

STATUTORY DEANS' COUNCIL

Terms of Reference

Version: July 2, 2025

1. PURPOSE

- 1.1 Statutory Deans' Council ("SDC"), as articulated within the *Post-Secondary Learning Act (PSLA)* 27(2)*, is advisory and support to the President, Board of Governors, and General Faculties Council.
- 1.2 SDC shall discuss a variety of important academic and administrative issues and share information on many topics addressing strategic priorities and risks affecting the institution. In particular, all new and revised policies, procedures and University- wide guidelines are to be discussed and, where required, approved.

2. MEMBERSHIP

- 2.1. The following shall be members of SDC, in accordance with *Post-Secondary Learning Act (PSLA)* 27(1)*

Membership (voting):

Chair, Provost & Vice-President (Academic) [*delegated by the University President*]
Vice-Chair, Vice-President (Finance & Administration)
All Vice-Presidents and Associate Vice-Presidents
Deputy Provost, and all Vice-Provosts
All Deans/University Librarian and Associate Deans/University Librarian
General Counsel
All Executive Director(s)

Committee Support (non-voting):

Administrative Assistant, Provost & Vice-President (Academic), and
Director, University Secretariat

Resource (optional attendees and non-voting):

Coordinator, Academic Programming
Director, Academic Employee and Labour Relations
Director, Iniskim Indigenous Relations
Manager, Institutional Analysis
Executive Analyst to the Vice-President (Finance & Administration)
Policy Analyst

- 2.2. Due to the nature of the discussions and confidentiality at SDC meetings, unless specifically approved by the Chair, membership and attendance at SDC may not be delegated.
- 2.3. Other individuals may be invited by the Chair to attend any part of a meeting to provide information valuable to SDC for their consideration.

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3. MEETINGS

- 3.1 SDC will normally meet once per month (excluding July and August) or at the discretion of the Chair.
- 3.2 The SDC meetings are closed meetings.
- 3.3 Voting and Quorum:
Quorum must be present in these meetings for any decisions to be made. Quorum, shall exist when a majority of the members are in attendance in person, or virtually. Decisions of SDC will be by formal vote with a majority required to be in favour. If SDC is unable to reach a decision, the Provost & Vice-President (Academic) retains the right to do so.

Document History: President's Executive – approved July 2, 2025; September 15, 2022; December 18, 2014

***Post-Secondary Learning Act – Deans' Council**

"27(1) Each university must have a deans' council that shall consist of

- (a) the president, who is the chair,*
- (b) the vice-presidents,*
- (c) the dean of each faculty*
- (d) any other officers of the university that may be designated by the council*

(2) The deans' council is an advisory body to the president of the university, the board, and the general faculties council and has the powers, duties and functions that are delegated to it."