



University Governance Representation

Rationale

Students are a component of the membership of university governance and decision-making bodies. The process for populating these bodies with students lies with SAMU.

A clear and consistent process facilitates the effectiveness and efficiency of the appointment of students for university governance bodies.

Definitions

A **committee**, in this procedure, refers to a standing committee, as listed in Appendix A, or an ad hoc committee of MacEwan University.

A **hiring panel**, in this procedure, refers to any ad-hoc hiring, appointment, or reappointment panel or committees that requires a student appointed by SAMU.

Regulations

General Eligibility

- 1** Applicants for university governance must be current students of MacEwan University in good academic standing.
- 2** Applicants must meet other eligibility requirements for the particular university governance body, if any exist, in order for the nomination to be further considered.

General Faculties Council

- 3** Student Representatives are appointed to the General Faculties Council per the General Faculties Council Representation Procedure.

Faculty and School Councils

Eligibility

- 4** Student representation on faculty and school councils will be determined by the bylaws of each faculty or school council.

Selection Process

- 5** A general call for applications for university governance membership occurs in the winter academic term.
- 6** In the summer academic term, Executive Committee, reviews applicants for each faculty and school council and selects qualified applicants



6.1 Executive Committee may remove student representatives who are not fulfilling the expectations of the appointed position through a motion at Executive Committee meeting.

7 Vacancies may be filled throughout the year.

Committees

Eligibility

8 Student representation on committees will be determined by the terms of reference of the individual committee.

Selection Process

9 A general call for applications for university governance membership occurs in the winter academic term

10 In the summer academic term, Executive Committee, reviews applicants for each committee and selects qualified applicants

10.1 Executive Committee may remove student representatives who are not fulfilling the expectations of the appointed position through a motion at Executive Committee

11 Vacancies may be filled throughout the year.

Hiring Panels

Eligibility

12 Student representation on hiring panels will be determined by Executive Committee on a case-by-case basis based on the panel requirements.

Selection Process

13 Executive Committee may solicit a pool of potential candidates based on the hiring panel requirements

14 Positions will be filled on an as-needed basis.

Recognition

15 Recognition is provided to student members of General Faculties Council, Faculty and School Councils, Committees and Hiring Panels that SAMU appoints students to.

16 Recognition to students sitting on General Faculties Council is outlined in the General Faculties Council Representation Procedure.

Faculty & School Councils and Committee Recognition



17 An honorarium is provided to student members of standing committees, as listed in Appendix A, at the end of their appointed term.

17.1 Honorarium is awarded at a rate of \$20 per meeting attended.

17.2 Honorarium is limited to \$200 per committee or council per year.

17.3 Executive Committee members are not eligible for this recognition.

Hiring Panel Recognition

18 An honorarium is provided to student member sitting on hiring panels upon the conclusion of their hiring panel and submission of their timesheet.

18.1 Honorarium is awarded at a rate of \$25 an hour determined by the length of meetings attended

18.2 Executive Committee members are not eligible for this recognition

Miscellaneous

19 SAMU communicates appointments or selections to the university.

20 SAMU provides students with an orientation to their role and ongoing support as needed.

21 Successful applicants will remain in communication with SAMU throughout the term of their university governance membership.

Appendix A

MacEwan University Standing Committees

Committee Name	Number of Student at Large Representatives
GFC Council on Student Affairs	2
Faculty of Arts & Sciences Council	4
Faculty of Fine Arts & Communication Council	6
Faculty of Health and Community Studies	2
Faculty of Nursing Council	2
School of Business Council	4
Research Ethics Board	2
Animal Research Ethics Board	2
Sexual Violence Prevention and Education Advisory Committee	2
Book of the Year Committee	1
Total Student Representatives	27



Fact Sheet

Approvals:

First Approval – April 30, 2014

Last Approval – June 10, 2026

Date of Last Review: June 10, 2026

Related Documents and Forms:

Source and Updates:

April 30, 2014: *University Governance Representation* approved by Executive Committee motion E2014-04-30-4 on the recommendation of the Procedure Review Ad Hoc Committee. Source material drawn from *Procedure 20 – AGC Alternate Appointments*.

July 6, 2016: *University Governance Representation* approved by Executive Committee motion E2016-07-06-4 on the recommendation of the Procedure Sub Committee. Recognition for student members of MacEwan University Committees added, as well as Appendix A listing the MacEwan University Committees requiring student members.

December 14, 2016: *University Governance Representation* approved by Executive Committee motion E2016-12-14-11 on the recommendation of the Procedure Sub Committee. Update of term from fall to winter.

March 14, 2018: *University Governance Representation* approved by Executive Committee motion E2018-03-14-4 on the recommendation of the Procedure Sub-Committee. Committee recognition amount increased from \$50 to \$60.

June 10, 2020: *University Governance Representation* approved by Executive Committee motion E2020-06-10-3 on the recommendation of the Procedure Sub-Committee. Committee names updated to remain current and recognition changed to \$15 per meeting attended.

June 16, 2021: *University Governance Representation* approved by Executive Committee motion E2021-06-16-4. Updated the definition of 'committee' to include ad hoc committees of MacEwan University

February 23, 2022: *University Governance Representation* approved by Executive Committee motion E2022-03-23-3. Updates included adding a maximum dollar amount to recognition per year and bringing Appendix A up to date.

July 13, 2022: *University Governance Representation* approved by Executive Committee motion E2022-07-13-4. Updates include changing the per meeting rate for students-at-large who sit on General Faculties Council, and providing for cash remuneration instead of a gift card.

February 14, 2023: *University Governance Representation* procedure approved by Executive Committee motion E2023-02-14-6. Updated to remove redundancies and General Faculties Council rep, which is captured in the Board of Governors and General Faculties Council Representation procedure.



May 29, 2024: *University Governance Representation* procedure approved by Executive Committee motion 2024-05-29-1. Updated to change recognition being in the form of a 'gift card' to being a cash honourarium.

December 11, 2024: *University Governance Representation* Procedure approved by Executive Committee motion 2024-12-11-6 on the recommendation of the Procedure Sub-Committee. Updates numbers of Student -at-Large committee members in Appendix A.

June 10, 2026: *University Governance Representation* Procedure approved by Executive Committee motion 2026-06-10-2 on the recommendation of the Procedure Sub-Committee. Updates include the addition of General Faculties Council, identifying the selection process, Hiring Panels, and how students are recognized for their work.