



The following Motions and Documents were considered by the General Faculties Council at its Monday, April 29, 2019 meeting:

Agenda Title: **New Members of GFC**

CARRIED MOTION:

MOTION I: TO APPOINT/RE-APPOINT:

The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2019 and ending April 30, 2020:

Stephanie McKenzie, Faculty of Agricultural, Life and Environmental Sciences
Abigail Isaac, Faculty of Arts
David Draper, Faculty of Arts
Yejide Omotoso, Faculty of Arts
Yiming Chen, Faculty of Arts
Melinda Chisholm, Alberta School of Business
Samantha Tse, Faculty of Education
Ayman Adwan, Faculty of Engineering
Amlan Bose, Faculty of Engineering
Tahra Haddouche, Faculté Saint Jean
Anthony Nguyen, Faculty of Nursing
Adarsh Badesha, Faculty of Science
Ian Gatera, Faculty of Science
Simran Kaur Dhillon, Faculty of Science
Amber Sayed, Faculty of Science
Mohamad Jamaledine, Faculty of Science
Rojine McVea, Faculty of Science

The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2019 and ending April 30, 2020:

Meijun Chen , Faculty of Arts
Natalie Diether, Faculty of Agricultural, Life and Environmental Sciences
Kelly Hobson, Alberta School of Business
Osmanmyrat Hojanepesov, Faculty of Medicine and Dentistry
Peter Anto Johnson, Faculty of Medicine and Dentistry
Rajesh Kumar, Faculty of Engineering
Habba Mahal, Faculty of Science
Milad Nazarahari, Faculty of Engineering
Alesha Reed, Faculty of Rehabilitation Medicine
Milad Rezvani Rad, Faculty of Engineering
Lindy Schaffrick, Faculty of Medicine and Dentistry
Dhanvanth Soora, Faculty of Engineering
Shahed Taghian Dehaghani, Faculty of Engineering
Ding Xu, Faculty of Arts

The following undergraduate student members elected by the Students' Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2019 to April 30, 2020):

Akanksha Bhatnagar, President, Students' Union

Rowan Ley, Student Appointee (Board of Governors Representative)

The following graduate student member elected by the Graduate Students' Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2019 to April 30, 2020):

Fahed Elian, President, Graduate Students' Association

CARRIED MOTION:
MOTION II: TO RECEIVE:

The following statutory faculty member who has been elected/re-elected by their Faculty, to serve on GFC for term of office beginning April 1, 2019 and ending June 30, 2020:

Fay Fletcher, Faculty of Extension

The following statutory undergraduate student members nominated by the Students' Union to serve on GFC for terms beginning May 1, 2019 and ending April 30, 2020:

Joel Agarwal, Students' Union Nominee
Jared Larsen, Students' Union Nominee

The following statutory graduate student member nominated by the Graduate Students' Association to serve on GFC for a term beginning May 1, 2019 and ending April 30, 2020:

Dylan Ashley, Graduate Students' Association Nominee

FINAL Item: 4

Agenda Title: **New Enrolment Management Policy and Procedures and Rescission of Section 50 of the GFC Policy Manual**

CARRIED MOTION:
THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the new Enrolment Management Policy and Procedure, as set forth in Attachments 3 and 4, and the concurrent rescission of Section 50 of the GFC Policy Manual (Enrollment Management), to take effect upon final approval

FINAL Item: 7

Agenda Title: **Workplace Impairment Policy and Procedures**

CARRIED MOTION:
THAT General Faculties Council recommend that the Board of Governors approve the Workplace Impairment Policy, the Workplace Impairment Disclosure and Reporting Procedure, the Managing Impairment in Safety-Sensitive Positions Procedure, and the Drug Testing Procedure, as set forth in Attachments 2 - 5, to take effect September 1, 2019.

FINAL Item: 8

Agenda Title: **Proposed Revisions to Standing Committee Terms of Reference - GFC Academic Planning Committee**

CARRIED MOTION:

THAT General Faculties Council approve, as recommended by the GFC Academic Planning Committee and the GFC Executive Committee, the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.

FINAL Item: 9

Agenda Title: **Proposed Revisions to Terms of Reference - General Faculties Council**

CARRIED MOTION:

THAT General Faculties Council approve, as recommended by the GFC Executive Committee, the proposed changes to the General Faculties Council Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.

FINAL Item: 10

New Members of GFC

MOTION I: TO APPOINT/REAPPOINT:

The following undergraduate student representatives to serve on GFC for terms commencing May 1, 2019 and ending April 30, 2020:

Stephanie McKenzie	Faculty of Agricultural, Life and Environmental Sciences
Abigail Isaac	Faculty of Arts
David Draper	Faculty of Arts
Yejide Omotoso	Faculty of Arts
Yiming Chen	Faculty of Arts
Melinda Chisholm	Alberta School of Business
Samantha Tse	Faculty of Education
Ayman Adwan	Faculty of Engineering
Amlan Bose	Faculty of Engineering
Tahra Haddouche	Faculté Saint Jean
Anthony Nguyen	Faculty of Nursing
Adarsh Badesha	Faculty of Science
Ian Gatera	Faculty of Science
Simran Kaur Dhillon	Faculty of Science
Amber Sayed	Faculty of Science
Mohamad Jamaledine	Faculty of Science
Rojine McVea	Faculty of Science

The following graduate student representatives at-large to serve on GFC for terms commencing May 1, 2019 and ending April 30, 2020:

Meijun Chen	Faculty of Arts
Natalie Diether	Faculty of Agricultural, Life and Environmental Sciences
Kelly Hobson	Alberta School of Business
Osmanmyrat Hojanepesov	Faculty of Medicine and Dentistry
Peter Anto Johnson	Faculty of Medicine and Dentistry
Rajesh Kumar	Faculty of Engineering
Habba Mahal	Faculty of Science
Milad Nazarahari	Faculty of Engineering
Alesha Reed	Faculty of Rehabilitation Medicine
Milad Rezvani Rad	Faculty of Engineering
Lindy Schaffrick	Faculty of Medicine and Dentistry
Dhanvanth Soora	Faculty of Engineering
Shahed Taghian Dehaghani	Faculty of Engineering
Ding Xu	Faculty of Arts

The following undergraduate student members elected by the Students' Union to the Board of Governors and appointed to GFC for a term that is concurrent with terms on the Board (May 1, 2019 to April 30, 2020):

Akanksha Bhatnagar	President, Students' Union
Rowan Ley	Student Appointee (Board of Governors Representative)

The following graduate student member elected by the Graduate Students' Association to the Board of Governors and appointed to GFC for a term that is concurrent with a term on the Board (May 1, 2019 to April 30, 2020):

Fahed Elian	President, Graduate Students' Association
-------------	---

MOTION II: TO RECEIVE:

The following statutory faculty member who has been elected/re-elected by their Faculty, to serve on GFC for term of office beginning April 1, 2019 and ending June 30, 2020:

Faculty of Extension	Fay Fletcher
----------------------	--------------

The following statutory undergraduate student members nominated by the Students' Union to serve on GFC for terms beginning May 1, 2019 and ending April 30, 2020:

Joel Agarwal	Students' Union Nominee
Jared Larsen	Students' Union Nominee

The following statutory graduate student member nominated by the Graduate Students' Association to serve on GFC for a term beginning May 1, 2019 and ending April 30, 2020:

Dylan Ashley	Graduate Students' Association Nominee
--------------	--

FINAL Item No. 7

**Governance Executive Summary
Action Item**

Agenda Title	New Enrolment Management Policy and Procedures and Rescission of Section 50 of the GFC Policy Manual
---------------------	---

Motion:

THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend that the Board of Governors approve the new Enrolment Management Policy and Procedure, as set forth in Attachments 3 and 4, and the concurrent rescission of Section 50 of the GFC Policy Manual (Enrollment Management), to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Steven Dew, Provost and Vice-President (Academic)
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) Melissa Padfield, Interim Vice-Provost and University Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To recommend approval of the new Enrolment Management Policy and Procedure, and the rescission of Section 50 of the GFC Policy Manual.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The proposed new Enrolment Management Policy and Procedure represent transition of Section 50 of the GFC Policy Manual (Enrollment Management) into UAPPOL.</p> <p>Section 50 of the GFC Policy Manual is one of the remaining sections of the GFC Policy Manual that has not been transitioned into UAPPOL.</p> <p>Section 50 is significantly out-of-date, and many portions are duplicated in other pieces of institutional policy.</p> <p>The lack of an updated, coordinated approach to institutional enrolment management has been identified within the Board-approved 2018-2019 Institutional Risk Summary as a threat to the academy's most cherished and valued academic goals, including student success, institutional reputation, academic quality, research quality/capacity, and the student experience.</p> <p>The updated Enrolment Management Policy is a high-level statement articulating the University of Alberta's approach to and responsibility for institutional enrolment management. The new Enrolment Management Procedure contains relevant details in relation to the annual and long-term enrolment management process, allowing the University to be more nimble in its management of enrolment, as well as transparent and accountable.</p> <p>Desired Outcomes of the new Policy Suite:</p> <ul style="list-style-type: none"> • Alignment between the University of Alberta's requirement for a specific number, mix, and calibre of students and its academic

Item No. 7

	<p>mission and strategic goals.</p> <ul style="list-style-type: none"> • Mitigation of the current risks surrounding insufficient enrolment management, as identified by the 2018-2019 Institutional Risk Summary, which include: reduced student success, reduced academic quality, research capacity and quality, harm to reputation, harm to the student experience, reduced productivity and morale, and misalignment with Government expectations. • Establishment of an updated institutional policy and procedure for short and long-term enrolment management that is easy to understand, transparent, and outlines clear authorities and appropriate processes.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • The Office of the Provost and Vice-President (Academic) • Faculty of Graduate Studies and Research (FGSR) • The Office of the Registrar
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Deans' Council • PAC-D • Vice-Provosts' Council • Advisory Committee on Enrolment Management (ACEM) • Akanksha Bhatnagar, Vice-President (Academic), Students' Union (SU) • Masoud Aliramezani, Vice-President (Academic), Graduate Students' Association (GSA) • PEC-O • Office of General Counsel • UAPPOL Policy Champions Committee • University Governance • Office of the President • AASUA
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Planning Committee (March 13, 2019) GFC Executive Committee (April 15, 2019) General Faculties Council (April 29, 2019) Board Learning and Discovery Committee (May 31, 2019) Board of Governors (June 14, 2019)</p>

Strategic Alignment

Alignment with <i>For the Public</i>	<i>For the Public Good</i>
--------------------------------------	----------------------------

Item No. 7

<p><i>Good</i></p>	<p>Values We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good.</p> <p>We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all.</p> <p>Build GOAL: Build a diverse, inclusive community of exceptional students, faculty and staff from Alberta, Canada, and the world.</p> <p>Experience GOAL: Experience diverse and rewarding learning opportunities that inspire us, nurture our talents, expand our knowledge and skills, and enable our success.</p> <p>Excel GOAL: Excel as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>Engage GOAL: Engage communities across our campuses, city and region, province, nation and the world to create reciprocal, mutually beneficial learning experiences, research projects, partnerships, and collaborations.</p> <p>Sustain GOAL: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p>			
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1" data-bbox="553 1402 1524 1612"> <tr> <td data-bbox="553 1402 1068 1612"> <input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1068 1402 1524 1612"> <input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input checked="" type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input checked="" type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input checked="" type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success			
<p>Legislative Compliance and jurisdiction</p>	<p><i>Post-Secondary Learning Act (PSLA)</i> GFC Academic Planning Committee Terms of Reference GFC Executive Committee Terms of Reference GFC Terms of Reference Board Learning and Discovery Committee Terms of Reference</p>			

Attachments:

1. Attachment 1: Proposed New Enrolment Management Policy
2. Attachment 2: Proposed New Enrolment Management Procedure

Item No. 7

3. Attachment 3: Case for Action: New Enrolment Management Policy and Procedure (and Rescission of Section 50 of the GFC Policy Manual)
4. Attachment 4: GFC Policy Manual Section 50, Side by Side Comparison

Prepared by: Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), apatrick@ualberta.ca

Original Approval Date:
Most Recent Approval Date:
Most Recent Editorial Date:

Enrolment Management Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council and Board of Governors
Scope:	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); and members of the Board of Governors.

Overview

The *Post-Secondary Learning Act* of Alberta gives the Board of Governors authority to “manage and operate the public post-secondary institution in accordance with its mandate,” and to “make and publish rules respecting the **enrolment** of students to take courses, programs of study or training” (section 60(1)(a) and (d)(i)).

The *Post-Secondary Learning Act* of Alberta gives GFC responsibility, subject to the authority of the Board of Governors, over “academic affairs” (section 26(1)).

Purpose

To articulate the University’s approach to managing institutional enrolment, including **enrolment targets**, in alignment with short and long-term objectives.

Enrolment and student access at the University of Alberta are affected by a variety of factors, including student demand, workforce demand, and available resources. A top-ranked public teaching and research-intensive university relies on a student population that meets a broad range of criteria in order to achieve its academic mission.

POLICY

Subject to the authority of General Faculties Council and the Board of Governors, the Provost and Vice-President (Academic), as Chief Academic Officer, oversees all academic matters of a significant nature which have an impact on the University as a whole, and as such, is accountable for ensuring appropriate enrolment at the University of Alberta.

The University of Alberta establishes enrolment criteria that ensure academic ability, mix of graduate and undergraduate students, desired number of student places in each Faculty, desired demographic diversity, and relationships with target communities. These criteria are used to inform short, medium and long-term enrolment plans.

For the purpose of managing enrolment levels, targets are established for individual Faculties and for the University as a whole.

Enrolment management processes are detailed in the Enrolment Management Procedure.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended

institution-wide use. ▲Top	
Enrolment	The total number of Full Load Equivalents (FLEs) registered on an annual basis in a program, Faculty, and the University.
Enrolment Target	The total number of Full Load Equivalents (FLEs) to be registered on an annual basis in a Faculty and the University, as approved by the Board of Governors.
Full Load Equivalents (FLEs)	As defined by the Ministry of Advanced Education, a FLE is a unit measure of enrolment in which one FLE represents one student taking a full load in a standard year of study.

RELATED LINKS

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

[Office of the Provost and Vice-President \(Academic\)](#) (University of Alberta)

[Office of the Registrar](#) (University of Alberta)

[University Governance](#) (University of Alberta)

[Admissions Policy](#)

PUBLISHED PROCEDURES OF THIS POLICY

Enrolment Management Procedure

Original Approval Date: **Most Recent Approval Date:**

Most Recent Editorial Date:

Parent Policy: Enrolment Management Policy

Enrolment Management Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council
Scope:	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); and members of the Board of Governors.

Purpose

The University of Alberta requires effective enrolment management to fulfill institutional objectives and its academic mission. This procedure outlines the University's processes for managing **enrolment** and **enrolment targets**.

PROCEDURE

1. The Enrolment Management Process at the University of Alberta

Achieving the appropriate number, mix and caliber of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual Faculty strategic plans, and other environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in conjunction with key institutional long-term planning documents. This would be achieved through regular consultation with Deans, governance bodies, and key stakeholders.

Annual enrolment planning is designed to support achievement of long-term objectives.

2. Initiating the Annual Institutional Enrolment Management Process

The Provost and Vice-President (Academic) initiates the undergraduate enrolment planning process for the following academic year by contacting Deans with a letter outlining institutional priorities relative to enrolment consistent with long-term enrolment management goals. The Deans, in collaboration with the Vice-Provost and University Registrar, then prepare an annual enrolment plan for each Faculty in compliance with approved Comprehensive Institutional Plan (CIP) enrolment targets.

3. Preparing Annual Faculty Undergraduate Enrolment Plans

The Vice-Provost and University Registrar (or delegate) meets with individual Deans (or delegate) to provide support and advice on Faculty-specific undergraduate enrolment planning and management, including the following: preparing enrolment projections; assisting Faculties with meeting institutional enrolment targets and goals; collecting and analyzing data; identifying trends and issues; determining admission averages; and monitoring all stages of the enrolment cycle.

4. Proposing Annual Faculty Enrolment Plans

The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify

enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities.

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional **Full Load Equivalents (FLEs)** in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education.

4. Approving Institutional Enrolment Plans

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the CIP, which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval.

5. Reporting Institutional Enrolment Plans

The Provost and Vice-President (Academic) will report annually to General Faculties Council and the Board of Governors, and to appropriate standing committees, the undergraduate minimum admission averages, and actual undergraduate and graduate enrolment (compared to Faculty targets) for that year.

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

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

Enrolment	The total number of Full Load Equivalents (FLEs) registered on an annual basis in a program, Faculty, or the University.
Enrolment Target	The total number of Full Load Equivalents (FLEs) expected to be registered on an annual basis in a program, Faculty, or the University.
Full Load Equivalents (FLEs)	As defined by the Ministry of Advanced Education, a FLE is a unit measure of enrolment in which one FLE represents one student taking a full load in a standard year of study.
Admission	Acceptance of a candidate for enrolment in a specified program and Faculty.
Enrolment Plan	An annual plan recommended to the Provost and Vice-President (Academic) by each Faculty containing enrolment targets and a strategy to achieve the targets.

FORMS

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

No forms for this procedure.

RELATED LINKS

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

[Office of the Provost and Vice-President \(Academic\)](#) (University of Alberta)

[Office of the Registrar](#) (University of Alberta)



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

[University Governance](#) (University of Alberta)

New Enrolment Management Policy and Procedure (and Rescission of Section 50 of the GFC Policy Manual)

Case for Action

Context:

Strategic enrolment management is essential to the University's achievement of its mission and academic goals¹, and the current Enrolment Management Policy has been identified as a risk to the institution that needs to be addressed. Established in the 1970's, significant portions of the current Enrolment Management Policy (Section 50 of the GFC Policy Manual) are either out-of-date or duplicated in other pieces of institutional policy. In addition, Section 50 is silent on many critical elements of strategic enrolment management, including the need for institutional coordination of long-term enrolment management and the role of the Provost in working with the Ministry to ensure that the academy can evolve and meet the needs of learners, the labour market, and society at large.

For the last year, the Section 50 Working Group, which includes members from the Office of the Provost and Vice-President (Academic), the Office of the Registrar, and the Faculty of Graduate Studies and Research (FGSR), has conducted a thorough review of the Section 50 and has drafted an updated UAPPOL Enrolment Management Policy and Procedure. The new policy is a high-level statement articulating the University of Alberta's approach to and responsibility for institutional enrolment management. The new procedure contains details in relation to the annual and long-term enrolment management process that allows the University to be more flexible and nimble in its management of enrolment as well as transparent and accountable.

The proposed policy and procedure honors the roles of the Deans, Provost, Registrar, GFC and the Board of Governors, working together to ensure that institutional enrolment management serves the good of each Faculty as well as the whole institution. It supports current and future students, as it equips the University of Alberta to address immediate and long-term needs holistically, while at the same time recognizing the uniqueness of each Faculty.

Key Changes:

- Section 50, despite its length, does not contain information about how enrolment management is actually carried out on an annual and long-term basis. The proposed procedure provides a step-by-step process and identifies General Faculties Council (delegated to the GFC Academic Planning Committee (APC)) as the approver of changes to the procedure.
- Section 50 outlines vague and outdated authorities that do not reflect the unique realities of the Faculties, current institutional context, or the Ministry's role in impacting institutional capacity. Within the revised policy and procedure, it is proposed that the Provost (after consulting with the Dean) has the authority to change enrolment targets prior to presentation to the Board of Governors for approval. This is consistent with the Provost's current GFC-delegated authority to increase or decrease admission averages in each individual Faculty, which would have a similar impact on enrolment outcomes.

¹ 2018-2019 Institutional Risk Summary

- Section 50 contains outdated processes, including how targets are to be reviewed annually and requirements to report to GFC APC if a Faculty's actual enrolment is more than 5% above or below target. Information about actual enrolment vs. target is contained in the Annual Enrolment Reports from the Office of the Registrar and FGSR, and in the Comprehensive Institutional Plan (CIP) each year, which GFC APC and the Board consider and approve.
- Section 50 contains an outdated section on establishing targets for new programs that is redundant with the current program approval process, which includes GFC ASC, GFC APC (and in certain circumstances, BLDC and the Board.)
- Section 50 includes a section on the responsibility of the Dean of the Faculty of Graduate Students and Research (FGSR) in managing graduate enrolment. This has been removed as it does not reflect current practice, and these responsibilities are included in the broader responsibility of the Provost and the Deans for managing enrolment.
- Section 50 contains information on quotas on courses that will be incorporated into the review being conducted by the ad hoc Committee on Program Approval Pathways, established by the GFC Executive Committee.

Desired Outcomes:

- Alignment between the University of Alberta's requirement for a specific number, mix, and calibre of students and its academic mission and strategic goals.
- Mitigation of the current risks surrounding insufficient enrolment management, as identified by the 2018-2019 Institutional Risk Summary, which include: reduced student success, reduced academic quality, research capacity and quality, harm to reputation, harm to the student experience, reduced productivity and morale, and misalignment with Government expectations.
- Establishment of an updated institutional policy and procedure for short and long-term enrolment management that is easy to understand, transparent, and outlines clear authorities and appropriate processes.

**GFC Policy Manual Section 50: Enrolment Management
Proposed Changes**

<p style="text-align: center;">Current Text: Section 50 GFC Policy Manual</p>	<p style="text-align: center;">Corresponding Excerpts from the Proposed Enrolment Management Policy and Enrolment Management Procedure</p>
<p>50. Enrolment Management</p> <p>Note from the University Secretariat: The <i>Post-Secondary Learning Act</i> gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). GFC has thus enacted a policy on Enrolment Management, as set out below.</p> <p>The complete wording of the section(s) of the <i>Post-Secondary Learning Act</i>, as referred to above, should be checked in any instance where formal jurisdiction needs to be determined.</p> <p>The University is committed to flexibility and responsiveness to the public it serves through its enrolment management policy. In managing our enrolments, the Provost and Vice President (Academic) and Deans collaborate to ensure an appropriate enrolment balance within the University overall and in individual Faculties.</p> <p>Each Faculty is responsible for appropriately managing enrolments in particular degree programs in order to meet its Faculty target. The target for the University as a whole is the sum of individual Faculty targets.</p>	<p><u>The <i>Post-Secondary Learning Act</i> of Alberta gives the Board of Governors authority to “manage and operate the public post-secondary institution in accordance with its mandate,” and to “make and publish rules respecting the enrolment of students to take courses, programs of study or training” (section 60(1)(a) and (d)(i)). (policy)</u></p> <p>The <i>Post-Secondary Learning Act</i> of Alberta gives GFC responsibility, subject to the authority of the Board of Governors, over “academic affairs” (section 26(1)). (policy)</p> <p><u>Enrolment and student access at the University of Alberta are affected by a variety of factors, including student demand, workforce demand, and fiscal resources or constraints. A top-ranked public teaching and research-intensive university relies on a student population that meets a broad range of criteria. (policy)</u></p> <p><u>The University of Alberta establishes enrolment criteria that ensure academic ability, mix of graduate and undergraduate students, desired number of student places in each Faculty, desired demographic diversity, and relationships with target communities. These criteria are used to inform short, medium and long-term enrolment plans. (policy)</u></p> <p><u>Achieving the appropriate number, mix and caliber of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual Faculty strategic plans, and other</u></p>

	<p><u>environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in conjunction with key institutional long-term planning documents. This would be achieved through regular consultation with deans, governance bodies, and key stakeholders. (procedure)</u></p> <p><u>Annual enrolment planning is designed to support achievement of long-term objectives. (procedure)</u></p> <p><u>Subject to the authority of General Faculties Council and the Board of Governors, the Provost and Vice-President (Academic), as Chief Academic Officer, oversees all academic matters of a significant nature which have an impact on the University as a whole, and as such, is accountable for ensuring appropriate enrolment at the University of Alberta. (policy)</u></p> <p><u>For the purpose of managing enrolment levels, targets are established for individual Faculties and for the University as a whole. (policy)</u></p> <p><u>The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities. (procedure)</u></p> <p><u>Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional Full Load Equivalent (FLEs) in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education. (procedure)</u></p>
50.1 Establishing Targets for New Programs	<i>Removed from the new policy and procedure.</i>

<p>1.— As part of their proposal for a new program, the Faculty concerned will submit a statement to APC specifying the proposed program’s effect on the existing Faculty enrolment target and including:—</p> <p>a.— a detailed statement of the impact of the new program on relevant aspects of available human, physical and financial resources;</p> <p>b.— a statement detailing demand and supply of graduates in the relevant field in Alberta (and Canada);</p> <p>c.— a draft University Calendar statement detailing admission and academic standing criteria to be applied in the first and subsequent years of the program; and</p> <p>d.— the likely effects of the proposed program and change in Faculty enrolment target on other academic units and the library at the University.</p> <p>APC will seek advice from ASC on the admissions and academic standing components of the proposal. (See also Section 12.)</p> <p>2.— APC, following consultation with the Faculty concerned, will either forward the proposal and its attendant recommendation to GFC, attaching any observations deemed appropriate, or will refer the proposal back to the originating unit for further review. (See also Section 3.)</p> <p>3.— GFC, after considering a new program proposal, will forward the proposal and attendant recommendation to the Board of Governors for its review.</p>	<p><i>This section is captured within GFC’s program approval process.</i></p>
<p>50.2 Enrolment Targets</p> <p>Under enrolment management, overall Faculty targets comprise all continuing students, readmissions and anticipated new students registered in programs offered by the Faculty. In order to achieve stable enrolments</p>	<p><u>Achieving the appropriate number, mix and caliber of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual</u></p>

~~over time, the available admission and readmission spaces in a program are adjusted each year according to the number of continuing students currently enrolled and projected for the next three years. The internal projections and management of these enrolment subsets is done by individual Faculties in collaboration with the Office of the Registrar and Student Awards. Overall Faculty targets are listed below.~~

University of Alberta: Undergraduate Enrolment Targets by Faculty

Faculty strategic plans, and other environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in conjunction with key institutional long-term planning documents. This would be achieved through regular consultation with deans, governance bodies, and key stakeholders.

Annual enrolment planning is designed to support achievement of long-term objectives.

The Provost and Vice-President (Academic) initiates the undergraduate enrolment planning process for the following academic year by contacting Deans with a letter outlining institutional priorities relative to enrolment consistent with long-term enrolment management goals. The Deans, in collaboration with the Vice-Provost and University Registrar, then prepare an annual enrolment plan for each Faculty in compliance with approved Comprehensive Institutional Plan (CIP) enrolment targets. (procedure)

Removed from the new policy and procedure.

50.3 Annual Review of Targets

1. — In the Fall of each year, the Provost and Vice President (Academic) will report for information to ASC, APC, GFC and the Board of Governors the minimum admission averages and the actual enrolment in individual Faculties compared with Faculty targets for that year.

2. — In order to effectively manage overall enrolment for the following year, each Fall the Provost and Vice President (Academic), the Registrar and the Dean of each Faculty will review and adjust as necessary the Faculty's enrolment target. Once the Faculty target is established, the Dean will provide the Office of the Registrar and Student Awards with individual program targets to facilitate the Admission process.

The Provost and Vice-President (Academic) will report annually to General Faculties Council and the Board of Governors, and to appropriate standing committees, the undergraduate minimum admission averages, and actual undergraduate and graduate enrolment (compared to Faculty targets) for that year. (procedure)

The Vice-Provost and University Registrar (or delegate) meets with individual Deans (or delegate) to provide support and advice on Faculty-specific undergraduate enrolment planning and management, including the following: preparing enrolment projections; assisting Faculties with meeting institutional enrolment targets and goals; collecting and analyzing data; identifying trends and issues; determining admission averages; and monitoring all stages of the enrolment cycle. (procedure)

The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities. (procedure)

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional Full Load Equivalent (FLEs) in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education. (procedure)

~~3.— In cases where changes in enrolments over one or more years result in variations of more than 5% from a Faculty's enrolment target given in 50.2, the Faculty concerned will submit a statement to APC including:~~

- ~~a.— the reasons for the changes;~~
- ~~b.— a statement of the impact of the changes on relevant aspects of available human, physical and financial resources;~~
- ~~c.— the effect of the changes on the Faculty and other academic units including the library; and~~
- ~~d.— recommendations concerning how the Faculty intends to respond to the changes. APC will then make a determination as to whether the Faculty's target should be changed.~~

~~4.— Each Fall, the Dean of the Faculty of Graduate Studies and Research will, in cooperation with Deans and/or Department Chairs, develop an annual target and projections for graduate enrolment for the following year and report this to the Provost and Vice-President (Academic); Deans/Department Chairs, the Office of the Registrar and Student Awards, and the Office of Budget and Statistics.~~

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the CIP, which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval. (procedure)

Removed from the new policy and procedure. This information is contained within the Comprehensive Institutional Plan (CIP), which GFC APC (acting on delegated authority from GFC) recommends to the Board of Governors annually.

GFC (delegated to the GFC Academic Planning Committee) is the approver of changes to the new procedure.

Removed from the new policy and procedure, as it does not reflect current practice, and these responsibilities are included in the broader responsibility of the Provost and the Deans for managing enrolment.

50.4 Changing Established Enrolment Targets

~~From time to time, the Provost and Vice-President (Academic) or Deans, in consultation with each other, may reallocate spaces between programs within the Faculty or alter existing targets in response to new, shifting or reduced resources and/or demands.~~

~~1. — In cases where spaces are reallocated within an existing target, no approval beyond the Provost and Vice-President (Academic) is necessary. Such changes must be made in consultation with any affected academic units including the library. Written notification should be provided to the Provost and Vice-President (Academic), the Registrar and the Office of Budget and Statistics.~~

~~2. — In cases where proposed changes result in variations of more than 5% from a Faculty's existing overall enrolment target, the Faculty concerned or the Provost and Vice-President (Academic), as appropriate, will submit a statement to APC including:~~

- ~~a. — the reasons for the proposed changes;~~
- ~~b. — a detailed statement of the impact of the changes on relevant aspects of available human, physical and financial resources; and~~
- ~~c. — the effect of the proposed changes on the Faculty and other academic units including the library~~

~~3. — APC, following consultation with the~~

The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities.*(procedure)*

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional Full Load Equivalents (FLEs) in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education.*(procedure)*

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the Comprehensive Institutional Plan (CIP), which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval.*(procedure)*

Removed from the new policy and procedure, as the process is out-of-date, and this information is contained within the CIP, which GFC APC (acting under delegated authority of GFC) recommends to the Board of Governors annually.

General Faculties Council (delegated to the GFC Academic Planning Committee) is the final approver of changes to the new procedure.

<p>Faculty concerned or the Provost and Vice-President (Academic), will either forward the proposal and its attendant recommendation to GFC, attaching any observations deemed appropriate, or will refer the proposal back to the originating unit for further review.</p> <p>4. — GFC, after considering the proposal, will forward the proposal and its attendant recommendation to the Board of Governors for its review.</p>	
<p>50.5 Aboriginal Admission</p> <p>The University of Alberta is committed to the recruitment, retention and graduation of Aboriginal students' study towards a degree. The University also recognizes that Aboriginal applicants have traditionally been underrepresented in higher education and has adopted the Aboriginal Student Policy (see Section 108.13) with a view to having the University's Aboriginal student population attain a level that is at least proportionate to the Aboriginal population of the province.</p> <p>In order to facilitate appropriate representation of Aboriginal students on campus, additional qualified applicants may be considered over and above the Aboriginal students who are admitted in the regular competition for places in a Faculty. Aboriginal applicants (see Section 11.9) who wish to be considered for such additional places must attain the minimum admission requirements of their chosen program as prescribed by the University and its Faculties and Schools. To assist the University in achieving this overall goal, Faculties are encouraged to set aside places specifically for aboriginal applicants, the number being consistent with the available pool, student interests, and available teaching and learning support services.</p> <p>Aboriginal enrollment in each Faculty will be detailed in an annual report provided by the</p>	<p><i>Removed from the new policy and procedure, as this is found in the University Calendar.</i></p>

<p>Registrar's Office, and monitored and evaluated by the Office of the Provost and Vice President (Academic).</p> <p>The University shall encourage Faculties to identify other significantly under-represented groups with a view to having the student population broadly representative of the public the University serves.</p>	
<p>50.6 Citizenship and Residence</p> <p>The University of Alberta is committed to admitting highly qualified students from Alberta, Canada and the International Community.</p> <p>1.— In order to meet the needs of the community that the University serves, individual Faculties may establish internal program targets with regard to the citizenship and residence of undergraduate students. Such targets shall be established with the approval of the Provost and Vice President (Academic).</p> <p>2.— No non-resident* shall be admitted to a program who is less qualified than any Alberta resident who is denied admission to that program.</p> <p>*— A resident of Alberta is defined as a Canadian citizen or Permanent Resident (Landed Immigrant) who has been continuously resident in the Province of Alberta, or the Yukon or Northwest Territories for at least one year immediately prior to the first day of classes of the session for which admission is sought. The one-year residence period shall not be considered broken where the admission committee is satisfied that the applicant was temporarily out of the province on vacation, on short-term employment, or as a full-time student. Applicants on student authorization cannot establish residence during a period as a full-time student in an Alberta secondary or</p>	<p><i>Removed from the new policy and procedure as this information is found in the University Calendar and contained within the Annual Enrolment Report.</i></p>

<p>post-secondary institution since a stay under student authorization is considered to be a visiting period.</p> <p>3.— The Provost and Vice-President (Academic) shall report once every three years to the General Faculties Council on the Citizenship and Residence of Undergraduate students at the University and on the University's ability to achieve a student population that is broadly representative of the public the University serves (including information on Aboriginal enrolment at this institution).</p>	
<p>50.7 Entrance Quotas</p> <p>1. Due to the nature of the placements required and/or agreements with Provincial Health Authorities, the Health Sciences Faculties have specific entrance quotas in addition to their Faculty targets within the overall University enrolment management. In these areas formal admission committees are required. (See also 11.6.2.) The following represent current Board approved entrance quotas:</p> <p>University of Alberta: Health Sciences Entrance Quotas</p> <p>2.— The target numbers set out in 50.2.2 do not supersede the specific entrance quotas for the health sciences set out in Section 50.7. (GFC 27 MAY 2002) (BG 30 MAY 2002)</p> <p>3.— Information on the procedures used in admitting students to Faculties with entrance quotas appear in the Undergraduate Admission Section (Section 13-17) of the University of Alberta Calendar.</p>	<p><i>Removed from new policy and procedure as the information is contained in the University Calendar.</i></p> <p><i>Removed from the new policy and procedure.</i></p>
<p>50.8 Regulations Regarding Admission to Faculties with Entrance Quotas</p>	<p><i>Removed from the new policy and procedure.</i></p>

<p>See Section 11.6</p>	
<p>50.9 Quotas on Courses</p> <p>It shall be a general policy of the University to make every effort to accommodate all students wishing to enroll in courses approved for their programs.</p> <p>No student shall be excluded by reason of a quota from registering in a course required for her or his program.</p> <p>It will be the responsibility of Deans to determine whether quotas should be imposed on specific courses.</p>	<p><i>Removed from the new policy and procedure. This section will be incorporated as part of the review being conducted by the ad hoc Committee on Program Approval Pathways, established by the GFC Executive Committee.</i></p>
<p>50.10 Recommendations of the 1996 Quinquennial Review Committee</p> <p>In view of the procedures set out in 50.1 to Section 50.4, the 1996 Quinquennial Review Committee recommends that the quinquennial review process be discontinued and that review of enrolment management be undertaken by the Office of the Provost and Vice-President (Academic) and an appropriately constituted subcommittee of APC as the need arises.</p>	<p><i>Removed from the new policy and procedure as this is an outdated reference.</i></p>

FINAL Item No. 8

**Governance Executive Summary
Action Item**

Agenda Title	Workplace Impairment Policy and Procedures
---------------------	---

Motion

THAT General Faculties Council recommend that the Board of Governors approve the Workplace Impairment Policy, the Workplace Impairment Disclosure and Reporting Procedure, the Managing Impairment in Safety-Sensitive Positions Procedure, and the Drug Testing Procedure, as set forth in Attachments 2 – 5, to take effect September 1, 2019.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources)
Presenter(s)	Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
The Purpose of the Proposal is <i>(please be specific)</i>	To obtain recommendation for approval of the Workplace Impairment Policy and related procedures which have been developed after extensive consultation and feedback.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Occupational health and safety legislation imposes general duties on employers, contractors, and managers/supervisors to provide a safe work environment and take all reasonable precautions to protect the health and safety of employees in the workplace. Employees also have obligations under the legislation to protect their own safety and the health and safety of others at the worksite. Impairment from drugs, alcohol, medications, substances or other impairing conditions can affect employee performance, have significant adverse impacts, and create risk to people, property, research and reputation.</p> <p>The Workplace Impairment Policy Suite:</p> <ul style="list-style-type: none"> • Is designed to ensure that the University is a safe and healthy workplace that supports employees and supervisors in that pursuit. • Identifies expectations of employees to attend work “fit for work” and remain fit for work while on duty. • Outlines responsibilities for managers and supervisors for identifying and responding to impairment in the workplace. • Reinforces the University’s commitment to support employees who disclose they have alcohol or drug dependency or other conditions that could cause workplace impairment. <p>The policy and three procedures have particular emphasis on:</p> <ul style="list-style-type: none"> • Defining impairment and the necessity of employees being fit for work • Managing impairment in safety sensitive work

Item No. 8

	<ul style="list-style-type: none"> • How to disclosure and report workplace impairment • Providing guidance to managers and supervisors in dealing with impairment in the workplace • Process for 3rd party impairment testing
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources) • Michelle Bonnici, Director, HR Integrated Client Services • Gerry McCune, Director, Organizational Development, Equity and Health • Marj Cayford, Senior Human Resources Partner
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • President's Executive Committee – Operational • University of Alberta Protective Services (UAPS) • Human Resource Services • Environmental Health & Safety • Managers/supervisors from faculties and departments on all campuses, in particular those with prevalent safety-sensitive work • Staff Associations (NASA, AASUA, GSA, PDFA) (January 2019) • PEAC (January 7, 2019) • Vice-Provosts Council (January 14, 2019) • Deans Council (February 6, 2019) • GFC Exec (February 11, 2019) • PACC (February 19, 2019) • GFC (February 25, 2019) • Chairs Council (March 15, 2019)
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Assistant Deans/Senior Financial Officers • Administrative Strategic Council • BHRCC
Approval Route (Governance) (including meeting dates)	<p>GFC Executive Committee – April 15, 2019 GFC – April 29, 2019 BHRCC – May 25, 2019 Board of Governors – June 14, 2019</p>

Strategic Alignment

Alignment with <i>For the Public Good</i>	SUSTAIN. Objective 19 iii) Endorse a strong culture of safety awareness, knowledge, planning, and practice to ensure the safety of students, employees, and visitors to our campuses.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation

Item No. 8

	<input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Research Enterprise <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	General Faculties Council Terms of Reference The <i>Cannabis Act</i>	

Attachments:

1. Workplace Impairment Policy Suite – Summary of Substantive Changes (1 page)
2. Workplace Impairment Policy (7 pages)
3. Workplace Impairment Disclosure and Reporting Procedure (4 pages)
4. Managing Impairment in Safety-Sensitive Positions Procedure (4 pages)
5. Drug Testing Procedure (4 pages)

Prepared by: Wayne Patterson, Vice-Provost and Associate Vice-President (Human Resources)

Workplace Impairment Policy Suite

Summary of Substantive Changes from Governance Feedback Received

April 4, 2019

	Section	Change
Workplace Impairment Policy	Overview	<ul style="list-style-type: none"> Moved paragraph related to personal time and work time from the <i>Managing Impairment in Safety Sensitive Positions Procedure</i> to the policy Removal of section related to “principles” as it was a duplicate of other information within the policy
	Policy	<ul style="list-style-type: none"> Addition of 5. clarifying when the policy applies to students 7. Drug Testing - wording changed to apply to all employees, not just those in safety-sensitive positions
	Definitions	<ul style="list-style-type: none"> Revised definition of <i>Serious Incident or Near Miss</i> based on feedback from EHS Added definition of Employee
	General	<ul style="list-style-type: none"> Changed all references to “faculty and staff” to “employee” throughout the entire policy/procedure suite
Managing Impairment in Safety-Sensitive Positions Procedure	Overview	<ul style="list-style-type: none"> Paragraph related to personal time and work time moved to Policy
Workplace Impairment Disclosure and Reporting Procedure	Procedure	<ul style="list-style-type: none"> 4. Privacy - revised privacy statement based on advice from IPO
Drug Testing Procedure	Overview	<ul style="list-style-type: none"> Removal of paragraph related to personal time and work time
	Procedure	<ul style="list-style-type: none"> 1. Circumstances in Which Drug Testing May be Used - wording changed to apply to all employees, not just those in safety-sensitive positions Addition that the Vice-Provost and Associate Vice President has authority to invoke drug testing upon recommendation from a Dean or AVP Addition to stipulate that employees subject to drug testing will be advised of their right to union representation and the union will be notified that a member has undergone testing 5. Privacy - revised privacy statement based on advice from IPO

Original Approval Date:

Most Recent Approval Date:

Most Recent Editorial Date: April 4, 2019

Effective Date: September 1, 2019

Workplace Impairment Policy

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	Board of Governors (Board Human Resources and Compensation Committee)
Scope:	Compliance with this University policy extends to all employees, volunteers, and contractors.

Overview

The University of Alberta has an obligation to provide a safe, healthy, and productive work environment for all **employees**. **Impairment** in the **workplace** can affect employee performance, have significant adverse impacts, and create risk to people, property, research, and reputation.

All members of the **University community** are responsible for health and safety in the workplace. Occupational health and safety legislation imposes general duties on employers, contractors, and **managers/supervisors** to provide a safe work environment and take all reasonable precautions to protect the health and safety of employees and others in the workplace. Employees also have obligations under the legislation to protect their own safety and the health and safety of others in the workplace.

It is important to delineate the line between personal time and **work time**. Regardless of what an employee does on their personal time, they must report **fit for work** and remain fit for work during work time. This is particularly important in a **safety-sensitive position**, where their actions, reactions, decisions, or judgement could cause significant injury or harm to themselves or others.

Purpose

The purpose of this policy is to outline the responsibilities and expectations associated with workplace impairment and fitness for work. This policy is intended to:

- a. help ensure the health and safety of employees and the safety of students, visitors, and members of the public by requiring all employees to report fit for work, which includes being free from impairment by alcohol and other **drugs**, the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person's ability to work safely;
 - b. define workplace impairment and outline the procedures that will be followed to investigate possible violations of the policy;
-

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

- c. reinforce the University's commitment to ensure that employees with alcohol and/or drug addiction or other related disabilities are provided with assistance and appropriate accommodation in employment in accordance with applicable policy and human rights legislation; and
- d. guide the management of risks associated with impairment in the workplace.

POLICY

1. All members of the University of Alberta community have a responsibility to ensure a safe, healthy, and productive working environment.
2. All employees must perform their job in a safe manner consistent with established University of Alberta standards, procedures, policies, and/or practices and in compliance with applicable legislation.
3. The University is committed to ensuring that no employee creates a risk for themselves and/or others or to the environment, physical infrastructure, and/or equipment as a result of impairment.
4. Employees must be fit for work and must notify their supervisor if they are not fit for work for any reason, including impairment or potential impairment.
5. This policy will apply to University of Alberta students only when the student is also an employee of the University of Alberta and when they are carrying out their duties as an employee. Behaviour of students who are not employed by the University of Alberta or who are not on duty will be addressed under the *Code of Student Behaviour*.

6. RESPONSIBILITIES

Members of the University community may have multiple roles as described below.

- a. Senior leaders, including the President, Vice-Presidents, Vice-Provosts, Associate Vice-Presidents, Deans, Directors, and Chairs and other officers of the University exercise administrative responsibility to implement this policy and the related procedures within their respective areas of responsibility.
- b. Managers and supervisors are responsible for:
 - i. ensuring safe work environments within their respective faculty, department, or unit as per Occupational Health and Safety legislation;
 - ii. understanding their role and the University's policies and procedures related to impairment in the workplace;
 - iii. identifying safety-sensitive positions and duties within their respective faculty, department or unit according to the criteria outlined in the *Managing Impairment in Safety Sensitive Positions Procedure*;
 - iv. ensuring that contractors and/or volunteers are made aware of University policies in relation to impairment and safety in the workplace;
 - v. promptly addressing actual or perceived impairment in the workplace in accordance with University policy, procedures, legislation, or applicable collective agreements;
 - vi. attending any training and awareness programs that the University may recommend or direct, related to effects of use and abuse of alcohol or drugs and recognizing signs of impairment;
 - vii. supporting employees who are seeking assessment, counselling, referral, and support programs where addiction may be a concern; and

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

- viii. maintaining appropriate privacy and confidentiality related to alcohol or drug use and/or medical information about a faculty or staff member.
- c. Employees are expected to:
- i. perform their duties in a safe manner and in all ways consistent with established University of Alberta standards, procedures, policies, and/or practices and in compliance with applicable legislation;
 - ii. read, understand, and adhere to this policy and their responsibilities under it;
 - iii. recognize if their position or assigned duties would be considered safety-sensitive based on the criteria outlined in the *Managing Impairment in Safety Sensitive Positions Procedure*;
 - iv. proactively take all reasonable steps to obtain information about and understand the potential impairing effects of any drug they consume, in terms of impairment in the workplace generally, and specific to their position and duties, including but not limited to seeking the advice of physicians and/or pharmacists;
 - v. report and remain fit for work during work time;
 - vi. immediately advise their supervisor if they know or reasonably ought to know or suspect that they are unfit for work for any reason;
 - vii. co-operate with any work modification related to their fitness for work;
 - viii. notify their supervisor, a manager, Human Resources, or Environment Health and Safety if they believe an employee, contract worker, or volunteer is not fit for work during work time;
 - ix. manage personal factors which impact their ability to perform their duties unimpaired and to the full extent of their capability;
 - x. seek advice and follow appropriate treatment if they have a current or emerging substance addiction, and follow recommended monitoring programs after attending treatment; and
 - xi. fully cooperate with an investigation into a violation of this policy or associated procedures.
- d. Human Resources is responsible for:
- i. supporting departments and units in the interpretation and application of this policy and related guidelines;
 - ii. informing the appropriate stakeholders when substantive changes to the policy occur;
 - iii. providing supervisors, faculty, and staff with information related to use or abuse of alcohol or drugs;
 - iv. support the development of training and/or resources to assist supervisors to recognize signs of impairment; and
 - v. support supervisors in managing performance concerns.
- e. Environment, Health and Safety will support departments and units in the interpretation and application of this policy and related procedures as it relates to the Occupational Health and Safety Act.

7. DRUG TESTING

The University may require **drug testing** for employees in the following circumstances:

- a. Post-Incident - as part of an investigation into a **serious incident or near miss** where impairment is a suspected cause.
- b. **Reasonable suspicion** - where the employee exhibits observable signs of impairment during work time.

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

- c. Pursuant to a reinstatement monitoring agreement, a continued employment agreement, or any other agreement entered into by the University, the employee, and the employee's union or association (where applicable).

8. ADDICTIONS, ASSISTANCE AND SUPPORT

Employees who are or suspect they are experiencing a substance addiction problem that is or is reasonably likely to affect their job performance or cause a violation of this policy are required to disclose that to their supervisor or the University's third party disability management provider before their job performance is affected or a violation of the policy occurs. Where the employee has made such a disclosure, they shall provide objective medical evidence of the addiction satisfactory to the University's third party disability management provider. If an addiction is established by the medical evidence, the University will reasonably accommodate the medical condition in accordance with applicable law, including allowing the employee to take appropriate leave for treatment.

If an employee discloses to their supervisor or the University's third party disability management provider and seeks assistance for a substance addiction problem before a violation of the policy occurs, the employee will not be disciplined for such disclosure and seeking such assistance. However, where an employee violates the policy but has not expressly disclosed or sought assistance for a substance dependency problem in accordance with the policy before that violation of the policy, then that violation may be grounds for disciplinary action.

9. FAILURE TO COMPLY

Any employee who fails to fulfill the requirements of this policy and its associated procedures may be subject to discipline and/or other action pursuant to any applicable collective agreement, handbook, legislation or University policy, up to and including termination of employment and prosecution if appropriate.

DEFINITIONS

<p>Any definitions listed in the following table apply to this document and its related policies and procedures only with no implied or intended institution-wide use. [▲Top]</p>	
Employee	<p>Includes academic staff, support staff, excluded staff, management, administrators, student staff, post-doctoral fellows, volunteers, contractors, or other staff.</p>
Drug	<p>Any substance, including but not limited to alcohol, cannabis, illicit drugs or medications (prescribed or over-the-counter), or other mood-altering substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that affect whether an employee is fit for work.</p> <p><u>Alcohol</u> refers to beer, wine and distilled spirits, and includes the alcohol found in medicines or other products.</p> <p><u>Cannabis</u> refers to a cannabis plant or bi-product of a cannabis plant obtained legally for recreational use or medicinal use.</p> <p><u>Illicit Drug</u> means any drug or substance whose use, sale, possession, purchase or transfer is restricted or prohibited by law.</p> <p><u>Medication</u> refers to a drug obtained legally, either over-the-counter or through a doctor's prescription or appropriate authorization, designed to remedy, control, or prevent illness. For clarity, in the case of medicinal cannabis, the employee must have an authorization for use to the extent such authorization is required by law for medicinal use.</p>
Drug Testing	<p>A test that examines a person's blood, urine, breath, saliva, or other sample to determine the presence of impairing substances in the body.</p>
Employee	<p>Includes academic staff, support staff, excluded staff, management, administrators, student staff, post-doctoral fellows, volunteers, contractors, or other staff.</p>
Fit for Work	<p>Refers to an employee's ability to maintain a physical, mental, and emotional state that enables them to perform the physical and mental demands of their job and/or duties safely, effectively, and in a manner that does not increase risk to themselves and others or the University. This includes being free from impairment by alcohol or drugs, the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person's ability to work safely.</p>

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

Impairment	The state of being unable to perform work-safely and productively, including not being fit for work because of intoxication by alcohol or drugs.
Manager/Supervisor	A person who has charge of a workplace or authority over a worker.
Reasonable Suspicion	Inference based on circumstances, observations, and/or reports that indicate impairment in the workplace may be present or that the employee is under the influence of alcohol or drugs.
Safety-Sensitive Position	Position where some or all of the work duties and operational processes have the potential, if performed improperly, for a serious incident or near miss. A safety-sensitive position includes positions where only certain duties are safety-sensitive.
Serious Incident or Near Miss	Refers to an unplanned event, circumstance or condition that caused or had a high likelihood to cause damage or injury to person, property, reputation, security or the environment, and/or would result in a report to a municipal, provincial, or federal regulator.
University Community	Includes all academic staff and colleagues, administrators, support staff and excluded staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) as well as third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, postdoctoral fellows, and visitors.
Work time	The period of time when the employee is expected to perform or be ready to perform any duties of their position. This includes all breaks, both scheduled and unscheduled time, and generally any time that the employee is engaged in work, activity or travel in their capacity as a University of Alberta employee.
Workplace	Any place where employees, volunteers, or contractors of the University of Alberta perform work as part of their assigned responsibilities.

RELATED LINKS

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

Supports and Resources

<links>

Information

[Occupational Health and Safety Act](#)

[Freedom of Information and Protection of Privacy Act](#)

[Alberta Human Rights Act](#)

Related Policies

[Disability Management/Health Recovery Support Policy](#)

[Discrimination Harassment and Duty to Accommodate Policy](#)

[Employee and Family Assistance \(EFAP\) Policy](#)

[Environment, Health and Safety Policy](#)

[Helping Individuals at Risk Policy](#)

[Hospitality, Working Sessions/Committee Meetings and University Employee Functions Procedure](#)

[Alcohol Policy](#)

[Ethical Conduct and Safe Disclosure Policy](#)

PUBLISHED PROCEDURES OF THIS POLICY

Managing Impairment in Safety-Sensitive Positions Procedure

Workplace Impairment Disclosure and Reporting Procedure

Drug Testing Procedure

Original Approval Date:
Most Recent Approval Date:
Most Recent Editorial Date: April 4, 2019

Effective Date: September 1, 2019

Parent Policy: Workplace Impairment Policy

Workplace Impairment Disclosure and Reporting Procedure

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	Board of Governors (Board Human Resources and Compensation Committee)
Scope:	Compliance with this University policy extends to all employees, volunteers, and contractors.

Overview

Ensuring a **workplace** is free from impairment requires a combination of workplace observation, **employee** disclosure, and reporting potential impairment. This is important in all positions, and is a priority in **safety sensitive positions**.

All employees must report **fit for work**. This disclosure and reporting procedure outlines the requirements for employees to self-disclose potential workplace impacts of alcohol and drugs or impairing conditions and to report any suspected impairment in the workplace to their supervisor.

Purpose

The purpose of this procedure is to outline how an employee can self-disclose and/or report impairment in the workplace.

PROCEDURE

1. EMPLOYEE SELF-DISCLOSURE

- a. Employees must report fit for work.
 - b. When an employee is not fit for work for any reason, they must disclose it to their **manager/supervisor** prior to conducting work, particularly if engaged in safety-sensitive duties.
 - c. Employees are required to inform their supervisor when their use of over-the-counter, prescription, or authorized drugs could reasonably be expected to cause **impairment** during **work time**. In situations where temporary modified duties or permanent accommodation may be required, employees will be expected to provide sufficient information and documentation to the University's third-party disability management provider to validate limitations and restrictions.
-

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

- d. An employee who discloses that they are not fit for work is not required to disclose the specific cause of the impairment, the substance used, the medical condition, or medication used that is causing the impairment to their supervisor or manager.
- e. Supervisors and managers must assess the risk when an employee discloses that they are not fit for work or that they are using drugs that could reasonably be expected to cause impairment during work time, and determine how to ensure safety and satisfaction of operational needs. An employee who discloses that they are not fit for work due to impairment may be re-assigned to alternate duties or may be temporarily removed from the work site.
- f. Information from the employee's physician may be requested to identify the existence or extent of any impairment or risk of impairment, whether an employee can conduct certain tasks, how certain drugs used by the employee impact or could impact their fitness for work and how long any reassignment of duties may be required.
- g. Employees who disclose that they are experiencing a substance addiction will be required to provide objective medical evidence of the addiction satisfactory to the University's third party disability management provider.

2. REPORTING IMPAIRMENT

- a. Any individual who witnesses impairment in the workplace or has a reasonable basis to believe that an employee may be impaired is expected to report the impairment or suspected impairment to their supervisor, a manager, or one of the following offices: Human Resources or Environment Health and Safety.
- b. When an individual reports suspected impairment in the workplace, the person to whom it is reported must take appropriate action.
- c. Where there is **reasonable suspicion** that an employee in a safety-sensitive position (including having certain safety-sensitive duties) is impaired, the employee may be immediately re-assigned to alternate duties or may be removed from the work site pending further investigation and information being obtained.
- d. The University will not tolerate any reprisal, directly or indirectly, against anyone who, in good faith, makes a report or is a witness to a report.
- e. The University also recognizes the serious nature of reports that are made in bad faith and it may take disciplinary action should reports be shown to be malicious, frivolous, fraudulent, or vexatious. Submitting a report in good faith is not a violation of this policy.

3. FAILURE TO COMPLY

Any employee who fails to fulfill the requirements of this procedure may be subject to disciplinary and other action pursuant to any applicable collective and other agreements, legislation or University policy, up to and including termination of employment and prosecution if appropriate.

4. PRIVACY

Any **personal information** (including health information) collected, used or disclosed under this procedure will occur only in compliance with the Freedom of Information and Protection of Privacy Act, the Personal Information Protection Act, and the University's related Access to Information and Protection of Privacy Procedure and Policy.

DEFINITIONS

Any definitions listed in the following table apply to this document and its related policies or procedures only with no implied or intended institution-wide use. [▲Top]	
Employee	Includes academic staff, support staff, excluded staff, management, administrators, student staff, post-doctoral fellows, volunteers, contractors, or other staff.
Fit for Work	Refers to an employee's ability to maintain a physical, mental, and emotional state that enables them to perform the physical and mental demands of their job and/or duties safely, effectively, and in a manner that does not increase risk to themselves and others or the University. This includes being free from impairment by alcohol or drugs, the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person's ability to work safely.
Impairment	The state of being unable to perform work-safely and productively, including not being fit for work because of intoxication by alcohol or drugs.
Manager/Supervisor	A person who has charge of a workplace or authority over a worker.
Personal Information	<p>Personal information means recorded information about an identifiable individual. This includes information such as the individual's:</p> <ul style="list-style-type: none"> a. name and contact information, age, and gender; b. student or employee ID #, or other identifying number; c. application for employment, salary, employment evaluations, and other employment history; d. grades, assignments, and other educational history; e. health information or financial information; f. race, national or ethnic origin, or colour; g. religious or political beliefs or associations; h. marital status or family status; i. biometric information; and j. criminal history. <p>These are examples only, and not a comprehensive list. Further examples of personal information are set out in the Appendix to Access to Information and Protection of Privacy Procedure.</p>

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

Reasonable Suspicion	Inference based on circumstances, observations, and/or reports that indicate impairment in the workplace may be present or that the employee is under the influence of alcohol or drugs.
Safety-Sensitive Position	Positions where some or all of the work duties and operational processes have the potential, if performed improperly, for a serious incident or near miss . A safety-sensitive position includes positions where only certain duties are safety-sensitive.
Serious Incident or Near Miss	Refers to an unplanned event, circumstance or condition that caused or had a high likelihood to cause damage or injury to person, property, reputation, security or the environment, and/or would result in a report to a municipal, provincial, or federal regulator.
Work time	The period of time when the employee is expected to perform or be ready to perform any duties of their position. This includes all breaks, both scheduled and unscheduled time, and generally any time that the employee is engaged in work, activity or travel in their capacity as a University of Alberta employee.
Workplace	Any place where faculty, staff, volunteers, or contractors, of the University of Alberta perform work as part of their assigned responsibilities.

RELATED LINKS

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

[Access to Information and Protection of Privacy Policy](#)

[Access to Information and Protection of Privacy Procedure](#)

Workplace Impairment Policy

Managing Impairment in Safety-Sensitive Positions Procedure

Drug Testing Procedure

Original Approval Date:
Most Recent Approval Date:
Most Recent Editorial Date: April 4, 2019

Effective Date: September 1, 2019

Parent Policy: Workplace Impairment Policy

Managing Impairment in Safety-Sensitive Positions Procedure

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	Board of Governors (Board Human Resources and Compensation Committee)
Scope:	Compliance with this University policy extends to all employees, volunteers, and contractors.

Overview

Safety sensitive positions are particularly susceptible to increased risk due to **impairment** in the **workplace**. It is important to properly define and identify safety-sensitive positions and ensure **employees** are educated, trained, and aware of their responsibilities related to being **fit for work** and reporting workplace impairment.

Purpose

The purpose of this procedure is to outline the requirements for managing impairment in safety-sensitive positions and for safety-sensitive duties. This includes identifying safety-sensitive positions as well as educating and training employees on dangers of impairment when performing safety-sensitive work.

PROCEDURE

1. IDENTIFICATION OF SAFETY-SENSITIVE POSITIONS AND DUTIES

Managers/supervisors of each department/unit must identify positions and duties that are considered safety-sensitive. In order to be considered safety-sensitive, the position or duties must meet any one of criteria outlined below.

In some cases a position may not be considered safety-sensitive (e.g. office work) but may have certain duties which are safety-sensitive, such as occasionally driving a motor vehicle. These duties must be identified as safety-sensitive, and for purposes of this procedure make the position a safety-sensitive position.

The criteria for identification of safety-sensitive positions and duties include:

- a. Use and maintenance of equipment, machinery, or powered tools (e.g. chainsaw, pneumatic-actuated tools, welding equipment).

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

- b. Transport, handling or use of hazardous materials including, but not limited to: flammable, corrosive, dangerously reactive, toxic, biological materials, radioactive materials, designated equipment.
- c. Work in high hazard areas (e.g. work at heights, confined spaces, rigging, working near heavy equipment, high pressure systems, high voltage, or high vehicle traffic areas).
- d. Working in potentially dangerous environments (e.g. working alone, field work, remote locations, laboratories).
- e. Positions or duties in which there is a reasonable expectation for duty of care to students, staff, the general public, or animals (some examples include aquatics, first aiders, peace officers, first responders, volunteer coordinators, summer camp leaders, physicians, nurses, psychologists, dentists, pharmacists, veterinarians, animal technicians).
- f. Operation of motorized equipment (e.g. driving a vehicle, or operating heavy machinery).
- g. Decision-critical positions or duties related to health and safety in which critical decisions could affect the safe operation of the University (e.g. installation, maintenance or monitoring of life safety systems such as fire alarm systems, supervisors of safety-sensitive positions. operation and care of utilities).

2. NOTIFICATION OF SAFETY SENSITIVE DUTIES

Employees in safety-sensitive positions must be made aware that their position or specific duties are considered safety-sensitive, either through verbal notification and explanation or through appropriate notation on the job fact sheet/position description, or both. Whether an employee has been told their position is safety-sensitive is not by itself determinative of whether they know or ought to know that it is.

3. EDUCATE EMPLOYEES ON THEIR RESPONSIBILITIES

Managers and supervisors must take reasonable steps to ensure employees in safety-sensitive positions or with safety-sensitive duties have adequate education, training, and awareness of their responsibilities related to being fit for work and reporting workplace impairment in accordance with University policies and procedures.

DEFINITIONS

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

Drug	<p>Any substance, including but not limited to alcohol, cannabis, illicit drugs or medications (prescribed or over-the-counter), or other mood-altering substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that affect whether an employee is fit for work.</p> <p><u>Alcohol</u> refers to beer, wine and distilled spirits, and includes the alcohol found in medicines or other products.</p>
-------------	---

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

	<p><u>Cannabis</u> refers to a cannabis plant or bi-product of a cannabis plant obtained legally for recreational use or medicinal use.</p> <p><u>Illicit Drug</u> means any drug or substance whose; use, sale, possession, purchase or transfer is restricted or prohibited by law.</p> <p><u>Medication</u> refers to a drug obtained legally, either over-the-counter or through a doctor's prescription or appropriate authorization, designed to remedy, control, or prevent illness. For clarity, in the case of medicinal cannabis, the employee must have an authorization for use to the extent such authorization is required by law for medicinal use.</p>
Employee	Includes academic staff, support staff, excluded staff, management, administrators, student staff, post-doctoral fellows, volunteers, contractors, or other staff.
Fit for Work	Refers to an employee's ability to maintain a physical, mental and emotional state that enables them to perform the physical and mental demands of their job and/or duties safely, effectively, and in a manner that does not increase risk to themselves and others or the University. This includes being free from impairment by alcohol or drugs , the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person's ability to work safely.
Impairment	The state of being unable to perform work-safely and productively, including not being fit for work because of intoxication by alcohol or drugs.
Manager/Supervisor	A person who has charge of a workplace or authority over a worker.
Safety-Sensitive Position	Position where some or all of the work duties and operational processes have the potential, if performed improperly, for a serious incident or near miss . A safety-sensitive position includes positions where only certain duties are safety-sensitive.
Serious Incident or Near Miss	Refers to an unplanned event, circumstance or condition that caused or had a high likelihood to cause damage or injury to person, property, reputation, security or the environment, and/or would result in a report to a municipal, provincial, or federal regulator.
Work time	The period of time when the employee is expected to perform or be ready to perform any duties of their position. This includes all breaks, both scheduled and unscheduled time, and generally any time that the employee is engaged in work, activity or travel in their capacity as a University of Alberta employee.
Workplace	Any place where employees, volunteers, or contractors of the University of Alberta perform work as part of their assigned responsibilities.

RELATED LINKS

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

[Occupational Health and Safety Act](#)

Workplace Impairment Policy

Workplace Impairment Disclosure and Reporting Procedure

Drug Testing Procedure

Original Approval Date:
Most Recent Approval Date:
Most Recent Editorial Date: April 4, 2019
Effective Date: September 1, 2019
Parent Policy: Workplace Impairment Policy

Drug Testing Procedure

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	Board of Governors (Board Human Resources and Compensation Committee)
Scope:	Compliance with this University policy extends to all employees, volunteers, and contractors.

Overview

Impairment in the **workplace** can increase the risk of **employee** actions causing damage or injury to persons, property, reputation, security or the environment. **Safety-sensitive positions** are particularly susceptible to increased risk due to **impairment** in the workplace. In order to effectively manage impairment in the workplace, **drug testing** may be required under certain circumstances.

Purpose

The purpose of this procedure is to outline the procedures that apply when determining when and how the University of Alberta will conduct **drug** testing on its employees. Drug testing is only one tool to assist in determining workplace impairment and will be used along with workplace observation, employee disclosure, reporting requirements, and employee behavior monitoring.

PROCEDURE

1. CIRCUMSTANCES IN WHICH DRUG TESTING MAY BE USED

The University of Alberta reserves the right to conduct drug testing in accordance with the *Workplace Impairment Policy*. There are three scenarios in which the University may require drug testing :

- a) Post-Incident - as part of an investigation into a **serious incident or near miss** where impairment is a suspected cause.
- b) **Reasonable suspicion** - where the employee exhibits observable signs of impairment during work time.
- c) Pursuant to a reinstatement monitoring agreement, a continued employment agreement, or any other agreement entered into by the University, the employee and the employee's union or association (where applicable).

Impairment during work time will typically be managed through observation, self-reporting, employee management, and a respectful workplace in order to maintain a high standard in safety

sensitive positions, however drug testing may be used as a supplement to these measures in the noted circumstances.

The Vice-Provost and Associate Vice-President (Human Resources) may invoke the drug testing procedure in circumstances where they deem it appropriate or upon recommendation from a Dean, Associate Vice-President or the most senior administrator for an academic or administrative unit, who shall consult with Human Resources prior to making any such recommendation.

If drug testing is conducted on an employee who is represented by a union or staff association, the employee will be advised of their right to representation by the union or staff association and the union or staff association shall be advised at the earliest possible opportunity that the employee has undergone drug testing.

2. CONDUCTING A DRUG TEST

Drug testing must be conducted as soon as practical upon the presentation of the applicable circumstances noted in this procedure and the related *Workplace Impairment Policy*. All drug tests will be completed by a third-party provider that specializes in workplace-related drug testing.

If an employee is required to submit to a test, they will be removed from duty until the test is complete and must remain under direct supervision until they are transported to and from the testing site.

If an employee fails to report directly for a test, refuses to submit to a test upon request in accordance with this policy and related procedures, refuses to agree to disclosure of a test result to the University, attempts to tamper with a test sample, or otherwise obstructs the testing process, they will be deemed to have tested positive.

3. STEPS FOLLOWING A NEGATIVE TEST

Where the drug test is negative for drugs that may have caused the employee to not be **fit for work** during **work time**, any concerns regarding employee behavior and workplace performance will be handled in accordance with the appropriate collective agreements or University of Alberta policies.

4. STEPS FOLLOWING A POSITIVE TEST

Where the drug test is positive for drugs that may have caused the employee to not be fit for work during work time, the employee may be subject to disciplinary and other action pursuant to any applicable collective and other agreements, legislation, or University policy, up to and including termination of employment and prosecution if appropriate. Typically any positive test will be considered in combination with surrounding circumstances including workplace observation and employee reporting. Employee performance will be managed in accordance with the appropriate collective agreements and University of Alberta policies.

5. PRIVACY

Any **personal information** (including health information) collected, used or disclosed under this procedure will occur only in compliance with the Freedom of Information and Protection of Privacy Act, the Personal Information Protection Act, and the University's related Access to Information and Protection of Privacy Procedure and Policy.

DEFINITIONS

<p>Any definitions listed in the following table apply to this document and its related policies and procedures only with no implied or intended institution-wide use. [▲Top]</p>	
<p>Drug</p>	<p>Any substance, including but not limited to alcohol, cannabis, illicit drugs or medications (prescribed or over-the-counter), or other mood-altering substance, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For purposes of this policy, drugs of concern are those that affect whether an employee is fit for work.</p> <p><u>Alcohol</u> refers to beer, wine and distilled spirits, and includes the alcohol found in medicines or other products.</p> <p><u>Cannabis</u> refers to a cannabis plant or bi-product of a cannabis plant obtained legally for recreational use or medicinal use.</p> <p><u>Illicit Drug</u> means any drug or substance whose use, sale, possession, purchase or transfer is restricted or prohibited by law.</p> <p><u>Medication</u> refers to a drug obtained legally, either over-the-counter or through a doctor's prescription or appropriate authorization, designed to remedy, control or prevent illness. For clarity, in the case of medicinal cannabis, the employee must have an authorization for use to the extent such authorization is required by law for medicinal use.</p>
<p>Drug Testing</p>	<p>A test that examines a person's blood, urine, breath, saliva, or other sample to determine the presence of impairing substances in the body.</p>
<p>Employee</p>	<p>Includes academic staff, support staff, excluded staff, management, administrators, student staff, post-doctoral fellows, volunteers, contractors, or other staff.</p>
<p>Fit for Work</p>	<p>Refers to an employee's ability to maintain a physical, mental, and emotional state that enables them to perform the physical and mental demands of their job and/or duties safely, effectively, and in a manner that does not increase risk to themselves and others or the University. This includes being free from impairment by alcohol or drugs, the misuse of and/or failure to take medications as prescribed, and/or any condition that could impair a person's ability to work safely.</p>
<p>Impairment</p>	<p>The state of being unable to perform work-safely and productively, including not being fit for work because of intoxication by alcohol or drugs.</p>

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

Personal Information	<p>Personal information means recorded information about an identifiable individual. This includes information such as the individual's:</p> <ul style="list-style-type: none"> a. name and contact information, age, and gender; b. student or employee ID #, or other identifying number; c. application for employment, salary, employment evaluations, and other employment history; d. grades, assignments, and other educational history; e. health information or financial information; f. race, national or ethnic origin, or colour; g. religious or political beliefs or associations; h. marital status or family status; i. biometric information; and j. criminal history. <p>These are examples only, and not a comprehensive list. Further examples of personal information are set out in the Appendix to Access to Information and Protection of Privacy Procedure.</p>
Reasonable Suspicion	<p>Inference based on circumstances, observations, and/or reports that indicate impairment in the workplace may be present or that the employee is under the influence of alcohol or drugs.</p>
Safety-Sensitive Position	<p>Position where some or all of the work duties and operational processes have the potential, if performed improperly, for a serious incident or near miss. A safety-sensitive position includes positions where only certain duties are safety-sensitive.</p>
Serious Incident or Near Miss	<p>Refers to an unplanned event, circumstance or condition that caused or had a high likelihood to cause damage or injury to person, property, reputation, security or the environment, and/or would result in a report to a municipal, provincial, or federal regulator.</p>
Work time	<p>The period of time when the employee is expected to perform or be ready to perform any duties of their position. This includes all breaks, both scheduled and unscheduled time, and generally any time that the employee is engaged in work, activity or travel in their capacity as a University of Alberta employee.</p>
Workplace	<p>Any place where employees, volunteers, or contractors of the University of Alberta perform work as part of their assigned responsibilities.</p>

RELATED LINKS

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

[Access to Information and Protection of Privacy Policy](#)

[Access to Information and Protection of Privacy Procedure](#)

Workplace Impairment Policy

Managing Impairment in Safety-Sensitive Positions Procedure

Workplace Impairment Disclosure and Reporting Procedure

FINAL Item No. 9

**Governance Executive Summary
Action Item**

Agenda Title	Proposed Revisions to Standing Committee Terms of Reference– GFC Academic Planning Committee
---------------------	---

Motion

<p>THAT General Faculties Council approve, as recommended by the GFC Academic Planning Committee and the GFC Executive Committee, the proposed changes to the GFC Academic Planning Committee Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	GFC Academic Planning Committee
Presenter(s)	Steven Dew, Chair, GFC Academic Planning Committee

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to approve the revised terms of reference for the GFC Academic Planning Committee
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Report of the <i>ad hoc</i> Committee on Academic Governance including Delegated Authority, endorsed by GFC on April 21, 2017, contained recommendations of a general nature applying to all standing committees and recommendations specific to the Academic Planning Committee. In addition, through discussion by APC, a number of other gaps in the terms of reference were identified.</p> <p><u>Added to terms of reference:</u></p> <ul style="list-style-type: none"> - Clear reference to research within the terms of reference to clarify the responsibilities of the committee to this area. - Delegated authority to approve of program terminations. - Under responsibilities: Internationalization, Indigenous, and Information Technology policies and initiatives <p><u>Changes to terms of reference:</u></p> <ul style="list-style-type: none"> - <i>Change in delegation:</i> It has been recognized that the key decision making point in program termination is actually at the time of program suspension. The terms of both APC and Academic Standards Committee (ASC) reflect a new pathway for suspensions that would progress with recommendations from ASC to APC to GFC and then the Board. APC would then be the final approver of terminations on the recommendation of ASC. - <i>Change in delegation:</i> Removal of APC recommending to the Board on certificates requiring government approval. This did not align with the approval authority for other programs wherein APC is the final approver. - <i>Change in responsibility:</i> The responsibility to recommend to GFC on policy directions for teaching and learning will be moved to the terms of the Committee on the Learning Environment (CLE) rather than having CLE recommend to APC and APC recommend to GFC. - <i>Change in responsibility:</i> The responsibility for the establishment of or change to general university admission or transfer policies

Item No. 9

	<p>affecting students will lie with ASC to recommend to GFC for approval rather than ASC recommending to APC who recommends to GFC</p> <ul style="list-style-type: none"> - As an expanded responsibility, ASC will be reviewing new, and revisions to existing, programs and providing comments to APC. - Enrollment and Planning has been revised to reflect current activities. <p><u>Changes to committee composition:</u></p> <ul style="list-style-type: none"> - Removal of cross representative from Executive to Academic Planning Committee - Addition of one elected faculty member from GFC - The recommendation to move the Vice-President (Finance and Administration) from an ex-officio member was rejected as the budget remains an important part of the committee's mandate - The Vice-Provost and University Registrar moves from a resource member to an ex-officio member to align voting status with that on GFC <p><u>Items that remain in the terms of reference pending further work:</u></p> <ul style="list-style-type: none"> - There were a number of recommendations from the ad hoc Committee Report related to the many components of program approval. On January 14, 2019 the GFC Executive Committee established an ad hoc committee to review current approval processes and propose revised pathways. Approved recommendations from this review will be incorporated into the APC terms of reference next year. - Proposals from the Centre collegial de l'Alberta (CCA) remain in the terms of reference for the time being.
<p>Supplementary Notes and context</p>	<p><u>Remaining unchanged – Committee Name</u></p> <p>The Report of the ad hoc Committee on Academic Governance including Delegated Authority noted that it was important to ensure that sufficient attention and priority is dedicated to research as an area of policy that is central to the university's success and stature as a major research-intensive university. The report recommended that APC's terms of reference be amended to clarify in more detail its delegated authority with regard to research-related issues, to clarify (for GFC and the university community) the place of research policy in governance, and to enhance the extent to which the committee would be more proactive in taking up research-related issues. A name change to the Academic and Research Planning was one of the ways suggested to accomplish this.</p> <p>Since the report was endorsed in April 2017, APC has discussed and revised the proposed terms at many meetings.</p> <p>Over the development of the proposed terms of reference, the structure and sub-titles of the document were revised to clearly articulate 'research and research policy' along with the committee's delegated authority and responsibilities in this area. These additions address the spirit of the ad hoc committee's recommendations by clarifying the role of APC on research-related issues, clearly placing research policy within governance, and positioning APC to be more proactive in taking up</p>

Item No. 9

	<p>research-related issues.</p> <p>At the March 13, 2019 meeting, members discussed whether it was necessary to refer specifically to research in the committee name as research is part of academic affairs. On March 25, the proposed terms of reference went to GFC for early consultation. Members at that meeting also questioned the need to include research in the name as it is part of academic affairs.</p> <p>With this feedback in mind, and with the revisions to the format and content of the terms of reference, APC recommends that the name of the committee remain as the Academic Planning Committee.</p>
--	--

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • GFC Academic Planning Committee • GFC Executive Committee Transition Committee • Vice-President (Academic) and Provost • Vice-President (Research)
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the ad hoc Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) Appendix 6: List of Consultations • General Faculties Council • GFC Executive Committee • GFC Executive Transition Committee
	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • General Faculties Council
<p>Approval Route (Governance) (including meeting dates)</p>	<p><i>For the Public Good</i></p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.</p>	
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p>	
	<p><input type="checkbox"/> Enrolment Management</p> <p><input type="checkbox"/> Faculty and Staff</p> <p><input type="checkbox"/> Funding and Resource Management</p> <p><input type="checkbox"/> IT Services, Software and Hardware</p> <p><input checked="" type="checkbox"/> Leadership and Change</p> <p><input type="checkbox"/> Physical Infrastructure</p>	<p><input checked="" type="checkbox"/> Relationship with Stakeholders</p> <p><input checked="" type="checkbox"/> Reputation</p> <p><input type="checkbox"/> Research Enterprise</p> <p><input type="checkbox"/> Safety</p> <p><input type="checkbox"/> Student Success</p>
<p>Legislative Compliance and jurisdiction</p>	<p><i>Post-Secondary Learning Act (PSLA)</i> GFC Academic Planning Committee Terms of Reference</p>	

Attachments

Item No. 9

1. Proposed Terms of Reference - GFC Academic Planning Committee
2. Current Terms of Reference – GFC Academic Planning Committee

Prepared by: University Governance



1. Mandate and Role of the Committee

The GFC Academic Planning Committee (APC) is a standing committee of GFC charged with oversight of academic planning issues. APC is responsible for considering institution wide implications to the university's longer term academic, research, financial, and facilities development.

The Committee may be called upon to consider or recommend to GFC on any academic or research issue within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

2. Areas of Responsibility

Academic implications of:

- a. Academic programs
- b. Research and research policy
- c. Academic units and academic service units
- d. Budget matters
- e. Quality assurance
- f. Enrolment management
- g. Facilities planning
- h. Internationalization policies and initiatives
- i. Indigenous policies and initiatives
- j. Information Technology policies and initiatives

3. Composition

Voting Members (18)

Ex-officio (6)

- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance and Administration)
- Vice-Provost and University Registrar
- President, Students' Union
- President, Graduate Students' Association

Elected by GFC (12)

- 7 academic staff elected by GFC (A1.1, 1.5, 1.6, 1.7), at least five of which are members of GFC. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair
- 1 Dean
- 1 Department Chair-at-large
- 1 non-academic staff at-large (S1.0)
- 1 undergraduate student from GFC
- 1 graduate student from GFC

NOTE: One academic staff member of the GFC Academic and Research Planning Committee will be elected by the committee for cross appointment to the GFC Facilities Development Committee

Non-voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Academic Programs

- a. Approve the establishment of academic programs, the extension and/or substantive revision of existing programs
- b. Approve the termination of academic programs
- c. Approve certificates from all Faculties, and new non-credit programs and program expansions in the Faculty of Extension, as recommended by ASC, where additional funding and/or space is required
- d. Approve the establishment, extension and/or substantive revision of existing programs, and termination of programs from Centre collégial de l'Alberta de l'University of Alberta (including all admission/transfer, academic standing/graduation, and related matters)

4.2 Research and Research Policy

- a. Approve the establishment and termination of endowed and funded chairs
- b. Academic Centres and Institutes
 - Approve the establishment of academic centres and institutes
 - Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)

4.3 Academic Units and Academic Service Units

- a. Approve name changes to Departments and Divisions

4.4 Budget Matters

- a. Recommend to the Board of Governors on the academic and research implications of the annual budget, excluding budgets for ancillary units

4.5 Enrolment Management

- a. Approve revisions to the Enrolment Management Procedure

5. Responsibilities Additional to Delegated Authority**5.1 Academic Programs**

- a. Recommend to GFC on the suspension of academic programs

5.2 Research and Research Policy

- a. Receive, discuss and provide feedback on research policy issues including research ethics policy. Recommend to GFC on new policy suites and revisions to existing policy
- b. Receive, discuss and provide feedback on Centres and Institutes Committee Annual Report
- c. Receive, discuss and provide feedback on research performance summaries and reports

5.3 Academic Units and Academic Service Units

- a. Recommend to GFC on name changes of Faculties
- b. Recommend to GFC on the establishment and termination of Faculties, Departments, Schools and Divisions, and on mergers involving Faculties, Departments, or Divisions subject to Article 32 of the Faculty Agreement
- c. Recommend to the Board of Governors on the assignment of priorities for establishment of new Faculties, Departments or Schools
- d. Receive notification of name changes of campus units for information

5.4 Budget Matters

- a. Recommend to GFC on budget principles
- b. Recommend to the Board of Governors on the annual budget (excluding ancillary units)
- c. Recommend to GFC on any new fee that would be levied upon a substantial group of students

5.5 Quality Assurance

- a. Receive and discuss quality assurance reports for academic programs on an annual basis
- b. Receive and discuss reviews of academic and other academic service units
- c. Receive, discuss, and provide feedback on processes for quality assurance and unit reviews

5.6 Enrolment Management

- a. Receive, discuss, and provide feedback on enrolment reports
- b. Recommend to GFC on enrolment management processes

5.7 Facilities Planning

- a. Receive advice and comments from Facilities Development Committee (FDC) on any facilities-related matter including requests for additional space or major new construction projects which may affect academic programs
- b. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities
- c. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University
- d. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities
- e. Informed by advice from FDC, recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic or research implications, or financial impact on the University

5.8 International Policies and Initiatives

- a. Receive, discuss, and provide feedback on annual reports and future plans

5.9 Indigenous Policies and Initiatives

- a. Receive, discuss, and provide feedback on annual reports and future plans

5.10 Information Technology Policies and Initiatives

- a. Receive, discuss, and provide feedback on annual reports and future plans

6. Sub-delegations from Academic Planning Committee

Should be reviewed at least every three years and reported to GFC.

6.1 Academic Programs – Graduate Degree Specializations

All proposals for establishment, suspension and termination of graduate degree second level specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these approvals to APC.

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to APC:

7.1 Academic Programs

- a. In cases where a new program proposal represents a new credential for the university, final approval resides with the Board of Governors

8. Reporting to GFC

The committee should regularly report to GFC with respect to its activities and decisions.

The committee should report annually to GFC on programs approved.

9. Definitions

The determination of what constitutes a "significant academic or research implication or financial impact" will be made by the Committee, either through an expression of consensus or a vote.

Substantial Group of Students – any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level

Academic Units – include Faculties, Departments, Schools and divisions. Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.

Academic Service Units – administrative units, excluding ancillary units, that have academic impact

Academic Centre or Institute – 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.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

[Centres and Institutes Policy](#)

Approved by General Faculties Council: [date]

GFC Academic Planning Committee Terms of Reference

1. Authority

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of Governors on a number of matters, including "the budget" and "academic planning." GFC has thus established an Academic Planning Committee (GFC APC), as set out below. GFC delegates certain of its powers to the GFC Academic Planning Committee.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

2. Composition of the Committee

Ex officio

- Provost and Vice-President (Academic), Chair
- Vice-President (Research)
- Vice-President (Finance & Administration)
- President of the Students' Union
- President of the Graduate Students' Association

Members Elected by General Faculties Council

- Four academic staff elected by and from GFC (Category A1.1 and A1.6 and their counterparts in A1.5 and A1.7)
- Two academic staff-at-large (Category A1.1 and A1.6 and their counterparts in A1.5 and A1.7)
- One NASA member (Category S1.0) at-large
- One Dean
- One Department Chair-at-large
- One undergraduate student-at-large
- One graduate student-at-large

Non-Voting Members

- One faculty member of the GFC Executive, appointed by the Chair of the GFC Executive.
- The Provost and Vice-President (Academic) may ask any resource person to attend for any item(s). It is recognized the Vice-Provost and University Registrar will routinely be in attendance at APC as a non-voting observer/resource person. (GFC 29 SEP 2003)

NOTE: APC will elect one of the APC academic staff members to serve as Vice-Chair.

APC shall appoint one of its elected faculty members as a cross-representative to the FDC.

The President, as Chair of GFC, may attend at his or her discretion any meeting of APC in order to present any item or to receive advice from APC.

3. Mandate of the Committee

The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. As such, it is not only responsible to GFC (or the Board) for the specific matters itemized below, but may also ask to consider or recommend to GFC on any academic issue, including 1) those issues under the purview of other GFC committees, 2) any academic issue related to restructuring, 3) any research-related issue, or 4) issues linked to academic service units where those issues have a significant academic impact. In like manner, the President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies. (GFC 29 SEP 2003)

APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following:

1. Planning and Priorities

To recommend to GFC and/or the Board of Governors on planning and priorities with respect to the University's longer term academic, financial, and facilities development. (GFC 29 SEP 2003)

2. Units

a. Subject to Article 32 of the Faculty Agreement, to recommend to GFC on the establishment and termination of Faculties, Departments, Schools and divisions, and on mergers involving Faculties, Departments or Schools. (Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.)

With respect to any proposal to terminate, merge or reorganize a Faculty, Department or School, the Provost and Vice-President (Academic) will ensure that before a proposal is placed before APC, the Dean(s) is notified, provided with supporting documentation, and is given a reasonable amount of time to take the matter to the Faculty Council(s).

b. To recommend to the Board of Governors on the assignment of priorities for the establishment of new Faculties, Departments or Schools, and on the establishment, merger, or termination of support units, except ancillary units.

c. To receive and discuss recommendations from the President or the appropriate Vice-President concerning reviews of campus units and to take appropriate action.

3. Enrollment and Planning

a. To recommend to GFC on University-wide enrollment targets for undergraduate and graduate students.

b. To recommend to GFC on enrollment management processes, including the establishment of new quotas for individual Faculties and programs.

c. To recommend to the Board of Governors on changes to existing quotas for individual Faculties or programs.

4. Budget Matters

a. To recommend to GFC on budget principles.

b. To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units.

c. To seek the recommendation of GFC regarding any new fee that will be levied upon a substantial group of students, prior to the recommendation by APC of any such fees to the Board of Governors. (A substantial group of students is defined as any one (or all) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level.)

Note: On February 12, 1996, General Faculties Council agreed that:

- a. An information session on the proposed budget take place at GFC each year just prior to being introduced to the [APC] and Board approval process; and
- b. Information, however 'soft,' be provided to GFC at its first meeting in September. (GFC 12 FEB 1996)

5. Facilities

- a. To recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities. (GFC 29 SEP 2003)
- b. To recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University. (GFC 29 SEP 2003)
- c. To recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities.
- d. To recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic and/or financial impact on the University. (The determination of what constitutes a "significant academic and/or financial impact" will be made by the Provost and Vice-President (Academic).

6. Teaching and Learning

- a. To recommend to GFC on broad policy directions for excellence in teaching and learning in a manner that ensures accountability of all Faculties in this matter.
- b. To receive and discuss advice and/or recommendations from the GFC Committee on the Learning Environment, when provided, and to take appropriate action. (GFC 29 SEP 2003)

7. Admission, Transfer and Academic Standing

- a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change
- b. To consider advice or recommendation from the GFC ASC on proposals which involve substantial change to admission/transfer regulations or to academic standing regulations.

8. Establishment/Termination of Academic Programs

NOTE: APC deals with major program matters; minor program matters are dealt with through the GFC-mandated course/program approval process. The Provost and Vice-President (Academic) decides what is major or minor.

- a. To approve the establishment of new academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.
- b. To recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions. (GFC 27 MAY 2002)

c. To receive advice and comment from FDC on any facilities-related matter which may affect academic programs normally before an academic program proposal is considered by APC. Facilities-related matters may include requests for additional space or major new construction projects.

d. Where additional funding and/or space is required to support the offering of a proposed certificate and/or if, in the opinion of the Provost and Vice-President (Academic) the certificate required Government approval, ASC would provide a recommendation on the (proposed) initiative to APC. APC, in turn, would have the GFC delegated authority to give final approval for the proposal in those cases where Government approval of the certificate is not required; in cases where Government approval is required, APC would provide recommendation on the proposal to the Board of Governors (or delegate body). (GFC 31 MAY 2005).

9. Name Changes of Faculties, Departments, and Divisions

- a. To recommend to GFC on proposals to change the names of Faculties.
- b. To approve name changes of Departments and divisions.

10. Endowed and Funded Chairs

To establish or terminate endowed and funded chairs.

11. Centres and Institutes

All proposals for establishment of academic centres and institutes shall be submitted in accordance with University policy and procedure as set out in the University of Alberta Policies and Procedures Online (UAPPOL). (GFC 27 MAY 2002)

12. Graduate Degree Specializations

All proposals for establishment of graduate degree specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these approvals to APC. Proposals which constitute new programs and/or which do involve base operating or capital funds will be considered and decided upon by APC.

13. Existing Undergraduate and Graduate Academic Programs:

- Extension and/or Substantive Revision of Existing Programs**
- Revisions to or Extension of Existing Degree Designations**

All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic). (Minor program changes are circulated for challenge to interested parties as set out in Section 37 of this Manual.) In cases where it is not clear if a change is major or minor, the Vice-President (Academic) will decide.

The Provost and Vice-President (Academic), after consultation with relevant Offices, committees or advisers will place the proposal before APC. APC has the final authority to approve such proposals unless, in the opinion of the Vice-President (Academic), the proposal should be forwarded to GFC with an attendant recommendation from APC. The Provost and Vice-President (Academic) may seek the advice of FDC on space-related matters inherent to the proposal prior to its consideration by APC.

Where additional funding and/or space is required for new non-credit programs and program expansions in the Faculty of Extension, the GFC ASC will recommend to APC.

14. Diploma Programs Offered by Centre collégial de l'Alberta de l'University of Alberta

GFC delegates to APC the sole authority to consider and approve proposals from Centre collégial de l'Alberta de l'University of Alberta for the establishment of or termination of diploma programs (including all admission/transfer, academic standing/graduation, and related matters) to be offered by this unit. Where a new funding model is proposed for a new or existing diploma program, however, APC will forward the proposal (with recommendation) on to the appropriate standing committee of the Board of Governors. (GFC EXECUTIVE COMMITTEE 03 DEC 2012)

15. Other

- a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.
- b. To decide on any routine academic matters not already covered by GFC's delegations to the Provost and Vice-President (Academic) or its other committees.

4. Committee Procedures

See General Terms of Reference.

5. Additional Reporting Requirements

None.

R:\GO04 General Faculties Council - General\PRO\TER\APC\Academic-Planning-Committee-Amended.doc

Approved November 26, 2007 (GFC)

Governance Executive Summary
Advice, Discussion, Information Item

Agenda Title	Proposed Revisions to Terms of Reference – General Faculties Council
---------------------	---

Motion

<p>THAT General Faculties Council approve, as recommended by the GFC Executive Committee, the proposed changes to the General Faculties Council Terms of Reference as set forth in Attachment 1, to take effect July 1, 2019.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	General Faculties Council
Presenter	David Turpin, Chair, General Faculties Council

Details

Responsibility	General Faculties Council
The Purpose of the Proposal is (please be specific)	The proposal is before the committee to approve the revised terms of reference for General Faculties Council.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p>The Report of the ad hoc Committee on Academic Governance including Delegated Authority was endorsed by GFC on April 21, 2017. Since that time, proposals related to the implementation of the recommendations including standing committee terms of reference, have been coming forward to GFC for approval.</p> <p>Since 2017, GFC members have seen many of the ad hoc recommendations reflected in GFC’s work including:</p> <ul style="list-style-type: none"> • increase in the number of GFC meetings to eight per year between September and June • early consultation on items that are in the development stage • early consultation on substantive and strategic issues of broad relevance to the community • the Chair of the Board of Governors is invited annually to speak at a GFC meeting • an annual joint meeting between the Board and GFC was established and was successfully held in 2018 and 2019 (the Senate was invited to join based on the summit topic) • annual orientation sessions occur • a comprehensive GFC and committee member guidebook is now widely available to members wanting a single reference for all the information they require to be effective in their roles <p>The Report of the ad hoc Committee on Academic Governance including Delegated Authority recommended that the composition of General Faculties Council be reviewed on or before April 2019 with the intention of decreasing its size, keeping in mind the parameters of the PSLA. As a self-governing body, GFC has added appointed members to its composition to deal with, discern, and discuss items. GFC currently has 158 members, 84 are statutory members named in the <i>Post-Secondary Learning Act</i>, the remaining 74 are appointed members added by GFC</p>

Item No. 10

	<p>over the years. The ad hoc report recommended a review of the composition of GFC with the intention of decreasing its size, keeping in mind the parameters of the PSLA.</p> <p>At the February 25 and March 18 meetings, GFC discussed the draft terms of reference and the composition of GFC. It was noted that the changes that have occurred over the last few years as outlined above have increased the engagement of members at GFC and that the need to reduce the size of GFC was not currently required. A few changes are proposed that will add the Principal and Dean of St Stephen's College, and elected post-doctoral fellow and MAPS representative. Overall, the size of GFC will not change.</p>
<p>Supplementary Notes and context</p>	<p>At the discussion of composition at the <u>February 25, 2019, GFC meeting</u>, there was general support for the addition of:</p> <ol style="list-style-type: none"> a. an elected member of the Post-Doctoral Fellows Association (recognizing their importance to the academic and research work of the institution, and their inclusion in the PSLA) b. the President of St Stephen's College (which would be consistent with the having the President of St Joseph's College as a current member of GFC) <p>At the discussion at the GFC Executive Committee on March 4, 2019, members emphasized the importance of having the right people at the table to discuss the items before GFC. Members also noted that other changes made including additional GFC meetings and bringing forward items for Early Consultation have contributed to increased engagement and participation of GFC members.</p> <p><i>Secretary's Note: The composition of GFC was discussed at the GFC Executive Committee on February 11, March 4, and April 15, 2019, and at GFC on February 11 and March 18, prior to the terms of reference coming forward for approval.</i></p>

Engagement and Routing (Include proposed plan)

<p>Consultation and Stakeholder Participation</p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • General Faculties Council • GFC Executive Committee • GFC Executive Committee Transition Committee <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Report of the ad hoc Committee on Academic Governance Including Delegated Authority (endorsed by GFC April 21, 2017) <p>Appendix 6: List of Consultations</p>
---	---

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>	
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <p><input type="checkbox"/> Enrolment Management</p> <p><input type="checkbox"/> Faculty and Staff</p>	<p><input type="checkbox"/> Relationship with Stakeholders</p> <p><input checked="" type="checkbox"/> Reputation</p>

Item No. 10

	<input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act	

Attachments (each to be numbered 1 - <>)

1. Proposed GFC terms of reference
2. Proposed Changes to GFC composition
3. Curated list of GFC delegations

Prepared by: University Governance



1. Mandate and Role of the Committee

The University of Alberta is governed bicamerally by the Board of Governors and General Faculties Council (GFC); they share and balance power within the University and are called upon to provide both oversight and strategic vision. The proper functioning of the Board and GFC are essential to the university's institutional autonomy and the processes of collegial academic governance.

GFC is the University's senior academic governing body defined in the *Post-Secondary Learning Act (PSLA)* and is responsible for the **academic affairs** of the University, subject to the authority of the Board of Governors. The Board of Governors has primary responsibility for the business affairs of the institution.

2. Areas of Responsibility

General Faculties Council (GFC) operates by authority of the Post-Secondary Learning Act (PSLA). The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons.

GFC has delegated authority on many matters to GFC standing committees, faculty councils, officials of the University, and other bodies (see Section 6), thus allowing it to focus on high level strategic items of academic significance which include, but are not limited to:

- high level strategic and academic stewardship policy issues or matters of significant academic consequence to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee;
- those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University;
- those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and
- issues in which there is a lack of clarity as to which Standing Committee is responsible.

3. Composition

Voting Members (159)

Statutory:

Ex-officio (27) – PSLA, Sec 23(a)

- President, Chair
- Vice-Presidents (6)
- Dean of each Faculty (18)
- Vice-Provost and Chief Librarian
- Vice-Provost and University Registrar

Statutory Student Members (3) – PSLA, Sec 23(c)

- 2 students nominated by the Students' Union
- 1 student nominated by the Graduate Students' Association

Elected members (54) – PSLA, Sec 23(b)

- full-time academic staff (A1.1 and A1.6) elected by Faculty/School Council in the numbers assigned by GFC



Appointed -- PSLA, Sec 23 (d):

Elected Students

- undergraduate students (40)
- graduate students (14)

Other appointees (21)

- Vice-Provost and Dean of Students, or delegate
- President of AASUA
- President of St. Joseph's College, or delegate
- Principal of St. Stephen's College, or delegate
- 1 representative from Chairs' Council
- Board of Governors Representatives (6)
 - 1 academic staff member, nominated to the Board by GFC
 - 1 academic staff member, nominated to the Board by AASUA
 - 2 undergraduate students, nominated to the Board by the Students' Union
 - 1 graduate student, nominated to the Board by the Graduate Students' Association
 - 1 non-academic staff, nominated to the Board by NASA
- 2 non-academic staff; elected by NASA, up to 1 may be from excluded category
- 1 APO/FSO Representative, elected by AASUA
- 2 Academic Teaching Staff (ATS), elected by AASUA
- 3 library academic staff elected by the academic staff of the University Library
- 1 Postdoctoral Fellow, elected by the Postdoctoral Fellows Association
- 1 elected Management and Professional Staff (MAPS) representative, election conducted by University Governance

Reapportionment of elected faculty and student seats takes place every three years with at least one faculty and one student per Faculty.

Each Faculty shall adopt a method of election for their respective elected faculty representatives to GFC. Academic staff members serve three year terms, elected individuals may serve more than one term. Faculties may elect members to serve one- or two-year terms in order to provide overlapping terms. Persons on leave normally do not serve.

Elected students are elected in accordance with the principles approved by GFC February 3, 1971. Student members serve a one year term, elected individuals may serve more than one term.

The President will chair GFC. In the absence of the President, GFC will be chaired by the Provost or by the Dean serving on the GFC Executive Committee.

Non-voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from the Board of Governors

Should be reviewed at least every three years and reported to GFC and the Board.

- 4.1 Physical Testing and Immunization of Students - individual Faculty regulations (sub-delegated to GFC Academic Standards Committee)



4.2 General Space Programs for academic units (sub-delegated to GFC Facilities Development Committee)

4.3 Proposals concerning the design and use of all new facilities and the repurposing of existing facilities (sub-delegated to GFC Facilities Development Committee)

5. Responsibilities Additional to Delegated Authority

5.1 Receive an information session on the proposed budget each year just prior to being introduced to the Board approval process, and receive information on the budget, however 'soft', at the first GFC meeting in September.

6. Delegations from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

6.1 The PSLA allows GFC to delegate its responsibilities to GFC standing committees and other persons. Specific delegations from GFC are outlined in the following:

[GFC Delegations](#)

7. Limitations to Authority

GFC is subject to the authority of the Board of Governors

8. Reporting

GFC reports regularly to the Board of Governors with respect to its activities and decisions through the GFC nominee to the Board of Governors.

9. Definitions

Reapportionment - The process by which the number of members that may be elected by each Faculty is determined. This number elected faculty members shall be proportional to the number of faculty members in each Faculty. The number of elected undergraduate student members shall be proportional to the number of undergraduate students in each Faculty. It is, in effect, a "representation-by-population" system. Reapportionment occurs every three years.

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

AASUA – [Association of Academic Staff University of Alberta](#)

NASA – [Non-Academic Staff Association](#)

10. Links

[Procedure for Reapportionment](#)



[GFC Apportionment Table](#)

[Post-Secondary Learning Act \(2003\)](#)

Approved:

Attachment 2: Proposed GFC Composition

	CURRENT	PROPOSED
STATUTORY (EX-OFFICIO) Post-Secondary Learning Act (PSLA) Section 23 (a)	President and Chair	No change
	Provost and Vice-President (Academic)	
	Deans	
	Vice-Presidents	
	Vice-Provost and University Registrar (Interim)	
	Vice-Provost (Learning Services) and Chief Librarian	
STATUTORY FACULTY MEMBERS (Elected by Each Faculty/School) PSLA Section 23 (b) in accordance to Section 24	54 faculty members elected by Faculty Councils	No change
STATUTORY STUDENTS - PSLA Section 23 (c) (i)	Two Students Nominated by SU	No change
	One Student Nominated by GSA	
APPOINTED MEMBERS PSLA Section 23 (d) in accordance to Section 25	40 Elected Undergraduate Student Members	No change
	14 Elected Graduate Student Members	No change
	Board of Governors Representatives: - GFC appointee - President GSA - President SU - Elected Undergraduate Student - AASUA appointee - NASA appointee	No change
	Non-Academic Staff Representative	
	2 Non-Academic Staff Representatives (up to one may be from excluded category) (Nominated by NASA)	
	3 University Library Academic Staff Representatives	No change
	APO Representative (Nominated by AASUA)	APO/FSO Representative (Nominated by AASUA)
	FSO Representative (Nominated by AASUA)	
		Elected MAPS Representative*
	2 Academic Teaching Staff (ATS) (Nominated by AASUA)	No change
	Vice-Provost and Dean of Students	No change
	AASUA President	No change
	President, St. Joseph's College (or delegate)	No change
		Principal, St Stephen's College (or delegate)
	Chairs' Council Representative	
	Elected Post-doctoral Fellow	

* Election of MAPS representative conducted by University Governance

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	APC		Academic Programs	Approve establishment of Academic Programs		GFC APC ToR			Recommend to the Board of Governors on program proposals with a new credential. Report annually to GFC on programs approved
GFC	APC		Academic Programs	Approve termination of Academic Programs		GFC APC ToR			
GFC	APC	Dean FGSR	Academic Programs	Approve establishment, suspension and termination of graduate degree second level specializations		GFC APC ToR			Proposals which involve base operating or capital funds will be considered by APC
GFC	APC		Academic Programs	Approve extension and/or substantive revision of Existing Programs		GFC APC ToR			
GFC	APC		Academic Programs	Approve Certificates from all Faculties, and new non-credit programs and program expansions in the Faculty of Extension, as recommended by ASC, where additional funding and/or space is required	5/31/2005 (GFC)	GFC APC ToR			
GFC	APC		Academic Programs	Approve the establishment, extension and/or substantive revision of existing programs and termination of programs from Centre collegial de l'Alberta (including all admission/transfer, academic standing/graduation and related matters)	12/3/2012 (EXEC)	GFC APC ToR			
GFC	APC		Budget	Recommend to the Board of Governors on the academic and research implications of the annual budget		GFC APC ToR			Excluding budgets for ancillary units
GFC	APC		General Authority	Approve name changes to Departments and Divisions		GFC APC ToR			
GFC	APC		Research	Approve the establishment or termination of endowed and funded chairs		GFC APC ToR			
GFC	APC		Research	Approve the establishment of academic centres and institutes		GFC APC ToR	5-Dec-12	Academic Centres and Institutes Establishment Procedure (Centres and Institutes Policy) (UAPPOL)	When the University of Alberta forms a partnership with another entity in creating an academic centre or institute, full approval processes must be followed with all partner entities prior to operation

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	APC		Research	Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)		GFC APC ToR	9-Dec-11	Academic Centres and Institutes Termination Procedure (Centres and Institutes Policy) (UAPPOL)	Must be reported to GFC
GFC	ASC		Academic Procedures and Regulations	Approve routine and/or editorial changes to admission/tranfer and academic standing regulations	11/18/1996 (EXEC)	GFC ASC ToR			Substantial changes and those with institutional scope are recommended to GFC. The Provost and Vice President (Academic) determines if an item is substantial
GFC	ASC		Academic Procedures and Regulations	Approve changes to International Baccalaureate (IB) and Advanced Placement (AP) regulations	11/18/1996 (EXEC)	GFC ASC ToR			
GFC	ASC		Academic Procedures and Regulations	Approve (for inclusion in the Alberta Transfer Guide) and deny courses for transfer credit to the University of Alberta which are offered by Alberta Council on Admissions and Transfer (ACAT) member institutions and institutions within the Alberta Postsecondary SixSector Model with specific exceptions outlined in the Transfer Credit Articulation Procedure		GFC ASC ToR	17-Aug-09	Transfer Credit Articulation Procedure (Admissions Policy) (UAPPOL)	
GFC	ASC		Academic Procedures and Regulations	Monitor, and rescind if necessary, entries in the Alberta Transfer Guide relevant to the University of Alberta		GFC ASC ToR	18-Aug-09	Transfer Credit Articulation Procedure (Admissions Policy) (UAPPOL)	
GFC	ASC		Academic Procedures and Regulations	Approve individual Faculty regulations concerning physical testing and immunization of students	9/29/2003 (GFC)	GFC ASC ToR			The Committee should report on approved changes to individual Faculty regulations concerning physical testing and immunization of students to EXEC for information
GFC	ASC		Academic Procedures and Regulations	Approve the establishment and termination of credit and non-credit certificates	1/12/2009 (EXEC)	GFC ASC ToR			Where additional funding and/or space is required to support the offering of the proposed certificate ASC would provide a recommendation on the proposal to APC. The Committee should report annually to APC on new and terminated certificates
GFC	ASC		Academic Procedures and Regulations	Decide on any challenge made to an Extension non-credit course which the Provost and Vice-President (Academic) has been unable to resolve	9/29/2003 (GFC)	GFC ASC ToR			

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	ASC		Academic Programs	Approve new non-credit programs and program expansions in the Faculty of Extension	9/29/2003 (GFC)	GFC ASC ToR			Where additional funding and/or space is required, ASC would provide a recommendation on the proposed program to APC
GFC	Dean		Academic Appointments	Appointment of Acting or Interim Chair	11-Dec-09	Acting and Interim Senior Administration Appointment Procedure (Recruitment Policy) (UAPPOL)			The Dean will advise the Provost and Vice-President (Academic) of the decision
Board/GFC	EXEC		Academic Appointments	Approve routine editorial changes to the Department Chairs Review Procedure. These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.	11-Dec-09	Department Chair Review Procedure (Recruitment Policy) (UAPPOL)			EXEC will recommend to the Board Human Resources and Compensation Committee (BHRCC) on substantive changes. The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.
Board/GFC	EXEC		Academic Appointments	Approve routine editorial changes to the Department Chairs Selections Procedure. These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Department Chairs.	6-Feb-12	Department Chairs Selection Procedure (Recruitment Policy) (UAPPOL)			EXEC will recommend to the Board Human Resources and Compensation Committee (BHRCC) on substantive changes. The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.
Board/GFC	EXEC		Academic Appointments	Approve routine editorial changes to the Faculty Deans Review Procedure. These authorities over procedures are related to the appointment of academic staff and embrace the renewal and termination of appointments of senior administrators including Deans.	26-Apr-12	Faculty Deans Review Procedure (Recruitment Policy) (UAPPOL)			EXEC will recommend to the Board Human Resources and Compensation Committee (BHRCC) on substantive changes. The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.
Board/GFC	EXEC		Academic Appointments	Approve routine editorial changes to the Faculty Deans Selection Procedure. These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Deans.	3-May-11	Faculty Deans Selection Procedure (Recruitment Policy) (UAPPOL)			EXEC will recommend to the Board Human Resources and Compensation Committee (BHRCC) on substantive changes. The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.
GFC	EXEC		Academic Procedures and Regulations	Approve the Academic Schedule	9/20/1982 (GFC)	GFC EXEC ToR	17-Aug-09	Academic Schedule Policy (UAPPOL)	
GFC	EXEC	Registrar	Academic Procedures and Regulations	Technical matters relating to the publication of the University Calendar	5/31/1976 (GFC)	GFC EXEC ToR	17-Aug-09	Academic Schedule Policy (UAPPOL)	

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	EXEC	Faculty Councils	Academic Procedures and Regulations	Make special arrangements to depart from the official Final Examination Schedule	2/15/1967 (EXEC)	GFC EXEC ToR			subject to challenge by GFC
GFC	EXEC		Academic Procedures and Regulations	Provide for the preparation and publication fo the University Calendar		GFC EXEC ToR			
GFC	EXEC		Academic Procedures and Regulations	Make final decisions on course challenges that cannot be resolved through other means	6/17/1996 (GFC)	GFC EXEC ToR			
GFC	EXEC		Academic Procedures and Regulations	Approve changes to wording on Parchments		GFC EXEC ToR			
GFC	EXEC		Academic Procedures and Regulations	Approve proposals for consolidated exams	10/27/1980 (GFC)	GFC EXEC ToR	28-May-12	Consolidated Final Exam Procedure (Assessment and Grading Policy) (UAPPOL)	
GFC	EXEC		Academic Procedures and Regulations	Approve proposed new course designators and re-numbering of courses at the same level		GFC EXEC ToR			
GFC	EXEC		Faculty Councils	Exercise supervision of control functions regarding Faculty Councils (section 29 and 30 of PSLA)	12/2/1966 (GFC)	GFC EXEC ToR			Recommend to GFC when appropriate
GFC	EXEC		Faculty Councils	Approve composition of Faculty Councils	11/25/1968 (GFC)	GFC EXEC ToR			
GFC	EXEC		Faculty Councils	Approve quorum provisions of Faculty Councils	9/9/2002 (EXEC)	GFC EXEC ToR			
GFC	EXEC		General Authority	Act on behalf of General Faculties Council on matters that must be decided before the next regularly scheduled GFC meeting and where it is not feasible to call a special meeting of GFC		GFC EXEC ToR			EXEC must report on any decisions made on behalf of GFC at the next GFC meeting.
GFC	EXEC		General Authority	Prepare the agenda for all regular and special meetings of General Faculties Council		GFC EXEC ToR			Reports and recommendations from the GFC Academic Planning Committee (APC) submitted for placement on the GFC agenda are not debated. In ordering the GFC agenda, the committee will be mindful of student membership terms when considering matters of particular concern to students.

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	EXEC		Governance Procedural Oversight	Recommend to GFC regarding terms of reference, composition, and procedures for GFC and its standing committees		GFC EXEC ToR			
GFC	EXEC		Governance Procedural Oversight	Ensure delegations from GFC are reviewed at least every 3 years		GFC EXEC ToR			
GFC	EXEC		Student Judiciary	Consider changes to Code of Student Behaviour, Code of Applicant Behaviour, Practicum Intervention Policy for approval or placement on GFC agenda		GFC EXEC ToR			
GFC	EXEC		Student Judiciary	Receive and discuss annual reports on student conduct, discipline cases, and appeals, and place on the GFC agenda for information		GFC EXEC ToR			
GFC	EXEC		Student Judiciary	Take whatever special measures are necessary to ensure timely and fully-constituted hearing by the University Appeal Board (UAB), Academic Appeals Committee (AAC), and Practice Review Board (PRB)	6/21/1999 (GFC)	GFC EXEC ToR			
Board/GFC	Faculty Council		Academic Appointments	Changes to the composition of the review committee reviewing a Dean	26-Apr-12	Faculty Deans Review Procedure (Recruitment Policy) (UAPPOL)			Recommended by Faculty/Provost
GFC	Faculty Council		Academic Procedures and Regulations	Granting of posthumous degrees	5-Nov-07	Degrees Policy (UAPPOL)			Each case will be examined on its own merits
GFC	Faculty Council		Academic Procedures and Regulations	Granting of degrees/Approve official list of graduating students	5-Nov-07	Degrees Policy (UAPPOL)			A student graduating from a combined degrees program must have both Faculties grant the degrees, and will receive two separate parchments, two separate degree annotations on transcripts, and can attend two convocation ceremonies
GFC	Faculty Council		Academic Procedures and Regulations	Establish regulations for one-time class cancellations	17-Aug-09	Academic Schedule Policy (UAPPOL)			For courses offered by that Faculty
GFC	Faculty Council/ Department Council		Academic Procedures and Regulations	Develop and provide guidelines to instructors setting out a reasonable distribution of grades in the Faculty or department	28-May-12	Assessment and Grading Policy (UAPPOL)			Guidelines must be brought to GFC ASC for information and communicated to students through the University Calendar

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	Faculty Councils		Academic Procedures and Regulations	Approve the withholding of evaluative course material	28-May-12	Access to Evaluative Course Material Procedure (Assessment and Grading Policy) (UAPPOL)			The Faculty must have a policy that ensures the evaluative material to be exempted is neither permitted to leave the classroom nor made available to students in any manner outside the classroom. Faculty Councils shall refer these exemptions to the Students' Union for information.
Board/GFC	FDC		Facilities	Approve proposed General Space Programs for academic units		GFC FDC ToFR			A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period.
Board/GFC	FDC		Facilities	Approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors.		GFC FDC ToFR			University Facilities are defined as all lands, buildings, and space owned, operated, or leased by or from the University of Alberta.
GFC	FGSR Council	Graduate Scholarship Committee	Student Awards and Bursaries	Responsibility regarding the making of rules and regulations respecting academic awards for graduate students registered in FGSR	2-Dec-66	GFC Minutes	7-Feb-11	Awards and Bursaries for Students Policy (UAPPOL)	
GFC	GFC Secretary		Governance Procedural Oversight	Reapportionment of GFC. Determine and assign to each Faculty and School the number of members that may be elected by that Faculty or School		GFC ToFR (draft)			The total number of elected members on GFC will be twice the number of persons who are members of GFC by virtue of their office. The number of members that may be elected by that Faculty or School, which so far as is reasonably possible shall be in the same proportion to the total number of elected members as the number of full time members of the academic staff of the Faculty or School is to the total number of full time members of the academic staff of all Faculties and Schools.

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
Board	Instructors, Departments, or Faculties		Tuition and Fees	Authority to charge students non-mandatory supplementary incidental fees and equipment breakage fees.	23-Jun-06	Student Instructional Support Fees Policy (UAPPOL)			Mandatory instructional support fees which are a condition of registration require approval of Board of Directors. Likewise, alterations to the descriptions or increases of such fees will not be made until approval of the Board is received.
GFC	NC		Governance Procedural Oversight	Discretionary power to nominate for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.		GFC NC ToFR			The committee provides a report of its recommendations to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election may be held according to the Nominating Committee procedures which can be found at: governance.ualberta.ca ; otherwise, the report of the committee is considered approved and the nominees elected.
GFC	NC		Governance Procedural Oversight	Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC)		GFC NC ToFR			
Board/GFC	President		Academic Appointments	Name up to two additional members to the selection committee reviewing a Dean to ensure broad representation.	26-Apr-12	Faculty Deans Review Procedure (Recruitment Policy) (UAPPOL)			The President shall consult with the Chair or the Vice-Chair of the GFC Nominating Committee.
Board/GFC	President		Academic Appointments	Accept or reject Review Committee's recommendation for Dean	26-Apr-12	Faculty Deans Review Procedure (Recruitment Policy) (UAPPOL)			
Board/GFC	President		Academic Appointments	Selection of Faculty Dean	3-May-11	Faculty Deans Selection Procedure (Recruitment Policy) (UAPPOL)			Based on the recommendation of the selection committee.
Board/GFC	President		Academic Appointments	Accept or reject Review Committee's recommendation for Dean	3-May-11	Faculty Deans Selection Procedure (Recruitment Policy) (UAPPOL)			In Faculty of Engineering, selection committee recommendation must be approved by majority vote by full-time academic staff of the Faculty

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
Board/GFC	President		Academic Appointments	Exception to the two-term limit for Dean, allowing for third term	3-May-11	Faculty Deans Selection Procedure (Recruitment Policy) (UAPPOL)			In instances where the President decides that a third term may be sought, review procedures will be employed. Under no circumstances will a Dean serve more than three terms.
Board	President		Academic Appointments	Choose VP from nominees provided by Advisory Search Committee	11-Dec-09	Vice-Presidential Search Procedure (Recruitment Policy)			If none of the names is acceptable to the President, the President will return the matter to the Advisory Search Committee. The name of the nominee will be transmitted to the Board Chair by the President. The Board has the authority to accept or reject the recommended nominee. If the Board rejects the nominee the matter is returned to the President.
Board	President		Academic Appointments	Compensation and benefits with respect to the appointment of a Vice-President	11-Dec-09	Vice-Presidential Search Procedure (Recruitment Policy)			In consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC). The Board Chair, the Chair of BHRCC and the President will then determine whether the nominee's compensation and benefits expectations fall within the Board guidelines.
Board	President		Academic Appointments	Compensation and benefits with respect to the renewal of an additional term of a Vice-President	11-Dec-09	Vice-Presidential Review Procedure (Recruitment Policy)			In consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC). The Board Chair, the Chair of BHRCC and the President will then determine whether the nominee's compensation and benefits expectations fall within the Board guidelines.
Board/GFC	President		Academic Appointments	Determine whether a Dean's review during the term is by committee or alternate process	26-Apr-12	Faculty Deans Review Procedure (Recruitment Policy) (UAPPOL)			
GFC	President	Standing Committee on Convocation	Academic Procedures and Regulations	Provide for the conferral of degrees	5-Nov-07	Degrees Policy (UAPPOL) and Convocation Procedure (UAPPOL)			The President will oversee all matters pertaining to convocation ceremonies in accordance with established practice. The Standing Committee on Convocation reports annually to the President

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
Board	President/ Vice- President/ Dean		Academic Appointment s	Provide an academic staff member with either a Housing Loan or a Housing Allowance	22-Dec-08	Housing Support Procedure (Recruitment Policy) (UAPPOL)			
GFC	Provost and Vice- President (Academic)		Academic Appointment s	Name one additional full-time faculty member to the review committee of Department Chair review to ensure broad representation across the Faculty	11-Dec-09	Department Chair Review Procedure (Recruitment Policy) (UAPPOL)			The Provost shall consult with the Chair or the Vice-Chair of the GFC Nominating Committee
Board/GFC	Provost and Vice- President (Academic)		Academic Appointment s	Establish guidelines for selection committee for selection of Dean	3-May-11	Faculty Deans Selection Procedure (Recruitment Policy) (UAPPOL)			
Board/GFC	Provost and Vice- President (Academic)		Academic Appointment s	Exception to the two-term limit for Dean, allowing for third term	3-May-11	Faculty Deans Selection Procedure (Recruitment Policy) (UAPPOL)			
GFC	Provost and Vice- President (Academic)		Academic Appointment s	Exceptions to Department Chairs Selection Procedure	6-Feb-12	Department Chairs Selection Procedure (Recruitment Policy) (UAPPOL)			May consult with the GFC Executive Committee
GFC	Provost and Vice- President (Academic)		Academic Appointment s	Designate the member of the panel for a particular Selection Committee	6-Feb-12	Department Chairs Selection Procedure (Recruitment Policy) (UAPPOL)			After consultation with the Chair of the GFC Nominating Committee
GFC	Provost and Vice- President (Academic)		Academic Appointment s	Establish a revised composition of the committee	6-Feb-12	Department Chairs Selection Procedure (Recruitment Policy) (UAPPOL)			Where majority of statutory members of a selection committee or the Dean is of the opinion that divisions within the Department are such that the normal composition of the committee is inappropriate. Must establish a revised composition of the committee, bearing in mind the principles underlying the normal composition

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	Provost and Vice-President (Academic)		Academic Procedures and Regulations	Approve new non-credit courses or major changes in the content or delivery of existing non-credit courses in the Faculty of Extension and receive and resolve challenges concerning these courses	9/29/2003 (GFC)	GFC ASC ToR			Unresolved challenges will be decided by GFC ASC
GFC	Provost and Vice-President (Academic)		Academic Procedures and Regulations	Approve Student Activity Days	17-Aug-09	Academic Schedule Policy (UAPPOL)			Student Groups and Associations may not schedule Student Activity Days that overlap with the normal delivery of classes without sufficient consultation and approval. Student Activity Days will not normally result in cancellation of classes. Stude
GFC	Provost and Vice-President (Academic)		Academic Procedures and Regulations	Authority to increase or reduce the minimum high school entrance average in individual undergraduate Faculties	17-Aug-09	Admissions Policy (UAPPOL)			As resources, academic standards and capacity allow within the limits of Faculty enrolment targets or program quotas
GFC	Provost and Vice-President (Academic)		Research	Suspension or termination of the operation or any academic centre or institute	9-Dec-11	Academic Centres and Institutes Termination Procedure (Centres and Institutes Policy) (UAPPOL)			Must be in consultation with the relevant Dean(s) and must be reported to APC
GFC	Provost and Vice-President (Academic)		Academic Appointments	Appointment of Acting or Interim Dean	11-Dec-09	Acting and Interim Senior Administration Appointment Procedure (Recruitment Policy) (UAPPOL)			
GFC	Registrar		Academic Procedures and Regulations	Final wording and format of the degree entry on the parchment	5-Nov-07	Parchment Procedure (Degrees Policy) (UAPPOL)			The Registrar will act on the recommendations of the Faculty Council concerned and will amend degree entries only within the regulations. Substantive changes will be forwarded to the Executive Committee
Board/GFC	Registrar		General Authority	Custody and Control of the University Academic Seal	21-Dec-17	University Operational and Academic Seal Procedure (University Visual Identity Policy) (UAPPOL)			The University Seals may only be used in compliance with approved policy and procedure

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	SCPC		Student Judiciary	Approve editorial amendments to the Code of Student Behaviour	5/2/2005 (EXEC)	GFC SCPC ToFR			Substantive Amendments, as determined by SCPC, are forwarded to GFC for recommendation to the Board. All amendments to section 30.6: Procedures for Appeal of Decisions to the University Appeal Board (UAB) are forwarded to GFC for recommendation to the Board
GFC	SCPC		Student Judiciary	Approve editorial amendments to the Code of Applicant Behaviour	5/2/2005 (EXEC)	GFC SCPC ToFR			Substantive Amendments, as determined by SCPC, are forwarded to GFC for recommendation to the Board. All amendments to section 11.8.9: Appeals Against Decisions of the Registrar are forwarded to GFC for recommendation to the Board
GFC	SCPC		Student Judiciary	Approve editorial amendments to the Practicum Intervention Policy	5/2/2005 (EXEC)	GFC SCPC ToFR			Substantive Amendments, as determined by SCPC, are forwarded to GFC for recommendation to the Board. All amendments to sections 87.5: Appeals to the GFC Practice Review Board (PRB), 87.6: GFC PRB Terms of Reference, Powers and Jurisdiction, 87.7: Composition of the GFC PRB, 87.8: Procedures Prior to GFC PRB Hearings, 87.9: Procedures at the GFC PRB Hearing, 87.10: Confidentiality of Hearing and Material) are forwarded to GFC for recommendation to the Board
GFC	UASC		Student Awards and Bursaries	Approve new awards and bursaries for students other than graduate students registered in FGSR		GFC UASC ToFR			The Committee may be called upon to consider awards to which both undergraduate and graduate students are eligible; however, GFC has delegated the authority to approve awards and bursaries for graduate students registered in FGSR to FGSR.
GFC	UASC		Student Awards and Bursaries	Approve proposed changes to any award or bursary already previously approved by GFC UASC		GFC UASC ToFR			The Committee may be called upon to consider awards to which both undergraduate and graduate students are eligible; however, GFC has delegated the authority to approve awards and bursaries for graduate students registered in FGSR to FGSR.
GFC	UASC		Student Awards and Bursaries	Approve the minimum value of a major award for undergraduate students, and to review that value regularly		GFC UASC ToFR			The Committee may be called upon to consider awards to which both undergraduate and graduate students are eligible; however, GFC has delegated the authority to approve awards and bursaries for graduate students registered in FGSR to FGSR.

Delegating Entity	Receiving Entity	Sub-Delegation	Heading	Authority	Effective Date	Source I	Effective Date	Source II	Limitations
GFC	UASC		Student Awards and Bursaries	Approve the minimum value of an undergraduate award administered by the Student Financial Support Office, and to review that value regularly	5/5/2008 (EXEC)	GFC UASC ToFR			The Committee may be called upon to consider awards to which both undergraduate and graduate students are eligible; however, GFC has delegated the authority to approve awards and bursaries for graduate students registered in FGSR to FGSR.
Board	University Secretary		Academic Appointments	Responsibility for drawing together the Presidential review committee and for ensuring that the committee positions are properly replenished	11-Dec-09	Presidential Review Procedure (Recruitment Policy) (UAPPOL)			
Board	University Secretary		Academic Appointments	Responsibility for drawing together the Presidential search committee and for ensuring that the committee positions are properly replenished	11-Dec-09	Presidential Search Procedure (Recruitment Policy) (UAPPOL)			
Board	University Secretary		General Authority	Custody and Control of the University Operational Seal	21-Dec-17	University Operational and Academic Seal Procedure (University Visual Identity Policy) (UAPPOL)			The University Seals may only be used in compliance with approved policy and procedure
GFC	UTAC		Teaching Awards	Determine winners of these awards according to approved criteria: the William Hardy Alexander Award for Excellence in Undergraduate Teaching, the Rutherford Award for Excellence in Undergraduate Teaching, the Provost's Award for Early Achievement of Excellence in Undergraduate Teaching, the Teaching Unit Award, the Award for Excellence in Graduate Teaching	5/3/2004 (EXEC)	GFC UTAC ToFR			The committee will use criteria outlined in UAPPOL policies and procedures and conduct activities in accordance with UTAC adjudication guidelines