

Committee on Evaluations and Academic Standards

1. MANDATE

On behalf of the Lassonde School of Engineering Faculty Council and in alignment with the York University Senate, the Committee on Evaluations and Academic Standards shall oversee academic policy, academic standards and policies and practices related to graded evaluations. It will monitor and provide Faculty-level academic oversight of grades exercises undertaken by academic units. The Committee shall conduct hearings and make decisions in cases of suspected breach of the Senate Policy on Academic Honesty in accordance with Senate Policy. The Committee embodies appropriate standards of fairness and natural justice in all its proceedings.

2. TERMS OF REFERENCE

The Committee shall be responsible for reviewing and recommending to Faculty Council policies and procedures as they relate to evaluations and academic standards in the Lassonde School of Engineering, including but not limited to:

- 2.1. Oversight of academic policy, academic standards, and policies and practices related to evaluations:
 - 2.1.1. Implementation of relevant Senate policies, procedures, etc. as it relates to academic standards of courses and grades. Create/amend and regularly review Faculty policies and procedures regarding academic standards of courses and grades exercises
 - 2.1.2. Monitor trends over time with respect to anomalous grades in courses and requesting responses from responsible departments as applicable for correction or explanation.
 - 2.1.3. Collaborate with departments to improve grading and evaluation consistency, which may include making recommendations to the relevant departmental authority.
 - 2.1.4. Act as Designated Committee to hear Grade Reappraisals as outlined in the Senate Policy on Grade Reappraisals:
 - Committee will determine if there are grounds for an appeal to be heard.
 - The Committee will convene a panel to hear the appeal and render a decision following procedures of the Policy.
 - 2.1.5. Reviewing current policies and procedures regarding the administration of academic evaluations (i.e., Departmental, Faculty, and University-wide initiatives)
- 2.2. Governance of the Senate policy on academic honesty within the Lassonde School of Engineering:
 - 2.2.1. Understanding and implementation of current policies and procedures as defined by the York University Senate regarding the administration of the Senate Policy on Academic Honesty.
 - 2.2.2. Designing and developing initiatives to enhance faculty and student awareness of the Senate Policy on Academic Honesty within the Lassonde School of Engineering community and assisting in course design to limit potential breaches of Academic Honesty.
 - 2.2.3. Institute and oversee a panel system for hearings, including the development/amendment of procedures and policies for how the panels operate:
 - Three panels comprised each of two full-time faculty members and one student representative, where one of the faculty members is a full member of CEAS and shall act as Chair of the panel.
 - Quorum shall exist where three panelists (as outlined above in (2.1.1) are available to convene a hearing.
 - Panels will follow hearing procedures as set out in the Senate Policy on Academic Honesty
 - A decision will not be ratified until there are three votes recorded.
 - A Secretary to the Panel to record the proceedings will be provided by the office of the Assistant Dean Students.
- 2.3. Collaboration with the Learning, Curriculum, and Students (LCS) Committee and its subcommittees, and with the TEAL Committee on issues of joint concern.
- 2.4. Special Initiatives
 - 2.4.1. At the discretion of the Committee, undertake special initiatives in the scope of the mandate.
- 2.5. Petitions Sub-Committee
 - 2.5.1. The Sub-Committee shall be responsible for the development and oversight of the academic petitions process, including review and decision of academic petitions and appeals of petitions for Lassonde students

- 2.5.2. The Sub-Committee shall report on business/activity to CEAS on a bi-annual basis and identify trends in petition activity that may be of interest to CEAS and could impact policy/procedures that CEAS may wish to address.
- 2.5.3. The Sub-Committee shall review its terms of reference on an annual basis and submit changes for consideration to CEAS, who shall then forward agreed upon changes to Executive for consideration and approval

3. EQUITY, DIVERSITY & INCLUSIVITY

The Committee recognizes the importance of cultivating a culture of fairness, equity, diversity and inclusion. The Committee ensures that these essential principles are integrated into the School's/Committee's policies, programs, operations and practices.

4. COMMITTEE MEMBERSHIP

4.1. Membership

The membership of CEAS shall be as follows:

Title	# of Members	# of Votes
Ex Officio Membership		
Vice Dean (voting in the event of a tie. See 5.7)	1	1
Assistant Dean, Students (non-voting)	1	0
Membership		
3 full-time faculty members	3	3
2 students	2	2
Secretary to Committee (non-voting)	1	0
Panel Membership		
6 full-time faculty members	6	6
Minimum 3 student representatives	3	3
Alternate Members		
Alternative Members may be identified where possible for Panels to ensure quorum is achieved, including alternative students or faculty members.		
TOTAL Membership	17	15

4.2. Period of Appointments

Ex-Officio Members:

- Ex Officio members shall hold their position for the duration of their appointment in that role.

Faculty Members:

- Faculty members will be elected at-large for a two-year term. Each year, one-half of the membership turns over and will be replaced on a rotational basis by other faculty members.

Students:

- The undergraduate students elected and/or appointed as members will serve for one-year, renewable.

4.3. Elections/Nominations

Chair:

- The Chair of the Committee is selected by the voting members of the Committee for a two-year term with the understanding that the Vice-Chair will succeed the Chair

Students:

- Student vacancies are filled via a centralized process which will be managed by the Executive Committee. The election process is conducted by the respective student body of the Lassonde undergraduate student government

Faculty Members:

- Faculty members at large shall be elected through the process managed by the Executive Committee of Council and will include a call for nominees to committees.
- Should an elected member resign from the committee, a by-election shall be held to fill the vacancy.

4.4. Representation by Proxy

- Provisions have been made for members designate a substitute.
 - For any one meeting there may not be more than two substitutes for voting members. At least half of voting members in attendance should be regular members.
- In the case of issues pertaining to academic honesty:
 - Alternate member(s) may be identified for each voting member
 - Faculty member shall be responsible for identifying a substitute
 - The secretary shall be responsible for identifying an alternate Lassonde student representative

4.5. Resignation/Dismissal of Members

- Should an elected member resign from the committee, the Chair will endeavor to find a replacement. In the event a replacement cannot be found, a call will go out from the Executive Committee to solicit a replacement from Faculty Council.
- Any member may be dismissed for any of the following reasons: 1) missing three (3) consecutive meetings (except in cases of illness or other weighty grounds); and/or 2) for other cause for which the committee finds to be just.

5. MEETINGS & PROTOCOLS

5.1. Meetings and Protocols

- Meetings are open to members of the Lassonde community, subject to the availability of space
- When the committee considers matters relating to specific individuals or to other matters where confidentiality must be observed, the committee may, in the notice for a meeting, declare part of a meeting to be closed or in camera.
- When the committee meets in camera, only committee members may be present.
- The Lassonde Faculty Council has adopted "[York University Rules of Senate](#)" to guide and inform its governance structure and operations.
- This committee shall make its decisions based on a simple majority of those members present and voting at a duly constituted meeting
- Committee members will notify the Chair/Secretary if they will be absent from a meeting.

5.2. Chair

- The Chair of CEAS is responsible for providing leadership to the committee in pursuit of its mandate. The Chair presides at all committee meetings, acts as the official spokesperson for the committee, and ensures that the committee operates in conformity with the rules enacted by Faculty Council and Senate.
- In the case of the absence or illness of the Chair and the Vice-Chair, the committee may appoint one of the members of the committee to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair.

5.3. Quorum

- Quorum shall consist of at least three regular voting members.
- In the case of issues pertaining to academic honesty, quorum shall consist of three panelists, including one student representative among the voting members (i.e., 2 Faculty and 1 Student).

5.4. Timing and Frequency of Meetings

- The Committee shall meet monthly for regular and ongoing business. Panels for hearings will be convened as required.

5.5. Standing Orders

- The conduct of the business of the meeting shall be subject to the "[York University Rules of Senate](#)"

5.6. Agenda, Administration, and Minutes

- The administration of the committee shall be taken up by the Secretary to the Committee.
- All records of the meetings, including the minutes, shall be retained in accordance with the Common Records Schedule (CRS) for Faculty Councils ([ADG15](#)) and Faculty Council Committees ([ADG17](#)) under York University's Information, Privacy and Copyright Office.
- The Secretary to the Committee shall be responsible for ensuring correspondence and decisions made by the Committee are available to relevant people or bodies, including the membership of sub-

committees and secretaries of relevant Faculty Councils.

5.7 Voting

- All members of the committee are voting members unless specifically indicated otherwise. Ex officio and elected/appointed members have the same voting rights.
- Vice Dean will have voting rights in the event of a tie or where only two voting members are present
- Votes may be cast in person or by e-vote
 - Pursuant to the discretion of the Chair, members may be permitted to vote by means of an electronic communication (e-vote) which enables the votes to be gathered in a manner that permits their subsequent verification

6. REPORTING

- The Committee shall provide a report of its activities to Faculty Council on an annual basis.

7. DOCUMENT CONTROL

Version Number	Committee on Evaluations & Academic Standards V.1
Approved by:	Faculty Council
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