



Undergraduate Academic Affairs Committee Terms of Reference

1.0 Responsibilities

- Bring to Faculty Council for approval:
 - Student promotion
 - Student graduation
 - Student assessment and evaluation
 - Student readmission
- Bring to Faculty Council for information:
 - Curriculum changes for both programs from the Division Committees
- Approve recommendations from:
 - The Undergraduate Admissions Subcommittee
 - The Undergraduate Scholarships and Awards Subcommittee
- Ensure the College of Pharmacy & Nutrition Faculty Council has adequate and appropriate policies for student promotion, graduation, assessment, and examination
- Ensure undergraduate students are treated fairly and in accordance with established policies in the decisions concerning student standing in the program, promotion, graduation, and assessment/examination
- Make decisions on readmission applications of students who discontinued as a result of their failures to meet the requirement for promotion and desire to return to the program after a minimum of one year
 - The committee will do so in accordance with University and College policies
- Establish working groups as needed to support the Undergraduate Academic Affairs Committee
- Develop and review policies and procedures for the Undergraduate Academic Affairs Committee

2.0 Accountability

- The Undergraduate Academic Affairs Committee is accountable to Faculty Council through the existing reporting structure

3.0 Members

- *Voting:*
 - Associate Dean, Academic (Chair and Permanent member)
 - One Faculty Council member of the Division of Pharmacy
 - One Faculty Council member of the Division of Nutrition and Dietetics
 - Three Faculty Council members from either division
 - One Pharmacy undergraduate student
 - One Nutrition undergraduate student
 - Administrative Officer, Undergraduate Affairs (Permanent member)
- *Non-Voting:*
 - Undergraduate Admissions and Programs Secretary (Permanent member)

4.0 Roles and Responsibilities

4.1 Chair

- Provide leadership and oversight to the Undergraduate Academic Affairs committee as well as priority setting and direction



- Chair meetings
- Determine the agendas; review meeting notes
- Review and update Undergraduate Academic Affairs committee Terms of Reference as needed
- When chair is unavailable, another member will be appointed to act as chair

4.2 Members

- Provide agenda items to the chair in advance of scheduled meetings
- Participate in the drafting reviewing, and revising of policies and procedures for student promotion, graduation, assessment, and examination
- Direct the work of specific working group(s) as needed and as assigned
- Administrative Officer, Undergraduate Affairs arranges committee meetings and assists the chair in preparation and distribution of meeting materials and agenda
- Administrative Officer, Undergraduate Affairs will track and record student admission case decisions that can potentially impact precedence and policy decisions

5.0 Term

- Faculty Council members: three years, staggered appointments
- Student member: two years, staggered appointments

6.0 Working Groups

- Develop working groups as needed
- An Undergraduate Academic Affairs Committee member provides oversight and direction to any working group

7.0 Meeting Schedule

- Minimum two times per year or when called by the chair

8.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner
- Request to review meeting notes can be made to the Undergraduate Academic Affairs Committee
- Confidential information recorded during meetings shall be kept with the Executive Assistant to the Dean

9.0 Reporting

- The committee reports to Faculty Council
- Written report provided to the Faculty Council meeting in May and October

10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendments may occur at any time by consensus of the chair and members to be approved by Faculty Council



- Changes to TOR's and procedures to be submitted to the Governance Committee for review

11.0 Subcommittees

- Undergraduate Scholarships and Awards,
- Undergraduate Academic Misconduct,
- Undergraduate Admissions, and
- Accommodations Planning Subcommittee

12.0 Principles

Consistent with the University of Saskatchewan policies on “Admission to Degree Programs” and “Student Appeals of Evaluation, Grading and Academic Standing,” the principles that govern the committee’s work include:

- **Justice and Fairness:** All rules, regulations and procedures regarding students must embody the principles of procedural fairness
- **Learning as a Shared Responsibility:** As described in the University’s Learning Charter, learning requires the active commitment of students, instructors, and the institution, and depends on each party fulfilling its role in the learning partnership
- **Quality:** The University of Saskatchewan will recruit and admit students who have demonstrated commitment to learning and have the potential to successfully complete the academic requirement of the program
- **Mutual Respect and Diversity:** The University of Saskatchewan values diversity and is committed to promoting a culture of mutual respect and inclusiveness on campus
- **Confidentiality:** Committee members are prohibited from disclosing any student information received through participation in the Committee, including information received orally or in writing
- **Conflict of Interest:** A Committee member shall apply the highest ethical standards to avoid actual or perceived conflicts of interest or conflict of commitment in fulfilling his or her responsibilities