



## 1. Mandate and Role of the Committee

The GFC Academic and Research Planning Committee (APRC) is a standing committee of GFC charged with academic and research planning issues. The Committee may be called upon to consider or recommend to GFC on any academic or research issue within its mandate. The President, Provost and Vice-President (Academic), Vice-President (Research), or other Vice-Presidents may refer any academic or research related matter to APC for consideration or recommendation to GFC.

## 2. Areas of Responsibility

- a. Academic programs
- b. Research and research policy, including research ethics
- c. Quality assurance
- d. Re-structuring of academic and research units
- e. Budget principles, fees, and the annual budget submission
- f. Enrolment oversight
- g. Academic and research input on facilities planning issues
- h. Academic service units that have significant academic impact
- i. Internationalization policies and initiatives
- j. Admissions, transfers, and academic standing regulations beyond ASC mandate
- k. Indigenization

## 3. Composition

### Voting Members (18)

#### ***Ex-officio (5)***

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

#### ***Elected by GFC (11)***

- 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 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*

#### ***Appointed (1)***

- 1 Department Chair-at-large, appointed by Chairs' Council

#### ***Cross Appointed (1)***

- 1 academic staff member of the GFC Executive Committee, elected by the GFC Executive 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. To approve the Establishment of Academic Programs including those administered in cooperation with other post-secondary institutions
- b. To approve the Suspension of Academic Programs (from ASC ToR)
- c. To approve the Extension and/or Substantive Revision of Existing Programs (eg, new degree designation, new curriculum)
- d. ~~To approve the Establishment/Termination of diploma programs (including admission/transfer, academic standing) offered by Centre collegial de l'Alberta de l'University of Alberta (CCA) MOVED TO ASC~~
- e. To 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.

**4.2 Research**

- a. To establish or terminate endowed and funded chairs
- b. Academic Centres and Institutes
  - Approve the establishment of academic centres and institutes in accordance with University policy and procedure as set out in the University of Alberta Policies and Procedures Online (UAPPOL).
  - Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)
- c. Research Policy
  - Review and recommend to GFC on research policy issues and proposals emanating from the Vice-President (Research), the University Research Policy Committee (URPC), or other sources.
- d. Research Ethics
  - Animal and human ethics policy
- e. Copyright and intellectual property
- f. Postdoctoral fellows policy

**4.3 Quality Assurance**

[to be developed]

**4.4 Restructuring of Academic Units**

- a. To approve name changes to Departments, Divisions, and *Schools*, and recommend to GFC on name changes of Faculties
- b. To receive and discuss recommendations from the President or the appropriate Vice-President concerning reviews of campus units and to take appropriate action.

**4.5 Budget**

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

- b. To recommend to the Board of Governors any new fee that will be levied upon a substantial group of students, after seeking the recommendation of GFC.

#### 4.6 Enrolment Planning

- a. To review enrolment reports on an annual basis.

#### 4.7 Facilities

- a. To receive advice and comment from FDC on any facilities-related matter including requests for additional space or major new construction projects which may affect academic programs.
- b. To recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities.
- c. To recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University.
- d. To recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities.
- e. 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 or research implications or financial impact on the University.

#### 4.8 International

[to be developed]

### **5. Responsibilities Additional to Delegated Authority**

- 5.1 To recommend to GFC on the Termination of Academic Programs including those administered in cooperation with other post-secondary institutions
- 5.2 To recommend to GFC on the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, as recommended by ASC.
- 5.3 Recommend to GFC on proposals involving major or substantial changes to admission and transfer regulations or to academic standing regulations.
- 5.4 Recommends 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 support units, except ancillary units.
- 5.5 To recommend to GFC on enrolment management processes

### **6. Sub-delegations from Academic Planning Committee**

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

#### 6.1 Programs – 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.

### **7. Limitations to Authority**

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

7.1 Academic Programs

- a. The Provost and Vice-President (Academic) may forward proposals for Revisions to Existing Undergraduate and Graduate Programs to GFC with a recommendation from ARPC.
- b. Recommend to the Board of Governors on program proposals with a new credential.

7.4 Restructuring

- a. Recommend to GFC on the establishment and termination of Faculties, Departments, Schools and divisions, and on mergers involving Faculties, Departments, Schools or divisions, subject to Article 32 of the Faculty Agreement. (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).

7.6 Admission, Transfer and Academic Standing

- a. Recommend to GFC on proposals involving major or substantial changes to admission and transfer regulations or to academic standing regulations.

**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 implications or financial impact" will be made by the Committee, either through an expression of consensus or a vote.

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

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

**10. Links**

Centres and Institutes Policies  
Section 37  
Admission policy  
Academic standing policy

Approved by General Faculties Council: [date]