

The following Motions and Documents were considered by the GFC Executive Committee at its Monday, December 02, 2013 meeting:

Agenda Title: **Proposed Changes to the General Composition of Selection Committees for Chairs (UAPPOL Selection of Department Chairs Procedure)**

CARRIED MOTION: THAT the GFC Executive Committee take from the table the proposed changes to the General Composition of Selection Committees for Chairs (UAPPOL Selection of Department Chairs Procedure) effective immediately.

[Note from University Governance: In taking this item from the table, members were apprised by the Acting Provost and Vice-President (Academic) that the Faculty of Graduate Studies and Research (FGSR) had decided to withdraw this proposal, originally considered (and tabled) by the GFC Executive Committee at its meeting of November 4, 2013.]

Agenda Title: **Proposed Changes to the UAPPOL Academic Centres and Institutes Termination Procedure**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the proposed changes to the UAPPOL Academic Centres and Institutes Termination Procedure, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 5

Agenda Title: **Proposed New Course Designation of NANO (Nanotechnology and Nanoscience)**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designation of NANO (Nanotechnology and Nanoscience), as submitted by the Faculties of Engineering and Science, to take effect for Fall Term, 2014.

Final Item: 6

Agenda Title: **Proposed Changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility (UAPPOL)**

CARRIED MOTION: THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board Human Resources and Compensation Committee the proposed changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility in UAPPOL, as amended, to take effect upon final approval by the Board of Governors.

Final Recommended Amended Item: 7

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the UAPPOL Academic Centres and Institutes Termination Procedure**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the proposed changes to the UAPPOL Academic Centres and Institutes Termination Procedure, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, 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	Provost and Vice-President (Academic)
Presenter	Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research)
Subject	Proposed changes to the existing UAPPOL procedure relating to the termination of academic centres and institutes.

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	Some of the proposed changes are editorial in nature. Other, more substantial changes relate to the provision of a meeting with the Provost and Vice-President (Academic) in the event a recommendation for termination is disputed and to language explicitly referring to use of the GFC-reserved designations of the “centre” and “institute.”
The Impact of the Proposal is	Minimal.
Replaces/Revises (eg, policies, resolutions)	Academic Centres and Institutes Termination Procedure in UAPPOL.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> (Learning, Discovery and Citizenship; Transformative Organization and Support) and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>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 educational or cultural advancement of the people of Alberta” (Section 60(1)). Subject to the authority of the Board of Governors, the General Faculties Council has responsibility over “academic affairs” (Section 26(1)) and can “make recommendations to the board with [...]</p> <p style="padding-left: 40px;">respect to affiliation with other institutions” (Section 26(1)(o)). [...]</p> <p>2. GFC Executive Committee Terms of Reference (3. Mandate of the Committee) states: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.”</p>

FINAL Item No. 5

	It should be noted that the GFC Executive Committee is the 'Final Approver' of the UAPPOL Academic Centres and Institutes Termination Procedure.
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Murray Gray, Vice-Provost (Academic) and Associate Vice-President (Research); Centres and Institutes Committee; President's Executive Committee – Operations; Association of Academic Staff – University of Alberta
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (December 2, 2013) – for final approval
Final Approver	GFC Executive Committee

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

1. Attachment 1 (pages 1 – 3) – Proposed Revisions to the UAPPOL Academic Centres and Institutes Termination Procedure (Tracked Changes)
2. Attachment 2 (pages 1 – 3) – Clean Version of the Revised UAPPOL Academic Centres and Institutes Termination Procedure

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), kathleen.brough@ualberta.ca

Item 5

CIC 21Nov12

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.

Academic Centres and Institutes Termination Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council (GFC Executive Committee)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

This procedure applies to all **academic centres and institutes**. This procedure does not apply to **affiliated centres and institutes**, nor shall it apply to research ~~consortia~~ ~~consortia~~ that are created to fulfill the mandate of a research grant.

Purpose

To outline University requirements for the termination of academic centres and institutes.

PROCEDURE

~~Termination of academic centres and institutes shall occur by one of two means:~~

~~1. SUSPENSION OF OPERATION~~

In consultation with the relevant Dean(s), the Provost and Vice-President (Academic) may suspend ~~or terminate~~ the operation of any academic centre or institute at any time. In such cases, the Provost and Vice-President (Academic) must at the earliest opportunity inform the **GFC Academic Planning Committee (APC)** of the suspension of activity and the reasons for doing so. Prior to the suspension ~~or termination~~ of an academic centre or institute, consideration must be given to the impact this would have on any agreements that have been entered into with third parties.

~~2. TERMINATION~~

~~Termination of academic centres and institutes shall occur by one of two means:~~

~~By lack of submission of annual reports to the Reporting Dean for a period of two consecutive years. In such cases, on the recommendation of the Reporting Dean, the Provost and Vice-President (Academic) shall inform GFC APC of the relevant unit's failure to report and notice of closure.~~

~~Prior to GFC APC's consideration of the matter, by resolution of APC on the recommendation of the Reporting Dean, or the Provost and Vice-President (Academic), University Administration, ~~t~~The director of the centre or institute may request a review meeting with the Provost and Vice-President (Academic) to dispute the recommendation;~~

~~by lack of submission of annual reports to the Reporting Dean for a period of two consecutive years. In such cases, the University Administration shall inform APC of the relevant unit's failure~~

~~to report and notice of closure.~~

~~- Termination plans, prepared by the reporting Dean, must include details of any financial encumbrances, physical resources, or effect on teaching or other dissemination obligations. Termination of an academic centre or institute means that the GFC-reserved designations "centre" or "institute" are no longer applied to the research- academic activities of the participants, but other designations such as "group", "network" or "facility" may be used to self identify research and scholarly efforts.~~

- The termination of an academic centre or institute must be included in GFC APC's annual report to General Faculties Council.

DEFINITIONS

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

<p>Academic Centre or Institute</p>	<p>An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations. If an external corporate entity is involved in the centre or institute, the process for managing conflict of interest and conflict of commitment must be reviewed. The University attaches the utmost value to academic freedom and scholarly integrity. Accordingly, academic centres and institutes shall not place any limits on these accepted principles of academic freedom and scholarly integrity.</p> <p>Centres or institutes are not subsidiary companies, spin-off companies, societies created through non-university policies, or groups or corporations that lease University of Alberta space to achieve their own ends.</p> <p>Additionally, if the academic centre or institute has a governing board, membership of the board is constituted such that the University of Alberta has control.</p>
<p>Affiliated Centre or Institute</p>	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
<p>Reporting Dean</p>	<p>The Dean of the Faculty to which a centre or institute reports. In the</p>

	case where multiple Deans are associated with a centre or institute, one Dean will be deemed to be the reporting Dean.
Control	Majority of voting shares and/or ability to appoint the majority of directors.

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

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

[Academic Centres and Institutes](#) (University of Alberta)

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

Academic Centres and Institutes Termination Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council (GFC Executive Committee)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

This procedure applies to all **academic centres and institutes**. This procedure does not apply to **affiliated centres and institutes**, nor shall it apply to research consortia that are created to fulfill the mandate of a research grant.

Purpose

To outline University requirements for the termination of academic centres and institutes.

PROCEDURE

Termination of academic centres and institutes shall occur by one of two means:

1. In consultation with the relevant Dean(s), the Provost and Vice-President (Academic) may suspend or terminate the operation of any academic centre or institute at any time. In such cases, the Provost and Vice-President (Academic) must at the earliest opportunity inform the GFC Academic Planning Committee (APC) of the suspension of activity and the reasons for doing so. Prior to the suspension or termination of an academic centre or institute, consideration must be given to the impact this would have on any agreements that have been entered into with third parties.
2. By lack of submission of annual reports to the **Reporting Dean** for a period of two consecutive years. In such cases, on the recommendation of the Reporting Dean, the Provost and Vice-President (Academic) shall inform GFC APC of the relevant unit's failure to report and notice of closure.
 - Prior to GFC APC's consideration of the matter, on the recommendation of the **Reporting Dean**, or the Provost and Vice-President (Academic), the director of the centre or institute may request a review meeting with the Provost and Vice-President (Academic) to dispute the recommendation.
 - Termination plans, prepared by the reporting Dean, must include details of any financial encumbrances, physical resources, effect on teaching or other dissemination obligations. Termination of an academic centre or institute means that the GFC-reserved designations "centre" or "institute" are no longer applied to the academic activities of the participants.
 - The termination of an academic centre or institute must be included in GFC APC's annual report to General Faculties Council.

DEFINITIONS

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Affiliated Centre or Institute	<p>An affiliated centre or institute is created through a contractual or other legal arrangement with one or more third parties such as a joint venture, a corporation, a society, a partnership or other affiliation type arrangement by which a centre or institute is created which is not under the control of the University.</p> <p>The centre or institute reports to a governing board that is external to the University of Alberta and for which the University does not have control. This definition would include centres and institutes located on or off the University's campuses, including national centres of excellence.</p> <p>In all cases, the required governance reviews and approvals must be obtained prior to contract execution.</p>
Reporting Dean	<p>The Dean of the Faculty to which a centre or institute reports. In the case where multiple Deans are associated with a centre or institute, one Dean will be deemed to be the reporting Dean.</p>
Control	<p>Majority of voting shares and/or ability to appoint the majority of directors.</p>

FORMS

There are no forms for this Procedure. [▲Top](#)

RELATED LINKS

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[Academic Centres and Institutes](#) (University of Alberta)



OUTLINE OF ISSUE

Agenda Title: **Proposed New Course Designation of NANO (Nanotechnology and Nanoscience)**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designation of NANO (Nanotechnology and Nanoscience), as submitted by the Faculties of Engineering and Science, to take effect for Fall Term, 2014.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	David Lynch, Dean of the Faculty of Engineering, and Jonathan Schaeffer, Dean of the Faculty of Science
Presenters	Steven Dew, Associate Dean (Research and Planning), Faculty of Engineering, and Larry Heaman, Associate Dean (Research), Faculty of Science
Subject	Introduction of a new course designation, NANO

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To introduce a new course designation, NANO, as a unifying, neutral, and interdisciplinary identifier of courses related to nanotechnology.
The Impact of the Proposal is	<p>There are hundreds of students in graduate programs related to nanotechnology from across the University. Each of the courses taken by these students has been developed in 'silos' by departments seeking to address a specific need of their own students. Given the highly-interdisciplinary nature of nanotechnology, this does not well serve the broader needs of students in the field. By creating a neutral, interdisciplinary course designation of NANO, we will have a forum for offering courses that are intended to serve the broader community of nano-related students. The flagship course, NANO 500, will explore the foundation technologies; social, economic and environmental aspects of nano; and address common health and safety issues that every practitioner in the field should know but for which there is very limited coverage in our current course offerings given their siloed origins.</p> <p>NANO will also serve as a vehicle for offering a future graduate certificate program that is being developed jointly by the Faculties of Engineering, Science, Agricultural, Life and Environmental Science, Medicine and Dentistry, and the National Institute for Nanotechnology (NINT).</p> <p>Finally, NANO will provide a branding that will help bring together existing students at the University of Alberta under a common banner and attract new students from around the world who will see a coordinated, integrated, and cooperative educational program in nano at this institution.</p>
Replaces/Revises (e.g., policies, resolutions)	This is a new course designation. Some existing courses may migrate to NANO at the discretion of the units that offer those courses.
Timeline/Implementation Date	Fall Term, 2014.
Estimated Cost	See 'Sources of Funding'.
Sources of Funding	Resources for NANO 500 will be secured primarily from NINT which has agreed to help coordinate delivery of the course. Other units will contribute on a voluntary basis. Resource needs for an intended follow-



	on graduate certificate program will be identified as details are developed.
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	Aligns with <i>Dare to Deliver</i> and <i>Dare to Discover</i> values: Enrich the student experience; foster new joint degree programs that unite academic units/professional schools; promote interdisciplinary collaboration; create learning opportunities for students and creative collaborations to address global challenges and initiatives; provide an intellectually superior educational environment for students; diverse, yet inclusive, dynamic collegial community that welcomes change.
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): GFC is responsible, generally, for the academic affairs of the University and specifically, for programs of study in Faculties (Sections 26(1) and 26(1) (b)).</p> <p>2. GFC Executive Committee Terms of Reference/Mandate of the Committee: In 1996, GFC delegated its authority to the GFC Executive Committee to ratify new course subject names and their abbreviations (Section 3.14).</p> <p>3. GFC Policy: "Course subject names shall designate broad areas of study (often an entire department) and shall not be used to designate numerous specializations. Faculty Councils shall endeavour to keep the number of subject names in the Faculty to an acceptable minimum. Subject names shall not be added or changed except for strong academic reasons." (Section 37.2 of the GFC Policy Manual)</p>

Routing(Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University of Alberta – NINT Steering Committee, March 26, 2013 and June 27, 2013 (strategy and content); Engineering Graduate Planning Committee, June 9, 2013 (content and fit); Engineering Academic Planning Committee, September 11, 2013 (Calendar content approval); Engineering Executive Coordinating Committee (ECC), October 31, 2013 (Calendar content approval; ECC acts on the delegated authority of Faculty of Engineering Council)
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (December 2, 2013) – for final approval
Final Approver	GFC Executive Committee

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

- Attachment 1 (page 1) – University Calendar Copy of NANO 500 Course Description,
- Attachment 2 (page 1) – Letter of Support from the Faculty of Engineering
- Attachment 3 (page 1) – Letter of Support from the Faculty of Science
- Attachment 4 (page 1) – Letter of Support from the Faculty of Agricultural, Life and Environmental Science
- Attachment 5 (page 1) – Letter of Support from the National Institute for Nanotechnology (NINT)

Prepared by: Steven Dew, Associate Dean (Research and Planning), Faculty of Engineering, and Larry Heaman, Associate Dean (Research), Faculty of Science

Calendar Changes for 2014-2015

**231.XXX Nanotechnology and Nanoscience, NANO
Faculties of Engineering and Science**

Current	Proposed
New course and new subject designation	<u>NANO 500 Nanotechnology and Society</u> <u>★3 (fi 6) (either term, 3-0-1) Overview of nanotechnology fundamentals and methodologies, including origins and implications of multidisciplinary aspects; areas of established and potential applications and markets. Implications in environment, health, and safety; regulation and legal status of nanotechnologies; national and international standards. Intellectual property and commercialization; social implications and acceptance.</u>

This is a proposed new subject designation. It is requested to support an inter-faculty, inter-institutional initiative in nanotechnology education involving the Faculties of Engineering, Science, Medicine and ALES as well as the National Institute for Nanotechnology (NINT). This is the first of a number of courses that will support a graduate nanotechnology certificate program and may ultimately lead to an interdisciplinary graduate degree. Using NANO will provide a clear brand, a common identification that can span multiple departments and faculties and an association that is very appropriate for NINT.

For administrative purposes, it is proposed that NANO be 'owned' jointly by Engineering and Science. However, it is hoped that many departments might contribute courses to this subject.



Martin Ferguson-Pell,
Acting Provost and Vice-President (Academic)

November 15, 2013

re: proposed NANO course designation

Dear Dr. Ferguson-Pell,

Since momentum on campus began to build in 1999 around nanotechnology, the number of faculty members engaged in the field has grown from 48 to 125, the amount of annual research funding has increased from \$14M to \$82M, and the number of graduate students has exploded from 185 to 775. A major factor in this growth has been the establishment of the National Institute for Nanotechnology (NINT). The impact of this growth in nano activity has been widespread, spanning at least 23 departments across 8 faculties. This breadth is inherent in the field which combines concepts from an unprecedented range of disciplines.

Despite all of this feverous activity, there are currently no graduate programs that are focused on nanotechnology, nor are there courses that recognize the transdisciplinary nature of the field. Each course taken by these hundreds of graduate students is associated with a single department and designed solely for the needs of students within that department. This presents a major impediment to interdisciplinary training and undermines the University's ability to attract the best talent from around the world.

A consortium of faculties including Engineering, Science, ALES and Medicine have come together with NINT to develop more effective ways to deliver nano-related research and education at the University of Alberta. The first objective of this steering committee is to build a more integrated and more powerful graduate experience through a nanotechnology graduate certificate. This will involve the creation or identification of courses which provide foundations for the field but which can be taken by students from a variety of backgrounds. The first of these is to be NANO 500 which explores a variety of common social, economic and health aspects as well as a survey of the core technologies driving this field. If successful, further courses will be added to the NANO family.

The steering committee felt strongly that these courses must be offered under a new course designation (NANO) that would provide neutral ground for courses that may be pulled from many different departments and be offered to students from many more. Further, a nano-specific identification will provide a clear branding that will help the University of Alberta recruit and promote itself on an internationally competitive stage. For these reasons, the Faculty of Engineering is fully supportive of the proposal to create a new course designation and for the creation of NANO 500 as the first example under this subject.

Sincerely,

A handwritten signature in black ink that reads 'Steven Dew'.

Steven K. Dew
Associate Dean (Research & Planning), Faculty of Engineering

Interdepartmental Correspondence

Faculty of Science
Office of the Dean
6-189 Centennial Centre for Interdisciplinary Science (CCIS)
Edmonton, Alberta, Canada T6G 2E1

Tel: 780.492.3169
Fax: 780.492.9434
larry.heaman@ualberta.ca
www.science.ualberta.ca

Date: Monday, November 18, 2013

To: Martin Ferguson-Pell, Acting Provost
Chair, GFC Executive Committee

From: Larry Heaman, Associate Dean (Research)
Faculty of Science

Cc: Steven Dew, Associate Dean (Research & Planning)
Faculty of Engineering

Re: **Proposed NANO course designation**

Dear Dr. Ferguson-Pell,

Nanoscience and nanotechnology have become a core area of focus for the University of Alberta. Through numerous new faculty recruitments, extensive facilities development and partnership in the National Institute for Nanotechnology (NINT), the University has achieved a leading international reputation in nano and become a destination of choice for graduate students from around the world. The Faculty of Science is proud of the part it has played to achieve this result.

In order to sustain this momentum and continue to differentiate itself, the University needs to strengthen its branding in nano and to more fully embrace the interdisciplinary nature of the field. To achieve this, the Faculty of Science is working with its sister faculties and with NINT to help build an interdisciplinary graduate certificate program in nanotechnology. Once completed, this program will be a focal point for graduate students from across campus to learn the diverse disciplines that have converged at the nano scale, build a common identity, and earn a credential that we hope will become recognized around the world as being elite. Achieving this requires a common course designation that can be used by different faculties to brand courses and associate them with this new program. For this reason, the Faculty of Science is fully supportive of creating the new course designation, NANO, and will participate in the joint effort to deliver the anchor course, NANO 500. Additional NANO courses are also under development.

Nanotechnology represents an area that will continue to gather momentum and have growing impact on society. This initiative to have common branding and collaborative administration of cross-disciplinary graduate courses will be an important part of keeping the Faculty of Science and the University of Alberta at the forefront of this key strategic field. Hence, this initiative has our clear and committed support.

Sincerely yours,



Larry Heaman
LH/cdm



November 15, 2013

Martin Ferguson-Pell,
Acting Provost and Vice-President (Academic)
2-36 South Academic Building
Edmonton, Alberta
T6G 2G7

Re: NANO course subject designation

Dear Dr. Ferguson-Pell,

Nanotechnology is a cross-cutting field that draws together expertise from the natural and life sciences, medicine, engineering, social sciences, business, law and the humanities. Its application will ultimately impact almost all aspects of society. Recognizing this, the University of Alberta has built tremendous strength in people, facilities and programs, not the least of which is the National Institute for Nanotechnology (NINT). However, collectively this topic is too broad for any one department or faculty to tackle. For this reason, the Faculties of Engineering, Science, Medicine and ALES have come together with NINT to explore ways to coordinate and collaborate for the delivery of even more powerful research and graduate training programs.

The first and perhaps most important outcome of this effort is the commitment to develop courses that are intended for graduate students from across campus and not confined to just a narrow specialization. This will build to a graduate nanotechnology certificate as a credential that recognizes the inherent interdisciplinarity of the field and which will be a powerful recruitment tool for a graduate population that already spans the world. The first step towards this vision is the creation of a set of courses that will be jointly administered under the banner of NANO. This branding will provide visibility for the program and reflect the fact that multiple departments and faculties are collaboratively contributing to its delivery. The Faculty of ALES is fully supportive of the efforts to create the NANO course subject designation in order to advance this initiative.

Sincerely yours,

Walter T. Dixon, Ph.D.
Associate Dean (Research and Graduate Studies)
Faculty of Agricultural, Life and Environmental Sciences

MEMORANDUM

From: Marie D'Iorio, Executive Director, NINT

To: Steve Dew, Associate Dean, Research and Planning, Faculty of Engineering

Subject: Nano500 course

This note is to confirm the commitment by the National Institute for Nanotechnology to develop and deliver a Nano500 course as a core graduate level course for the proposed UofA Graduate Nano Certificate program. NINT has about 100 researchers associated with the Faculties of Science, Engineering, Medicine, Law and Business who can contribute an interdisciplinary perspective on Nanoscience and Nanotechnology. Not only is there interest from the NINT graduate community in the Nano Certificate program, but there is a keen interest on part of researchers to contribute to the delivery of the Nano500 course. NINT Management will view these contributions as a valued part of professional development and outreach to the research community.

FINAL Item No. 7

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility (UAPPOL)**

Motion: THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board Human Resources and Compensation Committee the proposed changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility in UAPPOL, as amended, to take effect upon final approval by the Board of Governors.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Marion Haggarty-France, University Secretary
Presenter	Marion Haggarty-France, University Secretary
Subject	Proposed Changes to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility (UAPPOL).

Details

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	Revisions are proposed to the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility in UAPPOL to reflect previously-approved staff categories and advancements in voting technologies utilized by University Governance in relation to managing elections for Search and Review Committees for President. Additionally, to ensure that procedures in UAPPOL possess uniform and proper titles, the proposal includes a revision to rename the procedures. The final proposed change relates to the inclusion of a clause with 'Appendix A' to ensure that broad representation is achieved on the Search and Review Committees for President, if the need arises.
The Impact of the Proposal is	To make current the Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility within UAPPOL.
Replaces/Revises (eg, policies, resolutions)	Current Search and Review Procedures for President and the Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility (UAPPOL).
Timeline/Implementation Date	December 13, 2013 (ie, upon final approval).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	1. <i>Dare to Discover</i> – <i>Four Cornerstones</i> – Talented People; Learning, Discovery and Citizenship; Connecting Communities; and Transformative Organization and Support.
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FINAL Item No. 7

Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)

2. **Post-Secondary Learning Act (PSLA)** – Relevant sections of the PSLA are cited:

“Appointment, suspension and dismissal of staff

22 (2) 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.”

“Powers of general faculties council

26 (1) Subject to the authority of the Board of Governors, 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 a recommendation to the board with 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.”

“President

81(1) The board of a public post-secondary institution shall appoint the president of the public post-secondary institution.

(2) The board shall prescribe the term of office of the president and the remuneration to be paid to the president by the board.

(3) A president has general supervision over and direction of the operation of the public post-secondary institution and has those other powers, duties and functions that are assigned to the president by the board.

(4) A president may delegate in writing any of the president’s powers, duties or functions as the president considers appropriate and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”

3. **GFC Executive Committee Terms of Reference:**

“3. Mandate of the Committee

To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)

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)

2. Routine Matters

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	<p>Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)”</p> <p>4. Board of Governors of the University of Alberta - Mandates and Roles Document:</p> <p>“The Board shall manage and operate the institution in accordance with its mandate [PSLA Section 60(1)(a)].</p> <p>...</p> <ul style="list-style-type: none"> • The appointment of the president and vice-presidents [PSLA Sections 81(1) and 82(1)].” <p>5. Board Of Governors Terms of Reference: “[...]”</p> <p>2. The Board may create other committees (each of which is a ‘Committee’) and establish the terms of reference of such committees.”</p> <p>6. Board Human Resources and Compensation Committee (BHRCC) – Terms of Reference:</p> <p>“LIMITATION ON DELEGATION BY THE BOARD</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:</p> <p>(a) the appointment, extension, reappointments and dismissals of Deans, Vice-Presidents and the President[.]”</p> <p>7. UAPPOL Procedure – Search Committee for President</p> <p>“Purpose</p> <p>To detail the procedure for search and selection of the University President.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Members of the Board Human Resources and Compensation Committee (for review and input); University Governance (for review and input); Administration (for information); Association of Academic Staff – University of Alberta – (consultation regarding proposed editorial changes to relevant UAPPOL procedures)
Approval Route (Governance) (including meeting dates)	Board Human Resources and Compensation Committee – November 26, 2013 (for information and briefing); this committee will be asked to review and approve the material electronically following the GFC Executive Committee meeting on December 2, 2013; GFC Executive Committee (for recommendation to the Board Human Resources and Compensation Committee) – December 2, 2013; Board of Governors (for final approval) – December 13, 2013
Final Approver	Board of Governors

FINAL Item No. 7

Attachments:

1. Attachment 1 (pages 1 – 4): UAPPOL Search Procedure for President
2. Attachment 2 (pages 1 – 3): UAPPOL Review Procedure for President
3. Attachment 3 (pages 1 – 2): UAPPOL - Search Procedure for President (Appendix A): Committee for President Position Definitions and Eligibility

Prepared by: Marion Haggarty-France, University Secretary, and Andrea Patrick, Assistant Secretary, General Faculties Council, c/o University Governance



U of A Policies and Procedures On-Line (UAPPOL)

Approval Date: December 11, 2009

Parent Policy: [Recruitment Policy](#)

Presidential Search Procedure ~~for President~~

Office of Administrative Responsibility:	University Governance
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

Overview

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs.

Purpose

To detail the procedure for search and selection of the University President.

PROCEDURE

1. COMPOSITION OF SEARCH COMMITTEE FOR PRESIDENTS

- a. A search committee shall be organized in accordance with the ~~Composition of Search and Review Committees for Presidents and Vice-Presidents (Appendix A): Position Definitions and Conditions of Eligibility- Presidential Search and Review Procedure (Appendix A): Committees for President Position Definitions and Eligibility (UAPPOL).~~
- b. The University Secretary is responsible for drawing together the search committee and for ensuring that the committee positions are properly replenished.

2. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF SEARCH COMMITTEE

a. NOMINATIONS

- i. The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0** through a notice as set out in 2(a)(ii) of the following:
 - Nominations for certain categories of academic staff who do not hold administrative positions, are being sought;
 - ~~N~~Written nominations must~~h~~ be received by University Governance by a specified date;
 - Nominees must agree to let their name stand; and
 - All nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee.
- ii. The notice shall be published in *Folio*₃; however, the Secretary (~~or delegate~~) is permitted to use alternate means (for example, electronic mail or the web) if circumstances warrant such means.
- iii. At least two weeks must elapse ~~between the day the advertisement appears in Folio and the deadline for receipt of nominations (or from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations).~~

b. NUMBER OF BALLOTS REQUIRED

i. When electing (3) ~~faculty members~~~~academic staff representatives~~ from **Staff Categories A1.1, A1.65 and their counterparts in A1.5 and A1.76** (only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible):

- If there are between four and seven nominees, one election will be held.
- If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot. In both elections, the three candidates with the highest number of votes will be elected.

c. ELECTORATE

The electorate consists of the elected faculty representatives who sit on GFC on a “representation by population” basis and the appointed academic staff representatives.

d. PREPARATION ~~AND MAILING~~ OF BALLOTS

i. The Secretary (or delegate) will prepare the ~~required number of printed ballots. The ballot form with relevant will include~~ instructions for the election, ~~a ballot form~~ listing nominees in alphabetical order, ~~and two envelopes. One envelope will be marked “ballot” and is otherwise unidentifiable. The other envelope will be addressed to the campus address of the Secretary and have the name and academic unit of the voter. Only those eligible voting members will be provided with access to a confidential ballot. These mail envelopes will be checked against the voters’ list. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter. On the day set for the counting of ballots, the envelopes will be opened by the GFC Secretary (or delegate), the ballot envelopes will be removed and opened, and the ballots counted.~~

ii. Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.

iii. The ballots will be ~~made available distributed~~ by the Secretary (or delegate) and accompanied by ~~clear voting full~~ instructions ~~to ensure successful access to the ballot prior to the election voting deadline. for marking and returning by the required date.~~

iv. When voting for three (3) ~~faculty members~~~~academic staff representatives~~ from staff Categories A1.1, A1.65 and their counterparts in A1.5 and A1.76, each voter will be permitted to vote for up to (and including) three (3) candidates.

v. The date and time by which the ballots must be received by University Governance will be clearly marked on the ballot.

e. THE BALLOT COUNT

i. The Secretary (or delegate) will ~~ensure that the candidates are aware of the election end date and time of ballot tabulation. name the counting day and will so inform the candidates.~~

ii. ~~There must be at At least a 50% return of all distributed ballots must be received before the ballots will be tallied. before any ballots are opened and counted.~~

iii. Each candidate may name a scrutineer to observe the ~~tabulation of election results. counting of ballots.~~

iv. In the event of a tie vote, a run-off election will be held. In the event of a second tie vote, the winner will be determined by lot.

v. After completion of the election, the ballot ~~data is stored & returned will be retained~~ by the Secretary (or delegate) for one month and then destroyed.

3. SEARCH PROCEDURES FOR PRESIDENTS

- a. The Board will provide the search committee with guidelines and procedures.
- b. The Board will provide the Chair of the Board with compensation and benefits guidelines with respect to the appointment.
- c. The Board Chair will decide whether a search consultant should be retained and may seek advice from the Advisory Search Committee on this matter.
- d. The Search Committee will recommend one nominee to the Chair and Vice-Chair of the Board of Governors, and the Chair of the Board Human Resources and Compensation Committee (BHRCC), who will then determine, by confidential interview with the nominee, whether his or her compensation and benefits expectations fall within the Board guidelines, and also if the nominee is prepared to cooperate in a systematic assessment of his or her performance during his or her term.
- e. Where the nominee is from outside the University and is also seeking an academic staff appointment, the Search Committee established for the administrative position of President shall request that the Faculty Selection Advisory Committee make the recommendation in relation to the academic staff appointment.
- f. The BHRCC will make a recommendation to the Board of Governors respecting the appointment of the recommended candidate. The Committee shall also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board of Governors.
- g. The Chair of the Board of Governors will then present the name of the candidate recommended by BHRCC to the Board of Governors.
- h. The Board may appoint the nominee, or return the matter to the search committee.

DEFINITIONS

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

Staff Category A1.0, A1.1, A1.6, and their counterparts in A1.5 and A1.7	Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues Refer to General Faculties Council Policy Manual § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Staff Categories.
Staff Categories A1.1, A1.5 and their counterparts in A1.6	Refer to General Faculties Council Policy Manual § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Staff Categories.

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

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

~~[Presidential Search and Review Procedure \(Appendix A\): Committees for President Position Definitions and Eligibility](#)~~
~~[Search Procedure for President \(Appendix A\): Committees for President Position Definitions and Eligibility](#)~~
 (UAPPOL)

[GFC Policy Manual, § 5 – Academic Staff, Academic Staff Agreements, and Support Staff](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)



U of A Policies and Procedures On-Line (UAPPOL)

Approval Date: December 11, 2009

Parent Policy: [Recruitment Policy](#)

Presidential Review Procedure ~~for President~~

Office of Administrative Responsibility:	University Governance
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs

Purpose

To detail the procedure for review of the University President.

PROCEDURE

1. COMPOSITION OF REVIEW COMMITTEE FOR PRESIDENTS

- a. A review committee's composition shall be the same as a search committee's composition, and it will be organized in accordance with the [Presidential Search and Review Procedure \(Appendix A\): Committees for President Position Definitions and Eligibility \(UAPPOL\)](#). ~~Composition of Search and Review Committees for Presidents and Vice-Presidents (Appendix A): Position Definitions and Conditions of Eligibility.~~
- b. The University Secretary is responsible for drawing together the review committee and for ensuring that the committee positions are properly replenished.

2. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF SEARCH COMMITTEE

a. NOMINATIONS

i. The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0** through a notice as set out in 2(a)(ii) of the following:

- Nominations for certain Categories of academic staff who do not hold administrative positions, are being sought;
- ~~Written~~ ~~n~~ Nominations ~~must~~ ~~st~~ be received by University Governance by a specified date;
- Nominees must agree to let their name stand; and
- All nominations must be supported by the signatures of five members of the academic staff in Staff Category A1.0, not including the nominee.

ii. The notice shall be published in *Folio*; however, the Secretary ~~to GFC~~ ~~(or delegate)~~ is permitted to use alternate means (for example, electronic mail [or the web](#)) if circumstances warrant such means.

iii. At least two weeks must elapse ~~between the day the advertisement appears in Folio and the deadline for receipt of nominations (or from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations).~~

b. NUMBER OF BALLOTS REQUIRED

i. When electing (3) ~~faculty members academic staff representatives~~ from **Staff Categories A1.1, A1.65 and their counterparts in A1.5 and A1.76** ~~(only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible):~~

- If there are between four and seven nominees, one election will be held.

- If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot. In both elections, the three candidates with the highest number of votes will be elected.

c. ELECTORATE

The electorate consists of the elected faculty representatives who sit on GFC on a “representation by population” basis and the appointed academic staff representatives.

d. PREPARATION ~~AND MAILING~~ OF BALLOTS

i. The Secretary (or delegate) will prepare the ~~required number of printed ballots. The ballot form with relevant will include~~ instructions for the election, ~~a ballot form~~ listing nominees in alphabetical order. ~~Only those eligible voting members will be provided with access to a confidential ballot. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter., and two envelopes. One envelope will be marked “ballot” and is otherwise unidentifiable. The other envelope will be addressed to the campus address of the Secretary and have the name and academic unit of the voter. These mail envelopes will be checked against the voters’ list. On the day set for the counting of ballots, the envelopes will be opened by the GFC Secretary (or delegate), the ballot envelopes removed and opened, and the ballots counted.~~

ii. Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.

iii. The ballots will be ~~made available distributed~~ by the Secretary (or delegate) and accompanied by ~~clear voting full~~ instructions ~~to ensure successful access to the ballot prior to the election voting deadline. for marking and returning by the required date.~~

iv. When voting for three (3) ~~faculty members academic staff representatives~~ from Staff Categories A1.1, A1.65 and their counterparts in A1.5 and A1.76, each voter will be permitted to vote for up to (and including) three (3) candidates.

v. The date and time by which the ballots must be received by University Governance will be clearly marked on the ballot.

e. THE BALLOT COUNT

i. The Secretary (or delegate) will ~~ensure the candidates are aware of the election end date and time of ballot tabulation. name the counting day and will so inform the candidates.~~

ii. ~~There must be at least a 50% return of all distributed ballots must be received before the ballots will be tallied. before any ballots are opened and counted.~~

iii. Each candidate may name a scrutineer to observe the ~~tabulation of election results. counting of ballots.~~

iv. In the event of a tie vote, a run-off election will be held. In the event of a second tie vote, the winner will be determined by lot.

v. After completion of the election, the ballot ~~data is stored s returned will be retained~~ by the Secretary (or delegate) for one month and then destroyed.

3. REVIEW PROCEDURES FOR PRESIDENTS

a. In the event that the President stands for reappointment, the Board will call for the structuring of a review committee.

b. The Board will provide the review committee with guidelines and procedures.

c. The review committee will provide its recommendation to the Chair and Vice-Chair of the Board of Governors and Chair of the Board Human Resources and Compensation Committee (BHRCC), who will then determine, by confidential interview with the incumbent, whether his or her compensation and benefits expectations fall within the Board guidelines.

d. BHRCC will make a recommendation to the Board of Governors respecting the appointment of the recommended candidate. The Committee shall also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board of Governors.

e. The Chair of the Board of Governors will then present the recommendation of BHRCC to the Board.

f. The Board will then decide upon the recommendation.

DEFINITIONS

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

Staff Categories A1.0, A1.6 and their counterparts in A1.5 and A1.7	Refer to General Faculties Council Policy Manual § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Staff Categories. Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
Staff Categories A1.1, A1.5 and their counterparts in A1.6	Refer to General Faculties Council Policy Manual § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Staff Categories.

FORMS

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RELATED LINKS

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~~[GFC Policy Manual, § 5 – Academic Staff, Academic Staff Agreements, and Support Staff](#) (University of Alberta)~~

~~[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)~~

~~[Selection of Faculty Deans Procedure Appendix A Dean Selection Committees for Individual Faculties \(UAPPOL\)](#)~~

~~[Presidential Search and Review Procedure \(Appendix A\): Committees for President Position Definitions and Eligibility](#)~~

Approval Date: December 11, 2009

Parent Policy: [Recruitment Policy](#)

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

Presidential Search and Review Procedures for President (Appendix A): Committees for President Position Definitions and Eligibility

Office of Administrative Responsibility:	University Governance
Approver:	Board Human Resources and Compensation Committee

COMPOSITION OF ADVISORY SEARCH AND REVIEW COMMITTEES FOR PRESIDENTS:

~~Refer to General Faculties Council Policy Manual § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Staff Categories. Refer to Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (UAPPOL).~~

1. PRESIDENT

Chair of the Board of Governors as Chair of the Committee

Chancellor

Two members of the Board of Governors appointed by the Board

Three faculty members from Categories A1.1, A1.65, or their counterparts in A1.5 and A1.76 (that is, only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible), who do not hold administrative positions as defined in Section 2, elected by the faculty and the appointed academic staff representatives on GFC

One Dean elected by Deans' Council

One Chair elected by Chairs' Council

One member of the AASUA appointed by the AASUA

Two members of the Students' Union appointed by the Students' Council

One member of the Graduate Students' Association appointed by the GSA

One member of the Non-Academic Staff Association as appointed by NASA

One member of the Alumni Association appointed by the Alumni Association

For a list of staff who are not eligible to ~~serve on the search on~~ advisory search and review committees for the President, please see Section 2.

2. STAFF WHO ARE NOT ELIGIBLE TO SERVE ON ADVISORY AND REVIEW COMMITTEES FOR PRESIDENT

Staff who are on leave are not eligible to ~~serve on search-on~~ advisory [search](#) and review committees for President. The term leave includes: administrative leave, sabbatical, political, medical, parental, childbirth, disability, assisted, secondment.

Staff who hold the following administrative positions at the time of the initial nomination are not eligible to serve:

Vice-President, Associate or Assistant Vice-President, Dean, Associate or Assistant Dean or Department Chair ~~(excluding those members elected by Deans' Council and Chairs' Council),~~

3. *At the first meeting of the committee, the matter of the committee's composition will be addressed to ensure that the committee is balanced and broad-based. If some imbalance is evident, the committee can instruct the Chair to consult with the Chair of the Board's HR committee and the Chair of the GFC Nominating Committee to find a solution.*

DEFINITIONS

There are no definitions for this Appendix. [\[▲ TOP\]](#)

RELATED LINKS

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~~[GFC Policy Manual §5— Academic Staff, Academic Staff Agreements, and Support Staff \(University of Alberta\) Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)~~