



Executive Committee of School Academic Committee

1. Role

The Executive Committee of the School Academic Committee determines urgent matters on behalf of the School Academic Committee, between meetings of that Committee. All decisions made and actions taken by the Executive Committee are reported to the next meeting of the School Academic Committee. This includes the approval of curriculum proposals, and the conferring of degrees, diplomas and certificates, prizes and awards for undergraduate, honours, and postgraduate coursework programs, and other urgent business where it is not practicable for the School Academic Committee to meet.

2. Membership

Membership is as follows and drawn from the existing members of the School Academic Committee:

- a) The Chair of the relevant School Academic Committee;
- b) Dean of the School;
- c) One of the elected School Members of Academic Senate, chosen by the School Academic Committee;
- d) An Associate Dean of the School as nominated by the Dean;
- e) One of the Directors of Academic Programs within the School, nominated by the Dean;
- f) One or two additional members of the School Academic Committee, nominated by the Chair, but not exceeding a total membership of six.

3. Chairing of Meetings

The SAC Executive is Chaired by the Chair of the School Academic Committee.

4. Frequency of Meetings

The SAC Executive Committee meets on an ad needs basis, to consider matters that the Chair considers too urgent to wait for the next scheduled School Academic Committee meeting.

5. Quorum

Quorum for this committee is based on the Standing Orders of Senate and its Committees and is one half (or if one half is not a whole number, the whole

number next higher than one half) of the total number of its members then in office.

Approved at meeting of Academic Senate (26 February 2021).

Appendix A - Executive Committee of School Academic Committee, Graduate Research School

1. Role

The Executive Committee of the Graduate Research School Academic Committee determines urgent matters on behalf of the Graduate Research School Academic Committee, between meetings of that Committee. All decisions made and actions taken by the Executive Committee are reported to the next meeting of the Graduate Research School Academic Committee. This includes the approval of curriculum proposals, and the conferring of degrees, diplomas and certificates, prizes and awards for undergraduate, honours, and postgraduate coursework programs, and other urgent business where it is not practicable for the School Academic Committee to meet.

2. Membership

Membership is as follows:

- 1) The Chair of the relevant School Academic Committee;
- 2) Dean of the School;
- 3) An elected Member of Academic Senate, chosen by the Dean of the Graduate Research School in consultation with the Chair of the SAC;
- 4) One of the academics within the School, nominated by the Dean;
- 5) One or two additional members of the School Academic Committee, nominated by the Chair, but not exceeding a total membership of six.

Approved at the meeting of Academic Senate (26 February 2021).