



**General Faculties Council
Academic Planning and Priorities Committee
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Academic Planning and Priorities Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The Provost and Vice-President (Academic) or delegate shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

2. MEMBERSHIP

Co-Chair

Provost and Vice-President (Academic) (ex-officio) or delegate (voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Four academic staff members appointed by the GFC Executive Committee, at least two of whom shall be members of GFC at the time of their appointment. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Committee.
- The Academic Co-Chair of each of the Teaching and Learning Committee and the Research and Scholarship Committee (ex-officio)
- One Dean appointed by Deans' Council
- One student appointed by the Students' Union
- One student appointed by the Graduate Students' Association
- Vice-Provost (Indigenous Engagement) or designated academic staff member (ex-officio)
- Executive Director, Office of Institutional Commitments or designated academic staff member (ex-officio)

Non-Voting Members

- Deputy Provost (ex-officio) or delegate
- One person appointed by the Faculty Association
- One person appointed by the Alberta Union of Provincial Employees, Local 52
- One person appointed by the Management and Professional Staff Executive Committee

3. ROLE

The Committee serves as GFC's primary advisory group on institutional planning and academic affairs, and on the quality and suitability of academic programming. The Committee also acts as the University's final approval authority for the creation, changes to, or termination of academic programs.

4. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

- a. Review and make recommendations to GFC regarding institutional plans and strategies (and their associated documents) within GFC's purview;
- b. Identify, develop or review, and make recommendations to GFC regarding principles, policies, standards, regulations and practices in respect of institutional planning within GFC's purview and academic planning and affairs, including academic programs;
- c. Review and make recommendations to GFC regarding technological and physical infrastructure as it relates to academic priorities and plans;
- d. Review and provide input into proposals for the establishment, oversight, evaluation of, or material changes to, academic programs and units, including processes for program review and approval, as well as unit reviews;
- e. Consider and recommend to GFC the establishment, dissolution or merger of Faculties, Schools, Departments and other academic units and programs of study;
- f. Develop, and periodically review and update principles for affiliations and other collaborative initiatives with other institutions and organizations for recommendation to GFC for approval;
- g. Review and recommend to GFC any required revisions to the University's policy development and review process;
- h. Review and approve proposals for:
 - I. the creation or termination of, or major changes to, degree programs;
 - II. the creation or termination of, or major changes to, joint, dual or collaborative delivery of degrees, certificates or diplomas with other institutions;
 - III. the creation or termination of and major changes to credit certificate and diploma programs;
 - IV. the creation of or major changes to non-credit professional and continuing education certificate and diploma programs;
 - V. changes to undergraduate and graduate courses (e.g., hours, title, and content);
- i. Review and approve both new, and changes to existing, university and faculty undergraduate admission requirements and academic regulations, university and faculty undergraduate transfer requirements and academic regulations, and all other academic regulations pertaining to undergraduate programs;
- j. Review and approve both new, and changes to existing, university and program-level graduate admission requirements and academic regulations, and all other academic regulations pertaining to graduate

programs;

- k. Approve revisions to the Academic Calendar; and
- l. Such other activities and responsibilities delegated or assigned to it by GFC or the GFC Executive Committee from time to time.

The Committee may delegate any of its listed responsibilities to a sub-committee; however the Committee remains ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the terms of reference of those committees. The Committee may also, by resolution, alter or revoke the delegation of any of its listed responsibilities under this section.

5. POWERS

Other than, or in the absence of, specific delegations of authority from GFC or the GFC Executive Committee to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC and other GFC standing committees.

6. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

- a. The Committee may approve:
 - I. proposals for the creation or termination of degree programs and credit certificate and diploma programs;
 - II. major changes to degree programs and credit certificate and diploma programs, such as changes to completion requirements or program specializations, or program redesigns;
 - III. the creation of or major changes to non-credit professional and continuing education certificate and diploma programs;
 - IV. changes to undergraduate and graduate courses (e.g., hours, title, and content);
 - V. new, and changes to existing, university and faculty undergraduate admission requirements and academic regulations and university and faculty undergraduate transfer requirements and academic regulations;
 - VI. new, and changes to existing, university and program-level graduate admission requirements and academic regulations;
 - VII. revisions to the graduate and undergraduate sections of the Academic Calendar; and
 - VIII. new, and changes to existing, academic regulations pertaining to undergraduate and graduate programs.

As at January 15, 2025