

**Purpose:** DECISION

**Subject:** Annual Workplan of the Senate for 2026 - 2027

**Prepared by:** Pascal Robichaud, University Secretary

**Prepared for:** Senate

**Date:** March 27, 2026

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## ACTION

Review and recommend to Senate a first annual workplan

## BACKGROUND

At a preceding meeting of Senate, it was noted in the report of the Senate Steering and Nominating Committee that a workplan for the 2026 – 2027 Governance Year would be developed and submitted for review.

The appended workplan was developed by drawing deadlines from the *Schedule of Meetings of Senate*, the *Terms of Reference* of Committees of Senate, the *Processes and Procedures of Senate*, established practices for the business of Senate and items of import identified by Academic Leaders.

Consultations included the VPAR and their team, the Registrar, the Dean of Graduate Studies (as Chair of two committees of Senate) and SSNC.

From those sources and consultations are namely drawn:

- The sequencing of curricular reports to Senate from APCC
- The schedule of annual reports from committees of Senate
- The deadlines and process for the election of Senators
- The dates for training session of Senate
- Important items of business tracking towards presentation or recommendation to Senate

The proposed plan does suggest a modification regarding the awarding of honorary degrees, with the process proceeding earlier in the year.

The Annual Workplan is not a hard-and-fast commitment to resolve all matters as stated, but rather a planning tool to help Senators, Committee Chairs and Academic Leaders structure their work in support of academic governance.

If Senate approves the Workplan, our intent is to have such a plan each year hence.

The plan is based on an academic year to align with the terms of office of Senators, which goes from July 1 to June 30 the following year.

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**RECOMMENDATIONS**

**That the Annual Workplan of the Senate for 2026 – 2027 be approved.**

**Workplan of the Academic Senate of the University of Prince Edward Island for the Governance Year 2026 – 2027**

**Scheduling meetings of Senate**

<b>Step</b>	<b>Description</b>	<b>Lead</b>	<b>Time</b>
Approval of meeting Schedule	Presentation to Senate, through SSNC, of a schedule of meetings for the following Governance Year	Chair, Secretary	May meeting of Senate
Publication on website	Publication of a detailed meeting schedule with meeting dates of Senate and SSNC and deadlines for the submission of documents to the Secretariat and the posting of documents for members.		June
Communication of meeting Schedule	Message to the University Community on schedule of Senate meetings with additional information <sup>1</sup>		Early September

<sup>1</sup> Section 8.13 of the Processes and Procedures of Senate: In September, the Secretary of Senate will send a communication to the University community containing the dates, times and locations of the scheduled Senate meetings for the academic year. The messaging shall include key functions of Senate, links to online materials and shall encourage participation both in serving as members as well as joining Senate meetings in the gallery as visitors to Senate.

**Election of a Vice Chair of Senate**

<b>Step</b>	<b>Description</b>	<b>Lead</b>	<b>Time</b>
Notice of election	Notice given to Senators that a Vice Chair of Senate is to be elected for the following year	Secretary	April meeting of Senate
Election of Vice Chair	Election of a Vice Chair of Senate for a term to start on July 1	Secretary	May meeting of Senate

**Training of Senators**

<b>Training Session</b>	<b>Description</b>	<b>Trainer/Lead</b>	<b>Time</b>
Onboarding new Senators	Training in the governance of the University, the functions of Senate and the responsibilities and rights of Senators	Secretary	Late August/Early September
Appeals	Training for members of the University Community who have a role in the process of academic appeals	Secretary/External Counsel	Mid-September
Indigenous Reconciliation	Training in the process of Indigenous Reconciliation	TBD	October
Structure and Administration of the Academy	Training in the role and functions of academic governance entities	Secretary	June
Establishing Academic Units and Associated Impact	TBD	TBD	November
Standards of Admission: Impact on the University	TBD	Registrar	March
Senate Procedures	Training in the rules that govern the operations of Senate	Secretary	May

EDI training	Training of Equity, Diversity and Inclusivity as a joint session with the Board of Governors	Secretary/Director of EDI	May
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**Review of Processes and Procedures of Senate**

<b>Step</b>	<b>Description</b>	<b>Lead</b>	<b>Time</b>
Proposal to strike Working Group on the review of PPS	Recommendation to Senate by SSNC to strike a Working Group, to set its Terms of Reference and set a timeline for the review.	Chair, Secretary	September meeting of Senate
Interim report of Working Group	Report of the Working Group on consultations and progress made in the review of PPS	Chair of Working Group, Secretary	January 22 meeting of Senate
Report to Senate	Report of the Working Group with recommendations to amend the PPS.	Chair of Working Group, Secretary	March 26 meeting of Senate

**Annual elections of faculty members to Senate**

<b>Step</b>	<b>Description</b>	<b>Lead</b>	<b>Time</b>
First call for nominations	Message to faculty inviting them to nominate colleagues or stand for a seat at Senate	Secretary	Early February
Information meeting for candidates	Session outlining the roles and responsibilities of Senate	Secretary	Before February 20

Deadline for nominations for the first round of elections	Deadline for nominations to be submitted to the Secretary	Secretary	February 28
First round of elections	Slate of eligible candidates put to an electronic vote	Secretary	March 1 to March 8
Election/Acclamation of Senators	Declaration of results of first round of elections	Secretary	March 8
Second call for nominations for election (if needed)	Message to faculty inviting them to nominate colleagues or stand for seats still vacant after the first round of elections	Secretary	March 9
Deadline for nominations for the second round of elections	Deadline for nominations to be submitted to the Secretary	Secretary	March 16
Second round of elections	Slate of eligible candidates put to an electronic vote	Secretary	March 17 to March 24
Election/Acclamation	Declaration of results of second round of elections	Secretary	March 24
Third call for nominations for election (if needed)	Message to faculty providing an open call to nominate colleagues or stand for a seat	Secretary	March 25 and ongoing till seats are filled via acclamation
First report on results of elections	Report on results in the first and second rounds of election	Secretary	March 26 meeting of Senate
Second report of elections (if needed)	Report on members acclaimed in the third round of elections	Secretary	Meeting of Senate immediately following the acclamation of a new Senator

**Annual election of Senators to committees of Senate**

First round of calls for nominations	Message to Senators inviting them to nominate colleagues or stand for a seat on a committee of Senate	Secretary	August 31
Deadline for nominations for the first round of elections	Deadline for nominations to be submitted to the Secretary	Secretary	September 14
First round of elections	Slate of eligible candidates put to an electronic vote	Secretary	September 21
Election/Acclamation	Declaration of results of first round of elections	Secretary	September 22
First report to Senate	Report to Senate on the results of elections	Secretary	September 25
Second call for nominations	Call for nominations for seats left vacant after first round of elections	Secretary	September 28
Deadline for nominations for the first round of elections	Deadline for nominations to be submitted to the Secretary	Secretary	October 5
Second round of elections	Slate of eligible candidates put to an electronic vote	Secretary	October 6
Election/Acclamation	Declaration of results of first round of elections	Secretary	October 14
Second report to Senate	Report to Senate on the results of elections	Secretary	October 23

**Meetings of Senate**

<b>Meeting</b>	<b>Items</b>	<b>Lead</b>
<b>September</b>	<ol style="list-style-type: none"> <li>1. First curricular report</li> <li>2. Report on election to committees of Senate</li> <li>3. Results of Annual Evaluation of Senate operations</li> <li>4. Report on early enrolment data</li> <li>5. Annual report of the Committee on the Enhancement of Teaching</li> <li>6. Annual report of the Senate Steering and Nominating Committee</li> <li>7. Annual report of the Academic Planning and Curriculum Committee</li> <li>8. Granting degrees for the Fall graduation date</li> <li>9. Election of Senator member of the Board of Governors</li> </ol>	<ol style="list-style-type: none"> <li>1. VPAR</li> <li>2. Secretary</li> <li>3. Chair of Senate</li> <li>4. VPAR</li> <li>5. Committee Chair</li> <li>6. Chair of Senate</li> <li>7. VPAR</li> <li>8. Registrar</li> <li>9. Chair of Senate</li> </ol>
<b>October</b>	<ol style="list-style-type: none"> <li>10. Second curricular report</li> <li>11. Discussion for approval of Regulation on Academic Units</li> <li>12. Conferment of Honorary Degrees</li> <li>13. Annual report of Senate Committee on Admissions and Degrees</li> <li>14. Annual report of the Teaching Evaluations Committee</li> </ol>	<ol style="list-style-type: none"> <li>10. VPAR</li> <li>11. VPAR</li> <li>12. Chair of Senate</li> <li>13. Committee Chair</li> <li>14. Committee Chair</li> </ol>
<b>November</b>	<ol style="list-style-type: none"> <li>15. Third curricular report</li> <li>16. Annual report of the Graduate Studies Annual Report</li> <li>17. Annual Report of the Research Advisory Committee</li> <li>18. Annual report of the Senate Library Committee</li> <li>19. Annual report of the Honorary Degrees Committee</li> </ol>	<ol style="list-style-type: none"> <li>15. VPAR</li> <li>16. Dean of Graduate Studies</li> <li>17. Committee Chair</li> <li>18. University Librarian</li> <li>19. Committee Chair</li> </ol>
<b>December</b>	<ol style="list-style-type: none"> <li>20. Fourth curricular report</li> </ol>	<ol style="list-style-type: none"> <li>20. VPAR</li> </ol>
<b>January</b>	<ol style="list-style-type: none"> <li>21. Fifth curricular report</li> <li>22. Interim report of the Working Group on the review of the Processes and Procedures of Senate</li> <li>23. Granting academic degrees for the February graduation date</li> <li>24. Annual Report of the Senate Academic and Student Discipline Appeals Committee</li> </ol>	<ol style="list-style-type: none"> <li>21. VPAR</li> <li>22. WG Chair</li> <li>23. Registrar</li> <li>24. Committee Chair</li> </ol>
<b>February</b>	<ol style="list-style-type: none"> <li>25. Sixth curricular report</li> </ol>	<ol style="list-style-type: none"> <li>25. VPAR</li> <li>26. Committee Chair</li> </ol>

	26. Annual report of the Senate Committee on Scholarships and Awards	
<b>March</b>	27. Seventh curricular report 28. Report on first and second round of elections 29. Approval of Annual Workplan for 2027 – 2028 30. Report of the Working Group on the review of the Processes and Procedures of Senate	27. VPAR 28. Secretary 29. Chair of Senate, Secretary 30. WG Chair
<b>April</b>	31. Eighth curricular report 32. Annual evaluation of Senate operations 33. Report on third round of elections 34. Notice of election of Vice Chair <sup>2</sup> (if needed) 35. Notice of election of Senator on the Board 36. Annual Report of the Committee for Emerita/us Status	31. VPAR 32. Chair of Senate 33. Secretary 34. Secretary 35. Secretary 36. Committee Chair
<b>May</b>	37. Ninth curricular report 38. Granting academic degrees for Spring Convocation 39. Election of the Vice Chair of Senate (if needed) 40. Approval of three-year meeting schedule of Senate	37. VPAR 38. Registrar 39. Secretary 40. Chair of Senate

<sup>2</sup> The Vice Chair of Senate is elected for the during of their term at Senate. If a Vice Chair is elected in May 2026, there may not be need for another election in 2027.