



The *Post-Secondary Learning Act (PSLA)* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). To carry out its responsibilities, GFC has established standing committees and appeal boards and has enacted policies governing the replenishment and operation of those groups. Full terms of reference for the following committees can be found on line on the University Governance website (www.ualberta.ca/governance).

GFC's eight (8) standing committees and three (3) appeal boards are supported by University Governance.

- GFC Academic Planning Committee (APC)
- GFC Academic Standards Committee (ASC)
- GFC Committee On The Learning Environment (CLE)
- GFC Campus Law Review Committee (CLRC)
- GFC Executive Committee (GFC EXEC) And Gfc Nominating Committee (GFC NC)
- GFC Facilities Development Committee (FDC)
- GFC Undergraduate Awards And Scholarship Committee (UASC)
- GFC University Teaching Awards Committee (UTAC)
- GFC Academic Appeals Committee (AAC)
- University Appeal Board (UAB)
- GFC Practice Review Board (PRB)

GFC ACADEMIC PLANNING COMMITTEE (APC)

- The GFC Academic Planning Committee (APC) is the senior standing committee of General Faculties Council (GFC). It deals with a wide range of institutional academic, financial, and planning and priorities issues. It may also consider or recommend to GFC on academic issues related to: restructuring, research, and academic service units. It is responsible for promoting excellence in undergraduate teaching and in graduate studies and research. GFC APC recommends to GFC and/or the Board of Governors on: the University's longer term academic and financial development; establishment, termination, or restructuring of academic units; enrolment planning; budget matters; facilities-related policy; institutional-wide admission, transfer, and academic standing/graduation proposals; and termination of academic programs.
- **It acts under delegated authority from GFC** in approving proposals concerning: establishment of new undergraduate and graduate academic degree and diploma programs and specializations; establishment, revision to, and termination of academic centres and institutes; creation, revision, or deletion of graduate degree specializations; substantive revisions to existing undergraduate and graduate academic programs; and name changes of Departments and Divisions (on Faculty names, it recommends to GFC). Finally, GFC APC may recommend to the Board of Governors and/or GFC on any other matter deemed by the Committee to be within the purview of its general responsibility and to decide on any routine academic matters not already covered by GFC's delegations to the Provost and Vice-President (Academic) or its other standing committees.

Chair: Provost and Vice-President (Academic)

Membership: Broadly-constituted committee that includes all major institutional stakeholders, with: the Vice-President (Research), Vice-President (Finance and Administration), the Presidents of the two student associations, one Dean, one Chair, along with GFC-elected faculty and student representatives. [**Total:** 19 Members]

Contact: Mr Garry Bodnar, Coordinator, University Governance

Normal Meeting Time: GFC APC meets at 2:00 pm on alternate Wednesdays, occasionally at 2:00 pm on Fridays.

Associated Provincial Legislation: The *Post-Secondary Learning Act* gives 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 and delegates certain of its powers to this body.

GFC ACADEMIC STANDARDS COMMITTEE (ASC)

- The GFC Academic Standards Committee (ASC) is a standing committee of General Faculties Council (GFC) responsible, under delegated authority from GFC, for matters affecting students such as Faculty-specific admissions and transfer regulations (including approval of all transfer courses from other Alberta post-secondary institutions for inclusion in the *Alberta Transfer Guide*) and academic standing and graduation requirements, institutional marking and grading policies and procedures, term work regulations, all examination policies/procedures (including credit by special assessment), International Baccalaureate (IB) and Advanced Placement (AP) policies, requirements regarding the physical testing of students, and for making recommendations and/or providing advice to GFC and the GFC Academic Planning Committee (APC) on the same matters, if deemed substantive in nature. GFC ASC is also called upon to provide advice to GFC APC on quota matters.
- **GFC ASC, under delegated authority**, has responsibility for the approval of all credit and non-credit certificate programs and may be called upon to provide advice, by the Chair, on a wide range of other issues including, but not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other postsecondary institutions and the University of Alberta, and registration.

Chair: Vice-Provost (Academic Programs)

Membership: All Deans (the majority of whom have delegated this responsibility to their Associate Deans or Vice-Deans with authority over student programs), along with the University Registrar (or delegate), *ex officio* student representatives for the Students' Union (SU) and the Graduate Students' Association (GSA), and a GFC-elected faculty member and a GFC-elected undergraduate student. Additional resource personnel attend on a regular basis. [**Total:** 28 Members]

Contact: Mr Garry Bodnar, Coordinator, University Governance

Normal Meeting Time: GFC ASC meets at 9:00 am on the third Thursday of every month, excluding summer months.

Associated Provincial Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). Further, the Post-Secondary Learning Act (sections 60(1)(c) and (d)) gives the Board of Governors authority over making bylaws with regard to the physical examination of students (section 17(a)) and over certain admission requirements and rules respecting "enrolment of students to take courses." The Board has delegated its authority over these areas to GFC. GFC has thus established an Academic Standards Committee and has delegated certain of its powers to this body.

GFC COMMITTEE ON THE LEARNING ENVIRONMENT (CLE)

- The Committee on the Learning Environment (CLE) is a standing committee of the General Faculties Council (GFC) responsible for the promotion of excellence in teaching and of an optimal learning environment, as well as with the provision of appropriate information resources to the university community as a whole. GFC CLE will be guided by the teaching and research mandate of the University, as identified by GFC (and the Board of Governors).
- **The Committee has responsibility for making recommendations** to both the GFC Academic Planning Committee (APC) and/or the GFC Executive Committee on both policy and 'action' matters with regard to the implementation of the University's Academic Plan in the areas of teaching and learning; on the development and implementation of policies on teaching, learning, teaching evaluation and assessment, and recognition

for teaching; and for nurturing the development of innovation and creative teaching practices and the critical reflection thereof.

Co-Chairs: Provost and Vice-President (Academic) and the Vice-Provost (Academic Programs and Instruction) (The Provost generally only attends one meeting of this committee in any given academic year.)

Membership: Broadly-constituted committee that includes the following individuals (or delegates): Vice-President (Research), Chief Librarian, the Associate Vice-President (Information Technology), the Director of the University's Centre for Teaching and Learning, the University Registrar, representatives of the two student associations, GFC-elected faculty, support staff, and students, a Dean, a Chair, two Associate Deans with responsibility for teaching/learning in their units, and University teaching award recipients. [**Total:** 24 Members]

Contact: Mr Garry Bodnar, Coordinator, University Governance

Normal Meeting Time: GFC CLE meets at 2:00 on the first Wednesday of every month, excluding summer months.

Associated Legislation: The *Post-Secondary Learning Act*, section 26(1), gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs." GFC has thus established a Committee on the Learning Environment.

GFC CAMPUS LAW REVIEW COMMITTEE (CLRC)

- The GFC Campus Law Review Committee (CLRC) has delegated responsibility from General Faculties Council (GFC) for reviewing on a regular basis the University's Code of Student Behaviour, which details academic and non-academic behaviours that are unacceptable to the University and the procedures to be followed if a student or student group is charged with misconduct, and student disciplinary procedures and reports annually on the number and disposition of discipline cases.
- **It also has delegated responsibility** for reviewing the University's Code of Applicant Behaviour and the Practicum Intervention Policy. It is responsible for considering proposed changes to the Residence Community Standards Policy (in UAPPOL) and receives reports from the University's Residence Services on the application of the residences' restorative justice system. From time to time the Chair of GFC CLRC will bring forward to GFC CLRC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the committee. These matters may include, but are not limited to, rules and regulations other than discipline codes.

Chair: Faculty Member Selected by the GFC Executive Committee

Membership: GFC CLRC comprises those viewed as stakeholders in the University's student judicial affairs, including the Discipline Officer, the Dean of Students, a representative of University of Alberta Protective Services (UAPS), a representative of Residence Services, representatives from the Students' Union (SU) and Graduate Students' Association (GSA) and the student residences association, a representative from the Student OmbudService (SOS), and GFC-elected academic, support, and student representatives. The Secretary to GFC and the Appeals and Compliance Officer are regular attendees and act as non-voting resources to this committee. [**Total:** 19 Members]

Contact: Mr Garry Bodnar, Coordinator, University Governance

Normal Meeting Time: GFC CLRC meets at 9:30 am on the last Thursday of every month, excluding July, August and December.

Associated Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "general supervision of student affairs" (section 31), including authority concerning "student discipline." GFC has thus established a Campus Law Review Committee (GFC CLRC) (and a University Appeal Board (GFC UAB) and Practice Review Board (PRB)).

GFC EXECUTIVE COMMITTEE (GFC EXEC) AND GFC NOMINATING COMMITTEE (GFC NC)

- The GFC Executive Committee acts as the executive body of General Faculties Council (GFC) and carries

out the functions delegated to it by GFC including the approval of: urgent and/or routine matters; rules and regulations governing academic awards for undergraduate students; the University's Academic Schedule or changes to the Schedule after it has been published; GFC agendas; general oversight of the University Calendar; examination timetables or requests from Faculties for common (consolidated) examinations; and appointments to Faculty Councils and individual Council quorum provisions; exceptional course renumbering and renaming, including proposed new course designations; and oversight of substantive changes to institutional marking and grading policies/practices and institutional term work policies/procedures. The faculty and students on the GFC Executive Committee (with the addition of one member of the non-academic staff) function as the GFC Nominating Committee and ensure the replenishment of GFC committees and other bodies requiring representation of GFC or the academic community.

Chair: GFC Executive Committee – Provost and Vice-President (Academic) (as President's delegate); GFC Nominating Committee – GFC-Elected Faculty Member (serving on the GFC Executive Committee)

Membership: The GFC Executive Committee comprises the Associate Vice-President (Academic) (Provost's delegate), the University Registrar, the Vice-Presidents (Academic) for both the Students' Union (SU) and the Graduate Students' Association (GSA), GFC-elected academic staff members (who must be GFC members), and a GFC-elected undergraduate student representative (who must be a GFC member) [**Total:** 14 Members (GFC Executive Committee); 12 Members (GFC Nominating Committee)]

Contact, Executive Committee: Mr Garry Bodnar, Coordinator, University Governance

Contact, Nominating Committee: Ms Ann Hodgson, Manager, Governance Operations, University Governance

Normal Meeting Time: The GFC Executive Committee meets at 2:00 pm on the first Monday of every month; the GFC Nominating Committee has annual replenishment meetings for both student vacancies and staff vacancies and will meet at the call of its Chair.

Associated Provincial Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). GFC has established an Executive Committee. The items referred to in subsections (d) (e) (g) and (j) of Section 26(l) of the Act are delegated to the Executive Committee.

GFC FACILITIES DEVELOPMENT COMMITTEE (FDC)

- GFC Facilities Development Committee is responsible for making recommendations to the GFC Academic Planning Committee (APC) or the Board Finance and Property Committee (BFPC) concerning policy matters with respect to: planning (comprehensive facilities development plans) and facilities (planning and use of physical facilities, land owned or leased by the University, parking facilities and transportation standards, systems, and procedures for planning and designing physical facilities).
- **This committee has Board- and GFC-delegated responsibility for:** approving General Space Programmes for academic units; approving proposals concerning the design and use of all new facilities and the repurposing of existing facilities; and in considering such proposals, may provide advice to the Provost, the Vice-President (Facilities and Operations), and/or the University Architect on the siting of such facilities. GFC FDC may be called upon by either the Provost or Vice-President (Facilities and Operations) for advice on any range of facilities-related matters.

Chair: Vice-Provost and Associate Vice-President (Academic)

Membership: The Vice-President (Facilities and Operations) serves on this committee, along with *ex officio* representatives from the two student associations and GFC-elected staff and student representatives. The University Architect, the Associate Vice-President (Facilities and Operations), the Executive Director (Operations and Maintenance), Facilities and Operations, and the University Registrar (or delegate) serve as non-voting resources to the Committee. [**Total:** 15 Members]

Contact: Mr Garry Bodnar, Coordinator, University Governance

Normal Meeting Time: GFC FDC meetings are held the fourth Tuesday of each month at 1:30 pm.

Associated Provincial Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to

the authority of the Board of Governors, over "academic affairs" (section 26(1)), and provides that GFC may make recommendations to the Board of Governors on a "building program" (section 26(1)(o)). Section 19 requires that the Board of Governors "consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for (a) the support and maintenance of the university, (b) the betterment of existing buildings, (c) the construction of any new buildings the board considers necessary to the purposes of the university." GFC has thus established a Facilities Development Committee. Subject to the authority of the Board of Governors, GFC delegates certain of its powers to this body.

GFC UNDERGRADUATE AWARDS AND SCHOLARSHIP COMMITTEE (UASC)

The GFC Undergraduate Awards and Scholarship Committee (UASC) acts under delegated authority from General Faculties Council (GFC) in approving new awards, scholarships, and bursaries for students other than those in graduate studies; it also considers (and approves) proposed revisions to existing undergraduate awards, scholarships, and bursaries.

The Committee recommends to the GFC Executive Committee on substantive changes to the selection and eligibility criteria of approved awards and on new policies or proposed revisions to existing policies governing undergraduate awards.

Chair: Elected Faculty Member (serving on GFC UASC)

Membership: GFC UASC comprises GFC-elected faculty members and two GFC-elected undergraduate students. [**Total:** 11 Members]

Contact: Ms Andrea Patrick, Coordinator, University Governance, 2-5 University Hall (2-1937)

Normal Meeting Time: GFC UASC meetings are held on the second Tuesday of every month.

Associated Provincial Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and "to make rules and regulations respecting academic awards" (section 26(1)(m)). GFC has thus established an Undergraduate Awards and Scholarship Committee to which it has delegated certain of its powers.

GFC UNIVERSITY TEACHING AWARDS COMMITTEE (UTAC)

The GFC University Teaching Awards Committee (UTAC) reviews and adjudicates nominations for the University of Alberta's top teaching awards including the Rutherford Awards for Excellence in Undergraduate Teaching, the William Hardy Alexander Award for Excellence in Sessional Teaching, the Provost's Award for Early Achievement in Undergraduate Teaching, the Teaching Unit Award, and the Award for Excellence in Graduate Teaching. GFC UTAC also reviews, on a regular basis, the criteria associated with the aforementioned awards and recommends changes, as required, to the Provost and Vice-President (Academic) for approval; further, the Committee is called upon to provide advice, as required, on institutional teaching award policies and procedures to the Office of the Provost and Vice-President (Academic).

Chair: Elected Faculty Member (serving on GFC UTAC)

Membership: GFC UTAC comprises both GFC-elected academic staff and graduate and undergraduate student representatives, along with two alumni representatives selected by the Alumni Office (with the support of the Alumni Association). [**Total:** 10 Members]

Contact: Mr Garry Bodnar, Coordinator, University Governance

Normal Meeting Times: GFC UTAC normally meets four times a year (September or October, February, April, and June).

Associated Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over "academic awards" (section 26(1)(m)). GFC has thus established a University Teaching Awards Committee to which it has delegated certain of its powers.

GFC ACADEMIC APPEALS COMMITTEE (AAC)

The GFC Academic Appeals Committee (AAC) is the final level of appeal at the University of Alberta for undergraduate and graduate students wishing to appeal Faculty decisions on matters of academic standing (including, for example, requirements to withdraw, denial of promotion, denial of graduation). The GFC AAC hears appeals from students after they have exhausted all other avenues of appeal, formal and informal, within their Faculties. Where an appeal is upheld by the Committee, the GFC AAC may not grant a remedy that is contrary to published Faculty regulations. The decision of the GFC AAC is final and binding within the University, and the only recourse available to a student who is unsatisfied with a decision would be an application for judicial review within the Provincial courts.

Membership: The GFC AAC comprises one Faculty member who serves as Chair for a hearing, one GFC-elected Faculty member, and one GFC-elected student member. Members must deal sensitively with difficult cases which involve, on the one hand, students' careers and, on the other, the integrity of Faculties' academic standards. [Currently, the panel of Chairs and student/faculty representatives comprises 18 individuals, in total, who are selected for hearings on a rotating basis.]

Contact: Mr Michael Peterson, Appeals and Compliance Officer, University Governance

Normal Meeting Time: Appeal hearings occur throughout the year and are scheduled as needed, normally in the evening, to ensure availability of all participants in the hearing.

Associated Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over student appeals (section 26(1)(h)). GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (section 29(1)). GFC has thus established an Academic Appeals Committee (GFC AAC).

UNIVERSITY APPEAL BOARD (UAB)

- The University Appeal Board (UAB) is the final level of appeal within the University for students charged under the Code of Student Behaviour who are aggrieved by decisions of the Discipline Officer, the Dean, or a unit Director; and for individuals under the Code of Applicant Behaviour who are aggrieved by decisions of the Dean or the Registrar. Faculties and relevant units may also appeal to the UAB if they are dissatisfied with a decision of the Discipline Officer.
- **The UAB, as delegate of GFC and the Board of Governors**, has the authority to determine whether or not an offence has been committed and to confirm, vary, or quash sanctions imposed under either of the aforementioned Codes. The decision of the UAB is final and binding and the only recourse available to a student or applicant who is dissatisfied with a decision would be an application for judicial review with the Provincial courts.

Membership: The UAB comprises one Faculty member who serves as Chair for a hearing and two GFC-elected student members. [Currently, the panel of Chairs and student/faculty representatives comprise 23 individuals, in total, who are selected for hearings on a rotating basis.]

Contact: Mr Michael Peterson, Appeals and Compliance Officer, University Governance

Normal Meeting Time: Appeal hearings occur throughout the year and are scheduled as needed, normally in the evening, to ensure availability of all participants in the hearing.

Associated Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over student appeals (section 26(1)(h)). Section 31 of the *Act* states that GFC has general supervision of student affairs at the University including the right to discipline, fine, suspend, or expel students. GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (section 29(1)).

GFC PRACTICE REVIEW BOARD (PRB)

The GFC Practice Review Board (PRB) has been established by General Faculties Council (GFC) to hear and determine appeals from students who have been subject to a practicum intervention (ie., withdrawn from a practicum placement or who have had a practicum placement varied) and who have exercised a right of appeal

to a Faculty Practice Review Committee (FPRC). The GFC PRB may confirm, reverse or vary the decision under appeal, including establishing conditions for entry, continuation, or re-entry to the Practicum; it may also vary any terms or conditions previously imposed by the Dean or the FPRC.

The GFC PRB is the final level of appeal within the University for students appealing practicum intervention decisions. The decision of the GFC PRB is final and binding and the only recourse available to a student who is unsatisfied with a decision would be an application for judicial review with the Provincial courts.

Membership: The GFC PRB comprises one Faculty member who serves as Chair for a hearing, drawn from either the University Appeal Board (UAB) or GFC Academic Appeals Committee (AAC) Panel of Chairs; one Faculty member from the FPRC; one practitioner from the discipline or field relevant to the appeal; and two GFC-elected student members drawn from either the GFC AAC or UAB Panel of Students.

Contact: Mr Michael Peterson, Appeals and Compliance Officer, University Governance

Normal Meeting Time: Appeal hearings occur throughout the year and are scheduled as needed, normally in the evening, to ensure availability of all participants in the hearing.

Associated Legislation: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)) and over student appeals (section 26(1)(h)). Section 31 of the *Act* states that GFC has general supervision of student affairs at the University including the right to discipline, fine, suspend, or expel students. GFC may also legislate "conditions or restrictions" on the powers of Faculty Councils (section 29(1)).

The following body is a GFC entity and is supported by the Office of the Dean of Students.

COUNCIL ON STUDENT AFFAIRS (COSA)

The aim of Council is the betterment of the quality of student life at the University of Alberta.

Chair: Vice-Provost and Dean of Students

Contact: Student Affairs Officer, Office of the Dean of Students

Associated Legislation: Section 32 of the *Post-Secondary Learning Act* states that General Faculties Council (GFC) may establish a council on student affairs "to exercise immediate jurisdiction over student affairs with respect to any matters and in any manner the general faculties council determines and to exercise or perform any other powers, duties and function the [GFC] determines."