1. **Mandate and Role of the Committee**
The GFC Academic Planning Committee (APC) is a standing committee of GFC charged with oversight of academic planning issues. APC is responsible for considering institution wide implications to the university’s longer term academic, research, financial, and facilities development.

The Committee may be called upon to consider or recommend to GFC on any academic or research issue within its mandate and has delegated authority from GFC to provide advice to the Board of Governors on budget matters.

2. **Areas of Responsibility**
Academic implications of:
   a. Academic programs
   b. Research and research policy
   c. Academic units and academic service units
   d. Budget matters
   e. Quality assurance
   f. Enrolment management
   g. Facilities planning
   h. Internationalization policies and initiatives
   i. Indigenous policies and initiatives
   j. Information Technology policies and initiatives

3. **Composition**
   **Voting Members (18)**
   - Ex-officio (6)
     - Provost and Vice-President (Academic), Chair
     - Vice-President (Research)
     - Vice-President (Finance and Administration)
     - Vice-Provost and University Registrar
     - President, Students’ Union
     - President, Graduate Students’ Association
   - Elected by GFC (12)
     - 7 academic staff elected by GFC (A1.1, 1.5, 1.6, 1.7), at least five of which are members of GFC. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair
     - 1 Dean
     - 1 Department Chair-at-large
     - 1 non-academic staff at-large (S1.0)
     - 1 undergraduate student from GFC
     - 1 graduate student from GFC

   **Non-voting Members**
   - University Secretary
   - GFC Secretary

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*University Governance is the official copy holder for files of the Board of Governors, GFC, and their standing committees.*
4. **Delegated Authority from General Faculties Council**  
*Should be reviewed at least every three years and reported to GFC.*

4.1 **Academic Programs**  
a. Approve the establishment of academic programs, the extension and/or substantive revision of existing programs  
b. Approve the termination of academic programs  
c. Approve certificates from all Faculties, and new non-credit programs and program expansions in the Faculty of Extension, as recommended by ASC, where additional funding and/or space is required  
d. Approve the establishment, extension and/or substantive revision of existing programs, and termination of programs from Centre collègial de l’Alberta de l’University of Alberta (including all admission/transfer, academic standing/graduation, and related matters)

4.2 **Research and Research Policy**  
a. Approve the establishment and termination of endowed and funded chairs  
b. Academic Centres and Institutes  
   - Approve the establishment of academic centres and institutes  
   - Receive notification of the suspension or termination of academic centres and institutes from the Provost and Vice-President (Academic)

4.3 **Academic Units and Academic Service Units**  
a. Approve name changes to Departments and Divisions

4.4 **Budget Matters**  
a. Recommend to the Board of Governors on the academic and research implications of the annual budget, excluding budgets for ancillary units

4.5 **Enrolment Management**  
a. Approve revisions to the Enrolment Management Procedure

5. **Responsibilities Additional to Delegated Authority**

5.1 **Academic Programs**  
a. Recommend to GFC on the suspension of academic programs

5.2 **Research and Research Policy**  
a. Receive, discuss and provide feedback on research policy issues including research ethics policy. Recommend to GFC on new policy suites and revisions to existing policy  
b. Receive, discuss and provide feedback on Centres and Institutes Committee Annual Report  
c. Receive, discuss and provide feedback on research performance summaries and reports

5.3 **Academic Units and Academic Service Units**  
a. Recommend to GFC on name changes of Faculties  
b. Recommend to GFC on the establishment and termination of Faculties, Departments, Schools and Divisions, and on mergers involving Faculties, Departments, or Divisions subject to Article 32 of the Faculty Agreement  
c. Recommend to the Board of Governors on the assignment of priorities for establishment of new Faculties, Departments or Schools  
d. Receive notification of name changes of campus units for information
5.4 **Budget Matters**
   a. Recommend to GFC on budget principles
   b. Recommend to the Board of Governors on the annual budget (excluding ancillary units)
   c. Recommend to GFC on any new fee that would be levied upon a substantial group of students

5.5 **Quality Assurance**
   a. Receive and discuss quality assurance reports for academic programs on an annual basis
   b. Receive and discuss reviews of academic and other academic service units
   c. Receive, discuss, and provide feedback on processes for quality assurance and unit reviews

5.6 **Enrolment Management**
   a. Receive, discuss, and provide feedback on enrolment reports
   b. Recommend to GFC on enrolment management processes

5.7 **Facilities Planning**
   a. Receive advice and comments from Facilities Development Committee (FDC) on any facilities-related matter including requests for additional space or major new construction projects which may affect academic programs
   b. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the planning and use of physical facilities
   c. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding the use of land owned or leased by the University
   d. Informed by advice from FDC, recommend to the Board of Governors on policy matters regarding standards, systems and procedures for planning and designing physical facilities
   e. Informed by advice from FDC, recommend to the Board of Governors on matters regarding planning and use of physical facilities where these facilities are deemed to have a significant academic or research implications, or financial impact on the University

5.8 **International Policies and Initiatives**
   a. Receive, discuss, and provide feedback on annual reports and future plans

5.9 **Indigenous Policies and Initiatives**
   a. Receive, discuss, and provide feedback on annual reports and future plans

5.10 **Information Technology Policies and Initiatives**
   a. Receive, discuss, and provide feedback on annual reports and future plans

6. **Sub-delegations from Academic Planning Committee**
   *Should be reviewed at least every three years and reported to GFC.*

6.1 **Academic Programs – Graduate Degree Specializations**
   All proposals for establishment, suspension and termination of graduate degree second level specializations shall be submitted to the Dean of the Faculty of Graduate Studies and Research. The Dean, after consultation, may approve proposals which do not involve base operating or capital funds; the Dean will report these approvals to APC.

7. **Limitations to Authority**
   The following further refines or places limitations on authorities held by or delegated to APC:

7.1 **Academic Programs**
a. In cases where a new program proposal represents a new credential for the university, final approval resides with the Board of Governors

8. Reporting to GFC
The committee should regularly report to GFC with respect to its activities and decisions.

The committee should report annually to GFC on programs approved.

9. Definitions
The determination of what constitutes a "significant academic or research implication or financial impact" will be made by the Committee, either through an expression of consensus or a vote.

Substantial Group of Students – any one (or more) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level.

Academic Units – include Faculties, Departments, Schools and divisions. Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.

Academic Service Units – administrative units, excluding ancillary units, that have academic impact.

Academic Centre or Institute – An academic centre or institute exists at the University of Alberta and is controlled by the University of Alberta. An academic centre or institute may exist solely within the University of Alberta or may be created through a partnership between the university and other entities. Such other entities may include other universities, governments, public authorities (such as health authorities), and non-profit organizations.

Academic staff – as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues in UAPPOL.

Non-Academic staff – as defined by the Recruitment Policy (Appendix B) Definition and Categories of Support Staff in UAPPOL.

10. Links
Centres and Institutes Policy

Approved by General Faculties Council: April 29, 2019