberta Museums and that have an approved **Acquisition and Management Strategy** may acquire museum objects and operate museum facilities that contain museum objects and collections.

It is recommended that each registered collection maintain an Acquisitions Committee to make recommendations on collections development activities.

The University of Alberta Art Collection includes the Art Collection (historical and contemporary) and the Mactaggart Art Collection.

The Art Acquisitions Committee will be governed by these terms of reference.

2. PURPOSE

- a) To receive and review curatorial recommendations on acquisitions to the University of Alberta Art Collection whether they are donations, purchases, transfers or exchanges.
- b) To receive and review curatorial recommendations on deaccessioning of works of art from the University of Alberta Art Collection
- c) To make decisions on curatorial recommendations for acquisitions and deaccessions that are aligned with the University of Alberta Art Collection's Acquisition Strategy.
- d) To approve an annual report regarding collections development activities of the University of Alberta Art Collection.
- e) To review and advise on policy, procedure and related documents.
- f) To act as informed advocates for the University of Alberta Art Collection and the Museums and Collections Policy.
- g) To periodically review the composition of the Art Acquisitions Committee and its terms of reference.

3. COMPOSITION

Ex-Officio Voting Members

- Executive Director, Museums and Collections Services, who also chairs the committee;
- Curator, University of Alberta Art Collection;
- Curator, Contemporary Art, University of Alberta Art Collection
- Curator, Mactaggart Art Collection, University of Alberta Art Collection

- Chair, Department of Art and Design
- Faculty member, studio discipline, Department of Art and Design recommended by the Chair
- Chair, East Asian Studies or designate from continuing Faculty

Ex-Officio Non-Voting

- University Architect or designate
- Development Office representative

Appointed Voting Members

- Undergraduate student
- Graduate student appointed by the Graduate Students Association
- A community representative

Depending on the nature of the activity under consideration and the strategic direction of the Acquisitions Strategy, the Committee can include representation from other units as appropriate, as well as other community members.

4. QUORUM

The quorum for the Committee shall be one-half the voting members (where there is an even number of voting members) or one-half plus one member (where there is an odd number of voting members).

Vacancies (but not absences) on the Committee are excluded when counting the voting members in order to establish the quorum, and the Committee Chair is counted as a voting member.

5. VOTING PROCEDURE

It is standard practice for Committee decision-making and voting to take place in person during a meeting. However, from time to time it may be necessary to facilitate decision-making and voting by electronic means (e.g., electronic mail, voice mail, tele-conference).

6. CONDITIONS OF MEMBERSHIP

- Unless otherwise stated, members are invited to sit on the committee by the Executive Director, Museums and Collections Services.
- Each member will serve for a 2-year period beginning 1 July and ending 30 June.
- Members elected by the Graduate Students' Association or representing undergraduate students will serve a term of one year, beginning 1 July and ending the following 30 June. The term is renewable for two consecutive terms.
- Members must maintain an active role on the Committee; absence from more than two successive meetings without just cause may result in the Chair requesting a replacement.
- Membership will be terminated prior to the end of the elected term, if the member is no longer eligible to represent the body that nominated him/her.

7. RECORD KEEPING

Decisions of the committee, but not minutes, will be recorded by a University of Alberta Museums' staff member.

OUTLINE OF ISSUE

Agenda Title: **Proposed Amendments to the Composition of the Dean Selection/Review Committee for the Faculty of Rehabilitation Medicine (in UAPPOL)**

Motion: THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, approve the proposed changes to the composition of the Dean Selection/Review Committee for the Faculty of Rehabilitation Medicine, as submitted jointly by the Office of the Provost and the Faculty of Rehabilitation Medicine and as set forth in Attachment 1 (as amended), to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Carl Amrhein, Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic), and Anita Yates, Assistant Dean (Administration), Faculty of Rehabilitation Medicine
Subject	Composition of the Dean Selection and Review Committees for Individual Faculties – Faculty of Rehabilitation Medicine

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To amend the UAPPOL 'Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Rehabilitation Medicine', associated with the UAPPOL Selection of Faculty Deans Procedure, by updating categories of student and professional organization representation with changes determined by the Provost to be routine/editorial in nature: <ul style="list-style-type: none"> • Update student representation from listing one undergraduate student and one graduate student to listing two graduate students only, as the Faculty of Rehabilitation Medicine has graduate students only. • Update the mechanism for student representation selection to have one student represent the professional programs and one student represent the science programs. • Update the listing of professional organizations to reflect changes resulting from reorganization and new names and acronyms: <ul style="list-style-type: none"> ○ Related to occupational therapy, the name was changed to Alberta College of Occupational Therapists (ACOT). ○ Related to two formerly-separate physical therapy/physiotherapy organizations, the two combined to form the Alberta College and Association of Physiotherapists (ACAP).
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	UAPPOL 'Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Rehabilitation Medicine'.
Timeline/Implementation Date	On final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The UAPPOL Selection of Faculty Deans Procedure directs that, in matters of a routine or editorial nature, the Board of Governors and GFC delegate their authority to GFC Executive Committee, specifying that what is of a routine/editorial nature or of a substantive nature will be determined by the Provost and Vice-President (Academic).

	Please note: Provost Amrhein has determined these proposed amendments to be of a routine/editorial nature.
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Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, “over academic affairs” (Section 26(1)).</p> <p>The <i>Act</i> provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council (section 22(2)). In addition, GFC may recommend to the Board of Governors on procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. UAPPOL Policy: The Selection of Faculty Deans Procedure states “With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.”</p>

Routing (Include meeting dates)

Consultative Route	Provost and Vice-President (Academic)
Approval Route	Faculty of Rehabilitation Medicine Council (April 6, 2011) – for recommendation; GFC Executive Committee (May 2, 2011) – for final approval
Final Approver	GFC Executive Committee

Attachments (1):

- Attachment 1: Comparative Table of Proposed Changes to the Composition of the Selection/Review Committee for the Dean of the Faculty of Rehabilitation Medicine (pages 1 – 2)

Prepared by: Irene Hacke, Selection and Review Initiatives Manager, irene.hacke@ualberta.ca

From UAPPOL

**Dean's Selection and Review Committee Composition
Faculty of Rehabilitation Medicine**

CURRENT

The selection committee shall consist of the following voting members:

- a) Provost and Vice-President (Academic), or designee, Chair.
- b) Vice-President (Research), or designee, Vice-Chair.
- c) Dean of Graduate Studies and Research, or designee.
- d) Four (4) full-time faculty members (Categories A1.1, or A1.5, or A2.1, ie, clinical track) from the Faculty Council concerned elected by the Faculty Council. At least one of the four will be a Department Chair from within the Faculty and all four shall come from different Departments/Units. Occupational Therapy, Physical Therapy, Speech Pathology and Audiology and the Faculty unit shall each have representation.
- e) Two (2) full-time students, ~~one undergraduate and one graduate.~~

Where a Faculty is departmentalized, the students shall come from different Departments.

The ~~undergraduate~~ student representative(s) will be selected by the Rehabilitation Medicine Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Rehabilitation Medicine Students' Association to the Faculty Office, ~~and the Students' Union.~~ If the ~~Association~~ is unable to fill the required number of ~~undergraduate~~ students, then the ~~Students' Union~~ will be responsible for the selection of the ~~undergraduate~~ representatives.

The ~~graduate~~ student representative(s) shall be selected through the following mechanism. Each ~~Departmental Graduate Student Association~~ shall forward a name to the Graduate Students' Association and the representative will be elected by the Graduate Students' Association Council. If no ~~Departmental Graduate Student Association~~ exists or if no names are forwarded by the existing associations, the Graduate Students' Association shall be responsible for forwarding a name to the Graduate

PROPOSED

The selection committee shall consist of the following voting members:

- a) no change
- b) no change
- c) no change
- d) no change
- e) Two (2) full-time **graduate** students

Where a Faculty is departmentalized, the students shall come from different Departments.

The **graduate** student representatives will be selected by the Rehabilitation Medicine Students' Association using whatever method the Association deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Rehabilitation Medicine Students' Association **(RMSA)** to the Faculty Office. If the **RMSA** is unable to fill the required number of **graduate** students, then the **Graduate Students' Association** will be responsible for the selection of the **graduate student** representatives.

One graduate student will be selected to represent the professional programs in Occupational Therapy, Physical Therapy or Speech Pathology and Audiology and one graduate student will be selected to represent the Rehabilitation Science programs.

~~Students' Association Council for ratification.~~

- f) Three (3) persons who are representatives of the appropriate professional or community associations. These representatives are from: a) ~~Alberta Association of Registered Occupational Therapists (AAROT)~~ or the Society of Alberta Occupational Therapists (SAOT); b) ~~Alberta Physiotherapy Association (APA) or College of Physical Therapists of Alberta (CPTA)~~; c) Alberta College of Speech Language Pathologists and Audiologists. In category a) ~~or b)~~ the organizations will select one representative.

- g) One (1) full-time member of the support staff (Category B1.0) from the Faculty concerned, elected by the full-time support staff (Category B1.0) in that Faculty. The Provost and Vice-President (Academic) shall be responsible for directing the election of any support staff member serving on a selection committee described in the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure.

- h) One (1) academic staff representative from Category A1.0, from outside the Faculty concerned, elected by GFC.

(Total members: 14)

- f) Three (3) persons who are representatives of the appropriate professional or community associations. These representatives are from: a) **Alberta College of Occupational Therapists (ACOT)** or the Society of Alberta Occupational Therapists (SAOT); b) **Alberta College and Association of Physiotherapists (ACAP)**; c) Alberta College of Speech Language Pathologists and Audiologists (**ACSLPA**). In category a) the organizations will **jointly** select one representative.

- g) No change

- h) No change

(Total members: 14)

OUTLINE OF ISSUE

Agenda Title: **Proposed Amendments to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (Regarding Committee Composition) (in UAPPOL)**

Motion: THAT the GFC Executive Committee, acting under delegated authority from the Board of Governors and the General Faculties Council, approve the proposed changes to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (both in UAPPOL), as submitted by the Provost and Vice-President (Academic) and as set forth in Attachment 1 (as amended), to take effect upon approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Carl Amrhein, Provost and Vice-President (Academic)
Presenter	Carl Amrhein, Provost and Vice-President (Academic)
Subject	Request approval of proposed changes to the Selection of Faculty Deans and the Review of Faculty Deans Procedures related to Committee Composition

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is	Currently, the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure are inconsistent in their wording related to composition of selection/review committees. Traditionally, the processes for both kinds of committees have been the same. The proposed wording will bring the two procedures into alignment, providing clarity and consistency for future processes.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises	Selection of Faculty Deans Procedure and Review of Faculty Deans Procedure.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The UAPPOL Selection of Faculty Deans Procedure directs that, in matters of a routine or editorial nature, the Board of Governors and GFC delegate their authority to GFC Executive Committee, specifying that what is of a routine/editorial nature or of a substantive nature will be determined by the Provost and Vice-President (Academic). Please note: Provost Amrhein has determined these proposed amendments to be of a routine/editorial nature.

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. Post-Secondary Learning Act (PSLA): The PSLA gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, "over academic affairs" (Section 26(1)). The Act provides that "[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council (section 22(2)). In addition, GFC may recommend to the Board of Governors on

	<p>procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. UAPPOL Policy: The Selection of Faculty Deans Procedure states “With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.”</p>
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Routing (Include meeting dates)

Consultative Route	Provost and Vice-President (Academic)
Approval Route	GFC Executive Committee (May 2, 2011) – for final approval
Final Approver	GFC Executive Committee

Attachments:

- Attachment 1 – Comparative Table of Proposed Changes to the Selection of Faculty Deans Procedure and the Review of Faculty Deans Procedure (Regarding Committee Composition) (page 1)

Prepared by: Irene Hacke, Selection and Review Initiatives Manager, irene.hacke@ualberta.ca

From UAPPOL Selection of Faculty Deans Procedure	
CURRENT	PROPOSED ADDITION
<p>2. THE SELECTION COMMITTEE</p> <p>a) Composition of Selection Committees</p> <p>All selections shall be carried out by a duly constituted Selection Committee. The composition of Dean Selection Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost. The following are requirements common to selection committees across all Faculties.</p>	<p>2. THE SELECTION COMMITTEE</p> <p>a) Composition of Selection Committees</p> <p>All selections shall be carried out by a duly constituted Selection Committee. The composition of Dean Selection Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost. <u>The composition of Dean Selection Committees must be approved by their respective Faculty Councils.</u> The following are requirements common to selection committees across all Faculties.</p> <p>[List of common requirements follows....]</p>

From UAPPOL Review of Faculty Deans Procedure	
CURRENT	PROPOSED ADDITION
<p>2. THE REVIEW COMMITTEE</p> <p>a) Composition of Review Committees</p> <p>All reviews shall be carried out by a duly constituted review committee.</p> <p>The composition of Dean Review Committees varies by Faculty. Individual Faculty Councils must approve the composition of their own individual committees. The following are requirements common to review committees across all Faculties.</p>	<p>2. THE REVIEW COMMITTEE</p> <p>a) Composition of Review Committees</p> <p>All reviews shall be carried out by a duly constituted review committee.</p> <p>The composition of Dean Review Committees varies by Faculty. <u>Changes to the composition of individual Faculties' review committees may be initiated by the Faculty or by the Provost. The compositions of Dean Review Committees must be approved by their respective Faculty Councils.</u> The following are requirements common to review committees across all Faculties.</p> <p>[List of common requirements follows....]</p>