

If you have any questions about the committees listed below, please contact the SGPS Committee Coordinator (committee@sgps.ca).

Board of Trustees Standing Committees

Advancement Committee

The Advancement Committee is the vehicle through which Advancement reports to the Board of Trustees including the component functions of Development, Marketing and Communications, Alumni Affairs, the Advancement Business Office and Technical Services. The committee is responsible for making recommendations to the Board concerning private fund-raising, the coordination and supervision of University friend-raising and fund-raising activities and the assistance in the representation of the University to the broader community. <http://www.queensu.ca/secretariat/trustees/committe/advance.html>

Audit Committee

The Audit Committee assists the Board of Trustees in its oversight of the financial reporting process to ensure transparency and integrity. The committee is responsible for ensuring effectiveness of the University's internal control and risk management environment as well as supervision of the independent audit process to access performance and ensure effectiveness and compliance with legal, statutory and regulatory requirements.

<http://www.queensu.ca/secretariat/trustees/committe/audit.html>

Campus Planning and Development Committee (CP&D)

The committee maintains a process of campus planning and development through monitoring the development and maintenance of a campus plan which encompasses long, medium and short-term horizons and the oversights of current buildings. The committee makes recommendations to the Board of Trustees with regard to the policies and plans for physical development and maintenance of the University.

Campus Grounds Advisory Committee

The Campus Grounds Advisory Committee was established in 2002 to review open space issues and begin developing a framework for future consideration by the CP&D Committee. The Plan provides principle-based recommendations at the system level and for each of the major open spaces on campus to guide future interventions to the landscape that suit different sites and project requirements.

Environmental Health and Safety Committee

The Environmental Health and Safety Committee acts as a permanent link between the Board of Trustees and the University administration on all issues related to environmental and occupational health and safety. The committee reviews direction on program components while monitoring a process of continuous improvement. <http://www.queensu.ca/secretariat/trustees/committe/enviro.html>

Finance Committee

The Finance Committee acts in an advisory position to the Board of Trustees and the Principal on financial policy and planning. This includes the financing of capital projects, salary scales, proposals to be presented to the Board and to the Governments of Ontario and Canada. <http://www.queensu.ca/secretariat/trustees/committe/finance.html>

Human Resources Committee

The Human Resource Committee annually solicits, reviews and evaluates the comments with respect to the overall compensation of the Principal and performance of the Principal Review. The committee acts in an advisory position in establishing the key performance goals and objectives for the Principal. <http://www.queensu.ca/secretariat/trustees/committe/HR.html>

Investment Committee

The Investment Committee makes recommendations to the Board of Trustees concerning the management of the investment funds of the University (Queen's Pooled Endowment Fund, Queen's Pooled Investment Fund, Queen's Short-term Fund) and other funds as requested by the Board of Trustees. <http://www.queensu.ca/secretariat/trustees/committe/invest.html>

Nominating Committee

The Nominating Committee presents nominations for vacancies in the membership of the Board of Trustees and the Standing Committees within the jurisdiction of the Board while bearing in mind the importance of reflecting diversity in Board Membership consistent with the Canadian community. <http://www.queensu.ca/secretariat/trustees/committe/nominate.html>

Pension Committee

The Pension Committee determines all questions arising in the administration of the Queen's Pension Plan, including interpretation and application of the provisions of the Plan, together with eligibility, service, earnings and retirement dates of members for purposes of the Plan. The Pension Committee reviews the performance of the Trust Fund, and prepares recommendations for proposed changes. <http://www.queensu.ca/secretariat/trustees/committe/>

Senate Standing Committees

Academic Development Committee (SCAD)

The Academic Development Committee develops and recommends principles, policies and priorities to further academic development of Queen's University. The committee advises the Senate on proposals for new programs of study and changes in the conditions of admission or qualifications required for completion of existing programs. <http://www.queensu.ca/secretariat/senate/committe/standing/scad.html>

Academic Procedures Committee

The Academic Procedures Committee approves annually sessional dates on behalf of Senate and advises Senate on matters pertaining to the publication of the University Calendars. The committee also makes recommendations to the Senate involving examinations, grading systems, content of student transcripts and policy on convocations. On behalf of the Senate, the committee makes arrangements for convocation and approves Faculty Board-certified lists of degrees, diplomas and certificates. <http://www.queensu.ca/secretariat/senate/committe/standing/scap.html>

- **Subcommittee on Examinations**

The function of the Subcommittee on Examinations is to review and recommend policy for the effective and efficient administration of centrally administered exams and to operationalize policies of the Senate Committee on Academic Procedures (SCAP) and the Senate. <http://www.queensu.ca/secretariat/senate/committe/standing/exams.html>

- **University Calendars Subcommittee**

To recommend to the Committee on Academic Procedures on administrative matters relating to the publication of University calendars. <http://www.queensu.ca/secretariat/senate/committe/standing/calendar.html>

Advisory Research Committee

The advisory research council recommends to Senate the establishment of research policies appropriate to Queen's University. The committee approves the formation and reviews the reports of research groups, centers and institutes in accordance with the Senate Policy. The committee advises the Senate on the budgeting and funding of internal University research funds. SGPS nominates two graduate students to sit on the committee. <http://www.queensu.ca/secretariat/senate/committe/standing/sarc.html>

Agenda Committee

The Agenda Committee organizes the Agenda for Senate meetings from items submitted to the Secretary and arranges that all business goes forward to the Senate in properly prepared form.

<http://www.queensu.ca/secretariat/senate/committe/standing/agenda.html>

Budget Review Committee (SBRC)

The Budget Review Committee examines the main elements of the approved annual budgets of the University, and reviews the report on those budgets prepared by the

Vice-Principal (Operations and Finance). <http://www.queensu.ca/secretariat/senate/committe/standing/sbrc.html>

Creative Arts and Public Lectures Committee

The Creative Arts and Public Lectures Committee reviews, initiates and recommends to the Senate policies for the enhancement and development of the creative arts as an integral component of the Queen's community. <http://www.queensu.ca/secretariat/senate/committe/standing/capl.html>

- **Brockington Visitorship**

Brockington Visitors are expected to deliver a public lecture and to be available during the visit to meet formally and informally with appropriate segments of the Queen's and Kingston communities. The Senate Committee on Creative Arts and Public Lectures (SCCAPL) is responsible for annually seeking and adjudicating proposals from members of the Queen's Community to invite persons of international distinction to be Brockington Visitors. <http://www.queensu.ca/secretariat/senate/committe/standing/brockington.html>

- **Chancellor Dunning Trust Lectureship**

The purpose of the Lectureship is to promote the understanding and appreciation of the supreme importance of the dignity, freedom, and responsibility of the individual person in human society. The Dunning Lecturer is expected to deliver a public lecture and to be available during the visit to meet formally and informally with appropriate segments of the Queen's and Kingston communities. <http://www.queensu.ca/secretariat/senate/committe/standing/dunning.html>

- **George Taylor Richardson Memorial Fund**

The committee considers how best to spend the income from the George Taylor Richardson Memorial Fund for the stimulation of the arts at Queen's University. <http://www.queensu.ca/secretariat/senate/committe/standing/richardson.html>

- **Rosen Lecture Series**

The Rosen Lecture Series Subcommittee reports annually to Senate Committee on Creative Arts and Public Lectures pertaining to the activities carried out during the current year for the lecture series in Jewish Studies and discusses future plans. The goal of the subcommittee is to enable the wider community to better understand the living and vital tradition of Judaism, its relationship to other religious traditions and its role in the development of contemporary civilizations, and to explore the historical role played by Jews and Jewish thought. <http://www.queensu.ca/secretariat/senate/committe/standing/rosen.html>

Education Equity Committee (SEEC)

The SEEC exists to promote, facilitate and support the achievement of institutional goals for educational equity as articulated in the University's Vision Statement and in the Values and Principles set out in the University's Strategic Plan. The mandate includes all matters related to policy for educational equity in educational access, educational context and educational climate and content and educational practice and capacity. <http://www.queensu.ca/secretariat/senate/committe/standing/equity.html>

Honorary Degrees Committee

The Honorary Degrees Committee advises the Senate on general policy relating to honorary degrees and to provide guidelines on eligibility. The committee presents to the Senate names of all nominations that they have received and considered. The committee makes recommendations about the number of degrees to be awarded, the type of degree for each case and the particular Convocation at which each degree should be granted. <http://www.queensu.ca/secretariat/senate/committe/standing/honorary.html>

Information Technology Committee

The Information Technology Committee makes recommendations to the Senate regarding general policies for the operation, development and planning of information technology systems and services for the University. <http://www.queensu.ca/secretariat/senate/committe/standing/sitc.html>

Internal Academic Review Committee

The Internal Academic Review Committee is responsible for the internal review of all academic programs through a process known as the Internal Academic Review (IAR). This process is to ensure that all academic activities contribute to and are consistent with the mission of the University. <http://www.queensu.ca/secretariat/senate/committe/standing/iarc.html>

Library Committee

The Library Committee recommends to the Senate policies for the operation and development of the University Library System. The committee advises the Chief Librarian in all matters of policy relating to the University Library System and on the preparation and any proposed change in the Library's annual budget. <http://www.queensu.ca/secretariat/senate/committe/standing/library.html>

Nominating Committee

The Nominating Committee presents to the Senate, annually and as need arises, nominations for membership of the standing committees of the Senate and other committees with which the Senate is associated. The committee also carries forward to Senate nominations for University Dispute Resolution Advisors, the Chair of the University Student Appeal Board received from the Secretary of the Senate, and the Chair and Vice-Chair of the Harassment/Discrimination Complaint Board received from the Principal.

Non-Academic Discipline (SONAD)

Reporting to the Senate, SONAD reviews and recommends changes to Senate policies addressing non-academic discipline. The committee reviews the annual report of the AMS Judicial Affairs Office, the SGPS, and the Residence Discipline. The committee also conducts a review of individual cases of non-academic discipline in which no appeal has been brought to the University Student Appeal Board, according to the procedure set out in the Senate Policy on Student Appeals, Rights and Discipline. <http://www.queensu.ca/secretariat/senate/committe/standing/sonad.html>

Operations Review Committee (SORC)

The Operations Review Committee is concerned with the effective and efficient functioning of Senate and its committees. As part of this function, the Committee will review and make recommendations to Senate on:

- (1) the composition of Senate and its committees;
- (2) the Terms of Reference of the Senate committees;
- (3) the Rules of Procedure of the Senate and its committees;
- (4) any other related issues as assigned by Senate. <http://www.queensu.ca/secretariat/senate/committe/standing/sorc.html>

Orientation Activities Review Board (SOARB)

SOARB has two distinct functions of setting general policies for Orientation while leaving it to the other parties to execute those policies and observing Orientation and monitoring how policies were carried out then reporting back to the Faculties and to Senate. <http://www.queensu.ca/secretariat/senate/committe/standing/soarb.html>

Residence Committee (SRC)

The Residence Committee recommends to the Senate policies that ensure residences life is complementary to the attainment of academic excellence in the University. The committee advises the Associate Dean of Student Affairs in all matters of policy relating to the Residence system. <http://www.queensu.ca/secretariat/senate/committe/standing/residence.html>

- **Admissions Committee**

As a subcommittee to the SRC, the Admissions Committee is responsible for devising appropriate guidelines and policies for recruiting and admitting residents while maintaining a desirable balance of upper-year and first-year students. <http://www.queensu.ca/secretariat/senate/committe/standing/admissions.html>

- **Discipline Working Group (DWG)**

As a subcommittee for SRC, The DWG is made of up representatives from Residence Life, both residence councils and a student representative. Along with considering keeping the rules up-to-date and easily understood, the DWG also concerns itself with recruitment and administrative efficiencies with the discipline system in residence. <http://www.mcrcweb.org/v10/discipline.php>

- **Residence Budget Advisory Committee**

The Residence Budget Advisory Committee advises both the Residence Committee and the Director of Residences and his/her staff in connection with establishing and reviewing the annual budget for the residence system and the planned/required residence fee structure and changes for the following year. http://www.queensu.ca/secretariat/senate/committe/standing/res_budg.html

- **Residence Life Committee**

The Residence Life Committee fosters the evolution of a self-governing residence community imbued with a sense of values consistent with the belief that wisdom and knowledge are the foundation stones of a just and humane society. http://www.queensu.ca/secretariat/senate/committe/standing/res_life.html

Scholarships and Student Aid Committee

The Scholarship and Student Aid Committee makes recommendations to the Senate pertaining to University policy governing undergraduate and graduate fellowships, scholarships, medals, prizes, bursaries, loans and other forms of student aid. The committee approves the establishment and awards fellowships, scholarships, medals and prizes followed by an annual review and report to the Senate. <http://www.queensu.ca/secretariat/senate/committe/standing/scholars.html>

- **Entrance Scholarship Subcommittee**

The Entrance Scholarships Subcommittee considers applications upon entrance for scholarship assistance.

- **Loans and Bursaries Subcommittee**

The Loans and Bursaries Subcommittee considers applications for long-term loan assistance and bursary assistance. <http://www.queensu.ca/secretariat/senate/committe/standing/loans.html>

Other Committees

Aboriginal Council Queen's University

The Council is involved in all decisions affecting Aboriginal programs and services at Queen's University. The Aboriginal Council of Queen's University was established in 1992 "to ensure that for generations hereafter Aboriginal peoples will have access to higher education at Queen's University, and that the institution will be responsive to the broader needs of Aboriginal peoples." Council receives funding from the Ministry of Training, Colleges, and Universities (MTCU) and Queen's University. <http://www.queensu.ca/fdasc/ACQU.html>

Agnes Etherington Art Centre Advisory Board

The objectives of the Agnes Etherington Art Centre Advisory Board is to find a mix of appointed and representative persons who will bring an interest in the visual arts and have access to community networks, in order to reinforce the importance of the role of the public art gallery. <http://www.queensu.ca/secretariat/trustees/committe/AEAC.html>

Ban Righ Foundation Board

The Ban Righ Centre is uniquely geared to both the challenges and to the achievements of mature female students. It is a meeting place and a resource centre that offers its services without charge or membership. The Centre has four informed and supportive staff to assist women of all ages to continue formal or informal education, especially those who returning to study after a time away from formal education. <http://www.queensu.ca/dsao/ind/banrigh/contact.htm>

Canadian Federation of Students

The Canadian Federation of Students was formed in 1981 to provide students with an effective and united voice, provincially and nationally. Every year, SGPS sends students to two provincial and two national CFS meetings and one CFS skills conference.

<http://www.cfsontario.ca/english/graduate-1.php?category=21>

Career Services Advisory Board

The Career Services Advisory Board advises Director on career services for students.

<http://careers.queensu.ca/>

Cold Beverage Steering Committee

The Cold Beverage Steering Committee manages the Coca-Cola Cold Beverage Exclusivity contract with the majority of the funds being directed towards capital expenditures arising from the re-development of student life facilities. Of the remaining funds, \$100,000 will be distributed annually for project, initiative or capital purchases to provide a visible benefits to students. www.sgps.ca/dl/cold-beverage-fund.pdf

Community Housing Board

The Community Housing Board oversees graduate student residences, John Orr Tower and An Clachan and other University owned off-campus housing. http://housing.queensu.ca/community_housing/default.asp

Council on Employment Equity

The Council on Employment Equity seeks to nurture and enhance institutional culture that is consistently respectful of the dignity and worth of all who work here. Striving at all times to eliminate direct, indirect and systemic discrimination, the University will develop policies and programs, foster practices, and encourage traditions which facilitate free, safe and full participation by all members of its community. <http://www.queensu.ca/equity/content.php?page=CEE>

Day Care Board

The Queen's Day Care Board role is to give guidance to manage the Daycare. The Board meets once a month (usually the second Tuesday of each month), and the meeting last for 2 to 3 hours to discuss policies, budgets and contract issues.

Grad Club Board

Queen's Grad Club Board oversees the operation of the Grad Club and ensures the operation is in the promotion of mutual interests of its members. Members include all Graduate Students, enrolled in the School of Graduate Studies and Research, who has paid the full Graduate Student levy. www.queensu.ca/gradclub/Board_Files/bylaws.pdf

The Health, Counselling and Disability Services Advisory Council

The Health, Counselling and Disability Services Advisory Council has broad policy making responsibilities for recommending service including matters such as the mix of and priorities for services, scheduling of services, professional staffing practices, revenue generation and budgetary allocations. The Dean of Student Affairs has final approval.

<http://www.queensu.ca/secretariat/senate/committe/other/health.html>

International Centre Council

The Council assists the Director of the International Centre in managing the operations and affairs of the Centre. Council also reviews the Centre's operations and provides advice to the Director with respect to its policies and activities. When it deems necessary, the Council may pass motions and by-laws for the better administration of the Centre's activities.

<http://quic.queensu.ca/resources/about/files/constitution.PDF>

John Deutsch University Centre (JDUC) Council

Reporting to Queen's University Senate, the John Deutsch University Centre Council is responsible for governance and oversight of the JDUC which involves furthering the mission and purposes of the JDUC. <http://www.queensu.ca/jduc/const.html>

JDUC Executive Committee

Accountable to the John Deutsch University Centre Council, the Executive Committee is responsible for advising the Director on management and operational issues; preparing agendas for meetings of the Council; conducting annual performance reviews of the Director; establishing the committee to advise the Dean of Student Affairs on the appointment or reappointment of the Director; and undertaking such other tasks as may be referred to it from time to time by the Council. <http://www.queensu.ca/jduc/const.html>

- **The Robert Sutherland committee**

Currently funded through the JDUC, the Visitorship Committee has brought a number of distinguished visitors to the campus since 1998 with expertise in the areas of equity, community diversity and race relations. <http://www.queensu.ca/jduc/rsv.html>

Journal Board

The Journal Board of Directors is responsible for long-term strategic planning and financial operations of the Queen's Journal.

<http://www.queensjournal.ca/jboard/>

Positive Space Committee

The Positive Space Committee is run by the Human Rights Office at Queen's and strives to increase the visibility of lesbian, gay, bisexual, trans, and queer (LGBTQ) people, issues, and communities, to offer support and resources to individuals concerning these issues and to strengthen the LGBTQ and ally communities on campus and in Kingston. Positive spaces are locations in which sexual and gender identity is affirmed and individuals can receive support and information. Participants are volunteers who have attended a Positive Space Information Session and registered with the Program. <http://www.queensu.ca/positivespace/index.htm>

Queen's Accessibility Committee:

The Queen's Accessibility Committee brings together community members and representatives of various University groups working together to make Queen's

University accessible for people with disabilities. <http://www.queensu.ca/equity/content.php?page=QAC>

Queen's Committee Against Racial and Ethnic Discrimination (QCRED) Board

Queen's Coalition against Racial and Ethnic Discrimination strives to be an anti-oppressive non-hierarchical coalition of students, staff and faculty that work to create an anti-racist climate on the Queen's University campus. QCRED works towards community wellness for historically marginalized racial and ethnic groups. Through education, community organizing and commitment to struggle across differences, we seek to responsibly reflect, represent and serve our various communities.

http://qcred.org/?page_id=2

University Council Executive Committee

The Executive Committee of the University Council is empowered to transact specific business on behalf of the University Council between Council's annual meetings. The Executive Committee normally meets twice a year: in October and March.

<http://www.queensu.ca/secretariat/ucouncil/ExecCmt.html>

The Faculty-based Graduate Councils

The Faculty-based Graduate Councils for departmentalized faculties are responsible for student matters involving advanced standing, promotion, withdrawal and appeals. The Councils establish a clear process for Master's oral thesis examinations, recommends to Graduate Studies Executive Council new programs and modifications to existing programs.

Queen's Radio Policy Board

The Queen's Radio Policy Board publishes a policy statement, which it reviews and publicizes on an annual basis. The Board reviews and approves general program planning and advises on expenditures for the Queen's Radio Station. The Board also completes an evaluation of the Station for the Senate Committee on Fine Arts and Public Lectures. <http://www.queensu.ca/secretariat/senate/committe/other/radio.html>

Queen's University Engineering Society Services Incorporated (QUESSI)

QUESSI was established by the Engineering Society to operate the Campus Bookstore. The agreement between the Engineering Society, QUESSI and Queen's University, states that all revenues derived from the Bookstore must be used to the fullest extent possible for the development of the Bookstore as an academic resource within the University. QUESSI also runs the Tea Room and Clark Hall Pub. <http://www.queensu.ca/secretariat/senate/committe/other/quessi.html>

SEAMO Governing Committee

The Southeastern Ontario Academic Medical Organization (SEAMO) is an association whose members include: The Clinical Teachers' Association of Queen's University (CTAQ), Queen's University at Kingston, The Kingston General Hospital (KGH), the Religious Hospitallers of the Hotel Dieu (HDH) and Providence Continuing Care Centre (St. Mary's of the Lake Hospital - SMOL). The members individually are concerned with medical education, basic and applied health research and the provision of clinical services for the population served by the academic health centre. <http://www.queensu.ca/secretariat/senate/committe/other/seamo.html>

Senate Student Caucus

This body is focused on creating a proactive student presence at Senate. It is made up of all Student Senators and represented by the SGPS President.

Teaching Award Committee

The Teaching Award Committee consists of two academic staff members, three student members appointed by the Senate, and two alumni members appointed by the Alumni Association and is chaired by the Vice Principal (Advancement) of Queen's University or his/her delegate. The Committee reviews the nominations and compares the qualifications of each nominee to the criteria, and shall identify a list of finalists who deserve further consideration. <http://queensu.ca/alumni/programs/quaa/awards.html#ExcellenceInTeaching>

University Council

The Council is responsible for the installation of the Chancellor and for all Convocations. However, Convocations have been delegated to the Senate, while University Council reserves the right to approve any fundamental change in the ceremony. The Council frames whatever bylaws are necessary to govern the eligibility of graduates to hold membership in the Council or Board or to vote in University elections. In particular, the Bylaws of the University Council include details of procedure for nominations and elections of Councilors, Chancellors, Rectors, and Trustees elected by Council, the Graduates, the Benefactors, the Faculty, the Staff and the Students. <http://www.queensu.ca/secretariat/ucouncil/responsibility.html>

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University Council on Athletics and Recreation

The University Council on Athletics and Recreation is the oversight committee for the Athletics and Recreation Centre and the SGPS Athletics Coordinator represents SGPS on Council.

University Promotion Advisory Committee (Collective Agreement)

The University Promotion Advisory Committee shall provide advice to the Principal as to whether, on the basis of the file, an applicant has met the criteria for Promotion to Professor.

University Promotions Committee (Senate Promotion Policy)

Each department or other appropriate academic unit (two or more departments may choose to join together) shall establish a promotions committee to consider and make recommendations on behalf of the unit on promotion. <http://www.queensu.ca/secretariat/senate/policies/promot/promot.html>

School of Graduate Studies Committees

SGS Executive Council (GSEC)

As the primary committee for SGPS, the Graduate Studies Executive Council (GSEC) comprises of the Associate Vice Principal and Dean, SGS (Chair), Associate Deans (SGS), Senior Officer (SGS), Associate Deans of Graduate Studies of the Faculties/School, Chairs of the Faculty Graduate Councils, Society of Graduate and Professional Students (SGPS) President or delegate and graduate student Senator. For more information on the roles of this council visit: <http://www.queensu.ca/sgs/facultyandstaff.html>

School of Graduate Studies Fellowship Committee

The SGS Fellowship Committee is responsible for the adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required subject to the authority of the Senate.

SGS Academic Appeal Board

The fairness or consequences of academic assessments, decisions or regulations may be appealed to the SGS Academic Appeal Board. Course marks or examination committee decisions cannot be overturned but alternative actions (including the possibility of further examinations) may be mandated. Appeal procedures are published in the Calendar of the SGS. The Academic Appeal Board decision is final with the only exception being the right of further appeal to the Senate Grievance Board when the appeal is based on grounds of unfair procedures or allegations of bias.