

**CONSTITUTION
ONTARIO COUNCIL OF ACADEMIC VICE-PRESIDENTS**

1. Name

- 1.1 The name of this body shall be: “Ontario Council of Academic Vice-Presidents” and may be referred to herein as “OCAV”. It is one of the senior affiliates of the Council of Ontario Universities (COU).

2. Definitions

- 2.1 The term “member” includes both member and associate member. Similarly, “membership” includes membership and associate membership.
- 2.2 The term “enrolment” refers to planning for the number of individuals expected to enrol in either a specific program or at the institution as a whole or across the system or otherwise as may be prescribed by government direction.
- 2.3 The term “governance” refers to the act or manner of governing.
- 2.4 The term “finance” refers to all matters pertaining to requests for and/or receipt of government and other financial support.

3. Objects

- 3.1 OCAV provides leadership in the continued pursuit of excellence in higher education, especially with respect to the advancement of academic quality, and, in so doing, acts in the collective academic interests of the member institutions of COU¹.
- 3.2 The objects and purpose of this body shall include:
- 3.2.1 To provide advice to COU, its Executive Heads and its Secretariat:
- 3.2.1.1 On request, or when OCAV considers it would be useful, on such matters as may fall within the areas of responsibility of the institutional representatives of OCAV.
- 3.2.1.2 On recommendations from the affiliates referred to in Section 3.5, whenever any affiliate makes

¹ Current institutional membership of the Council of Ontario Universities is shown in Appendix A.

recommendations concerning government financing, enrolment policies, practices or planning for Ontario's publicly assisted universities or governance of COU members, hereinafter referred to as "finance, enrolment or governance".

- 3.2. 1.3 To advise COU on any other matters upon which COU may seek to be advised or which OCAV considers its advice may be appropriate.
- 3.3 To promote and enhance educational excellence and academic quality in COU member institutions by:
 - 3.3.1 Establishing, monitoring and overseeing the process for both undergraduate and graduate program quality assurance among member institutions;
 - 3.3.2 Reporting annually to COU on its quality assurance activities; and
 - 3.3.3 Initiating such studies and undertaking such actions as it considers appropriate to enhance academic activities, accomplishments and quality assurance within or among member institutions.
- 3.4 To facilitate the exchange of information and data on academic policies, practices, quality assurance, and, where necessary, finance, enrolment or governance.
- 3.5 To provide direction and guidance to the OCAV affiliates to assist them in the conduct of their mission and mandate and to monitor their activities as necessary.²
- 3.6 To review the annual written reports and the minutes and agendas of regularly scheduled meetings of the OCAV affiliates. OCAV may request this material from these affiliates if it is not provided, together with such other material, as it considers relevant to its oversight role from these affiliates.
- 3.7 To liaise with, and when appropriate, refer items to its affiliates for their review or action followed by report or to communicate with other COU related and non-COU related organizations on matters of mutual concern.
- 3.8 To provide a forum for discussion on matters of common interest among the institutional representatives of the member institutions.

² A list of current affiliates under the auspices of the Ontario Council of Academic Vice-Presidents is shown in Appendix B.

4. Membership and Authority

- 4.1 Those publicly assisted universities of Ontario that are members of COU shall be eligible for membership in OCAV and shall be represented by the Vice-President Academic or equivalent officer as their institutional representatives. Associate members of COU shall be eligible for associate membership in OCAV and shall be represented by the Vice-President Academic or equivalent officer.
- 4.2 Items for decision concerning governance, finance and enrolment at the undergraduate and graduate levels coming from an OCAV affiliate shall be forwarded to OCAV, which shall provide its recommendations to Executive Heads for review and decision.

5. Officers and Executive Committee

- 5.1 OCAV shall have a Chair, chosen from and by the representatives of its members, who shall serve without remuneration for a two-year term that is normally not renewable.
- 5.2 There shall be an Executive Committee composed of five members, including the Chair and the other named officer. The Chair of OCAV shall also Chair the OCAV Executive Committee. The officers of OCAV are the Chair, and when in office, the Vice-Chair or Past Chair.
- 5.3 OCAV shall have, during the first year of the two-year term of the Chair, a Past Chair, or in the absence of a Past Chair, a Vice-Chair, who shall act for the Chair in the absence of the latter and shall serve for the term of one year without remuneration.
- 5.4 OCAV shall have, during the second year of the two-year term of the Chair, a Vice-Chair chosen from and by the representatives of the members of OCAV who shall also be Chair-designate. The Vice-Chair shall act for the Chair in the absence of the latter and shall serve without remuneration for the term of one year, or two years if there had been no Past Chair.
- 5.5 There shall be three members-at-large on the current Executive Committee chosen by and from the representatives of the members of OCAV who shall serve without remuneration terms of two years, renewable.
- 5.6 The Chair at the time of the approval of this Constitution shall continue to the end of the incumbent's current term and the longest serving member of the current Executive Committee will, if willing and able to serve, become the Vice-Chair. The next longest serving member of the current Executive Committee at the time of the approval of this Constitution will, if willing and able to serve, be next in line to serve as Vice-Chair of the new Executive Committee if chosen as one of the three new members-at-large for one year.

- 5.7 If for any reason the position of Chair or Vice-Chair is vacant without succession, OCAV shall choose the Chair from and by the representatives of the members of OCAV. Similarly, if the position of Vice-Chair or member-at-large is vacant, the vacancy shall be filled from and by the representatives of the members of OCAV.
- 5.8 Between meetings of its membership, the day-to-day activities of OCAV shall be conducted by its Executive Committee with support from the COU Secretariat.

6. Committees

- 6.1 OCAV may create such standing and special committees, including working groups and task forces, as it considers necessary. The membership of such committees from among institutional representatives, including membership on working groups and task forces, shall be chosen by OCAV. OCAV may also appoint persons who are not institutional representatives to such bodies, including members of OCAV affiliates. The bodies themselves have the power to second advisers or experts who shall serve without vote.
- 6.2 On recommendation of the Executive Committee, OCAV shall establish a Committee to oversee and monitor the undergraduate and graduate quality assurance programs within the mandate of OCAV. OCAV shall, by resolution, establish the constitution and membership of the Committee and may amend its constitution and membership from time to time thereafter by resolution.
- 6.3 There may be such other committees, both standing and special, as are considered necessary. In addition, there may be working groups and task forces. The chairs of standing committees will be selected from among the members of the Executive Committee or OCAV. The chairs of both standing and special committees shall be chosen from and by the representatives of the member institutions by the OCAV membership. Chairs of working groups or task forces shall be appointed by the OCAV Executive Committee. Standing committee members shall be eligible to serve for terms of not more than two years renewable. Members of a special committee, task force or working group shall be eligible to serve for the duration of the committee, task force or working group.

7. Meetings

- 7.1 OCAV shall meet at least four times a year.
- 7.2 All meetings of OCAV shall be held at the call of the Chair, Past Chair or Vice-Chair. Standing and special committees, including task forces or working groups, shall meet as required at the call of their respective chairs.
- 7.3 Where at least one-third of the representatives of the member institutions wish a meeting to be called and the Chair is unwilling to call the meeting, they may by petition to the Chair of OCAV request a meeting to be held and the Chair shall cause that meeting to be held. This provision applies *mutatis mutandis* to the chairs of any standing or special committee, including task forces and working groups.
- 7.4 A Vice-President Academic or equivalent officer who is unable to attend an OCAV meeting may be represented at the meeting by a delegate from among the senior academic ranks of her or his institution of her or his choosing.
- 7.5 A majority of members of OCAV or of a standing or special committee or of a working group or task force shall constitute a quorum for a meeting of OCAV or the standing or special committee or working group or task force concerned.
- 7.6 Associate Vice-Presidents, Academic or equivalent officers may attend meetings at the invitation of the Chair.
- 7.7 The Chairs of affiliate groups under the oversight of OCAV may be invited to attend OCAV meetings at the discretion of the OCAV Chair, in consultation with the Executive Committee.
- 7.8 When votes are called, each member and associate member will be entitled to one vote.
- 7.9 The Chair shall attend Executive Heads and Council meetings, as needed, and may also attend meetings with affiliate groups under the auspices of OCAV and those with affiliates independent of OCAV. In the absence of the Chair, the Past Chair or Vice-Chair or a delegate of the Chair may attend in the place of the Chair.

8. Finances

- 8.1 Each institution shall be responsible for the expenses of its representatives attending meetings.
- 8.2 Expenses of OCAV shall be met by subscription of member institutions.

9. Amendments

- 9.1 This constitution must be approved by the Council of Ontario Universities and may be amended by a two-thirds majority of members of OCAV present and voting at a meeting at which at least two-thirds of the members are present. Notice of the proposed amendment must have been included in the notice calling for the meeting unless waived by at least a two-thirds majority at a meeting at which two-thirds of the members are present.
- 9.2 Amendments to the objects, membership or name of OCAV require the approval of the Council of Ontario Universities.

Appendix A

Institutional Membership of the Council of Ontario Universities/Conseil des Universités de l'Ontario

Members

Brock University
Carleton University
University of Guelph
Lakehead University
Laurentian University
McMaster University
Nipissing University
University of Ontario Institute of Technology
Université d'Ottawa
Queen's University
Ryerson University
University of Toronto
Trent University
University of Waterloo
University of Western Ontario
Wilfrid Laurier University
University of Windsor
York University

Associate Members

Ontario College of Art & Design
Royal Military College of Canada

Appendix B

OCAV Affiliates at June 3, 2007

Council of Deans of Arts and Sciences
Council of Deans of Engineering³
Council of Deans of Ontario Faculties of Law
Council of Ontario University Programs in Nursing
Ontario Association of Deans of Education
Ontario Committee on Student Affairs
Ontario Council for University Lifelong Learning
Ontario Council of Deans and Directors of Schools of Social Work
Ontario Council of Library Schools
Ontario Council of University Programs in Rehabilitative Sciences
Ontario Council on Graduate Studies⁴
Ontario Council on University Libraries
Ontario Universities' Council on Admissions
Ontario University Registrars' Association

OCAV will oversee other affiliates that would appropriately fall within its purview.

³ CODE is supported by the Professional Engineers of Ontario, as issues surrounding accreditation are important to both bodies. However, Executive Heads have agreed CODE will provide OCAV with an annual report and will operate with the clear understanding that no agreements are to be made with government regarding governance, finance and enrolment without first, consulting the Academic Vice-Presidents and then, if necessary, obtaining the approval of Executive Heads.

⁴ OCGS manages the graduate appraisal process on a day-to-day, operational level and reports to OCAV on all other matters. OCGS decisions concerning proposed program approval are not subject to review by OCAV; however, OCAV may review the OCGS process for quality assurance purposes and to assess its efficiency or timeliness.

Appendix C

OCAV Constitution Amendment and Approval Dates

Accepted by OCAV, May 16, 1996
Approved by COU, October 18, 1996
Amended by OCAV, February 5, 1998
Approved by COU Executive Committee, March 13, 1998
Amended by OCAV, February 18, 1999
Approved by COU, May 28, 1999
Amended by OCAV, May 22, 2003
Approved by COU, October 17, 2003
Amended by OCAV, May 25, 2004
Amended by OCAV, Oct. 13, 2004
Approved by OCAV, November 19, 2007
Approved by COU Executive Committee, November 30, 2007
Approved by COU, April 18, 2008