



1. Purpose of the Committee

The purpose of the General Faculties Council ("**GFC**") Academic Planning Committee (the "**Committee**") is to consider certain academic planning matters for the University, make certain decisions related to the academic affairs of the University and make recommendations to GFC with respect to academic planning.

2. Delegated Authority from GFC

In furtherance of the purpose of the Committee, and as permitted by the PSLA, GFC has delegated to the Committee the following powers, duties and functions:

2.1 Academic Planning - PSLA s. 26(1)

GFC is responsible for the academic affairs of the University and, pursuant to subsection 26(1)(o) of the PSLA, can make recommendations to the Board of Governors of the University (the "**Board**") with respect to academic planning. GFC has delegated to the Committee the authority to:

- (a) consider and, if deemed appropriate, advise GFC as to recommendations to be made by GFC to the Board concerning academic planning, including:
 - (i) specific goals and priorities for:
 - (1) internationalisation;
 - (2) Indigenous initiatives;
 - (3) information technology;
 - (4) equity, diversity and inclusion;
 - (ii) trends revealed or disclosed in quality assurance reports of Academic programs and/or Academic Units;
- (b) receive and discuss reviews of Academic Units and Academic Service Units; and
- (c) receive, discuss, and provide feedback on processes for quality assurance of Academic Units and Academic Service Units.

2.2 Academic Awards - PSLA s. 26(1)(m)

Pursuant to subsection 26(1)(m) of the PSLA, GFC has the authority to make rules and regulations respecting academic awards. GFC has delegated to the Committee the authority to:

- (a) consider and advise GFC as to recommendations to be made by GFC to the Board on policies concerning awards, subject to paragraph 4.2, below;
- (b) regularly review policies on awards and bursaries and to make recommendations to GFC as to changes to the same where required; and
- (c) regularly consider reports on student financial supports for the purpose of identifying trends and gaps in the financial supports available to students of the University.



2.3 *Affiliations, Academic Planning & Budget - PSLA s. 26(1)(o)*

Pursuant to subsection 26(1)(o) of the PSLA, GFC can make recommendations to the Board with respect to affiliations with other institutions, academic planning, the budget, and any other matters considered by GFC to be of interest to the University.

(a) *Academic Centres and Institutes*

GFC has delegated to the Committee the authority to:

- (i) consider and advise GFC as to recommendations to be made by GFC to the Board on new policy and procedures concerning Academic Centres or Institutes;
- (ii) approve the establishment of Academic Centres or Institutes;
- (iii) receive notifications of the suspension or termination of Academic Centres or Institutes from the Vice-President (Research) following consultation with the relevant Dean(s), and to report these suspensions and/or terminations to GFC; and
- (iv) receive, discuss and provide feedback on the Academic Centres or Institutes Annual Report.

(b) *Enrolment Management*

Pursuant to subsection 60(1)(d)(i) of the PSLA, the Board is required to make and publish rules respecting the enrolment of students to take courses, programs of study or training provided by the Board. GFC has delegated to the Committee the authority to:

- (i) consider and advise GFC as to:
 - (1) recommendations to be made by GFC to the Board on the Enrolment Management Policy;
 - (2) the approval of procedures concerning enrolment management;
- (ii) receive, discuss, and provide feedback on enrolment reports; and
- (iii) consider and, if deemed appropriate, make recommendations to GFC on enrolment management processes, subject to paragraph 4.4, below.

(c) *Research*

GFC has delegated to the Committee the function of:

- (i) considering and advising GFC as to recommendations, if any, to be made by GFC to the Board on:
 - (1) new research policies and revisions to existing research policies;
 - (2) research initiatives; and
- (ii) receiving, discussing, and providing feedback on research performance summaries.



(d) Budget

GFC has delegated to the Committee:

- (i) the power to make recommendations to the Board with respect to:
 - (1) the academic and research implications of the University's annual budget, excluding budgets for Ancillary Units;
 - (2) University budget principles;
 - (3) new resources required in proposals for the establishment of Academic Units, Faculties, Schools, Departments, Academic Programs and Chairs; and
- (ii) the function of receiving and discussing matters regarding tuition and fees for consideration or advice, subject to paragraph 4.5, below.

2.4 Facilities - PSLA s. 19

Pursuant to section 19 of the PSLA, the Board is obligated to consider the recommendations of GFC, if any, on matters of academic import prior to the Board providing for, among other things:

- (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 for the purposes of the University; and/or
- (d) the furnishing and equipping of the existing and newly erected buildings.

GFC has delegated to the Committee the power to consider and, if deemed appropriate, prepare recommendations to the Board on matters of academic import prior to the Board providing for anything set out in subparagraphs 2.4(a) through (d) above.

In considering and preparing recommendations to the Board as contemplated above, it is expected that the Committee will consider, among other things:

- (e) the Long Range Development Plan (with regards to subsections 19(b) and (c) of the PSLA);
- (f) planning and use of Academic Physical Facilities; and
- (g) the use of land owned by or leased to the University as contemplated in subsection 121(2) of the PSLA, which includes, but is not limited to, considerations with respect to any land proposed to be transferred to the University of Alberta Properties Trust.

2.5 Faculties, Schools, Departments and Chairs - PSLA ss. 26(1)(l) and 19(e)

Pursuant to subsection 26(1)(l) of the PSLA, GFC may recommend to the Board the establishment of Faculties, Schools, Departments and Chairs. Pursuant to subsection 19(e) of the PSLA, the Board must consider the recommendations of GFC, if any, on matters of academic



import prior to providing for, among other things, the establishment of Faculties, Schools, Departments and Chairs. GFC has delegated to the Committee:

- (a) the function of considering and advising GFC as to recommendations to be made by GFC to the Board on matters of academic import relating to the establishment or closure of Faculties, Schools, Departments and/or Chairs; and
- (b) the authority to establish or terminate endowed and/or funded Chairs,

subject always to paragraph 4.1, below.

3. Sub-delegated Authority from GFC

In furtherance of the purpose of the Committee, GFC has sub-delegated to the Committee the following powers, duties and functions delegated to GFC by the Board:

3.1 General Space Programs

The power and duty to review and approve proposed General Space Programs for Academic Units.

(collectively, the powers, duties and functions set out in paragraphs 2.1 through and including 3.1 is the “**Delegated Authority**”)

4. Limitations on Delegated Authority

- 4.1 Recommendations made pursuant to paragraph 2.5 are subject to the Collective Agreement, and, specifically, Article A10 (Academic Reorganization) of the Collective Agreement. In the event there is a conflict or inconsistency between one or more recommendations made pursuant to paragraph 2.5 and the Collective Agreement, the terms of the Collective Agreement will prevail.
- 4.2 Recommendations made pursuant to subparagraph 2.2(a) are limited to policies on awards. The creation of new student financial supports and revisions to existing awards has been delegated to the Office of the Registrar for new undergraduate student financial supports and to the Faculty of Graduate and Postdoctoral Studies for new graduate student financial supports.
- 4.3 Approvals made pursuant to subparagraph 2.3(a)(iv) are limited to Academic Centres or Institutes. Any affiliation agreements required for the creation of Academic Centres or Institutes will be entered into in the name of “The Governors of the University of Alberta” and will be executed in accordance with the Contract Review and Signing Authority Policy.
- 4.4 Recommendations pursuant to subparagraph 2.3(b)(iii) are limited to policy with respect to enrollment management. The Provost and Vice-President (Academic), as chief academic officer of the University, oversees all academic matters of a significant nature that have an impact on the University as a whole, and as such, is accountable for ensuring appropriate enrolment at the University.



- 4.5 The PSLA and the Tuition Regulation gives the Board full authority to approve tuition and fees at the University. In rendering advice under subparagraph 2.3(d)(ii), APC may consider the fact that GFC may make recommendations on any matter it considers to be of interest to the University, including tuition and fees.

5. Reporting Obligation(s)

A written report will be put before GFC by the Committee at each regularly scheduled meeting of GFC, which shall summarise the activities and decisions of the Committee since the last meeting of GFC.

6. Composition of the Committee

Voting Members (18)	
<i>Chair (1)</i>	
(a)	Provost and Vice-President (Academic)
<i>Ex-officio (7)</i>	
(b)	Vice-President (Research)
(c)	Vice-President (University Services, Operations and Finance)
(d)	Vice-Provost and University Registrar
(e)	President, Students' Union
(f)	President, Graduate Students' Association
<i>Elected by GFC (12)</i>	
(g)	7 Academic Staff from Category A elected by GFC, at least five of which are Elected Academic Staff members of GFC. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.
(h)	1 Faculty Dean
(i)	1 Department Chair from at-large
(j)	1 Non-Academic staff member from at-large (S1.0, S2.0)
(k)	1 undergraduate student from at-large
(l)	1 graduate student from GFC
<i>Non-Voting/Resource Members</i>	
(m)	University Secretary



(n)	Associate University Secretary
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The Committee may, in its sole discretion, and at any time, appoint one additional member to the Committee where the Committee is of the opinion that such additional member will bring a particular perspective, expertise and/or knowledge to the Committee that will serve to enhance its work. The procedure for such an appointment is within the discretion of the Committee, provided that the procedure is demonstrably fair and transparent.

7. Definitions and Interpretation

7.1 In these Terms of Reference, and in addition to terms otherwise defined in these Terms of Reference, the following terms have the following meanings:

- (a) **“Academic Centre or Institute”** means an academic centre or institute that exists at the University and is controlled by the University, and, for greater certainty:
 - (i) an academic centre or institute may exist solely within the University or may be created by one or more partnerships between the University and one or more entity or entities; and
 - (ii) such other entity or entities may include other universities, governments, public authorities (such as health authorities), and/or non-profit organizations;
- (b) **“Academic Physical Facilities”** means facilities that primarily support the University's teaching, learning, and research activities;
- (c) **“Academic Program”** means a group of credit Courses that, on completion, leads to the granting of a degree, diploma or certificate, along with their associated Course Designators;
- (d) **“Academic Staff”** has the meaning set out in the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#) as filed and located in UAPPOL;
- (e) **“Academic Units”** include Faculties, Departments, and Schools;
- (f) **“Academic Service Units”** means administrative units of the University that have an academic impact on the University, exclusive of Ancillary Units (including Colleges);
- (g) **“Ancillary Units”** means self-funded business units of the University that must generate sufficient revenue to (i) cover all of their respective operational costs and fund deferred maintenance; (ii) minimize future maintenance costs, and (iii) cover long-term capital investments;
- (h) **“Awards and Bursaries”** has the meaning set out in the [Student Financial Support Policy](#), as filed and located in UAPPOL;
- (i) **“Academic Centres and Institutes Annual Report”** means the Centres and Institutes Annual Report as drafted by the Centres and Institutes Committee;
- (j) **“Chairs”** refers to academic entities that may include professorships, lectureships and fellowships, established for the purpose of teaching and research;



- (k) **"Collective Agreement"** means the then-current collective agreement between the University and the Association of the Academic Staff of the University of Alberta;
- (l) **"Department"** means an academic department established within a Faculty and which is empowered to determine such policy as may come within its purview by delegation of a faculty council subject to the policies and regulations of the University;
- (m) **"Enrolment Management Policy"** means that certain policy suite filed and located in UAPPOL, as may be amended from time to time, that articulates the University's approach to managing institutional enrolment, including enrolment targets, in alignment with short and long-term objectives;
- (n) **"Faculty"** means a division of the University governed by a faculty council that is entitled, among other things, to determine the Academic Programs for which the faculty is established;
- (o) **"Long Range Development Plan"** means the then-current long-range land use and development plan relating to land owned by or leased to the University, as required to be prepared by the Board pursuant to the PSLA;
- (p) **"Ministry"** means the Government of Alberta's Ministry of Advanced Education, which is responsible for the adult learning system in the Province of Alberta;
- (q) **"PSLA"** means the *Post-secondary Learning Act* S.A. 2003, c. P-19.5, as may be amended from time to time;
- (r) **"Quality Assurance of Academic Units and Programs"** refers to the reviews administered in accordance with the guidelines set by the Campus Alberta Quality Council and by the Office of the Provost and Vice-President (Academic);
- (s) **"Research Policies"** includes the Animal Ethics Policy, the Human Research Ethics Policy, the Patent Policy, the Research and Scholarship Integrity Policy, and the Research Policy as the same are filed and located in UAPPOL;
- (t) **"School"** means: (i) a Faculty which, as a matter of common parlance at the University, is called a "school"; (ii) a Department that performs or is designed to perform the functions of a "school"; or (iii) an Academic Centre or Institute which holds the title of "school";
- (u) **"Support Non-Academic staff"** are as defined in the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) as filed and located in UAPPOL;
- (v) **"Tuition Regulation"** means the *Tuition and Fees Regulation* Alta. Reg. 228/2018 promulgated under the PSLA and as may be amended from time to time; and
- (w) **"University"** means the University of Alberta, a comprehensive academic and research university continued under the PSLA and legally referred to as "The Governors of the University of Alberta".

7.2 For the better understanding and interpretation of these Terms of Reference:

- (a) Article A10 of the Collective Agreement states: *"Academic planning, including but not limited to academic planning in accordance with the normal authority and procedures of GFC, may result in revisions to programs or restructuring of Departments or Faculties. For*



Academic planning which may result in the lay off of Academic Faculty members, the procedures of this Article A10 shall apply."

- (b) The Board has the authority to make regulations respecting the enrolment of students and considers recommendations from GFC in doing so. The Board has delegated to GFC the authority to approve procedures for enrolment management and hold the office of the Provost to account for approving enrolment plans.
- (c) 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.
- (d) The word "**planning**" includes frameworks for campus and building design, development, and maintenance.
- (e) Words importing the singular number include the plural and *vice versa*.
- (f) The authority conferred upon GFC by virtue of subsection 26(1) of the PSLA is, in all respects, subject to the authority of the Board, and, where the context requires, these Terms of Reference shall be read with awareness and recognition of the foregoing.

8. Supplemental Information

[Centres and Institutes Policy](#)

[Creation of New Student Financial Supports Procedure](#)

[Graduate Student Financial Supports Procedure](#)

[Long Range Development Plan](#)

[Planning and Renovation of Existing Facilities Policy](#)

[Space Management Policy](#)

[Student Financial Supports Policy](#)

[Undergraduate Student Financial Supports Procedure](#)

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