



BOARD OF GOVERNORS

NOTICE OF MEETING

June 9, 2022

The Agenda and documents for the Open Session meeting of the Board of Governors of Concordia University to be held on Thursday, June 16, 2022, are now posted on the website.

Please note that while there is an Open Session, only Governors, resources and invited guests will be admitted to the meeting.

Exceptionally, the Open Session meeting will be recorded and made available for viewing on the [Board website](#) for one week following the meeting. The recording will be removed and deleted thereafter.

Shelina Houssenaly
Secretary of the Board of Governors



**AGENDA OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS**

Thursday, June 16, 2022, at 4 p.m.
Room GM 410 (Board of Governors meeting room)
SGW Campus

Time	Item	Presenter(s)	Action
4:00	1. Call to order	H. Antoniou	
	1.1 Approval of the Agenda	H. Antoniou	Approval
CONSENT AGENDA			
	2. Approval of May 19, 2022 Minutes		Approval
	3. Governance and Ethics Committee recommendation: Amendments to the By-Laws (Document BG-2022-6-D1)		Approval
	4. Suspension of the collection of a fee levy for L'Organe (Document BG-2022-6-D2)		Approval
	5. Appointment of a member to the Administrative and Support Staff Tribunal Pool (Document BG-2022-6-D3)		Approval
	6. Senate recommendation regarding the Membership and Powers of the Faculty and School Councils (Document BG-2022-6-D4)		Approval
	7. Professional liability waiver for an in-house architect (Document BG-2022-6-D5)		Approval
	8. Sundry fees report (Document BG-2022-6-D6)		Information

REGULAR AGENDA

- | | | | |
|------|-------------------------------------------------------------------------------------------------------|----------------------------------------|-------------|
| 4:05 | 9. Business arising from the Minutes not included in the Agenda | | |
| 4:10 | 10. President's report (Document BG-2022-6-D7) | G. Carr | Information |
| 4:20 | 11. Revisions to the <i>Policy regarding Sexual Violence</i> (PRVPA-3) (Document BG-2022-6-D8) | F. Jacobs/
M. Sullivan/
L. White | Approval |
| 4:30 | 12. Other business | | |
| 4:35 | 13. Adjournment | H. Antoniou | |

MINUTES OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS

Thursday, May 19, 2022, at 4 p.m.
Room GM 410 (Board of Governors meeting room) SGW Campus

PRESENT

Governors: Helen Antoniou (Chair), Françoise Bertrand, Kenneth Brooks, Graham Carr (President and Vice-Chancellor), Jarrett Carty, Gary N. Chateram, Gina P. Cody, Roy Cross, Selvadurai Dayanandan, Pat Di Lillo, Adriana Embiricos (attended remotely), Kim Fuller, Rana Ghorayeb (attended remotely), Claude Joli-Cœur (attended remotely), Eduardo Malorni, Claudine Mangen (attended remotely), Frédérica Martin (Vice-Chair), Georges Paulez (attended remotely), Shalini Peruka, Suzanne Sauvage, Robert Soroka (attended remotely), Ted Stathopoulos

Alternative Governor: Lauren Perozek

Also attending: Philippe Beauregard, Sylvie Bourassa (attended remotely), Paul Chesser, Denis Cossette, Michael Di Grappa, Frederica Jacobs (attended remotely), Lisa Ostiguy (attended remotely), Karan Singh, Anne Whitelaw, Paula Wood-Adams

ABSENT

Governors: Caroline Jamet, Philippe Pourreaux

Non-voting observer: Jonathan Wener

1. Call to order

The Chair called the meeting to order at 4:04 p.m. and reminded the Governors that the Open Session meeting was being recorded and would be posted on the website for one week, following the meeting.

1.1 Approval of the Agenda

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2022-5-1 That the Agenda be approved, including the items on the Consent Agenda.

CONSENT

2. Approval of April 14, 2022 Minutes

R-2022-5-2 *That the Minutes of the meeting of April 14, 2022, be approved.*

3. Governance and Ethics Committee recommendation: Amendments to the By-Laws (Document BD-2022-5-D1)

R-2022-5-3 *That, on recommendation of the Governance and Ethics Committee, the Board of Governors approve the amendments to the Concordia University By-Laws.*

4. Environment Legislation & Health & Safety (EH&S) Compliance Q1 (2022) Report (Document BG-2022-5-D2)

This report was provided for information.

5. Collection of a new undergraduate student fee levy (Document BG-2022-5-D3)

R-2022-5-4 Mental Health Office

That, the Board of Governors authorize Concordia University to collect a fee levy of \$0.45 per credit for a Mental Health Services Office, from all CSU members, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the fall 2022 (2222) term in accordance with the University's tuition, Refund and Withdrawal Policy.

6. Collection of a graduate student fee levy (Document BG-2022-5-D4)

R-2022-5-5 CSU Advocacy Centre

That, the Board of Governors authorize Concordia University to collect a fee levy of \$3.00 per semester (an increase of \$0.50 per semester from \$2.50 per semester) to increase support hours for graduate students at the CSU Advocacy Center and to be paid directly to the Concordia Student Union (CSU) Advocacy Center instead of the Graduate Student Association (GSA), from all graduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the fall 2022 (2222) term in accordance with the University's tuition, Refund and Withdrawal Policy.

7. Professional liability waiver for an in-house architect (Document BG-2022-5-D5)

R-2022-5-6 *Considérant que Sabina Kuepper, architecte, est au service exclusif de l'Université Concordia;*

Considérant que Sabina Kuepper, architecte, ne pose des actes professionnels que pour des édifices destinés à l'usage exclusif de l'Université Concordia et non destinés à la revente;

IL EST RÉSOLU de déclarer aux fins du Règlement sur la souscription obligatoire au Fonds d'assurance de la responsabilité professionnelle de l'Ordre des architectes du Québec (chapitre A-21, r. 13) que l'Université Concordia se porte garant et s'engage à prendre le fait et cause et répondre financièrement des conséquences de toute erreur ou omission de Sabina Kuepper dans l'exercice de ses fonctions.

REGULAR

8. Business arising from the Minutes not included on the Agenda

There was no other business to bring before the meeting that was not included on the Agenda.

9. President's report (Document BG-2022-5-D6)

As complementary information to his written report, G. Carr's remarks are summarized as follows:

- He informed the Board that for purposes of continuity, the mask mandate on campus will remain in place for the remaining part of the semester.
- G. Carr conveyed to the Board that summer registration numbers are up and fall numbers are showing encouraging results.
- G. Carr reminded the Board of the upcoming in-person convocation ceremonies, which have not been held since the fall of 2019. With a graduation class for the winter semester of 5825 students, the numbers are comparable to spring graduations prior to the pandemic. He invited Board members to attend the convocation ceremonies. Convocation will also be an opportunity to award honorary doctorates to an exceptional lineup of recipients.
- G. Carr informed the Board that the women's hockey team of Concordia had been invited to the National Assembly by Premier Legault since winning the national championship.
- Given the turn in the pandemic, G. Carr informed the Board that more activities were being held in person.
- He reminded the Board that the Concordia submitted a written brief signed by the University, CUFA and CUPFA regarding the proposed Bill 32 (Bill on Academic Freedom). He also mentioned that representatives of universities, through BCI, were invited by the government to give an oral presentation in opposition to the proposed Bill.
- Concerning the proposed Bill 96, G. Carr conveyed his concerns around how anglophone institutions are unfairly targeted as though they are responsible for what people perceive as the decline in French.

- G. Carr shared with the Governors the decision of the provincial government to deregulate international student fees, for those attending universities in the regions. This is in addition to the \$80 million in targeted funding that was granted to universities in the regions to support the recruitment of international students.
- The *Stratégie québécoise de recherche et d'investissement en innovation* was released by the Government of Québec. With specific provisions of labs-to-market pathways, talent development, commercialization in universities, green energy and social innovation, G. Carr noted that Concordia is well placed to benefit owing to its strengths and investments in the past.
- G. Carr shared information regarding high-profile events, such as the workshops and panels on misinformation and disinformation in the media as well as the launch of the Art Volt program, partially funded by the Peter N. Thompson Family Foundation.
- G. Carr informed the Board that Tuesday, May 24th will be the announcement of a major gift to Concordia by the Fondation Sandra and Alain Bouchard and the Fondation Famille Mongeau, for the Concordia Arts in Health Centre. He thanked P. Chesser and his team for all of their work.
- G. Carr congratulated Concordia graduate Samira Nasr, the first woman of color to be the editor in chief of Harper's Bazaar magazine, under whose leadership the magazine won its first ever national magazine award.
- G. Carr apprised the Board of activities on the international front, such as the visit to Concordia of delegates generals from the Americas, and of Moroccan researchers and government officials. He also informed the Board of the invitation from Global Affairs Canada for Concordia to present at the 7th India-Canada Joint Science and Technology Cooperation Committee meeting.

10. Finance Committee recommendations:

10.1 Administrative fee (Document BG-2022-5-D7)

R-2022-5-7 Whereas the current Administrative fee being charged to all students is \$11.70 per credit; and

Whereas the government has allowed the University to increase this fee up to 2.64% for 2022-23;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Administrative fee of \$12.01 per credit from all students, to be implemented with registration for the fall 2022 (2222) term, in accordance with the University billing, refund and withdrawal policy.

10.2 Technology Infrastructure fee (Document BG-2022-5-D8)

R-2022-5-8 *Whereas the current Technology Infrastructure fee being charged to all students is \$5.52 per credit; and*

Whereas the government has allowed the University to increase this fee up to 2.64% for 2022-23; Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Technology Infrastructure fee of \$5.67 per credit from all students, to be implemented with registration for the fall 2022 (2222) term, in accordance with the University billing, refund and withdrawal policy.

11. Other business

There was no other business to bring before the meeting.

12. Adjournment

The Chair declared the meeting adjourned at 4:27 p.m.

Shelina Houssenaly

Shelina Houssenaly
Secretary of the Board of Governors



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Governance and Ethics Committee recommendation: Amendments to the By-Laws

ACTION REQUIRED: For approval

SUMMARY: On recommendation of the Governance and Ethics Committee, Board approval is being sought with respect to the amendments to the By-Laws.

BACKGROUND:

At its meetings of November 2021 and January 2022, the Governance and Ethics Committee reviewed and recommended amendments to the By-Laws to the Board of Governors.

At its meeting of March 17, 2022, the Board approved the modifications to the By-Laws, in which the Senate Finance Committee (SFC) had been removed from the list of Senate Committees.

However, following verifications made after the March 17, 2022 Board meeting, no record of the SFC having formally been abolished by Senate was found. In spring 2019, the SFC itself had recommended that the role and mandate of the Committee be reconsidered. Furthermore, the SFC had recommended to consider whether there is a need for such a committee. Since fall 2019, the operations of the SFC have been suspended. However, although the SFC had been removed from the list of Senate Standing Committees in the revised By-Laws submitted to the Board for approval at its March 17, 2022 meeting, Senate must first abolish said committee and recommend the same to the Board.

Following discussions at the meetings of the Senate Steering Committee on March 29, 2022 and the Executive Committee on April 1, 2022, the suggested course of action was to explain the situation at the April 8, 2022 Senate meeting and have a formal resolution passed at the May 2022 Senate meeting. In the interim, on recommendation of the Governance and Ethics Committee, the Board approved, at its meeting of May 19, 2022, a revised version of the By-Laws reinstating the SFC.

At its May 20, 2022 meeting, Senate formally approved the abolition of the SFC. Therefore, following its meeting of May 31, 2022, the Governance and Ethics Committee is recommending that the Board approve a revised text of the By-Laws in which the SFC has been removed from the list of Senate Committees.

A version of Article 73 of the By-Laws, which list the Senate Committees, as approved by the Board of Governors on May 19, 2022 and a marked version of the proposed change to remove the SFC from the list of Senate Committees are appended.

In accordance with Article 80 a) of the By-Laws, any amendment to the By-Laws shall require a 15 days' written notice of motion regarding the proposed amendments. The notice was sent to Governors on June 1, 2022.

DRAFT MOTION:

That, on recommendation of the Governance and Ethics Committee, the Board of Governors approve the amendments to the Concordia University By-Laws.

PREPARED BY:

Name: Shelina Houssenaly
Date: June 1, 2022

Extract from the By-Laws as approved by the Board of Governors on May 19, 2022

Article 73

There shall be nine (9) Standing Committees of the Senate, namely:

- Academic Planning and Priorities Committee
- Academic Programs Committee
- Distinguished Professor Emeriti and Distinguished Librarian Emeriti Committee
- Ethics Committee
- Finance Committee
- Library Committee
- Research Committee
- Special Graduation Awards Committee
- Steering Committee

Proposed modifications to Article 73 of the By-Laws to remove the Senate Finance Committee from the list of Senate Committees.

Article 73

There shall be ~~eight~~^{nine} (89) Standing Committees of the Senate, namely:

- Academic Planning and Priorities Committee
- Academic Programs Committee
- Distinguished Professor Emeriti and Distinguished Librarian Emeriti Committee
- Ethics Committee
- ~~Finance Committee~~
- Library Committee
- Research Committee
- Special Graduation Awards Committee
- Steering Committee



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Suspension of the collection of a fee levy for L'Organe

ACTION REQUIRED: For approval

SUMMARY: The Board of Governors is being asked to approve the temporary suspension of the collection by the University of the fee levy for L'Organe.

BACKGROUND:

In accordance with the *Policy on Student Associations and Groups* (PRVPA-10), the Dean of Students can recommend to the Board of Governors that fee collection on behalf of an inactive organization be halted.

Please refer to the attached memo from the Dean of Students and the letter from the General Coordinator of the Concordia Student Union (CSU) for full details regarding the current request to temporarily suspend the collection by the University of the fee levy for L'Organe.

Such a request had been presented to the Board in the past. At its meeting of December 11, 2013, at the request of the CSU due to the inactivity of the organization, the Board of Governors adopted a motion to suspend the collection of an undergraduate student fee levy for L'Organe, with the understanding that the CSU would work with relevant parties to decide upon and implement a course of action addressing the issue of L'Organe's future.

Between 2014 and 2017, L'Organe had put in place a stable governance structure, managed an annual turnover of executives, and consistently produced a high-quality French offering for the Concordia community. In addition, L'Organe's contributors represented a wide diversity of Concordia's student population. Therefore, at its meeting of March 8, 2017, at the request of the CSU and the Dean of Students, the Board of Governors authorized the University to reinstate the collection of a fee levy of \$0.06 per credit from all undergraduate students to support L'Organe, effective September 2017.

DRAFT MOTION:

That the Board of Governors authorize the University to suspend the collection of a fee levy of \$0.06 per credit from all undergraduate students to support L'Organe until such time as the University receives a request from the Concordia Student Union, supported by the Dean of Students, regarding the collection of this fee.

PREPARED BY:

Name: Shelina Houssenaly

Date: June 1, 2022

Dean of Students Office

INTERNAL MEMORANDUM

MAY 26, 2022

TO: Shelina Houssenaly Kassim
FROM: Andrew Woodall, Dean of Students
RE: l'Organe Fee-Levy

Background

L'Organe is an independent, student-run fee-levy group that produces a French-language publication for the Concordia community. Over the years, they have fulfilled an important role for Concordia students, staff and faculty members and met a real need on our campuses. However, for the past two years, l'Organe has not been operating at Concordia. Both the Concordia Student Union (CSU) and the Dean of Students office have made repeated attempts to contact members of the group and assess the state of their operations. This outreach has been to no avail.

Current Situation

The Dean of Students, with the support of the CSU (see attached letter from Eduardo Malorni, General Coordinator), is requesting that the Board of Governors temporarily suspend the collection of the l'Organe's fee-levy for the fall 2022 and winter 2023 academic terms. Over the course of the next 10 months, the Dean of Students office will work to find students willing to resuscitate the publication. The fruits of this effort will be reported to the Board during the winter 2023 term with a recommendation to either reinstate the fee-levy or cancel it permanently.

Concordia University
Concordia Board of Governors
1455 Boulevard de Maisonneuve O.
Montréal, Québec H3G 1M8

Montreal, May 11th 2022

L'Organe

To the Board of Governors,

L'Organe is a student fee levy group, founded in 2006, whose mission is to publish a French Language magazine for Concordia students. Historically, they have produced up to three editions a year and allowed students to gain valuable experience from writing/editing to negotiating deals with publishers. They managed to accomplish this due to a six cent fee levy that is charged to all undergraduate students.

Unfortunately, in part due to the Covid-19 pandemic, the group has struggled to attract members and to run the organization. The last publication occurred in the Winter 2020 semester and the last activity of the group was a Facebook post in September 2020. Following this, contact with the organization was lost.

Since then, there have been numerous attempts by the CSU to have the group restarted and to attract students to the group. Sadly, no group of students have come forward to revive the group. At this time, undergraduate students are still being charged the fee for this non-existent group.

The CSU is formally requesting that the 6 cent per student fee associated with L'Organe be indefinitely suspended. In the coming year, the CSU hopes that the return to campus will bring back interest in L'Organe and that a new team of students can be recruited to revive the organization at which point the fee may be reinstated.

Best regards,

Eduardo Malorni

Eduardo Malorni
CSU General Coordinator



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Appointment of a member to the Administrative and Support Staff Tribunal Pool (AaSSTP)

ACTION REQUIRED: For approval

SUMMARY: The *Policy on the Establishment of Tribunal Hearing Pools* ([BD-6](#)) provides for an AaSSTP comprised of five members who are nominated in accordance with the *Policy Relating to the Administrative and Support Staff Electoral College* ([BD-12](#)).

BACKGROUND:

The Electoral College has nominated Alexandra Maranger as a member of the AaSSTP. A further call for nominations will be done with the objective of filling the four remaining vacancies.

DRAFT MOTION:

That the appointment of Alexandra Maranger as a member of the Administrative and Support Staff Tribunal Pool for a term beginning on September 1, 2022 and ending on August 31, 2024 be approved.

PREPARED BY:

Name: Shelina Houssenaly
Date: May 20, 2022



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Senate recommendation regarding the Membership and Powers of the Faculty and School Councils

ACTION REQUIRED: For approval

SUMMARY: On recommendation of Senate, the Board of Governors is being asked to approve the revisions to the *Membership and Powers of the Faculty Councils and the Council of the School of Graduate Studies*.

BACKGROUND:

Further to the approval of the new School of Health in the spring of 2021, modifications to the *Membership and Powers of the Faculty Councils and the Council of the School of Graduate Studies* were required to include the School of Health.

Faculty Councils and the Council of the School of Graduate Studies took the opportunity of this review to make additional modifications to ensure alignment with current practices and harmonization of the text.

The title of the document was also revised to *Membership and Powers of the Faculty and School Councils*.

Marked and unmarked versions of the document are appended.

DRAFT MOTION:

That, on recommendation of Senate, the Board of Governors approve the revisions to the *Membership and Powers of the Faculty Councils and the Council of the School of Graduate Studies*.

PREPARED BY:

Name: Shelina Houssenaly

Date: May 25, 2022

MEMBERSHIP AND POWERS OF THE FACULTY AND SCHOOL COUNCILS

Table of contents

Membership of the Council of the Faculty of Arts and Science
Membership of the Council of the Gina Cody School of Engineering and Computer Science
Membership of the Council of the Faculty of Fine Arts
Membership of the Council of the John Molson School of Business
Powers of the Faculty Councils
Membership and Powers of the Council of the School of Health
Membership and Powers of the Council of the School of Graduate Studies

MEMBERSHIP OF THE COUNCIL OF THE FACULTY OF ARTS AND SCIENCE

a) **Chair**

- Dean of the Faculty of Arts and Science (FAS). The Chair can vote in case of a tie.

b) **Voting members**

Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research and Graduate Studies or delegate
- Vice-Dean of the FAS
- Associate Deans of the FAS
- Unit head of each academic unit in the FAS to serve as its representative to Council; if the Unit head cannot attend, a delegate may be appointed with advanced written notice to the Secretary of Council. .

Elected or nominated members

- Two part-time faculty members teaching in Arts and Science, nominated by CUPFA and ratified by Council, each appointed for a two-year term.
- Eight FAS undergraduate students nominated by the Arts and Science Federation of Associations (ASFA) (or the Concordia Student Union in such years where ASFA is not active) and ratified by Council, each appointed for a one-year term. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Arts and Science.

- Two FAS graduate students, nominated by the Graduate Student Association (GSA) and ratified by Council, each appointed for a one-year term.

c) Non-voting members

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- One full-time faculty member elected by the Council of the John Molson School of Business
- One full-time faculty member elected by the Council of the Gina Cody School of Engineering and Computer Science
- One full-time faculty member elected by the Council of the Faculty of Fine Arts
- Director of the Institute for Co-operative Education or delegate
- Administrative Directors of the FAS reporting to the Dean
- FAS Senior Communications Advisor
- Faculty Affairs Officer
- Secretary of Council

As approved by the Board of Governors on June 9, 1977.

And amended by the Board of Governors February 8, 1979; October 11, 1979; November 20, 1980; December 18, 1980; February 19, 1981; June 21, 1981; December 15, 1983; October 17, 1985; February 18, 1987; April 19, 1989; December 18, 1996; November 19, 1997; March 17, 1999; June 16, 1999; October 18, 2007; January 12, 2012; [insert date].

MEMBERSHIP OF THE COUNCIL OF THE GINA CODY SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

a) Chair

- Dean of the Gina Cody School of Engineering and Computer Science (GCS). The Chair can vote in case of a tie.

b) Voting members

Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research and Graduate Studies or delegate
- Associate Deans and Special Advisors of the GCS
- Chair/Director of each academic unit within the GCS

Elected or nominated members

- Four full-time faculty members from each academic unit, with the following exceptions: one each from the Centre for Engineering in Society and the Department of Chemical and Materials Engineering. Representatives are elected according to the GCS Elections Procedures for a two-year term and are ratified by Faculty Council.
- One part-time faculty member elected according to the GCS Elections Procedures, for a two-year term.
- One undergraduate student from each department with an accredited undergraduate program, nominated by the Engineering and Computer Science Students' Association, each for a one-year term.
- The President of the Engineering and Computer Science Students' Association.
- The Vice-President Academic from the Engineering and Computer Science Students' Association.
- Three graduate students nominated by the Engineering and Computer Science Graduate Association according to their By-Laws, for a one-year term.

c) Non-voting members

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Secretary of Council
- Recording Secretary of Council

d) Observers

- Principal Director of Development, GCS
- Executive Director of Concordia Continuing Education or delegate
- Director of the Institute for Co-operative Education or delegate
- Communications Manager, GCS
- Manager, Students Academic Services, GCS
- Senior Faculty Financial Officer, GCS
- Manager, Planning and Operations, Facilities, GCS
- Director, Academic Information Technology Services
- Senior Advisor, Strategic Initiatives and Special Projects
- Academic Personnel Administrator

As approved by the Board of Governors on October 11, 1973.

And amended by the Board of Governors on December 13, 1973, January 10, 1974, May 8, 1975; January 8, 1976, June 10, 1976, May 12, 1977; May 10, 1979; November 20, 1980; December 18, 1980; January 20, 1983; November 16, 1988, May 15, 1991; May 21, 1997; November 19, 1997; March 17, 1999; December 9, 2015; October 24, 2018; [insert date]

MEMBERSHIP OF THE COUNCIL OF THE FACULTY OF FINE ARTS

a) Chair

- Dean of the Faculty of Fine Arts (FOFA). The Chair can vote in case of a tie.

b) Voting members

Ex-Officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research and Graduate Studies or delegate
- Associate Deans of the FOFA
- Department Chairs of the FOFA

Elected or nominated members

- One faculty member elected from each department and ratified by Council with, at minimum, four full-time continuing members (tenure-track or ETA), each appointed for a three-year term. In the event that the elected member from these units cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a written notice is given to the Secretary in advance of the meeting.
- Three part-time faculty members teaching in Fine Arts, nominated by CUPFA and ratified by Council, each appointed for a two-year term. Every effort should be made to ensure that the members chosen reflect the diverse constituency of the FOFA.
- One staff member elected by the staff of the FOFA and ratified by Council, appointed for a three-year term.
- Five undergraduate students nominated by FASA and ratified by Council, each appointed for a one-year term. Every effort should be made to ensure that the students chosen reflect the diverse constituency of the FOFA.
- Two graduate students nominated by the GSA and ratified by Council, each appointed for a one-year term.

c) Non-voting members

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Communications Advisor, FOFA
- Secretary of Council
- Recording Secretary of Council

As approved by the Board of Governors on March 13, 1975.

And amended by the Board of Governors on February 10, 1977; January 15, 1981; May 21, 1981; January 15, 1987; May 24, 1989; February 15, 1995; December 17, 1997; March 18, 1998; March 17, 1999; November 15, 2000; October 18, 2007; April 16, 2014; [insert date].

MEMBERSHIP OF THE COUNCIL OF THE JOHN MOLSON SCHOOL OF BUSINESS

a) Chair

- Dean of the John Molson School of Business (JMSB). The Chair can vote in case of a tie.

b) Voting members

Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research and Graduate Studies or delegate
- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Associate Deans of the JMSB
- Department Chairs of the JMSB

Elected or nominated members

- Three full-time faculty members from each department, appointed by the department for a two-year term.
- Two full-time staff representatives, appointed in accordance with the faculty elections procedures for a two-year term.
- One part-time faculty representative, appointed by CUPFA for a two-year term.

- Two graduate student representatives appointed by the JMGSAs for a one-year term.
- Eight undergraduate student representatives appointed by the CASA for a one-year term.

c) Non-voting members

- Secretary of Council
- Recording Secretary of Council

As approved by the Board of Governors on October 11, 1973.

And amended by the Board of Governors on November 8, 1973; February 12, 1976; October 11, 1979; October 20, 1983; October 18, 1984; May 29, 1985; April 16, 1987; April 19, 1989; February 14, 1990; December 16, 1992; November 17, 1993; March 17, 1999; June 16, 1999; March 15, 2000; November 14, 2001; April 12, 2007; January 23, 2019; [insert date].

POWERS OF THE FACULTY COUNCILS

Each Faculty Council shall have the power to:

1. establish committees and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;
2. consider and recommend to Senate, or in the case of graduate programs, to the Council of the School of Graduate Studies:
 - i. any changes, additions or deletions in the curriculum for degrees, certificates or diplomas offered within the Faculty or the School;
 - ii. any changes, additions or deletions in honours, major or any programs offered within the Faculty or the School;
 - iii. any changes, additions or deletions in course offerings within the Faculty or the School;
3. decide on students' requests for exemption from the academic regulations;
4. recommend to Senate, or in the case of graduate programs, to the Council of the School of Graduate Studies, the list of candidates for the conferment of degrees, certificates and diplomas;
5. grant Faculty awards;
6. recommend to Senate on the granting of other awards when called upon to do so;

7. recommend to Senate on the establishment, consolidation or discontinuance of departments;
8. appoint Faculty representatives to University committees when called upon to do so;
9. appoint full-time Faculty representatives to Senate;
10. appoint full-time Faculty representative to the Board of Governors;
11. make recommendations to Senate concerning the composition of the Faculty Council;
12. make any recommendations it sees fit to Senate or to the appropriate University administrators; and
13. establish procedures for the conduct of its affairs.

As approved by the Board of Governors on September 6, 1973.

And amended by the Board of Governors on November 19, 1981; November 20, 1991; [insert date].

MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF HEALTH

MEMBERSHIP

a) Chair

- Dean of the School of Health (SoH). The Chair can vote in case of a tie.

b) Voting members

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor*
- Provost and Vice-President, Academic*
- Vice-President, Research and Graduate Studies*
- Scientific Directors of the SoH

Elected or nominated members

1. Three full-time faculty members, other than the Scientific Directors, from each of the SoH hubs, each appointed for a three-year term.
2. One part-time faculty member with health-related expertise, nominated by CUPFA and ratified by Council, each appointed for a two-year term.

3. Three research centre Directors affiliated with the SoH, each appointed for a three-year term and whose nomination is ratified by the SoH Council.
4. Two doctoral students working in a health-related field, each appointed by the Graduate Students' Association for a two-year term.
5. One postdoctoral fellow working in a health-related field, chosen through a process monitored by the School of Graduate Studies for a two-year term.

c) Non-voting members

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Secretary of Council
- Recording Secretary of Council

POWERS

The Council of the School of Health shall have the power to:

1. establish committees and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;
2. consider and recommend to the Council of the School of Graduate Studies:
 - i. any changes, additions or deletions in the curriculum for degrees, certificates or diplomas offered within the School;
 - ii. any changes, additions or deletions in course offerings within the School;
3. recommend to the Council of the School of Graduate Studies the list of candidates for the conferment of degrees, certificates and diplomas;
4. grant School of Health awards;
5. recommend to Senate the granting of other awards when called upon to do so;
6. recommend to Senate the establishment, consolidation or discontinuance of academic units;
7. make recommendations to Senate concerning the composition of the School of Health Council;
8. make any recommendations it sees fit to Senate or to the appropriate University administrators; and

9. establish procedures for the conduct of its affairs.

As approved by the Board of Governors on [insert date].

MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

MEMBERSHIP

a) Chair

- Dean of Graduate Studies. The Chair can vote in case of a tie.

b) Voting members

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor – Honorary Chair*
- Provost and Vice-President, Academic*
- Vice-President, Research and Graduate Studies*
- Associate Deans of the School of Graduate Studies

Elected or nominated members

- A member of the decanal team involved in graduate studies, from each Faculty and the School of Health, appointed by the relevant Dean
- Three tenured or tenure-track faculty members involved in graduate studies from the Faculty of Arts and Science, representing the sciences, the humanities and the social sciences, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the John Molson School of Business, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Gina Cody School of Engineering and Computer Science, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Faculty of Fine Arts, each appointed for a three-year term by Faculty Council.
- Three graduate students, each appointed for a one-year term by the Graduate Students' Association, each from a different Faculty.

- Three graduate Program Directors, each nominated for a two-year term by the School of Graduate Studies and ratified by Council (one must be the Director of the Individualized Program or Humanities Program).
- One Postdoctoral fellow, appointed for a one-year term and elected through a process to be monitored by the School of Graduate Studies.

c) Non-voting members

- University Librarian or delegate
- University Registrar or delegate
- Vice-Provost, Innovation in Teaching and Learning
- Secretary of Council
- Recording Secretary of Council

POWERS

The Council of the School of Graduate Studies shall have the power to:

10. establish committees and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;
11. consider, approve and recommend to Senate:
 - i. the establishment and implementation of any program of graduate studies by any academic unit;
 - ii. the modification or discontinuance of any program of graduate studies by any academic unit;
 - iii. the awarding of graduate degrees;
12. establish university-wide standards and procedures for admission to graduate programs;
13. establish university-wide standards and procedures for graduation from graduate programs;
14. establish university-wide standards and procedures for the evaluation of all graduate work, including theses, reports, projects and comprehensive examinations;
15. establish university-wide standards and policies which ensure that graduate program directors, graduate supervisors, instructors and tutors for graduate courses have the requisite qualifications and experience;
16. establish any other university-wide standards for graduate programs that the Council deems appropriate;

17. establish policies, procedures and mechanisms for:
 - i. promoting interdisciplinary, multidisciplinary or inter-university graduate programs; and
 - ii. managing those graduate programs of an interdisciplinary, multidisciplinary or inter-university dimension, which are under the supervision of the School of Graduate Studies;
18. establish rules and procedures governing requests for exemption from academic regulations. Such rules and procedures take precedence, with respect to graduate students, over similar rules and procedures established by Faculty Councils;
19. establish procedures for the conduct of its own affairs; and
20. make recommendations to Senate concerning the following matters:
 - i. the composition of the Council of the School of Graduate Studies;
 - ii. the establishment of graduate fellowships and bursaries;
 - iii. the establishment of post-doctoral programs;
 - iv. the conduct of periodic academic appraisals of all graduate Programs;
 - v. priorities and directions for the development of graduate studies at Concordia University.

As approved by the Board of Governors on September 6, 1973.

And amended by the Board of Governors on October 11, 1973, May 8, 1975; June 9, 1977; December 18, 1980; May 24, 1989; November 20, 1991; May 15, 1996; June 18, 1997; June 16, 1999; June 21, 2012; [insert date].

MEMBERSHIP AND POWERS OF THE FACULTY ~~AND SCHOOL COUNCILS AND~~ ~~THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES~~

Table of contents

Membership of the Council of the Faculty of Arts and Science
Membership of the Council of the Gina Cody School of Engineering and Computer Science
Membership of the Council of the Faculty of Fine Arts
Membership of the Council of the John Molson School of Business
Powers of the Faculty Councils
Membership and Powers of the Council of the School of Health
Membership and Powers of the Council of the School of Graduate Studies

MEMBERSHIP OF THE COUNCIL OF THE FACULTY OF ARTS AND SCIENCE

a) Chair

- Dean of the Faculty of Arts and Science (FAS). The Chair can vote in case of a tie.

b) Voting members

Ex-officio ~~members (with voting privileges)~~

- President and Vice-Chancellor
- Provost and Vice-President, Academic ~~Affairs~~ or delegate
- Vice-President, Research and Graduate Studies or delegate
- Vice-Dean of the FAS
- Associate Deans of the FAS Arts and Science
- Unit head of each aAcademic uUnitDepartment and College in the FAS to serve as its representative to Council; if the Unit head cannot attend in the event that a unit head cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a with advanced written notice is given to the Secretary of Council. in advance of the meeting.

Elected or nominated members

Voting members

~~One full-time faculty member elected from each Department and College in the Faculty to serve as its representative to Council for a three-year term; in the event that the elected member from~~

~~these units cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a written notice is given to the Secretary in advance of the meeting.~~

- Two part-time faculty members, teaching in Arts and Science, nominated by CUPFA and ratified by Council, each appointed for a two-year term.
- Eight FAS undergraduate students nominated by the Arts and Science Federation of Associations (ASFA) (or the Concordia Student Union in such years where ASFA is not active) ~~nominated for a one-year term~~ and ratified by Council, each appointed for a one-year term. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Arts and Science.
- Two FAS graduate students, nominated by the Graduate Student Association (GSA) ~~nominated for a one-year term~~ and ratified by Council, each appointed for a one-year term.

c) **Non-voting members**

- Dean of Graduate Studies or delegate
- University Librarian, or delegate
- University Registrar, or delegate
- ~~Dean of the School of Graduate Studies, or delegate~~
- One full-time faculty member elected by the Council of the John Molson School of Business
- One full-time faculty member elected by the Council of the Gina Cody School Faculty of Engineering and Computer Science
- One full-time faculty member elected by the Council of the Faculty of Fine Arts
- Director of the Institute for Co-operative Education or delegate
- Administrative Directors of the FAS faculty of Arts and Science reporting directly to the Dean
- FAS Senior Communications Advisor
- Faculty Affairs Officer
- Secretary of Council
- ~~Recording Secretary of Council~~

As approved by the Board of Governors on June 9, 1977.

And amended by the Board of Governors February 8, 1979; October 11, 1979; November 20, 1980; December 18, 1980; February 19, 1981; June 21, 1981; December 15, 1983; October 17, 1985; February 18, 1987; April 19, 1989; December 18, 1996; November 19, 1997; March 17, 1999; June 16, 1999; October 18, 2007; January 12, 2012; [insert date].

MEMBERSHIP OF THE COUNCIL OF THE GINA CODY SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

a) Chair

- ~~The~~ Dean of the Gina Cody School of Engineering and Computer Science (GCS) ~~shall be the Chair of the Council.~~ The Chair can vote in case of a tie.

b) Voting members

Ex-officio members ~~Voting Members~~

- ~~The~~ President and Vice-Chancellor
- ~~The~~ Provost and Vice-President, Academic or delegate
- Vice-President, Research and Graduate Studies or delegate
- ~~The~~ Associate Deans and Special Advisors of the ~~GCS~~ Sina Cody School of Engineering and Computer Science
- ~~The~~ Chair/Director of each academic unit within the GCS ~~School~~

Elected or nominated members

- Four full-time faculty members from each academic unit, with the following exceptions: one each from the Centre for Engineering in Society, and the Department of Chemical and Materials Engineering. All memberships are for a two-year term. Representatives are elected according to the GCS Elections Procedures for a two-year term and are ratified by Faculty Council.
- One part-time faculty member elected according to the GCS ~~School~~ Elections Procedures, for a two-year term.
- One (1) undergraduate student from each department with an accredited undergraduate program, nominated by the Engineering and Computer Science Students' Association, each for a one-year term.
- The President of the Engineering and Computer Science Students' Association, for a one-year term.
- The Vice-President Academic from the Engineering and Computer Science Students' Association, for a one-year term.
- Three (3) graduate students nominated by the Engineering and Computer Science Graduate Association according to their By-Laws ~~bylaws~~, for a one-year term.

b)c) Non-voting mMembers

- ~~The~~ Dean of Graduate Studies or delegate
- ~~The~~ University Librarian or delegate
- ~~The~~ University Registrar or delegate

- Secretary of Council
- Recording Secretary of Council

e)d) Observers

- Principal Director of Development, ~~of Advancement and Alumni Relations,~~ GCS
- Executive Director of Concordia Continuing Education or delegate ~~of the Center for Continuing Education~~
- Director ~~or delegate for~~ of the Institute ~~for~~ Co-operative Education or delegate
- Communications Manager, GCS ~~Advisor~~
- Manager, Students Academic Services, GCS
- ~~Finance and Planning~~ Senior Faculty Financial Officer, GCS
- Manager, Planning and Operations, Facilities, GCS
- Director, Academic Information Technology Services of AITS
- Senior Advisor, Strategic Initiatives and Special Projects
- Academic Personnel Administrator
- ~~Others at the discretion of the dean~~

As approved by the Board of Governors on October 11, 1973.

And amended by the Board of Governors on December 13, 1973, January 10, 1974, May 8, 1975; January 8, 1976, June 10, 1976, May 12, 1977; May 10, 1979; November 20, 1980; December 18, 1980; January 20, 1983; November 16, 1988, May 15, 1991; May 21, 1997; November 19, 1997; March 17, 1999; December 9, 2015; October 24, 2018; [insert date]

MEMBERSHIP OF THE COUNCIL OF THE FACULTY OF FINE ARTS

a) ~~Chair and Secretary~~

- Dean of the Faculty of Fine Arts (FOFA). The Chair can vote in case of a tie. (votes only in the event of a tie)
- ~~Secretary and/or Recording Secretary of Council (non-voting)~~

b) Voting members

Ex-Officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic ~~Affairs~~ or delegate
- Vice-~~P~~resident, Research ~~& and~~ Graduate Studies or delegate
- Associate Deans of the FOFA ~~ine Arts~~
- Department Chairs of the FOFA

Elected or ~~n~~ominated members

- One faculty member elected from each department and ratified by Council with, at minimum, four full-time continuing members (tenure-track or ETA), each appointed for a three-year term. In the event that the elected member from these units cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a written notice is given to the Secretary in advance of the meeting.
- Three part-time faculty members teaching in Fine Arts, nominated by CUPFA and ratified by Council, each appointed for a two-year term. Every effort should be made to ensure that the members chosen reflect the diverse constituency of the FOFA Fine Arts.
- One staff member, elected by the staff of the FOFA and ratified by Council, Faculty of Fine Arts appointed for a three-year term.
- Five undergraduate students, nominated by FASA and ratified by Council, each appointed for a one-year term. Every effort should be made to ensure that the students chosen reflect the diverse constituency of the FOFA Fine Arts.
- Two graduate students, nominated by the GSA and ratified by Council, each appointed for a one-year term.

c) **Non-voting members**

- Dean of School of Graduate Studies, or delegate
- ~~Registrar, or delegate~~
- University Librarian, or delegate
- University Registrar or delegate
- ~~Communications Advisor, FOFA, or delegate~~
- ~~Administrative Directors of the Faculty of Fine Arts reporting directly to the Dean~~
- Secretary of Council
- Recording Secretary of Council

As approved by the Board of Governors on March 13, 1975.

And amended by the Board of Governors on February 10, 1977; January 15, 1981; May 21, 1981; January 15, 1987; May 24, 1989; February 15, 1995; December 17, 1997; March 18, 1998; March 17, 1999; November 15, 2000; October 18, 2007; April 16, 2014; [insert date].

MEMBERSHIP OF THE COUNCIL OF THE JOHN MOLSON SCHOOL OF BUSINESS

a) **Chair ~~and Secretary~~**

- The Dean of the John Molson School of Business (JMSB). The Chair can vote in case of a tie, shall chair the Council and vote in the event of a tie
- ~~Secretary and/or Recording Secretary of Council (non-voting)~~

b) Voting members

Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate Affairs
- Vice-President, Research and Graduate Studies or delegate
- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- ~~All~~ Associate Deans of the JMSB
- ~~Director, Assessment and Accreditation~~
- ~~All~~ Department Chairs of the JMSB

Elected or nominated members

- Three full-time faculty members from each dDepartment ~~(2-year term)~~, appointed by the department for a two-year term.
- Two full-time staff representatives ~~(2-year term)~~, appointed in accordance with the faculty elections procedures for a two-year term.
- One part-time faculty representative, ~~(2-year term)~~ appointed by CUPFA for a two-year term.
- Two graduate student representatives appointed by the ~~(JMGSA for a)~~(one1-year term).
- Eight undergraduate student representatives appointed by the ~~(CASA for a)~~(one1-year term).

c) Non-voting members

- Secretary of Council
- Recording Secretary of Council

As approved by the Board of Governors on October 11, 1973.

And amended by the Board of Governors on November 8, 1973; February 12, 1976; October 11, 1979; October 20, 1983; October 18, 1984; May 29, 1985; April 16, 1987; April 19, 1989; February 14, 1990; December 16, 1992; November 17, 1993; March 17, 1999; June 16, 1999; March 15, 2000; November 14, 2001; April 12, 2007; January 23, 2019; [insert date].

POWERS OF THE FACULTY COUNCILS

Each Faculty Council shall have the power to:

1. establish committees, and delegate any of its responsibilities to committees; receive, consider, and act upon the reports of its committees;
2. consider and recommend to Senate, or in the case of graduate programs, to the Council of the School of Graduate Studies:
 - i. any changes, additions or deletions in the curriculum for degrees, certificates or diplomas offered within the Faculty or the School;
 - ii. any changes, additions or deletions in honours, major or any ~~p~~Programs offered within the Faculty or the School;
 - iii. any changes, additions or deletions in course offerings within the Faculty or the School;
3. decide on students' requests for exemption from the academic regulations. ~~The Faculty Council shall submit annually to Senate a report on the disposition of students' requests;~~
4. recommend to Senate, or in the case of graduate programs, to the Council of the School of Graduate Studies, the list of candidates for the conferment of degrees, certificates and diplomas;
5. grant Faculty awards;
6. recommend to Senate on the granting of other awards when called upon to do so;
7. recommend to Senate on the establishment, consolidation or discontinuance of departments;
8. appoint Faculty representatives to University committees when called upon to do so;
9. appoint full-time Faculty representatives to Senate;
- ~~9.10.~~ appoint full-time Faculty representative to the Board of Governors;
- ~~10.11.~~ make recommendations to Senate concerning the composition of the Faculty Council;
- ~~11.12.~~ make any recommendations it sees fit to Senate or to the appropriate University administrators; and
- ~~12.13.~~ establish procedures for the conduct of its affairs.

As approved by the Board of Governors on September 6, 1973.

And amended by the Board of Governors on November 19, 1981; ~~and~~ November 20, 1991; [insert date].

MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF HEALTH

MEMBERSHIP

a) Chair

- Dean of the School of Health (SoH). The Chair can vote in case of a tie.

b) Voting members

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor*
- Provost and Vice-President, Academic*
- Vice-President, Research and Graduate Studies*
- Scientific Directors of the SoH

Elected or nominated members

1. Three full-time faculty members, other than the Scientific Directors, from each of the SoH hubs, each appointed for a three-year term.
2. One part-time faculty member with health-related expertise, nominated by CUPFA and ratified by Council, each appointed for a two-year term.
3. Three research centre Directors affiliated with the SoH, each appointed for a three-year term and whose nomination is ratified by the SoH Council.
4. Two doctoral students working in a health-related field, each appointed by the Graduate Students' Association for a two-year term.
5. One postdoctoral fellow working in a health-related field, chosen through a process monitored by the School of Graduate Studies for a two-year term.

c) Non-voting members

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Secretary of Council
- Recording Secretary of Council

POWERS

The Council of the School of Health shall have the power to:

1. establish committees and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;
2. consider and recommend to the Council of the School of Graduate Studies:
 - i. any changes, additions or deletions in the curriculum for degrees, certificates or diplomas offered within the School;
 - ii. any changes, additions or deletions in course offerings within the School;
3. recommend to the Council of the School of Graduate Studies the list of candidates for the conferment of degrees, certificates and diplomas;
4. grant School of Health awards;
5. recommend to Senate the granting of other awards when called upon to do so;
6. recommend to Senate the establishment, consolidation or discontinuance of academic units;
7. make recommendations to Senate concerning the composition of the School of Health Council;
8. make any recommendations it sees fit to Senate or to the appropriate University administrators; and
9. establish procedures for the conduct of its affairs.

As approved by the Board of Governors on [insert date].

MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

MEMBERSHIP

a) Chair

- Dean of Graduate Studies. The Chair can vote in case of a tie.

b) Voting members

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor – Honorary Chair*

- Provost and Vice-President, Academic*
- Vice-President, Research and Graduate Studies*
- Associate Deans of the School of Graduate Studies

a) ~~Non-voting members~~

- ~~The Dean of Graduate Studies shall be the Chair of the Council~~
- ~~The President and Vice-Chancellor – Honorary Chair~~
- ~~The Vice-President, Research and Graduate Studies~~
- ~~The Provost and Vice-President, Academic Affairs~~
- ~~The University Librarian or delegate~~
- ~~The Council Secretary~~
- ~~The Associate Vice-President, Strategy and Operations~~
- ~~The Associate Vice-President, International~~
- ~~The University Registrar or delegate~~
- ~~The Vice Provost, Teaching and Learning~~

Elected or nominated members

b) ~~Voting members~~

- ~~The Associate Deans of the School of Graduate Studies~~
- A member of the decanal team involved in graduate studies, from each Faculty and the School of Health, appointed by the relevant ~~Dean of the Faculty~~
- Three tenured or tenure-track faculty members involved in graduate studies from the Faculty of Arts and Science, representing the sciences, the humanities and the social sciences, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the John Molson School of Business, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Gina Cody School ~~Faculty~~ of Engineering and Computer Science, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Faculty of Fine Arts, each appointed for a three-year term by Faculty Council.
- Three graduate students, each appointed for a one-year term by the Graduate Students' Association, each from a different Faculty.

- Three graduate Program Deirectors, each nominated for a two-year term by the School of Graduate Studies and ratified by Council (one must be the Director of the Individualized Program or Humanities Program).
- One Postdoctoral fellow, appointed for a one-year term and (elected through a process to be monitored by the School of Graduate Studies).

c) Non-voting members

- University Librarian or delegate
- University Registrar or delegate
- Vice-Provost, Innovation in Teaching and Learning
- Secretary of Council
- Recording Secretary of Council

POWERS

The Council of the School of Graduate Studies shall have the power to:

1.10. establish committees, and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;

2.11. consider, approve and recommend to Senate:

- i. the establishment and implementation of any program of graduate studies by any academic unit;
- ii. the modification or discontinuance of any program of graduate studies by any academic unit;
- iii. the awarding of graduate degrees;

3.12. establish university-wide standards and procedures for admission to graduate programs;

4.13. establish university-wide standards and procedures for graduation from graduate programs;

5.14. establish university-wide standards and procedures for the evaluation of all graduate work, including theses, reports, projects and comprehensive examinations;

6.15. establish university-wide standards and policies which ensure that graduate program directors, graduate supervisors, instructors and tutors for graduate courses have the requisite qualifications and experience;

7.16. establish any other university-wide standards for graduate programs that the Council deems appropriate;

~~8.17.~~ establish policies, procedures and mechanisms for:

- i. promoting interdisciplinary, multidisciplinary or inter-university graduate programs; and
- ii. managing those graduate programs of an interdisciplinary, multidisciplinary or inter-university dimension, which are under the supervision of the School of Graduate Studies;

~~9.18.~~ establish rules and procedures governing requests for exemption from academic regulations. Such rules and procedures take precedence, with respect to graduate students, over similar rules and procedures established by Faculty Councils. ~~The Council and the School shall submit an annual report to Senate on the disposition of exemption requests;~~

~~10.19.~~ establish procedures for the conduct of its own affairs; ~~and~~

~~11.20.~~ make recommendations to Senate concerning the following matters:

- i. the composition of the Council of the School of Graduate Studies;
- ii. the establishment of graduate fellowships and bursaries;
- iii. the establishment of post-doctoral ~~p~~Programs;
- iv. the conduct of periodic academic appraisals of all graduate Programs;
- v. priorities and directions for the development of graduate studies at Concordia University.

As approved by the Board of Governors on September 6, 1973.

And amended by the Board of Governors on October 11, 1973, May 8, 1975; June 9, 1977; December 18, 1980; May 24, 1989; November 20, 1991; May 15, 1996; June 18, 1997; June 16, 1999; June 21, 2012; [insert date].



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Professional liability waiver for an in-house architect

ACTION REQUIRED: For approval

SUMMARY: The Board is being asked to adopt a resolution stating that the University, as the employer, will stand surety for an in-house architect in case of any error or omission on their part in the course of their professional duties.

BACKGROUND:

The Regulations respecting professional liability insurance for members of the *Ordre des architectes du Québec* provide for mandatory participation by its members in a group professional liability insurance plan. However, the Regulations also set out the circumstances under which members may be exempted, such as those who work exclusively for an employer.

Similar resolutions have been adopted in the past for engineers and architects employed by the University.

DRAFT MOTION:

Considérant que Annie-Claude Sauvé, architecte, est au service exclusif de l'Université Concordia;

Considérant que Annie-Claude Sauvé, architecte, ne pose des actes professionnels que pour des édifices destinés à l'usage exclusif de l'Université Concordia et non destinés à la revente;

IL EST RÉSOLU de déclarer aux fins du Règlement sur la souscription obligatoire au Fonds d'assurance de la responsabilité professionnelle de l'Ordre des architectes du Québec (chapitre A-21, r. 13) que l'Université Concordia se porte garant et s'engage à prendre le fait et cause et répondre financièrement des conséquences de toute erreur ou omission de Annie-Claude Sauvé dans l'exercice de ses fonctions.

PREPARED BY:

Name: Shelina Houssenaly
Date: May 25, 2022



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Sundry fees report

ACTION REQUIRED: For information

SUMMARY: In accordance with Resolution R-2014-6-24 adopted by the Board of Governors at its meeting of October 22, 2014 (appended hereto), new or modified sundry fees which were approved by the Provost and Vice-President, Academic and/or the Vice-President, Services and Sustainability during the academic year must be reported by the President to the Board on annual basis.

BACKGROUND: There are two categories within the sundry fees; those designated as *Frais institutionnels obligatoires* (FIO) by the *Ministère de l'enseignement supérieur* (MES) (FIO sundry fees), and those which are not (Non-FIO sundry fees).

- **FIO sundry fees:** These fees are defined by MES as the mandatory fees, other than tuition fees, imposed by the University to all students, or to a specific group of students. The annual increase for those fees is regulated by MES. For 2021-22, the maximum allowable increase is up to 2.64%, at the discretion of the University.
- **Non-FIO sundry fees:** Contrary to the FIO sundry fees, these fees are charged by the University only to students for use of a specific service, on an individual basis. The increase for these fees is not regulated by MES and is at the University's sole discretion.

The following fees were increased or decreased during the academic year:

PROVOST AND VICE-PRESIDENT, ACADEMIC

FIO sundry fees

	2021-2022	2022-2023
<i>Graduation fee – Cycle 1</i>	\$44.00	\$45.00
<i>Graduation fee- certificate</i>	\$44.00	\$45.00
<i>Graduation fee- masters (with Thesis)</i>	\$44.00	\$45.00
<i>Graduation fee- masters (without Thesis)</i>	\$44.00	\$45.00
<i>Graduation fee- PhD</i>	\$44.00	\$45.00
<i>Student I.D. Card</i>	\$12.70	\$13.00

<i>Academic/Course Re-evaluation Fee</i>	\$44.00	\$45.00
<i>Special Exam (CELDT)</i>	\$22.15	\$22.70
<i>Consumable Materials Fee</i>	\$1,105.00	\$1134.00

	<i>Per Semester 2021-2022</i>	<i>Per Semester 2022-2023</i>
<i>COOP fee</i>	\$205.00	\$210.00
<i>Registration Fee</i>	\$27.50	\$28.00
<i>Undergraduate Independent student application</i>	\$16.60	\$17.00
<i>Continuing in Program fee - as of the 7th semester (masters)</i>	\$442.00	\$453.00
<i>Continuing in Program fee - as of the 13th semester (PhD)</i>	\$442.00	453.00
<i>Time-Limit Extension Fee - as of the 13th semester (masters)</i>	\$664.00	\$681.00
<i>Time-Limit Extension Fee - as of the 19th semester (PhD)</i>	\$664.00	\$681.00

	<i>Per course 2021-2022</i>	<i>Per course 2022-2023</i>
<i>Additional fees for private music courses - 6 credit courses</i>	\$553.00	\$567.00
<i>Additional fees for private music courses - 3 credit courses</i>	\$276.00	\$283.00
<i>Additional fees JPER/MPER</i>	\$276.00	\$283.00
<i>Additional fees political science - POLI, WSDB, INTE</i>	\$330.00	\$338.00
<i>Residential Laboratory Fee</i>	\$83.00	\$85.00
	<i>Per course Summer 2022</i>	<i>Per course Summer 2023</i>
<i>Additional fee [Capstone Course Fee (ACCO 658 and ACCO 659)]</i>	\$2,771.00	\$2844.00
<i>Additional fee DRAW 200, 300, 400, 450</i>	\$3,547.00	\$3640.00

Non-FIO sundry fees

	2021-2022	2022-2023
<i>Acknowledgment of payment</i>	\$16.60	\$17.00
<i>Mailing of degree</i>	\$33.25	\$34.00
<i>Degree transfer application</i>	\$48.75	\$50.00
<i>Medical examination processing fee</i>	\$37.25	\$38.00
<i>Fax fee</i>	\$11.40	\$11.70
<i>Letter of financial standing</i>	\$16.60	\$17.00
<i>Deposit for keys or access card - reimbursable</i>	\$16.60	\$17.00
<i>Resubmission of doctoral thesis</i>	\$55.00	\$56.45
<i>Resubmission of master's thesis</i>	\$44.00	\$45.00
<i>Copy of student record</i>	\$5.50	\$5.65
<i>Copy of official academic file</i>	\$13.25	\$13.60
<i>Admission deferral fee</i>	\$27.50	\$28.25
<i>Late application to graduate</i>	\$16.60	\$17.00
<i>Late payment fee</i>	\$83.00	\$85.00
<i>Late registration fee</i>	\$83.00	\$85.00
<i>Replacement ID card</i>	\$16.60	17.00
<i>Course descriptions fee</i>	\$5.50	\$5.65
<i>New student program fee – Full time</i>	\$35.00	\$35.75
<i>New student program fee – Part time</i>	\$25.00	\$25.50

VICE-PRESIDENT, SERVICES AND SUSTAINABILITY**FOOD SERVICES**

	<i>Annual Fee 2021-2022</i>	<i>Annual Fee 2022-2023</i>
<i>Meal Plan for Resident Students (includes Fall and Winter semesters)</i>	\$4,975.00	\$5350.00
<i>Food Services Infrastructure Fee</i>	\$200.00	\$350.00

RESIDENCE RENT

<i>Building/Type of Room</i>	<i>2021-2022 Monthly Rent</i>	<i>2022-2023 Monthly Rent</i>
<i>Hingston Hall A- Small single (no sink)</i>	\$576.59	\$622.72
<i>Hingston Hall A- Large single (no sink)</i>	\$647.30	\$699.08
<i>Hingston Hall A- small shared double (no sink)</i>	\$489.55	\$553.19
<i>Hingston Hall A- Small single with private toilet and shower</i>	\$899.84	\$953.83
<i>Hingston Hall B - Small single (no sink)</i>	\$665.63	\$703.44
<i>Hingston Hall B - Large single (no sink)</i>	\$751.51	\$794.20
<i>Hingston Hall B - Small single with toilet and shower</i>	\$953.35	\$1007.50
<i>Hingston Hall B - Large single with toilet, shower and full bed</i>	\$964.66	\$1019.45
<i>Jesuit Residence - Large single with toilet, shower and full bed</i>	\$1071.45	\$1153.13
<i>Grey Nuns - Small single (no sink)</i>	\$774.88	\$813.62
<i>Grey Nuns - Small single</i>	\$785.79	\$825.08
<i>Grey Nuns - Single (no sink)</i>	\$813.07	\$853.72
<i>Grey Nuns - Single</i>	\$823.98	\$865.18
<i>Grey Nuns - Large single (no sink)</i>	\$845.81	\$888.10
<i>Grey Nuns - Large single</i>	\$856.73	\$899.57
<i>Grey Nuns - Small Shared Double (no sink)</i>	\$676.64	\$710.47
<i>Grey Nuns - Small Shared Double</i>	\$687.56	\$721.94
<i>Grey Nuns - Large shared double</i>	\$720.31	\$756.33
<i>Grey Nuns - Large single with full bed (no sink)</i>	\$878.55	\$922.48
<i>Grey Nuns - Large single with full bed</i>	\$889.47	\$933.94
<i>Grey Nuns - Single with toilet</i>	\$911.30	\$1029.77

<i>Grey Nuns – Single with toilet and shower</i>	\$1100.00	\$1,243.00
<i>YWCA – Small single</i>		\$877.96
<i>YWCA - Single</i>		\$919.52
<i>YWCA – Large single with full bed</i>		\$955.80
<i>YWCA – Small single with private toilet, shower and full bed</i>		\$995.36
<i>YWCA – Single with private toilet and shower</i>		\$1,246.80
<i>YWCA – Large single with private toilet, shower and full bed</i>		\$1,298.75
<i>Le Mildore – Bedroom in Mildore apartment</i>		\$1,255.00
<i>EVO- Double shared with private bathroom and shower</i>		\$990.00
<i>EVO – Single with private bathroom and shower</i>		\$1,450.00

PREPARED BY:

Name: Shelina Houssenaly

Date: May 31, 2022



**SUNDRY FEE RESOLUTION (R-2014-6-24)
Adopted by the Board of Governors on October 22, 2014**

WHEREAS the By-Laws stipulate that the Board of Governors is responsible for setting student fees of all kinds;

BE IT RESOLVED:

THAT the approval of fees be governed hereinafter according to the following specifications, subject to the relevant legislation and regulations, government tuition and other fees that the University may charge from time to time:

1. The approval of the Board of Governors shall be required to establish and modify base tuition fees and tuition premiums for government funded programs; tuition fees for non-government funded programs; and all other fees charged to students with the exception of fees identified in paragraphs 2 and 3 hereunder;
2. THAT, further to consultation with the President, the Provost and Vice-President, Academic Affairs, be authorized to establish or modify all fees related to not for credit courses including continuing education fees as well as sundry fees arising from the registration or enrolment in a course or program, such as, but not limited to, course or program surcharges, laboratory fees, application fees, re-evaluation fees, graduation fees, continuation fees; and
3. THAT, further to consultation with the President, the Vice-President, Services be authorized to establish or modify sundry fees related to ancillary or auxiliary services, such as, but not limited to, resident rent, locker rental fees.

THAT the President report annually to the Board of Governors, on behalf of the Provost and Vice-President, Academic Affairs and the Vice-President, Services, on fees modified or established by them; and

THAT the present resolution supersede Resolution R-2006-8-17 adopted by the Board of Governors on October 19, 2006.



REPORT TO THE BOARD OF GOVERNORS

GRAHAM CARR
PRESIDENT AND VICE-CHANCELLOR

JUNE 2022

A
R
O
N
O
C

INTRODUCTION

For the first time since 2019, in-person **convocation ceremonies** took place. More than 6,200 students from Concordia's four faculties and the School of Graduate Studies received their diplomas at ceremonies on June 6th, 7th and 9th. In addition, **honorary doctorates** were bestowed on nine exceptional individuals who have had a lasting impact in the fields of neuroscience, public health, climate mitigation, Indigenous art, Quebec culture, modern dance, business, philanthropy and equity issues. More details on honorands and their achievements are provided in the next section of this report.

I'm pleased to share that the **Concordia University Foundation** and the **Greater Montreal Climate Fund** are investing **\$2 million** and **\$500,000**, respectively, in the **Circular Economy Fund**. Unique in Canada, the Circular Economy Fund was launched in March 2021 by Fondation, in partnership with the City of Montreal and RECYC-QUÉBEC. The fund aims to accelerate ecological transition through the circular economy, notably by reducing the production of residual materials and supporting their recovery, in addition to reducing greenhouse gas emissions.

Concordia officially launched the **Art Volt Collection**, a Canadian first. Nearly 200 people gathered at Maison du Conseil des arts de Montréal on May 17th to celebrate the new sales and rental service that showcases artworks by recent Faculty of Fine Arts graduates. Artists in the collection receive training from professionals working in the cultural sector to develop their entrepreneurial skills, learn how to price and package art and how to write about their practice.

The final report of the **President's Task Force on Anti-Black Racism** is expected to be submitted to the Provost this month. Launched in 2020, the Task Force is comprised of three co-chairs, a 15-person leadership team and eight sub-committees. Their mandate is to oversee and coordinate the work needed to generate recommendations that will address systemic anti-Black racism as it occurs across the university — in employment, policies, teaching and learning practices.

Together with Paula Wood-Adams, Interim Vice-President of Research and Graduate Studies, and Monica Mulrennan, Associate Vice-President of Research, Development and Outreach, I met with **Ted Hewitt**, President of the **Social Sciences and Humanities Research Council (SSHRC)** and **Darlene Moll**, SSHRC's Senior Director, on May 26th. Both provided SSHRC updates and spoke with members of our administration and social sciences and humanities faculty members.

I also held a meeting with the Ambassador of Algeria, **S.E.M. Nouredine Bardad-Daidj**, to explore potential scientific and business collaborations on June 2nd. And, on June 3rd, together with Nadia Bhuiyan, Vice-Provost, Partnerships and Experiential Learning, I welcomed Deputy Minister **Paule De Blois** and **Christina Vigna**, *Directrice générale des*

affaires universitaires, étudiantes et interordres to campus. Their visit included a tour of our District 3 Innovation Hub hosted by Anne Whitelaw, Provost and Vice-President, Academic, and Sylvie Bourassa, Executive Director of Government Relations.

TEACHING, RESEARCH, INNOVATION

Cassandra Johannessen is the latest recipient of the **Miriam Aaron Roland Graduate Fellowship**. Cassandra's PhD research focuses on the connection between air pollution and tire compounds, work that will now be supported by the \$100,000 prize, distributed over the four years of the program. Cassandra is studying under the supervision of **Xianming Zhang**, assistant professor of chemistry and biochemistry.

The university has selected this year's cohort of **Public Scholars**. Concordia selects 10 PhD students annually to represent the university's interdisciplinary diversity and excellence in research. The scholars engage with our wider community to share the significance of their work and its impact on society. The program was developed in 2016, in partnership with the *Montreal Gazette*, to showcase the work that Concordia doctoral candidates bring to the public through diversified communication channels. The program was re-envisioned in 2021 to give this unique professional development training to more doctoral students. The changes also intensify the program's effect through new and renewed partnerships, modernized communication channels, and individualized coaching. Our new Public Scholars are: **Mieko Tarrus**, Geography, Urban and Environmental Studies; **Arwa Hussain**, Religions and Cultures; **Ghalia Shamayleh**, Geography, Urban and Environmental Studies; **Hone Mandefro Belaye**, Social and Cultural Analysis; **Andréa Cartile**, Mechanical Engineering; **Scott DeJong**, Communication Studies; **Varda Nisar**, Art History; **Mostafa Saad**, Building Engineering; **Vrinda Nair**, Physics; and **Aristofanis Soulikias**, Individualized Program in Fine Arts.

Concordia announced members of the 65th **Garnet Key**. The Garnet Key is a voluntary group that promotes a positive image of Concordia. Members are representative of our diversity and hold high academic standing and are involved in activities both within and outside the university. The newest members of our Garnet Key Society are: **Adriana Marcela Paredes Osorio**, Political Science; **Ariane Paquin**, Communication and Cultural Studies; **Audrey Pitaru**, Exercise Science; **Carolynn Boulanger**, Psychology; **Chad Buck**, Software Engineering; **Chelsea Sales**, Film Production and Political Science; **Heather Bridle**, Psychology; **Hajar El Mouddene**, Psychology; **Philip Smith**, Linguistics; **Sharon Saddick**, First Peoples Studies; **Silvia Ramirez**, Economics and Finance; **Tania Cretella**, Biology; **Vilma Escorcía Vera**, Psychology; and **Yasmine Yahiaoui**, Community, Public Affairs and Policy Studies.

Concordia celebrated the recipients of this year's **Alumni Recognition Awards** on June 13th. Each year the Concordia University Alumni Association honours alumni, students, friends, faculty and staff who have made a significant contribution to our community. The honourees and their respective awards are: **Norman E. Hébert**, BComm 77, Humberto

Santos Award of Merit and Service; **Nadia Naffi**, MA 12, PhD 18, John F. Lemieux Young Alumni Medal; **Roger Côté**, Honorary Life Membership; **Ajay K. Gupta**, BComm 95, Benoît Pelland Alumnus of the Year Award; **Environmental Health and Safety Concordia**, Outstanding Staff and Faculty Award; **Afroza Khanam Chowdhury**, BEng 22, and **Kaylee Cohen**, BSc 22, Outstanding Student Leader Award; **Ruma Ahmed**, BEng 22 and **Fatoumata Tewa Camara**, BA 12, Justice, Equity, Diversity and Inclusion Award.

Ellen Gressling, Senior Archival Assistant, received this year's **Freda Otchere Staff Recognition Award**. The Freda Otchere Staff Recognition Award recognizes staff currently working for Concordia Library whose commitment and professionalism reflect the values exemplified by Freda Otchere. From 1970 to 2004, Freda Otchere served Concordia Library as a cataloguer and Head of Database Maintenance.

With the return of in-person celebrations for the first time since 2019, the university held several long overdue events. Ceremonies for the **Academic Leadership Awards**, the **President's Excellence in Teaching Awards**, the **Provost Circle of Distinction**, and the **Graduate Mentoring Awards** all took place on campus on June 13th. These awards recognize career achievements and recognition from external bodies, outstanding abilities through significant administrative accomplishment and sustained excellence in teaching.

Concordia's spring 2022 convocation recognized nine **honorary doctorates**, including two previously announced honorees. **Lady Mireille Gillings**, for her visionary leadership and more than 25 years of proven scientific, clinical and operational expertise and leadership in the biopharmaceutical industry; **Olivette Otele**, the United Kingdom's first Black female history professor, for her leadership on equity issues through scholarship and service; **Nathalie Petrowski**, a journalist for *La Presse* and *Le Devoir* for her contributions to Quebec's cultural landscape; **David Keith**, Gordon McKay Professor of Applied Physics at Harvard University for his research on solar geoengineering and climate mitigation; **Jennifer Flanagan**, for empowering underserved populations through STEM programming as CEO of Actua, Canada's STEM outreach organization; **Margie Gillis**, for her contributions to modern dance, teaching and activism; **Lee-Ann Martin**, for revolutionizing the study and influence of Indigenous art; **Julie Gichuru**, for her pioneering journalism, nonviolence advocacy and African leadership development; and **Guy Cormier**, for his business vision and social conscience, including as President and CEO of Desjardins Group.

Every year, students in Concordia's JOUR 528 – The Digital Magazine class collaborated with CBC Montreal to create multimedia stories based on a topic assigned by their professor. **Amélie Daoust-Boisvert**, assistant professor in the Department of Journalism, tasked her students with writing stories with a solutions journalism angle. Amélie says while journalists serve the role of a fourth estate or watchdog of society, her goal with this class was to teach students that there is another way to approach stories. Students were organized in five teams of four, each composed of individuals from different backgrounds and various strengths in writing, photojournalism and video.

The PERFORM Centre hosted its **8th Annual Research Conference** on the theme: ***Celebrating the Diversity of PERFORM***. The three-day event, which ran from May 24th to the 26th, and was hosted entirely online, featured keynote speakers **Stephen Cunnane** from the Université de Sherbrooke and **Meltem Izzetoglu** from Villanova University. Six Concordia researchers: **Karen Li, Sylvia Santosa, Maryse Fortin, Geoffrey Dover, Christophe Grover, and Claudine Gauthier** presented innovative, multidisciplinary work undertaken at PERFORM this past year. Additionally, more than 30 Concordia students participated in the student poster presentations where they showcased their work in chronic disease, artificial intelligence and imaging modalities to list but a few. The conference culminated with a special event organized and hosted by the newly formed PERFORM Student Action Committee which was geared toward enhancing the skills of students to apply for external funding.

The **Leonard and Bina Ellen Art Gallery** collaborated with Montreal's **Festival TransAmériques** to co-produce and co-present ***Adventure can be found anywhere, même dans la mélancolie*** by PME-ART. This performance installation ran from June 1st to June 9th and involved eight performers re-reading and annotating Susan Sontag's journal and notebooks from her youth.

4TH SPACE activities:

- May 19th marked the review and wrap-up session of the Winter 2022 Conversations on Community Health, which brought our community members together to identify potential curriculum and research clusters that will form part of the Community Health Hub of Concordia's new School of Health. This important community-building event was followed by another series of community events organized in collaboration with the Institute for Co-operative Education to celebrate co-op students and our employer partners.
- In late May, numerous COM-Unity Partners came together in 4TH SPACE and over Zoom to showcase existing projects celebrating Quebec's English-Speaking communities.
- In early June, several international and external partnership projects were realized in 4TH SPACE, including the Public Arts Garage international graduate seminar, the launch of the Decolonial Toolbox, a job market panel aimed at Economics students and the CIREQ Interdisciplinary PhD Student Symposium on Climate Change.

Activities at MILIEUX:

- On Tuesday, May 24th, TAG hosted their seventh MICROTALKS presentation on the online platform gather.town. Members of the cluster were invited to give a short pecha-kucha-style talk on the research they're currently undertaking. The talks are an informal opportunity for members to get acquainted with each other, to learn from each other, and to find collaborators in each other.
- *Hyper, Hype or Over-Hyped?* is the Student Symposium on AI Critical Studies in Canada hosted by **Fenwick McKelvey** (of Machine Agencies/Speculative Life) to take place from June 16th to 17th at the Milieux Institute. The symposium's guiding convictions are to

convene critical researchers studying in Canada to discuss AI and their related research as well as to support graduate research in-progress.

- Until May 20th, Institute members from Speculative Life’s Bio Lab participated in leading a research-creation workshop at the Centre Pompidou in Paris called *_SPIRATION*, which focused on the operability of membranes, such as their protective, porous and elastic capabilities. In this context, the team will experiment with bio-inspired materials and soft robotics pneumatic systems to examine the reciprocal activities and behaviors between membranes and air flows.
- On May 24th, **Gabriel Vigliensoni** delivered the second part of his two-day workshop *Introduction to Machine Learning for Creative Practice with Sound and Music*. The in-person workshop aimed at developing technical and personal skills in users and potential users of machine learning in creative contexts in general, and sound and music in particular.
- On May 27th, the Technoculture, Art and Games free workshop series, Level Up!, returned. Brian Schmidt, a pioneer of the game audio industry, led *Introduction to Game Audio*, a presentation on the creative, technical and development challenges that game composers and sound designers have when creating audio for games or other interactive experiences.

On May 11th, the School of Graduate Studies held the **Top Students** event for Concordia’s top undergraduate students. The in-person event attracted 131 students across all faculties. Students attended workshops and information sessions promoting graduate studies at Concordia. The sessions were followed by a cocktail reception highlighting a keynote speaker and our 3MT winners. Students also had the opportunity to network with numerous faculty, staff and alumni.

This spring, the School of Graduate Studies launched **PhD Career Connect**, a seven-week career preparation training that leads to a week-long immersion with employers. A cohort of 54 late-stage PhD students worked with career advisors to complete five modules that help them better articulate the skills developed in their doctoral program through a professional CV, LinkedIn and elevator pitch. This was preparation for immersion week with employers, held June 6th to 10th. During immersion week students are able to demonstrate their skills to employers and employers demystify their work environments through case studies, panel discussions, presentations and networking. Fourteen employers coming from the Government of Canada, banking, consulting, health and technology participated in this inaugural event. The PhD Career Connect program ended with a final action planning session with participants the week of June 13th. This program is funded for two years by Entente Canada-Quebec.

UNIVERSITY ADVANCEMENT

Advancement celebrated **Asian Heritage Month** in May with video testimonials from a range of accomplished alumni, faculty, staff and a student.

Concordia established the **Jean-Marc Vallée Memorial Fund**. A friend of Concordia, the renowned director died suddenly on December 25th, 2021, only weeks after headlining our fifth annual Wild Talks lecture on November 16th. The fund honours Jean-Marc's legacy through attracting and supporting film students from around the world.

Advancement celebrated two gifts made to advance creative arts therapies towards the Campaign for Concordia – **\$1 million** from the **Fondation Sandra et Alain Bouchard** and **\$500,000** from the **Fondation Famille Mongeau** – facilitated with support from **Lino A. Saputo**, BA 89, co-chair of the Campaign for Concordia: Next-Gen Now. The May 24th gift announcement was attended by approximately 100 people online and at the De Sève Cinema.

The previously mentioned launch of the **Art Volt Collection** was established thanks to support from the **Peter N. Thomson Family Trust** to foster the professional journeys of Faculty of Fine Arts graduates.

Approximately 50 people attended a May 16th celebration of artist **Charles Gurd** and his donated works to Concordia's **Visual Collections Repository**.

A gift of **\$283,065** from the **Engineering and Computer Science Association** – a not-for-profit organization that represents all undergraduate students at the Gina Cody School of Engineering and Computer Science – will help fund the acquisition and maintenance of laboratory and computer equipment, and a range of activities at the school.

Jonathan P. Aune gave **\$129,600** to fund the Ruth P. Glenen Master of Business Administration Memorial Award. Named in honour of Ruth Glenen, BA 80, MBA 85, the award will support women MBA students at the John Molson School of Business.

A gift of **\$125,000** from **Reader's Digest Foundation of Canada** will support two initiatives:

- The Reader's Digest Digital Journalism Internship Award, which will fund two annual awards over a five-year period for undergraduate journalism students who complete a summer internship with the donor.
- The Reader's Digest Foundation of Canada Health and Science Journalism Awards, which will fund four annual undergraduate in-course awards for students in the Science Journalism (Minor) program.

Rebecca D. Reeve Henderson, MA 07, gave **\$66,500** to support Projected Futures 5: Experimental Science Journalism Studies, an intensive and experiential summer school that will challenge participants to rethink how science is communicated within society. The gift also supported "Media manipulation: Disinformation and misinformation in the digital age," a May 10th panel with **Joan Donovan**, BA 06, MA 08, research director at the Harvard Kennedy School's Shorenstein Center on Media, Politics and Public Policy.

Jonathan Wener, BComm 71, gave **\$50,000** towards the Chancellor's First Generation Fund to provide financial support for first-generation students enrolled in any undergraduate degree program at Concordia. The fund has also been supported by a gift of **\$50,000** from **David O'Brien** and a gift of **\$10,000** from **BMO Financial Group**, made in honour of the late **L. Jacques Ménard**, BComm 67, LLD 06, chancellor of Concordia from 2011 to 2014.

Peter Kruyt, BComm 78, gave **\$50,000** to support a variety of needs at Concordia.

A gift of **\$32,150** from **Microsoft Inc.** will support Sustainability in the Digital Age, a Concordia-based think tank that explores the opportunities and challenges of leveraging the digital revolution to enhance global sustainability and equity.

Joseph Pataki, BEng 74, gave **\$25,000** to endow a fund to support international female students at the Gina Cody School, in honour of his late wife, Gabriella.

Alumni engagement

The **Society of Automotive Engineers** and **Space Concordia** celebrated the extracurricular work of students and alumni with two events in April that drew more than 125 guests.

The CU at Home webinar "Time for action: How can cities lead the fight against climate change?" was attended by more than 140 guests on April 26th. The event featured remarks from **Eric St-Pierre**, BA 06, executive director of the **Trottier Family Foundation**.

SERVICES AND SUSTAINABILITY SECTOR

On May 10th the **Concordia Stingers women's ice hockey team** were honoured at the Quebec National Assembly for their gold medal win at the U Sports national championship held in Charlottetown, P.E.I. The Stingers were also honoured by the Montreal Canadiens at the Bell Centre, prior to the start of a hockey game, at multiple women's hockey tournaments and events, and were invited to visit Montreal City Hall where they were greeted by Mayor Valérie Plante and invited to sign the City's *Livre d'or* on June 10th.

This year's **Sustainability Ambassadors Program** came to a close at the end of last term. From creating fairtrade brochures, to organizing workshops on vermicomposting, the eight students were successful in creating a culture of sustainability on campus.

In partnership with the **Zero Waste Program**, the Office of Sustainability organized a campus-wide clean-up on Earth Day. In a few hours, the forty participants collected large bags of recycling material and garbage, 29 masks, and 4,632 cigarette butts (which take nearly 12 years to degrade after being tossed on the ground).

Concordia is now a member of the new integrated **Canadian Shared Security Operations Centre** governance body, along with 13 other universities, forming the "Research Intensive Group."

A significant milestone in the UNITY implementation was reached with the launch of the new **Recruitment Module**. There was an initial launch to certain internal members on May 16th and a launch to the full internal and external community on May 24th. It is a new recruitment management solution to attract, engage and hire non-academic talent. It provides a state-of-the-art end-to-end recruitment solution and a collaborative environment for both applicants and hiring managers.

Summer accommodation was opened for the first time since 2019. Over the opening weekend (May 20th to 23rd) the department hit an 80 per cent occupancy rate with students and external guests on the east side of the GN building.



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of June 16, 2022**

AGENDA ITEM: Revisions to the *Policy regarding Sexual Violence* (PRVPA-3)

ACTION REQUIRED: For approval

SUMMARY: The approval of the Board of Governors is being sought in connection with the revisions to the *Policy regarding Sexual Violence* (PRVPA-3).

BACKGROUND:

This Policy was initially created and approved in May 2016 to comply with the recommendation of the Sexual Assault Policy Review Working Group that the University adopt a policy on sexual violence, which links to existing policies and that applies to all members of the Concordia community.

Revisions to the Policy were approved by the Board in December 2018, to comply with *An Act to prevent and fight sexual violence in higher education institutions* (Bill 151, 2017, chapter 32), with the understanding that the Policy would be reviewed one year later. Further to an extensive review of the Policy by the Standing Committee on Sexual Violence in 2019-2020, revisions to the Policy were approved by the Board in June 2020.

The current modifications are being proposed to comply with *An Act to modernize legislative provisions as regards the protection of personal information* as well as a recommendation from the Human Rights Commission following the settlement of a complaint made to them by a former student. The suggested changes are about informing the complainant, in specific cases, when an investigation has been carried out and, upon request, providing information to the survivor/victim about the outcome of the complaint as well as a more descriptive wording about the hearing option available to a survivor/victim.

Subject to the approval of the Board, the revised Policy would take effect on September 22, 2022 to align with the timeline of the legislation.

Marked and unmarked versions of the Policy are appended.

DRAFT MOTION:

That, on recommendation of the Sexual Violence Standing Committee, the Board of Governors approve the revisions to the *Policy regarding Sexual Violence* (PRVPA-3), to be effective on September 22, 2022.

PREPARED BY:

Name: Shelina Houssenaly

Date: May 31, 2022

POLICY REGARDING SEXUAL VIOLENCE

Effective Date: [insert date]

Approval Authority: Board of Governors

Supersedes/Amends: June 18, 2020

Policy Number: PRVPA-3

TABLE OF CONTENTS

PREAMBLE.....	2
SCOPE.....	2
PURPOSE	2
DEFINITIONS	3
INTERSECTIONALITY.....	6
POLICY.....	6
Roles and Responsibilities	6
Prevention, Education and Awareness.....	9
Support for Survivors/Victims.....	9
Accommodation Measures.....	11
Reports, Disclosures and Complaints of Sexual Violence	12
Reports	13
Disclosures.....	13
Complaints	13
External Complaint Options.....	14
Internal Complaint Options.....	14
Informal Conflict Resolution.....	15
Formal Complaints	15
Confidentiality and Privacy	20
Consensual Romantic or Sexual Relationships between Instructors and Students	22
Annual reporting	22
Policy Responsibility and Review	23
APPENDIX A: Support Services.....	24
APPENDIX B: Filling an Internal Complaint.....	25

POLICY REGARDING SEXUAL VIOLENCE

Page 2 of 22

PREAMBLE

Sexual discrimination, intimidation, harassment and assault are not tolerated at Concordia University (the “University”). The University is a unique environment: an intellectual community with a responsibility for the discovery, creation and sharing of knowledge. This aspiration can only be fulfilled if there is a broadly shared commitment to create and safeguard a positive learning, working and living environment in which all Members (as defined below) of the University are free from Sexual Violence (as defined below). This Policy articulates the University’s commitment to address Sexual Violence and rape culture, and to counteract harmful myths and attitudes surrounding the subject through education and training. This Policy fosters awareness and prevention, outlines support for Survivors/Victims (as defined below), and sets out fair procedural frameworks for accountability. It describes and mandates appropriate responses to Disclosures (as defined below) of Sexual Violence and specifies procedures for Reports or Complaints (as such terms are defined below).

SCOPE

This Policy applies to all Members of the University, regarding incidents occurring in any setting, on or off campus or online, where University learning, work or social activities take place. Such settings include, but are not limited to, athletic and research environments, co-op and experiential learning contexts, internships, organized class activities and University workshops.

This Policy also applies to Third Parties (as defined below), where applicable. In accordance with the [*Act to prevent and fight sexual violence in higher education institutions, CQLR, chapter P-22.1*](#), this Policy describes and addresses the serious problem of Sexual Violence separately from all other kinds of misconduct.

PURPOSE

The purpose of this Policy is to set out the University’s commitment to:

- Reinforce a safe learning and working environment for its students, staff, faculty and visitors, where Sexual Violence is not tolerated.

POLICY REGARDING SEXUAL VIOLENCE

Page 3 of 22

- Provide appropriate assistance and support to Members of the University who are impacted by Sexual Violence.
- Develop and implement appropriate education and communication plans and materials aimed at educating all Members of the University about this Policy and promoting a safe environment.
- Clearly articulate to all its Members their responsibilities in preventing Sexual Violence.
- Respond to Sexual Violence in a manner that is trauma-informed and survivor-centric while respecting the basic principles of fairness and natural justice.
- Build awareness of the intersectional nature of Sexual Violence and bring that awareness to our responses.
- Establish specific processes for making and responding to Disclosures of Sexual Violence.
- Ensure essential measures of support throughout those processes for Survivors/Victims, for those responding to allegations of Sexual Violence, for others impacted by allegations of Sexual Violence, as well as for those receiving and responding to Disclosures.

DEFINITIONS

“Complaint” means when a Survivor/Victim, Disciplinary Officer (as defined below) or Member of the University engages in an available process with the appropriate body, unit, person or authority.

“Complainant” means a Survivor/Victim, Disciplinary Officer or Member of the University who files a Complaint (as defined below) of Sexual Violence under the terms of this Policy.

“Conflict of Interest” means a situation where an employee has a personal interest, whether direct or indirect, of which they are aware and which is sufficient to put into question the independence, impartiality and objectivity that they are obliged to exercise in the performance of their duties and responsibilities as an employee.

POLICY REGARDING SEXUAL VIOLENCE

Page 4 of 22

“Consent” is bound and guided by the Criminal Code of Canada and means the voluntary agreement of a person to engage in the sexual activity in question. Anything other than active, informed, voluntary and continuous agreement to engage in sexual activity is not Consent.

For example, there is no Consent where:

- the agreement is expressed by the words or conduct of a person other than the Complainant;
- the Respondent (as defined below) induces the Complainant to engage in the activity by abusing a position of trust, power or authority;
- the Complainant expresses, by words or conduct, a lack of agreement to engage in the activity; or
- the Complainant, having Consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

“Disciplinary Officer” means any of the following individuals: President and Vice-Chancellor, Vice-Presidents, Deputy Provost and Secretary-General.

“Disclosure” means when a Survivor/Victim comes forward for the purposes of receiving confidential support, assistance and/or accommodation.

“Instructor” means any University employee who is teaching, advising, supervising, mentoring, overseeing the allocation of resources to and/or coaching students. Such employees include, but are not limited to, full and/or part time faculty members, faculty administrators, librarians, laboratory or other instructors, principal investigators as well as teaching assistants, research assistants, staff members, coaches and coaching assistants.

“Member” is used in this Policy interchangeably with the expression “students, staff and faculty”. Member means faculty, employees, administrative and support staff, postdoctoral fellows, members of the administration, students and interns, stagiaires or researchers.

“Report” means when a Survivor/Victim or a witness, bystander or concerned person, brings forward information to a Member or unit of the University about an incident of Sexual Violence without necessarily seeking a recourse, support or follow up.

POLICY REGARDING SEXUAL VIOLENCE

Page 5 of 22

“Respondent” means any Member of the University against whom a Report or Complaint is made.

“Sexual Assault” means any unwanted act of a sexual nature imposed by one person upon another and includes a range of behaviours such as unwanted kissing, touching and any type of sexual penetration, without Consent. Sexual Assault can occur between strangers, acquaintances or be perpetrated by someone known to the Survivor/Victim. It can also occur in a dating relationship, between spouses, or in any other relationship. Sexual Assault is an offence under the Criminal Code of Canada. It is illegal.

“Sexual Assault Response Team” (SART) means the ad-hoc team of University personnel convened by the SARC Manager in cases of Sexual Violence.

“Sexual Harassment” means a course of unwanted remarks, behaviours, innuendo, taunting or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender, gender identity and/or sexual orientation. Sexual Harassment may consist of unwanted attention of a sexual nature, such as personal questions about one’s sex life, unwelcome sexual invitations or requests, or unwelcome remarks about someone’s appearance. Sexual Harassment may also consist of unwelcome remarks based on gender, gender identity or sexual orientation where such remarks may not be of a sexual nature, but are nevertheless demeaning, such as derogatory gender-based jokes or comments. A single serious incident of such behaviour may constitute harassment if it has the same consequences as multiple incidents and if it produces a lasting harmful effect on the Survivor/Victim.

“Sexual Violence” means any violence or misconduct, physical or psychological, carried out through sexual means or by targeting sexuality. This includes, but is not limited to, Sexual Assault; Sexual Harassment; stalking; coercion; sexist, homophobic and/or transphobic jokes; indecent exposure; stealthing; voyeurism; degrading sexual imagery; recording and distribution of sexual images or video of a Member of the University without their Consent; cyber harassment or cyber stalking of a sexual nature or related to a person’s sexual orientation and gender identity and/or presentation.

“Survivor/Victim” means a Member of the University who has experienced Sexual Violence.

“Third Party” means a person or an entity that provides services to or receives services from the University and/or acts as a partner or collaborator with the University. Examples include, but

POLICY REGARDING SEXUAL VIOLENCE

Page 6 of 22

are not limited to consultants, conference organizers and participants, internal and external contractors, research partners and internship partners.

INTERSECTIONALITY

Sexual Violence may be experienced by anyone, but it is overwhelmingly committed against women and gender non-conforming people, and in particular younger people and individuals who experience the intersection of multiple marginalized identities such as, but not limited to, Indigenous people, racialized people, trans people and people with disabilities. The University strives to reduce barriers in order to better support Survivors/Victims in the community. To this end, the responses to Complaints, prevention efforts and support or assistance provided under this Policy shall take into account, as needed and as requested, the different perspectives, voices or circumstances of each Survivor/Victim. The University is a diverse community and every effort to address issues of Sexual Violence must be grounded in an understanding that each person's experience is impacted by many factors. The University recognizes that a person's perspective or circumstance (such as national or ethnic origin, sex, sexual orientation, gender identity, age, religion, faith, disability/ability, indigeneity, immigration status, medical condition such as HIV status, language ability and/or socio-economic factors) could make them more vulnerable to Sexual Violence and could impact their needs and choices with regard to recourses. Systemic oppression, including, but not limited to, sexism, racism, colonialism, ableism, homophobia and/or transphobia, can manifest into acts of Sexual Violence, and impact the resources and options a Survivor/Victim may feel comfortable to pursue.

POLICY

ROLES AND RESPONSIBILITIES

1. All Members of the Concordia community will make themselves aware of the Policy and their responsibilities under it and participate in the training and education programs dedicated to Sexual Violence, prevention and response.

Any Member of the University might be a witness to Sexual Violence or could be approached by someone wishing to disclose, report or complain about an incident of Sexual Violence. Any Member of the University, and especially those acting in supervisory and Instructor capacities, who receives a Disclosure alleging any form of Sexual Violence, has the responsibility to:

POLICY REGARDING SEXUAL VIOLENCE

Page 7 of 22

- consult SARC, the Office of Rights and Responsibilities or Human Resources for confidential debriefing and advice on how to handle the incident that is disclosed; and
 - refer Survivors/Victims to SARC.
2. SARC acts as a primary point of contact for Members of the University who have experienced any form of Sexual Violence or need advice on how to address an incident of Sexual Violence that was disclosed to them. SARC has been created to ensure that the University's response to Disclosures of Sexual Violence is coordinated, trauma-informed and survivor-centric. The SARC Manager is the lead responder in cases of reported Sexual Violence and, with the consent of the Survivor/Victim, shall act as their voice, where needed, at the University, to coordinate the institution's response and the resources offered.

SARC provides confidential, survivor-centric and trauma-informed support services to students, staff and faculty at both campuses, regardless of when or where the Sexual Violence occurred. For more information: <https://www.concordia.ca/students/sexual-assault.html>

Reach SARC: sarc@concordia.ca

The services provided by SARC include:

- Crisis intervention and/or short and long-term counseling for individuals who have experienced or been impacted by Sexual Violence;
- Identifying, accessing and coordinating appropriate accommodations;
- Referral and accompaniment for Survivors/Victims to on and off campus resources for support and/or redress;
- Drop-in space for active listening, books, articles and resources;
- Maintaining relevant records and de-nominalized statistics for the University pertaining to cases of Sexual Violence that SARC responds to under the Policy.

SARC is also responsible for developing and delivering the University's mandatory online and in-person training and other educational, outreach and awareness-raising activities on Sexual Violence prevention and response, as well as new issues arising in the field of Sexual Violence, to individuals and departments involved in responding to Sexual

POLICY REGARDING SEXUAL VIOLENCE

Page 8 of 22

- Violence. The SARC Manager chairs the Training and Education Subcommittee of the Standing Committee on Sexual Violence and is a permanent member of the Standing Committee on Sexual Violence.
3. The Standing Committee on Sexual Violence is a permanent University committee of students, staff and faculty, convened to coordinate University efforts to prevent and respond to Sexual Violence, and to recommend revisions of this Policy to the Board of Governors. Detailed information can be found at [The Standing Committee on Sexual Violence](#) and the Committee can be reached at SV.standingcmt@concordia.ca.
 4. Campus Security responds to all emergency situations and may also receive other Reports of Sexual Violence. In these instances, it will provide support and options to the person making the Report and refer them to SARC for follow-up. In consultation with the person making the Report and the appropriate unit, Campus Security may also determine further steps that need to be taken to ensure on-campus safety. Some examples of the services provided by Campus Security include accompaniment on campus of a student, staff or faculty who has safety concerns, and monitoring and/or implementing no contact orders. The Director of Campus Security will ensure that all Campus Security staff are trained to work with diverse Survivor/Victims of Sexual Violence, providing trauma-informed services.
 5. The Office of Rights and Responsibilities advises any Member of the community wishing to make or respond to a Complaint against another Member regarding Sexual Violence, facilitates support for Complainants, may be convened as part of SART and contributes to the regular review of this Policy. The Director of the Office of Rights and Responsibilities is a member of the Standing Committee on Sexual Violence.
 6. Student-led governing bodies will provide peer-to-peer Sexual Violence education, training and support; promote Consent culture at all events; collaborate with University administration, including, but not limited to, the Special Advisor to the Provost on Campus Life, to communicate and help rectify student concerns about Sexual Violence; support the University in its training activities and facilitate such events; collaborate with SARC to develop campaigns and initiatives about Sexual Violence and Consent culture that are student-led and that centre the voices and experiences of students. Student associations will also ensure that their student leaders complete the mandatory annual training.

POLICY REGARDING SEXUAL VIOLENCE

Page 9 of 22

7. The University's senior administration is responsible for allocating resources necessary for the implementation and application of this Policy.

PREVENTION, EDUCATION AND AWARENESS

8. The University is committed to promoting a safe environment for its Members and visitors. The University will work towards the goal of eliminating Sexual Violence through the dissemination of educational material and training for students, faculty and staff. The University, through SARC, will collaborate with on and off campus partners to develop and deliver Sexual Violence awareness and prevention education programs and campaigns. These educational initiatives will recognize intersectionality and will also include information related to University policies, guidelines and processes.
9. In order to create an informed culture on Sexual Violence within the University, the University will provide mandatory training to its Members. Training methods may include information packages, online training, in-person training, individualized training and workshops. All options and information related to the training on Sexual Violence can be found at the [mandatory training website](#).
 - All new incoming students are required to complete the training on Sexual Violence in their first semester.
 - All employees and student leaders are required to complete training on Sexual Violence annually.
10. The Office of the Provost is responsible for tracking and ensuring completion of the training.

SUPPORT FOR SURVIVORS/VICTIMS

11. Support is available to all Members of the University community, regardless of when, where or by whom they experienced an incident of Sexual Violence.

The needs of each Survivor/Victim are different, and the types and forms of support and accommodation available will be tailored to the Survivor/Victim's needs on a case-by-case basis, within the limits of the University's resources.

POLICY REGARDING SEXUAL VIOLENCE

Page 10 of 22

12. The primary source for support is the SARC Manager, who serves as lead responder and the single point of contact in cases of Sexual Violence, coordinating the University's response to ensure that Survivors/Victims do not have to tell their stories multiple times. With their permission, the SARC Manager will, whenever possible, act as the voice of the Survivor/Victim where needed, such necessity being determined by the University in discussion with the Survivor/Victim. The SARC Manager will provide and/or coordinate case management of the file, including calling the SART together. If necessary, they will provide relevant departments with updates regarding court dates, court conditions, restraining orders and decisions.

13. When appropriate, SART will be brought together on an urgent and priority basis to assist with and implement a coordinated and trauma-informed response. The SART is an ad hoc team composed of the most relevant personnel, depending on each case, as determined by the SARC Manager and in accordance with the needs and wishes of the Survivor/Victim. In addition to the SARC Manager, who acts as chair, the team may include a representative from:
 - Campus Security;
 - Health Services;
 - Office of Rights and Responsibilities;
 - Dean of Students;
 - Department Chair or Program Director (undergraduate or graduate);
 - Human Resources;
 - Residence;
 - University Secretariat;
 - Access Centre for Students with Disabilities;
 - Office of the Provost; or
 - Any of their designates.

Under the leadership of the SARC Manager, the members of the SART will contact and work with the relevant departments/units to address related internal accommodations for the Survivor/Victim.

POLICY REGARDING SEXUAL VIOLENCE

Page 11 of 22

ACCOMMODATION MEASURES

14. Accommodation measures support all Members of the University who have experienced Sexual Violence and who are consequently unable to complete their work as anticipated, who have safety concerns, or who require protection from retaliation or the threat of retaliation. Accommodation measures will be made available as soon as possible and will not exceed a 7-day delay.

Examples of measures available to support student Survivors/Victims include exam or assignment deferral; changes of class, schedule, housing or supervision; safety planning; and/or the provision of emergency funding.

Examples of measures that may be taken with the Respondent are changes of class, schedule, housing or supervision, and/or the imposition of a no-contact order by the Office of Rights and Responsibilities. Other measures could include a clear message to the Respondent to avoid contact and communication with the Complainant, the requirement to sign in and out of University premises with Campus Security, suspension of library and athletic privileges, suspension of a University email account, relocation from residence, and a clear message to the Respondent that the alleged behaviour must stop.

Examples of measures for employees include taking precautionary non-disciplinary steps to limit contact between the parties, redistribution of duties, changing the location of the workspace or the temporary suspension of the Respondent.

Examples of measures for all Members include the development of a safety plan for the Survivor/Victim, which could include accompaniment by Campus Security.

15. The process of determining accommodation measures begins with the initial meeting between SARC and the Survivor/Victim. Once determined, appropriate measures must be offered immediately and put in place no later than 7 calendar days (except if the last day falls on a statutory holiday, in which case it is extended).
16. All relevant units contacted by the SARC Manager in the application of this Policy are bound to collaborate with the SARC Manager to identify and implement all appropriate and reasonable accommodations in support of Survivors/Victims, in

POLICY REGARDING SEXUAL VIOLENCE

Page 12 of 22

accordance with existing policies and procedures. Those who do not follow the measures put in place are subject to further consequences, as imposed by the University.

17. The Special Advisor to the Provost on Campus Life oversees the implementation of accommodations.

REPORTS, DISCLOSURES AND COMPLAINTS OF SEXUAL VIOLENCE

18. For situations requiring support for Survivors/Victims, call the SARC Manager at 514-848-2424 extension 3353 or email at sarc@concordia.ca. SARC should be the first point of contact.

For situations requiring immediate safety concerns and assistance after hours or on weekends, call Campus Security at 514-848-3717 (option 1).

19. Those who report, disclose or file a Complaint of Sexual Violence will be made aware of the full range of their options for further action. The SARC Manager will explain these options, assisted as necessary by the Director of the Office of Rights and Responsibilities, providing information on methods available to facilitate a resolution, the process for filing a Complaint and other available options to address or resolve the matter.

In the case of any form of Sexual Violence by someone who is a Third Party to the University, or by someone outside the University, the person wishing to report the violence is encouraged to contact the SARC Manager, who will determine, in consultation with them, the appropriate steps to be taken.

20. Survivors/Victims will not have to undergo questioning about their sexual history at any point during the reporting, disclosure or complaint processes. The University will not reprimand or punish Survivors/Victims who may have broken regulations regarding the use of drugs or alcohol on or off campus, or who were subjected to Sexual Violence in the context of criminalized activity (e.g. sex work).
21. Reprisals against individuals who report, disclose or complain about any incident of Sexual Violence are prohibited. Retaliation, or any attempt to retaliate, constitutes grounds for disciplinary action under the *Code of Rights and Responsibilities* ([BD-3](#)), for

POLICY REGARDING SEXUAL VIOLENCE

Page 13 of 22

students, or applicable collective agreements, for employees. The University will not reprimand Complainants who have disclosed a breach in University policy.

REPORTS

22. Reporting is an option for any Member of the University who may have information and/or a concern about an incident of Sexual Violence in the community that they wish to bring forward without necessarily seeking a recourse, accommodation or follow-up. In these situations, a Report can be made to Campus Security or to the Office of Rights and Responsibilities, who will receive the Report, support the person making the Report and determine, in consultation with the appropriate unit, what steps need to be taken.

DISCLOSURES

23. Disclosure is an option for Survivors/Victims seeking confidential support, assistance and/or accommodation as detailed in this Policy. Survivors/Victims have the right to determine what, when and how much of their experience to disclose. However, for an investigation of an actual Complaint to take place, a minimum amount of information is required.
24. The University embraces respect for Survivors/Victims' agency as a fundamental value and upholds their right to receive non-judgmental support from specially trained personnel, who will present individuals with their options and help them to access a range of supports as appropriate.

COMPLAINTS

25. Complaints are an option for Survivors/Victims who wish to move towards a legal and/or disciplinary process in which anonymity is not possible.
26. Complaints of Sexual Violence can be made alongside Complaints about other types of misconduct. In such cases, the processes and procedures specific to Sexual Violence Complaints, as outlined in this Policy, will be followed in all investigations.

POLICY REGARDING SEXUAL VIOLENCE

Page 14 of 22

27. Survivors/Victims have the choice whether or not to make an internal or external Complaint. The full range of accommodations set out in this Policy remains available to them regardless of their choice.

External Complaint Options

28. Members of the University are free to engage with any outside recourse they feel is appropriate. This Policy and the internal Complaint process do not prevent and are not intended to limit a Member from also reporting Sexual Violence to the police and pursuing a Complaint of Sexual Violence through the criminal justice system and/or pursuing civil justice options. This Policy also does not prevent a unionized employee from pursuing a grievance under their collective agreement.
29. Criminal Option: Reports/Complaints can be made to the police with the goal of pursuing criminal charges under the Criminal Code of Canada. A representative from SARC will accompany the Survivor/Victim upon request.
30. Civil Option: Legal resources such as lawyers and legal clinics can help orient Survivors/Victims as to other external reporting options. Such options may include civil lawsuits against the Respondent or other responsible parties. SARC will provide referrals upon request.

Internal Complaint Options

31. University personnel responsible for helping to resolve or investigate Complaints of Sexual Violence are trained to address such cases of Sexual Violence in a trauma-informed, survivor-centric manner and to understand the impact that intersecting identities have on the experiences of Sexual Violence.
32. The University does not have jurisdiction to address allegations made against a person who is not a Member of the University community. However, in the event of such allegations, the University will provide support to Complainants and may be able to take measures such as restricting access to campus by the person against whom the allegation is made.

POLICY REGARDING SEXUAL VIOLENCE

Page 15 of 22

33. An anonymous allegation of Sexual Violence or an allegation of Sexual Violence made by a person who is not a Member can be reported to the University. However, in both cases the University's ability to address the allegation will depend on a number of factors, including information available to substantiate the allegation and to permit a fair process.

Informal Conflict Resolution

34. Informal conflict resolution opportunities, available through the Office of Rights and Responsibilities and Human Resources, enable Complainants and Respondents to arrive at a voluntarily agreed-upon resolution outside the formal process of investigation or hearing, in cases where these offices have jurisdiction.

Such a process may take a variety of forms, such as helping to clarify perceptions (e.g., use of an intermediary), raising awareness of the impact of certain conduct (e.g., impact statements), reconciling differences (e.g. apology letters), sorting out misunderstandings through mediation or offering sensitivity training for Respondents. Neither party is required to attend any face-to-face meetings during this process unless they both agree to do so.

35. Any agreement reached between the parties through informal conflict resolution is entirely voluntary. Conditions agreed upon by the parties are binding.
36. The Complainant may refuse and/or withdraw their participation at any point during the process of informal resolution. The Advisor from the appropriate office, or their delegate, may also withdraw from the informal process if they determine that no useful purpose will be achieved by continuing.
37. The Office of Rights and Responsibilities or Human Resources, as applicable, will monitor the implementation and compliance of informal resolution processes. If there is no resolution, or a failure to comply with the terms of a resolution, the Complaint may be moved to a hearing or investigation and decision-making process.

Formal Complaints

38. A formal Complaint is an internal process that involves either an investigation or a hearing, and may result in disciplinary action.

POLICY REGARDING SEXUAL VIOLENCE

Page 16 of 22

39. The investigation and adjudication of all Complaints will be conducted according to principles of fairness and natural justice. Steps will be taken to ensure that the circumstances of any meeting will appropriately protect the dignity of the Complainant and Respondent through accommodations that continue to allow their participation. Complainants will be offered the options of participating in the investigation and hearing in the following ways: providing separate rooms prior to meetings; meetings through other means of participation such as telephone, video, Skype; use of an intermediary; pre-recorded answers and statements; prepared written responses, as well as the opportunity to have support and representation at any hearing or confidential meeting with the investigator. At all times, the Complainant has the right to deny any request to attend any meeting or hearing in person, without forfeiting any rights associated with their presence in said meeting or hearing. These and other appropriate accommodations determined by the University will not negatively impact the process.
40. The full mechanisms governing Complaints are set out in the *Code of Rights and Responsibilities* ([BD-3](#)) and, in the case of a faculty or staff member, in the relevant employee or collective agreement. The University's recourse to those policies and processes will be informed by the special circumstances and considerations relevant to Sexual Violence, as outlined in this Policy. The following sections provide a general overview of the process for addressing Complaints specifically related to Sexual Violence.

Initiating a Formal Complaint

41. Individuals considering initiating an internal Complaint should consult with SARC, which will accompany them through internal and/or external options as well as assist them in accessing administrative compensation bodies, such as the [Indemnisation des victimes d'actes criminels](#) (the "IVAC"), which offers compensation to victims of criminal acts. Victims of criminal acts do not have to make internal and/or external Complaints to apply for benefits from [IVAC](#).

SARC will connect individuals who decide to initiate a Complaint of Sexual Violence with an Advisor from the Office of Rights and Responsibilities who will discuss all relevant processes, options and policies with them. All consultations are confidential.

POLICY REGARDING SEXUAL VIOLENCE

Page 17 of 22

42. A Complaint is only initiated when a Survivor/Victim or disciplinary officer submits a formal statement to the appropriate authority, as identified by the Office of Rights and Responsibilities.

Timeframe for Making and Responding to Formal Complaints

43. Concordia acknowledges that the decision to report an incident of Sexual Violence is a difficult one that can take time to reach. Therefore, there is no time limit for making a Complaint of Sexual Violence or misconduct. Complainants should be aware, however, that significant delays in reporting may negatively affect the University's ability to collect evidence and to act upon it, especially if the Respondent has since left the University.
44. Complaints regarding Sexual Violence will normally be processed within 90 calendar days (except if the last day falls on a statutory holiday, in which case it is extended). This delay is subject to modification where compelling circumstances, such as the needs of the Survivor/Victim or applicable employment agreements or laws, make it difficult to determine the timeline for the review, investigation and resolution of formal Complaint.

Support for Complainants and Respondents

45. Complainants and Respondents have the right to identify a support person to accompany them to meetings and proceedings related to their case. Support persons may include any Member of the University, or a friend or an immediate family member. Students have the option of obtaining a student advocate through the Concordia Student Union or Student Advocacy Services. Employees can choose to reach out to their union representative or Human Resources to discuss options for support.
46. Throughout the process, Complainants can continue to access a range of support and accommodations through SARC.
47. Students facing allegations of Sexual Violence will be provided with support and referrals from the Dean of Students. Staff or faculty facing allegations will be provided with referrals to the appropriate internal or external resources from Human Resources.

POLICY REGARDING SEXUAL VIOLENCE

Page 18 of 22

Initial Review

48. An Advisor from the Office of Rights and Responsibilities will conduct an initial review of the Complaint and determine whether it falls within the jurisdiction of the University, and if a hearing, an investigation or other steps are appropriate. The Advisor will notify the Complainant of the outcome of this initial review in writing. An alleged violation set forth in a Complaint must have taken place:
- on University premises, either rented or owned;
 - on other premises in the course of any University-sponsored activity or event (e.g. internships, fieldwork); or
 - in a context, either in person or online, where activities or events have a real and substantive link to the University.

Complaints against Students

49. Complaints against students are investigated and decided by a trained hearing panel which is constituted and administered by the Office of Student Tribunals.

Any party may object to the participation of a panelist on the grounds of potential bias, the final decision to rest with the Chair of the Hearing Panel.

In advance of the hearing, Complainants and Respondents have the opportunity to submit documentation that will be shared with both parties and with the Hearing Panel.

The parties may submit or make statements, present evidence and witnesses (expert or otherwise), and make representations with respect to desired sanctions. These processes shall be conducted with regard for the dignity of both Complainants and Respondents, in full awareness of the highly sensitive nature of Sexual Violence.

Hearings shall include, at a minimum, opening statements by the parties, the presentation of evidence and witnesses (expert or otherwise), the right of cross-examination, questioning by members of the Hearing Panel, representations with respect to desired sanctions and closing statements. These processes shall be conducted with regard for the dignity of both Complainants and Respondents, in full awareness of the highly sensitive nature of Sexual Violence.

POLICY REGARDING SEXUAL VIOLENCE

Page 19 of 22

Complaints against Faculty or Staff

50. Complaints against faculty, affiliate faculty or staff are investigated by an internal or external investigator depending on the case. The investigator may meet with all parties involved, including witnesses, as well as consult relevant documentation and experts. Investigations shall be conducted with all possible regard for the dignity of both Complainants and Respondents, and in full awareness of the highly sensitive nature of Sexual Violence.
51. Any party may raise concerns about the participation of an investigator on the grounds of potential bias, the final decision to rest with the Dean (faculty) or Human Resources (staff), as applicable.

Withdrawing a Complaint

52. A Complainant can withdraw a Complaint at any time. Exceptionally, the University may continue looking into the matter without the Complainant's participation if the conditions set forth in section 60 apply. In such circumstances, support and accommodations will be made available to the Complainant.

Outcomes, Disciplinary Measures and Appeals

53. The standard of proof in all investigations and hearings is a "preponderance of evidence". This means that the investigator and members of any hearing panel must believe that the Complainant's version of the facts is significantly more probable than the alternatives. This is different from the standard of "beyond a reasonable doubt" required under criminal law.
54. In the case of Complaints against students, decisions are made by the Hearing Panel. In the case of Complaints against faculty members, decisions are normally made by the Dean of the relevant faculty. In the case of Complaints against staff members decisions are normally made by their immediate supervisor.
55. If a Complaint against a student is founded, the appropriate measures will be applied. The range of sanctions includes: a written reprimand; restricted access conditions on the Respondent while they are on University premises or at University events; restrictions on

POLICY REGARDING SEXUAL VIOLENCE

Page 20 of 22

communication or contact (space and time restriction); payment as compensation; community service at the University or elsewhere of up to 10 hours per week for a specified period of time; a recommendation of suspension, subject to confirmation by the Provost and Vice-President, Academic; or a recommendation of expulsion subject to confirmation by the Provost and Vice-President, Academic.

56. If a Complaint against a Member of faculty or staff is founded, appropriate measures will be applied and the following sanctions may be implemented: a letter of concern or warning, suspension or dismissal.
57. In the case where a Respondent becomes a non-Member, the Complaint can be reactivated if the Respondent returns to the University. In the meantime, the University can impose restrictions on the Respondent's access to campus, if appropriate.
58. Students may appeal a decision or sanction imposed upon them in accordance with the terms of the Appeals Authorization Panel. Faculty and staff members may appeal a decision or sanction imposed upon them in accordance with the terms of their employment or collective agreement or University policies.

CONFIDENTIALITY AND PRIVACY

59. Ensuring confidentiality is key to creating a climate in which those affected by Sexual Violence feel safe to report or disclose their experience, to seek support and accommodation, and to pursue Complaints.

As such, the general practice of the University and all of its individual Members must be to keep all information confidential except where employees require information to carry out their authorized duties under the Policy or to seek advice from SARC, the Office of Rights and Responsibilities or Human Resources.

60. Notwithstanding the above, there are circumstances where the University must balance its concerns for confidentiality with its legal responsibility to provide a campus environment free from Sexual Violence. Such circumstances might include, for example:
 - when an individual is judged to be at imminent risk of self-harm or of harming another;

POLICY REGARDING SEXUAL VIOLENCE

Page 21 of 22

- when evidence of Sexual Violence is available in the public realm (for example: video shared publicly on social media); or
- when reporting or action is required by law (e.g. subpoena, a minor at risk of harm).

These circumstances represent exceptions, not the rule. Faced with them, the University reserves the right to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the Consent of the Survivor/Victim. The University will disclose the minimum amount of information needed to allow such concerns to be addressed, and affected individuals will be fully informed and supported at every step of the process, even if the Survivor/Victim chooses not to participate.

61. All Members of the Concordia community who are tasked with receiving a Complaint of Sexual Violence, or are involved in investigating it, must keep the matter confidential, except in accordance with the terms of this Policy, in order to protect the rights of those involved in the allegations, to prevent an unjustified invasion of their personal privacy and to preserve the integrity of the investigation and decision-making process.

Complainants, Respondents and witnesses are expected to keep the details of any case confidential outside their immediate circle of support (e.g. their named support person, as well as family members and close friends), in order to ensure the integrity of the investigation and decision-making process.

62. In the case of a Complaint against a student that proceeds to a hearing panel, the hearings are closed events, limited to the members of the tribunal, the Complainant, the Respondent, and their respective support persons. The decision of the tribunal will be made available to both parties.
63. In the case of a Complaint against a staff or faculty member, reporting on the outcome of the investigation will respect the terms of the [*Act to prevent and fight sexual violence in higher education institutions, CQLR, chapter P-22.1*](#), as well as the [*Act respecting Access to documents held by public bodies and the Protection of personal information, CQLR, chapter A-2.1*](#). In such cases, the University will notify the Complainant when the investigation has been carried out and, upon request, will provide information to the Survivor/Victim regarding the outcome of the Complaint, such as whether a sanction was imposed, and, if so, the details thereof.

POLICY REGARDING SEXUAL VIOLENCE

Page 22 of 22

64. Information pertaining to safety concerns can be shared with Complainants. Such information could, for example, include details about the presence, or not, of the Respondent in certain buildings at certain times.

CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS BETWEEN INSTRUCTORS AND STUDENTS

65. The foundation of the University's educational mission is the integrity of the Instructor-student relationship. As stated in the University [Guidelines on Consensual Romantic or Sexual Relationships](#), this relationship vests considerable trust in the Instructor, who, in turn, bears authority, responsibility and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship can potentially heighten the vulnerability of the student. Students may have difficulty communicating freely that they do not want to be in a romantic or sexual relationship, or that they want the relationship to end, because of concern over the impact such a communication may have on their academic progress. The pedagogical relationship between an Instructor and a student must be protected from influences or activities that can interfere with learning and personal development. Engaging in such relationships is a Conflict of Interest for Instructors. Instructors are to avoid such relationships. Notwithstanding the foregoing, if a consensual or romantic relationship exists or develops between a student and an Instructor, the process outlined in the [Guidelines](#) applies. Disclosure of such a relationship is required and the Conflict of Interest it engenders must be managed. Failure to do may result in disciplinary measures against the Instructor.
66. The [Guidelines](#) aim to provide guidance solely with respect to consensual romantic or sexual relationships between Instructors and students. Any student with a Complaint or charge of Sexual Harassment, Sexual Assault or other forms of Sexual Violence involving an Instructor, which may or may not arise from a consensual romantic or sexual relationship, may seek the necessary support at the University as set out in this Policy.

ANNUAL REPORTING

67. Without compromising confidentiality, the University will comply with the [Act to prevent and fight sexual violence in higher education institutions, CQLR, Chapter P-22.1](#) by compiling an annual report of all incidents of Sexual Violence reported across the University. A summary of this report will be presented to the Standing Committee on Sexual Violence.

POLICY REGARDING SEXUAL VIOLENCE

Page 23 of 22

POLICY RESPONSIBILITY AND REVIEW

68. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Provost and Vice-President, Academic or their delegate.

Approved by the Board of Governors on May 20, 2016, and amended on December 12, 2018, June 18, 2020 and [insert date].

DRAFT

APPENDIX A: Support Services

Sexual Assault Resource Centre (SARC)	https://www.concordia.ca/students/sexual-assault.html
Office of Rights and Responsibilities	http://www.concordia.ca/conduct/behavioural-integrity.html
Campus Security	https://www.concordia.ca/campus-life/security.html
Dean of Students	http://www.concordia.ca/offices/dean-students.html
Human Resources	https://www.concordia.ca/hr.html
Student Advocacy Office	https://www.concordia.ca/offices/advocacy.html
Special Advisor to the Provost on Campus Life	(514) 848-2424 extension 5438
Centre for Gender Advocacy Peer-to-Peer Support	https://genderadvocacy.org/
CSU Legal Information Clinic	https://www.csu.qc.ca/services/lic/
CSU Student Advocacy Centre	https://www.csu.qc.ca/services/advocacy/
CSU Off-Campus Housing and Job Bank	https://www.concordia.ca/students/housing/off-campus.html
Employee Assistance Program	http://www.concordia.ca/hr/benefits/eap.html
Montreal Sexual Assault Centre hotline	(514) 933-9007 http://www.cvasm.org/en/
Campus Wellness and Support Services	http://www.concordia.ca/offices/cwss.html

POLICY REGARDING SEXUAL VIOLENCE

APPENDIX B: Filing an Internal Complaint

Filing an Internal Sexual Violence or Sexual Misconduct Complaint

Concordia offers impartial, confidential and independent services to those with concerns about the behaviour of any Member of the Concordia community.

If you have experienced – or witnessed – Sexual Violence/misconduct and would like to make a Complaint or Report, you are encouraged to contact our primary resource, Concordia’s [Sexual Assault Resource Centre \(SARC\)](#).

If you are in immediate danger and

- are on campus, contact Campus Security at 514-848-3717 – option 1.
- are off campus, call 911 or [contact the police](#).

The types of cases we can address

We can intervene in cases that relate to a situation involving Concordia students, faculty or staff that have taken place:

- on campus;
- during an on or off-campus University-sponsored activity or event; or
- during an activity or event that has a link to Concordia.

Complaint options

Every case is unique. When you consult with [SARC](#), the staff will:

1. discuss your options;
2. guide and support you through the process; and
3. connect you to the Office of Rights and Responsibilities.

All consultations with SARC and the Office of Rights and Responsibilities **are confidential and non-judgmental**, and are available to Concordia University students, faculty and staff of all genders and orientations. Please note that, exceptionally, there are limits to the confidentiality that can be assured under certain circumstances, such as:

POLICY REGARDING SEXUAL VIOLENCE

- An individual is judged to be at imminent risk of self-harm or of harming another;
- Evidence of sexual violence is available in the public realm (for example: video shared publicly on social media);
- Reporting or action is required by law (for example: subpoena, a minor at risk of harm).

In addition, regardless of resolution options chosen, the University may, when circumstances warrant, take additional measures and/or initiate its own processes. The University reserves the right to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the consent of the Survivor/Victim, if the University believes that the safety of the community is at risk. A decision by the University to initiate an internal investigation and/or pursue other recourses without the consent of the Survivor/Victim will only be taken in extraordinary circumstances following an assessment by the appropriate University administrators.

There are two Complaint options:

- An **informal Complaint** leads to a resolution that is voluntary on both sides. An informal Complaint may be escalated to a formal Complaint.
- A **formal Complaint** involves either an investigation or a hearing, and may result in disciplinary action.

What to expect when you file a Complaint

The process depends on whether the Complaint is against a student or a faculty/staff member. Use the guide below to get a clearer picture of what you can expect during the Complaint process.

POLICY REGARDING SEXUAL VIOLENCE

Making a formal Complaint against a staff or faculty member

Step 1

You are strongly encouraged to consult with [SARC](#) who will connect you with the Office of Rights and Responsibilities to discuss Complaint options.

Step 2

- **Complaint:** You will be asked to submit a Complaint letter to the Office of Rights and Responsibilities. A student advocate, union representative (if applicable), and/or University member can support you as you write this letter as well as throughout the resolution process.
- **Investigation:** An investigation will be conducted by an internal authority or external investigator depending on the case. The investigator is appointed by the University, and may meet with all parties involved including witnesses as well as consult relevant documentation and subject matter experts.
- **Conclusion:** If the Complaint is founded, the appropriate measures will be applied. The range of sanctions includes:
 - a letter of concern or warning;
 - sensitization training;
 - suspension; or
 - dismissal.

POLICY REGARDING SEXUAL VIOLENCE

Making a formal Complaint against a student

Step 1

You are strongly encouraged to consult with [SARC](#) who will connect you with the [Office of Rights and Responsibilities](#) to discuss Complaint options.

Step 2

- **Complaint:** You will be asked to submit a Complaint letter to the Office of Rights and Responsibilities. A student advocate, union representative (if applicable), and/or University member can support you as you write this letter as well as throughout the resolution process.
- **Hearing:** The Complaint will be heard by a panel trained extensively on matters pertaining to sexual violence. In certain cases, there are alternatives to participating in a face-to-face hearing, such as participating via Skype or providing video testimony.
- **Conclusion:** If the Complaint is upheld, sanctions may include:
 - written reprimand;
 - restricted access conditions;
 - payment as compensation;
 - community service at the University or elsewhere;
 - a fine;
 - recommendation of suspension*;
 - recommendation of expulsion*.

** A recommendation of suspension or expulsion from the panel is subject to confirmation by the Provost and Vice-President, Academic.*
- **Appeal:** Either party may request authorization to appeal following the decision.

POLICY REGARDING SEXUAL VIOLENCE

Making an informal Complaint against a student, faculty or staff

Step 1

You are strongly encouraged to consult with [SARC](#) who will connect you with the [Office of Rights and Responsibilities](#) to discuss informal Complaint options.

Step 2

The informal Complaint process may involve:

- Mediation;
- 3rd party facilitation (shuttle diplomacy);
- No-contact agreements;
- Settlement agreements (can include sensitization training, community service, an apology, etc.); or
- Other measures.

POLICY REGARDING SEXUAL VIOLENCE

Effective Date: ~~June 18, 2020~~ [insert date] **Approval Authority:** Board of Governors

Supersedes/Amends: ~~December 12, 2018~~ June 18, 2020 **Policy Number:** PRVPA-3

TABLE OF CONTENTS

PREAMBLE.....	2
SCOPE.....	2
PURPOSE	2
DEFINITIONS	3
INTERSECTIONALITY.....	6
POLICY.....	6
ROLES AND RESPONSIBILITIES.....	6
PREVENTION, EDUCATION AND AWARENESS	9
SUPPORT FOR SURVIVORS/VICTIMS	9
ACCOMMODATION MEASURES.....	11
REPORTS, DISCLOSURES AND COMPLAINTS OF SEXUAL VIOLENCE.....	12
REPORTS.....	13
DISCLOSURES.....	13
COMPLAINTS.....	13
External Complaint Options.....	14
Internal Complaint Options.....	14
Informal Conflict Resolution.....	15
Formal Complaints	15
CONFIDENTIALITY AND PRIVACY	20
CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS BETWEEN INSTRUCTORS AND STUDENTS.....	22
ANNUAL REPORTING	23
POLICY RESPONSIBILITY AND REVIEW	23
APPENDIX A: Support Services.....	25
APPENDIX B: Filling an Internal Complaint.....	26

POLICY REGARDING SEXUAL VIOLENCE

Page 2 of 22

PREAMBLE

Sexual discrimination, intimidation, harassment and assault are not tolerated at Concordia University (the “University”). The University is a unique environment: an intellectual community with a responsibility for the discovery, creation and sharing of knowledge. This aspiration can only be fulfilled if there is a broadly shared commitment to create and safeguard a positive learning, working and living environment in which all Members (as defined below) of the University are free from Sexual Violence (as defined below). This Policy articulates the University’s commitment to address Sexual Violence and rape culture, and to counteract harmful myths and attitudes surrounding the subject through education and training. This Policy fosters awareness and prevention, outlines support for Survivors/Victims (as defined below), and sets out fair procedural frameworks for accountability. It describes and mandates appropriate responses to Disclosures (as defined below) of Sexual Violence and specifies procedures for Reports or Complaints (as such terms are defined below).

SCOPE

This Policy applies to all Members of the University, regarding incidents occurring in any setting, on or off campus or online, where University learning, work or social activities take place. Such settings include, but are not limited to, athletic and research environments, co-op and experiential learning contexts, internships, organized class activities and University workshops.

This Policy also applies to Third Parties (as defined below), where applicable. In accordance with the [*Act to prevent and fight sexual violence in higher education institutions, CQLR, chapter P-22.1*](#), this Policy describes and addresses the serious problem of Sexual Violence separately from all other kinds of misconduct.

PURPOSE

The purpose of this Policy is to set out the University’s commitment to:

- Reinforce a safe learning and working environment for its students, staff, faculty and visitors, where Sexual Violence is not tolerated.

POLICY REGARDING SEXUAL VIOLENCE

Page 3 of 22

- Provide appropriate assistance and support to Members of the University who are impacted by Sexual Violence.
- Develop and implement appropriate education and communication plans and materials aimed at educating all Members of the University about this Policy and promoting a safe environment.
- Clearly articulate to all its Members their responsibilities in preventing Sexual Violence.
- Respond to Sexual Violence in a manner that is trauma-informed and survivor-centric while respecting the basic principles of fairness and natural justice.
- Build awareness of the intersectional nature of Sexual Violence and bring that awareness to our responses.
- Establish specific processes for making and responding to Disclosures of Sexual Violence.
- Ensure essential measures of support throughout those processes for Survivors/Victims, for those responding to allegations of Sexual Violence, for others impacted by allegations of Sexual Violence, as well as for those receiving and responding to Disclosures.

DEFINITIONS

“Complaint” means when a Survivor/Victim, Disciplinary Officer (as defined below) or Member of the University engages in an available process with the appropriate body, unit, person or authority.

“Complainant” means a Survivor/Victim, Disciplinary Officer or Member of the University who files a Complaint (as defined below) of Sexual Violence under the terms of this Policy.

“Conflict of Interest” means a situation where an employee has a personal interest, whether direct or indirect, of which they are aware and which is sufficient to put into question the independence, impartiality and objectivity that they are obliged to exercise in the performance of their duties and responsibilities as an employee.

POLICY REGARDING SEXUAL VIOLENCE

Page 4 of 22

“Consent” is bound and guided by the Criminal Code of Canada and means the voluntary agreement of a person to engage in the sexual activity in question. Anything other than active, informed, voluntary and continuous agreement to engage in sexual activity is not Consent.

For example, there is no Consent where:

- the agreement is expressed by the words or conduct of a person other than the Complainant;
- the Respondent (as defined below) induces the Complainant to engage in the activity by abusing a position of trust, power or authority;
- the Complainant expresses, by words or conduct, a lack of agreement to engage in the activity; or
- the Complainant, having Consented to engage in sexual activity, expresses, by words or conduct, a lack of agreement to continue to engage in the activity.

“Disciplinary Officer” means any of the following individuals: President and Vice-Chancellor, Vice-Presidents, Deputy Provost and Secretary-General.

“Disclosure” means when a Survivor/Victim comes forward for the purposes of receiving confidential support, assistance and/or accommodation.

“Instructor” means any University employee who is teaching, advising, supervising, mentoring, overseeing the allocation of resources to and/or coaching students. Such employees include, but are not limited to, full and/or part time faculty members, faculty administrators, librarians, laboratory or other instructors, principal investigators as well as teaching assistants, research assistants, staff members, coaches and coaching assistants.

“Member” is used in this Policy interchangeably with the expression “students, staff and faculty”. Member means faculty, employees, administrative and support staff, postdoctoral fellows, members of the administration, students and interns, stagiaires or researchers.

“Report” means when a Survivor/Victim or a witness, bystander or concerned person, brings forward information to a Member or unit of the University about an incident of Sexual Violence without necessarily seeking a recourse, support or follow up.

POLICY REGARDING SEXUAL VIOLENCE

Page 5 of 22

“Respondent” means any Member of the University against whom a Report or Complaint is made.

“Sexual Assault” means any unwanted act of a sexual nature imposed by one person upon another and includes a range of behaviours such as unwanted kissing, touching and any type of sexual penetration, without Consent. Sexual Assault can occur between strangers, acquaintances or be perpetrated by someone known to the Survivor/Victim. It can also occur in a dating relationship, between spouses, or in any other relationship. Sexual Assault is an offence under the Criminal Code of Canada. It is illegal.

“Sexual Assault Response Team” (SART) means the ad-hoc team of University personnel convened by the SARC Manager in cases of Sexual Violence.

“Sexual Harassment” means a course of unwanted remarks, behaviours, innuendo, taunting or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender, gender identity and/or sexual orientation. Sexual Harassment may consist of unwanted attention of a sexual nature, such as personal questions about one’s sex life, unwelcome sexual invitations or requests, or unwelcome remarks about someone’s appearance. Sexual Harassment may also consist of unwelcome remarks based on gender, gender identity or sexual orientation where such remarks may not be of a sexual nature, but are nevertheless demeaning, such as derogatory gender-based jokes or comments. A single serious incident of such behaviour may constitute harassment if it has the same consequences as multiple incidents and if it produces a lasting harmful effect on the Survivor/Victim.

“Sexual Violence” means any violence or misconduct, physical or psychological, carried out through sexual means or by targeting sexuality. This includes, but is not limited to, Sexual Assault; Sexual Harassment; stalking; coercion; sexist, homophobic and/or transphobic jokes; indecent exposure; stealthing; voyeurism; degrading sexual imagery; recording and distribution of sexual images or video of a Member of the University without their Consent; cyber harassment or cyber stalking of a sexual nature or related to a person’s sexual orientation and gender identity and/or presentation.

“Survivor/Victim” means a Member of the University who has experienced Sexual Violence.

“Third Party” means a person or an entity that provides services to or receives services from the University and/or acts as a partner or collaborator with the University. Examples include, but

POLICY REGARDING SEXUAL VIOLENCE

Page 6 of 22

are not limited to consultants, conference organizers and participants, internal and external contractors, research partners and internship partners.

INTERSECTIONALITY

Sexual Violence may be experienced by anyone, but it is overwhelmingly committed against women and gender non-conforming people, and in particular younger people and individuals who experience the intersection of multiple marginalized identities such as, but not limited to, Indigenous people, racialized people, trans people and people with disabilities. The University strives to reduce barriers in order to better support Survivors/Victims in the community. To this end, the responses to Complaints, prevention efforts and support or assistance provided under this Policy shall take into account, as needed and as requested, the different perspectives, voices or circumstances of each Survivor/Victim. The University is a diverse community and every effort to address issues of Sexual Violence must be grounded in an understanding that each person's experience is impacted by many factors. The University recognizes that a person's perspective or circumstance (such as national or ethnic origin, sex, sexual orientation, gender identity, age, religion, faith, disability/ability, indigeneity, immigration status, medical condition such as HIV status, language ability and/or socio-economic factors) could make them more vulnerable to Sexual Violence and could impact their needs and choices with regard to recourses. Systemic oppression, including, but not limited to, sexism, racism, colonialism, ableism, homophobia and/or transphobia, can manifest into acts of Sexual Violence, and impact the resources and options a Survivor/Victim may feel comfortable to pursue.

POLICY

ROLES AND RESPONSIBILITIES

1. All Members of the Concordia community will make themselves aware of the Policy and their responsibilities under it and participate in the training and education programs dedicated to Sexual Violence, prevention and response.

Any Member of the University might be a witness to Sexual Violence or could be approached by someone wishing to disclose, report or complain about an incident of Sexual Violence. Any Member of the University, and especially those acting in supervisory and Instructor capacities, who receives a Disclosure alleging any form of Sexual Violence, has the responsibility to:

POLICY REGARDING SEXUAL VIOLENCE

Page 7 of 22

- consult SARC, the Office of Rights and Responsibilities or Human Resources for confidential debriefing and advice on how to handle the incident that is disclosed; and
 - refer Survivors/Victims to SARC.
2. SARC acts as a primary point of contact for Members of the University who have experienced any form of Sexual Violence or need advice on how to address an incident of Sexual Violence that was disclosed to them. SARC has been created to ensure that the University's response to Disclosures of Sexual Violence is coordinated, trauma-informed and survivor-centric. The SARC Manager is the lead responder in cases of reported Sexual Violence and, with the consent of the Survivor/Victim, shall act as their voice, where needed, at the University, to coordinate the institution's response and the resources offered.

SARC provides confidential, survivor-centric and trauma-informed support services to students, staff and faculty at both campuses, regardless of when or where the Sexual Violence occurred. For more information: <https://www.concordia.ca/students/sexual-assault.html>

Reach SARC: sarc@concordia.ca

The services provided by SARC include:

- Crisis intervention and/or short and long-term counseling for individuals who have experienced or been impacted by Sexual Violence;
- Identifying, accessing and coordinating appropriate accommodations;
- Referral and accompaniment for Survivors/Victims to on and off campus resources for support and/or redress;
- Drop-in space for active listening, books, articles and resources;
- Maintaining relevant records and de-nominalized statistics for the University pertaining to cases of Sexual Violence that SARC responds to under the Policy.

SARC is also responsible for developing and delivering the University's mandatory online and in-person training and other educational, outreach and awareness-raising activities on Sexual Violence prevention and response, as well as new issues arising in the field of Sexual Violence, to individuals and departments involved in responding to Sexual

POLICY REGARDING SEXUAL VIOLENCE

Page 8 of 22

- Violence. The SARC Manager chairs the Training and Education Subcommittee of the Standing Committee on Sexual Violence and is a permanent member of the Standing Committee on Sexual Violence.
3. The Standing Committee on Sexual Violence is a permanent University committee of students, staff and faculty, convened to coordinate University efforts to prevent and respond to Sexual Violence, and to recommend revisions of this Policy to the Board of Governors. Detailed information can be found at [The Standing Committee on Sexual Violence](#) and the Committee can be reached at SV.standingcmt@concordia.ca.
 4. Campus Security responds to all emergency situations and may also receive other Reports of Sexual Violence. In these instances, it will provide support and options to the person making the Report and refer them to SARC for follow-up. In consultation with the person making the Report and the appropriate unit, Campus Security may also determine further steps that need to be taken to ensure on-campus safety. Some examples of the services provided by Campus Security include accompaniment on campus of a student, staff or faculty who has safety concerns, and monitoring and/or implementing no contact orders. The Director of Campus Security will ensure that all Campus Security staff are trained to work with diverse Survivor/Victims of Sexual Violence, providing trauma-informed services.
 5. The Office of Rights and Responsibilities advises any Member of the community wishing to make or respond to a Complaint against another Member regarding Sexual Violence, facilitates support for Complainants, may be convened as part of SART and contributes to the regular review of this Policy. The Director of the Office of Rights and Responsibilities is a member of the Standing Committee on Sexual Violence.
 6. Student-led governing bodies will provide peer-to-peer Sexual Violence education, training and support; promote Consent culture at all events; collaborate with University administration, including, but not limited to, the Special Advisor to the Provost on Campus Life, to communicate and help rectify student concerns about Sexual Violence; support the University in its training activities and facilitate such events; collaborate with SARC to develop campaigns and initiatives about Sexual Violence and Consent culture that are student-led and that centre the voices and experiences of students. Student associations will also ensure that their student leaders complete the mandatory annual training.

POLICY REGARDING SEXUAL VIOLENCE

Page 9 of 22

7. The University's senior administration is responsible for allocating resources necessary for the implementation and application of this Policy.

PREVENTION, EDUCATION AND AWARENESS

8. The University is committed to promoting a safe environment for its Members and visitors. The University will work towards the goal of eliminating Sexual Violence through the dissemination of educational material and training for students, faculty and staff. The University, through SARC, will collaborate with on and off campus partners to develop and deliver Sexual Violence awareness and prevention education programs and campaigns. These educational initiatives will recognize intersectionality and will also include information related to University policies, guidelines and processes.
9. In order to create an informed culture on Sexual Violence within the University, the University will provide mandatory training to its Members. Training methods may include information packages, online training, in-person training, individualized training and workshops. All options and information related to the training on Sexual Violence can be found at the [mandatory training website](#).
 - All new incoming students are required to complete the training on Sexual Violence in their first semester.
 - All employees and student leaders are required to complete training on Sexual Violence annually.
10. The Office of the Provost is responsible for tracking and ensuring completion of the training.

SUPPORT FOR SURVIVORS/VICTIMS

11. Support is available to all Members of the University community, regardless of when, where or by whom they experienced an incident of Sexual Violence.

The needs of each Survivor/Victim are different, and the types and forms of support and accommodation available will be tailored to the Survivor/Victim's needs on a case-by-case basis, within the limits of the University's resources.

POLICY REGARDING SEXUAL VIOLENCE

Page 10 of 22

12. The primary source for support is the SARC Manager, who serves as lead responder and the single point of contact in cases of Sexual Violence, coordinating the University's response to ensure that Survivors/Victims do not have to tell their stories multiple times. With their permission, the SARC Manager will, whenever possible, act as the voice of the Survivor/Victim where needed, such necessity being determined by the University in discussion with the Survivor/Victim. The SARC Manager will provide and/or coordinate case management of the file, including calling the SART together. If necessary, they will provide relevant departments with updates regarding court dates, court conditions, restraining orders and decisions.

13. When appropriate, SART will be brought together on an urgent and priority basis to assist with and implement a coordinated and trauma-informed response. The SART is an ad hoc team composed of the most relevant personnel, depending on each case, as determined by the SARC Manager and in accordance with the needs and wishes of the Survivor/Victim. In addition to the SARC Manager, who acts as chair, the team may include a representative from:
 - Campus Security;
 - Health Services;
 - Office of Rights and Responsibilities;
 - Dean of Students;
 - Department Chair or Program Director (undergraduate or graduate);
 - Human Resources;
 - Residence;
 - University Secretariat;
 - Access Centre for Students with Disabilities;
 - Office of the Provost; or
 - Any of their designates.

Under the leadership of the SARC Manager, the members of the SART will contact and work with the relevant departments/units to address related internal accommodations for the Survivor/Victim.

POLICY REGARDING SEXUAL VIOLENCE

Page 11 of 22

ACCOMMODATION MEASURES

14. Accommodation measures support all Members of the University who have experienced Sexual Violence and who are consequently unable to complete their work as anticipated, who have safety concerns, or who require protection from retaliation or the threat of retaliation. Accommodation measures will be made available as soon as possible and will not exceed a 7-day delay.

Examples of measures available to support student Survivors/Victims include exam or assignment deferral; changes of class, schedule, housing or supervision; safety planning; and/or the provision of emergency funding.

Examples of measures that may be taken with the Respondent are changes of class, schedule, housing or supervision, and/or the imposition of a no-contact order by the Office of Rights and Responsibilities. Other measures could include a clear message to the Respondent to avoid contact and communication with the Complainant, the requirement to sign in and out of University premises with Campus Security, suspension of library and athletic privileges, suspension of a University email account, relocation from residence, and a clear message to the Respondent that the alleged behaviour must stop.

Examples of measures for employees include taking precautionary non-disciplinary steps to limit contact between the parties, redistribution of duties, changing the location of the workspace or the temporary suspension of the Respondent.

Examples of measures for all Members include the development of a safety plan for the Survivor/Victim, which could include accompaniment by Campus Security.

15. The process of determining accommodation measures begins with the initial meeting between SARC and the Survivor/Victim. Once determined, appropriate measures must be offered immediately and put in place no later than 7 calendar days (except if the last day falls on a statutory holiday, in which case it is extended).
16. All relevant units contacted by the SARC Manager in the application of this Policy are bound to collaborate with the SARC Manager to identify and implement all appropriate and reasonable accommodations in support of Survivors/Victims, in

POLICY REGARDING SEXUAL VIOLENCE

Page 12 of 22

accordance with existing policies and procedures. Those who do not follow the measures put in place are subject to further consequences, as imposed by the University.

17. The Special Advisor to the Provost on Campus Life oversees the implementation of accommodations.

REPORTS, DISCLOSURES AND COMPLAINTS OF SEXUAL VIOLENCE

18. For situations requiring support for Survivors/Victims, call the SARC Manager at 514-848-2424 extension 3353 or email at sarc@concordia.ca. SARC should be the first point of contact.

For situations requiring immediate safety concerns and assistance after hours or on weekends, call Campus Security at 514-848-3717 (option 1).

19. Those who report, disclose or file a Complaint of Sexual Violence will be made aware of the full range of their options for further action. The SARC Manager will explain these options, assisted as necessary by the Director of the Office of Rights and Responsibilities, providing information on methods available to facilitate a resolution, the process for filing a Complaint and other available options to address or resolve the matter.

In the case of any form of Sexual Violence by someone who is a Third Party to the University, or by someone outside the University, the person wishing to report the violence is encouraged to contact the SARC Manager, who will determine, in consultation with them, the appropriate steps to be taken.

20. Survivors/Victims will not have to undergo questioning about their sexual history at any point during the reporting, disclosure or complaint processes. The University will not reprimand or punish Survivors/Victims who may have broken regulations regarding the use of drugs or alcohol on or off campus, or who were subjected to Sexual Violence in the context of criminalized activity (e.g. sex work).
21. Reprisals against individuals who report, disclose or complain about any incident of Sexual Violence are prohibited. Retaliation, or any attempt to retaliate, constitutes grounds for disciplinary action under the *Code of Rights and Responsibilities* ([BD-3](#)), for

POLICY REGARDING SEXUAL VIOLENCE

Page 13 of 22

students, or applicable collective agreements, for employees. The University will not reprimand Complainants who have disclosed a breach in University policy.

REPORTS

22. Reporting is an option for any Member of the University who may have information and/or a concern about an incident of Sexual Violence in the community that they wish to bring forward without necessarily seeking a recourse, accommodation or follow-up. In these situations, a Report can be made to Campus Security or to the Office of Rights and Responsibilities, who will receive the Report, support the person making the Report and determine, in consultation with the appropriate unit, what steps need to be taken.

DISCLOSURES

23. Disclosure is an option for Survivors/Victims seeking confidential support, assistance and/or accommodation as detailed in this Policy. Survivors/Victims have the right to determine what, when and how much of their experience to disclose. However, for an investigation of an actual Complaint to take place, a minimum amount of information is required.
24. The University embraces respect for Survivors/Victims' agency as a fundamental value and upholds their right to receive non-judgmental support from specially trained personnel, who will present individuals with their options and help them to access a range of supports as appropriate.

COMPLAINTS

25. Complaints are an option for Survivors/Victims who wish to move towards a legal and/or disciplinary process in which anonymity is not possible.
26. Complaints of Sexual Violence can be made alongside Complaints about other types of misconduct. In such cases, the processes and procedures specific to Sexual Violence Complaints, as outlined in this Policy, will be followed in all investigations.

POLICY REGARDING SEXUAL VIOLENCE

Page 14 of 22

27. Survivors/Victims have the choice whether or not to make an internal or external Complaint. The full range of accommodations set out in this Policy remains available to them regardless of their choice.

External Complaint Options

28. Members of the University are free to engage with any outside recourse they feel is appropriate. This Policy and the internal Complaint process do not prevent and are not intended to limit a Member from also reporting Sexual Violence to the police and pursuing a Complaint of Sexual Violence through the criminal justice system and/or pursuing civil justice options. This Policy also does not prevent a unionized employee from pursuing a grievance under their collective agreement.
29. Criminal Option: Reports/Complaints can be made to the police with the goal of pursuing criminal charges under the Criminal Code of Canada. A representative from SARC will accompany the Survivor/Victim upon request.
30. Civil Option: Legal resources such as lawyers and legal clinics can help orient Survivors/Victims as to other external reporting options. Such options may include civil lawsuits against the Respondent or other responsible parties. SARC will provide referrals upon request.

Internal Complaint Options

31. University personnel responsible for helping to resolve or investigate Complaints of Sexual Violence are trained to address such cases of Sexual Violence in a trauma-informed, survivor-centric manner and to understand the impact that intersecting identities have on the experiences of Sexual Violence.
32. The University does not have jurisdiction to address allegations made against a person who is not a Member of the University community. However, in the event of such allegations, the University will provide support to Complainants and may be able to take measures such as restricting access to campus by the person against whom the allegation is made.

POLICY REGARDING SEXUAL VIOLENCE

Page 15 of 22

33. An anonymous allegation of Sexual Violence or an allegation of Sexual Violence made by a person who is not a Member can be reported to the University. However, in both cases the University's ability to address the allegation will depend on a number of factors, including information available to substantiate the allegation and to permit a fair process.

Informal Conflict Resolution

34. Informal conflict resolution opportunities, available through the Office of Rights and Responsibilities and Human Resources, enable Complainants and Respondents to arrive at a voluntarily agreed-upon resolution outside the formal process of investigation or hearing, in cases where these offices have jurisdiction.

Such a process may take a variety of forms, such as helping to clarify perceptions (e.g., use of an intermediary), raising awareness of the impact of certain conduct (e.g., impact statements), reconciling differences (e.g. apology letters), sorting out misunderstandings through mediation or offering sensitivity training for Respondents. Neither party is required to attend any face-to-face meetings during this process unless they both agree to do so.

35. Any agreement reached between the parties through informal conflict resolution is entirely voluntary. Conditions agreed upon by the parties are binding.
36. The Complainant may refuse and/or withdraw their participation at any point during the process of informal resolution. The Advisor from the appropriate office, or their delegate, may also withdraw from the informal process if they determine that no useful purpose will be achieved by continuing.
37. The Office of Rights and Responsibilities or Human Resources, as applicable, will monitor the implementation and compliance of informal resolution processes. If there is no resolution, or a failure to comply with the terms of a resolution, the Complaint may be moved to a hearing or investigation and decision-making process.

Formal Complaints

38. A formal Complaint is an internal process that involves either an investigation or a hearing, and may result in disciplinary action.

POLICY REGARDING SEXUAL VIOLENCE

Page 16 of 22

39. The investigation and adjudication of all Complaints will be conducted according to principles of fairness and natural justice. Steps will be taken to ensure that the circumstances of any meeting will appropriately protect the dignity of the Complainant and Respondent through accommodations that continue to allow their participation. Accommodations that may Complainants will be considered include offered the options of participating in the investigation and hearing in the following ways: providing separate rooms prior to meetings; ~~alternatives to face-to-face~~ meetings through other means of participation such as telephone, video, Skype; use of an intermediary; pre-recorded answers and statements; prepared written responses; as well as the opportunity to have support and representation at any hearing or confidential meeting with the investigator. At all times, the Complainant has the right to deny any request to attend any meeting or hearing in person, without forfeiting any rights associated with their presence in said meeting or hearing. These and other appropriate accommodations determined by the University will not negatively impact the process.
40. The full mechanisms governing Complaints are set out in the *Code of Rights and Responsibilities* (BD-3) and, in the case of a faculty or staff member, in the relevant employee or collective agreement. The University's recourse to those policies and processes will be informed by the special circumstances and considerations relevant to Sexual Violence, as outlined in this Policy. The following sections provide a general overview of the process for addressing Complaints specifically related to Sexual Violence.

Initiating a Formal Complaint

41. Individuals considering initiating an internal Complaint should consult with SARC, which will accompany them through internal and/or external options as well as assist them in accessing administrative compensation bodies, such as the *Indemnisation des victimes d'actes criminels* (the "IVAC"), which offers compensation to victims of criminal acts. Victims of criminal acts do not have to make internal and/or external Complaints to apply for benefits from IVAC.

SARC will connect individuals who decide to initiate a Complaint of Sexual Violence with an Advisor from the Office of Rights and Responsibilities who will discuss all relevant processes, options and policies with them. All consultations are confidential.

POLICY REGARDING SEXUAL VIOLENCE

Page 17 of 22

42. A Complaint is only initiated when a Survivor/Victim or disciplinary officer submits a formal statement to the appropriate authority, as identified by the Office of Rights and Responsibilities.

Timeframe for Making and Responding to Formal Complaints

43. Concordia acknowledges that the decision to report an incident of Sexual Violence is a difficult one that can take time to reach. Therefore, there is no time limit for making a Complaint of Sexual Violence or misconduct. Complainants should be aware, however, that significant delays in reporting may negatively affect the University's ability to collect evidence and to act upon it, especially if the Respondent has since left the University.
44. Complaints regarding Sexual Violence will normally be processed within 90 calendar days (except if the last day falls on a statutory holiday, in which case it is extended). This delay is subject to modification where compelling circumstances, such as the needs of the Survivor/Victim or applicable employment agreements or laws, make it difficult to determine the timeline for the review, investigation and resolution of formal Complaint.

Support for Complainants and Respondents

45. Complainants and Respondents have the right to identify a support person to accompany them to meetings and proceedings related to their case. Support persons may include any Member of the University, or a friend or an immediate family member. Students have the option of obtaining a student advocate through the Concordia Student Union or Student Advocacy Services. Employees can choose to reach out to their union representative or Human Resources to discuss options for support.
46. Throughout the process, Complainants can continue to access a range of support and accommodations through SARC.
47. Students facing allegations of Sexual Violence will be provided with support and referrals from the Dean of Students. Staff or faculty facing allegations will be provided with referrals to the appropriate internal or external resources from Human Resources.

POLICY REGARDING SEXUAL VIOLENCE

Page 18 of 22

Initial Review

48. An Advisor from the Office of Rights and Responsibilities will conduct an initial review of the Complaint and determine whether it falls within the jurisdiction of the University, and if a hearing, an investigation or other steps are appropriate. The Advisor will notify the Complainant of the outcome of this initial review in writing. An alleged violation set forth in a Complaint must have taken place:
- on University premises, either rented or owned;
 - on other premises in the course of any University-sponsored activity or event (e.g. internships, fieldwork); or
 - in a context, either in person or online, where activities or events have a real and substantive link to the University.

Complaints against Students

49. Complaints against students are investigated and decided by a trained hearing panel which is constituted and administered by the Office of Student Tribunals.

Any party may object to the participation of a panelist on the grounds of potential bias, the final decision to rest with the Chair of the Hearing Panel.

In advance of the hearing, Complainants and Respondents have the opportunity to submit documentation that will be shared with both parties and with the Hearing Panel.

The parties may submit or make statements, present evidence and witnesses (expert or otherwise), and make representations with respect to desired sanctions. These processes shall be conducted with regard for the dignity of both Complainants and Respondents, in full awareness of the highly sensitive nature of Sexual Violence.

Hearings shall include, at a minimum, opening statements by the parties, the presentation of evidence and witnesses (expert or otherwise), the right of cross-examination, questioning by members of the Hearing Panel, representations with respect to desired sanctions and closing statements. These processes shall be conducted with regard for the dignity of both Complainants and Respondents, in full awareness of the highly sensitive nature of Sexual Violence.

POLICY REGARDING SEXUAL VIOLENCE

Page 19 of 22

Complaints against Faculty or Staff

50. Complaints against faculty, affiliate faculty or staff are investigated by an internal or external investigator depending on the case. The investigator may meet with all parties involved, including witnesses, as well as consult relevant documentation and experts. Investigations shall be conducted with all possible regard for the dignity of both Complainants and Respondents, and in full awareness of the highly sensitive nature of Sexual Violence.
51. Any party may raise concerns about the participation of an investigator on the grounds of potential bias, the final decision to rest with the Dean (faculty) or Human Resources (staff), as applicable.

Withdrawing a Complaint

52. A Complainant can withdraw a Complaint at any time. Exceptionally, the University may continue looking into the matter without the Complainant's participation if the conditions set forth in section 60 apply. In such circumstances, support and accommodations will be made available to the Complainant.

Outcomes, Disciplinary Measures and Appeals

53. The standard of proof in all investigations and hearings is a "preponderance of evidence". This means that the investigator and members of any hearing panel must believe that the Complainant's version of the facts is significantly more probable than the alternatives. This is different from the standard of "beyond a reasonable doubt" required under criminal law.
54. In the case of Complaints against students, decisions are made by the Hearing Panel. In the case of Complaints against faculty members, decisions are normally made by the Dean of the relevant faculty. In the case of Complaints against staff members decisions are normally made by their immediate supervisor.
55. If a Complaint against a student is founded, the appropriate measures will be applied. The range of sanctions includes: a written reprimand; restricted access conditions on the Respondent while they are on University premises or at University events; restrictions on

POLICY REGARDING SEXUAL VIOLENCE

Page 20 of 22

communication or contact (space and time restriction); payment as compensation; community service at the University or elsewhere of up to 10 hours per week for a specified period of time; a recommendation of suspension, subject to confirmation by the Provost and Vice-President, Academic; or a recommendation of expulsion subject to confirmation by the Provost and Vice-President, Academic.

56. If a Complaint against a Member of faculty or staff is founded, appropriate measures will be applied and the following sanctions may be implemented: a letter of concern or warning, suspension or dismissal.
57. In the case where a Respondent becomes a non-Member, the Complaint can be reactivated if the Respondent returns to the University. In the meantime, the University can impose restrictions on the Respondent's access to campus, if appropriate.
58. Students may appeal a decision or sanction imposed upon them in accordance with the terms of the Appeals Authorization Panel. Faculty and staff members may appeal a decision or sanction imposed upon them in accordance with the terms of their employment or collective agreement or University policies.

CONFIDENTIALITY AND PRIVACY

59. Ensuring confidentiality is key to creating a climate in which those affected by Sexual Violence feel safe to report or disclose their experience, to seek support and accommodation, and to pursue Complaints.

As such, the general practice of the University and all of its individual Members must be to keep all information confidential except where employees require information to carry out their authorized duties under the Policy or to seek advice from SARC, the Office of Rights and Responsibilities or Human Resources.

60. Notwithstanding the above, there are circumstances where the University must balance its concerns for confidentiality with its legal responsibility to provide a campus environment free from Sexual Violence. Such circumstances might include, for example:
 - when an individual is judged to be at imminent risk of self-harm or of harming another;

POLICY REGARDING SEXUAL VIOLENCE

Page 21 of 22

- when evidence of Sexual Violence is available in the public realm (for example: video shared publicly on social media); or
- when reporting or action is required by law (e.g. subpoena, a minor at risk of harm).

These circumstances represent exceptions, not the rule. Faced with them, the University reserves the right to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the Consent of the Survivor/Victim. The University will disclose the minimum amount of information needed to allow such concerns to be addressed, and affected individuals will be fully informed and supported at every step of the process, even if the Survivor/Victim chooses not to participate.

61. All Members of the Concordia community who are tasked with receiving a Complaint of Sexual Violence, or are involved in investigating it, must keep the matter confidential, except in accordance with the terms of this Policy, in order to protect the rights of those involved in the allegations, to prevent an unjustified invasion of their personal privacy and to preserve the integrity of the investigation and decision-making process.

Complainants, Respondents and witnesses are expected to keep the details of any case confidential outside their immediate circle of support (e.g. their named support person, as well as family members and close friends), in order to ensure the integrity of the investigation and decision-making process.

62. In the case of a Complaint against a student that proceeds to a hearing panel, the hearings are closed events, limited to the members of the tribunal, the Complainant, the Respondent, and their respective support persons. The decision of the tribunal will be made available to both parties.
63. In the case of a Complaint against a staff or faculty member, reporting on the outcome of the investigation will respect the terms of the *Act respecting Access to documents held by public bodies and the Protection of personal information, CQLR, chapter A-2.1*. ~~In these cases, Complainants will be informed when the processes have been carried out~~ *Act to prevent and fight sexual violence in higher education institutions, CQLR, chapter P-22.1*, as well as the *Act respecting Access to documents held by public bodies and the Protection of personal information, CQLR, chapter A-2.1*. In such cases, the University will notify the Complainant when the investigation has been carried out and, upon request, will provide information

POLICY REGARDING SEXUAL VIOLENCE

Page 22 of 22

to the Survivor/Victim regarding the outcome of the Complaint, such as whether a sanction was imposed, and, if so, the details thereof.

64. Information pertaining to safety concerns can be shared with Complainants. Such information could, for example, include details about the presence, or not, of the Respondent in certain buildings at certain times.

CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS BETWEEN INSTRUCTORS AND STUDENTS

65. The foundation of the University's educational mission is the integrity of the Instructor-student relationship. As stated in the University [Guidelines on Consensual Romantic or Sexual Relationships](#), this relationship vests considerable trust in the Instructor, who, in turn, bears authority, responsibility and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship can potentially heighten the vulnerability of the student. Students may have difficulty communicating freely that they do not want to be in a romantic or sexual relationship, or that they want the relationship to end, because of concern over the impact such a communication may have on their academic progress. The pedagogical relationship between an Instructor and a student must be protected from influences or activities that can interfere with learning and personal development. Engaging in such relationships is a Conflict of Interest for Instructors. Instructors are to avoid such relationships. Notwithstanding the foregoing, if a consensual or romantic relationship exists or develops between a student and an Instructor, the process outlined in the [Guidelines](#) applies. Disclosure of such a relationship is required and the Conflict of Interest it engenders must be managed. Failure to do so may result in disciplinary measures against the Instructor.
66. The [Guidelines](#) aim to provide guidance solely with respect to consensual romantic or sexual relationships between Instructors and students. Any student with a Complaint or charge of Sexual Harassment, Sexual Assault or other forms of Sexual Violence involving an Instructor, which may or may not arise from a consensual romantic or sexual relationship, may seek the necessary support at the University as set out in this Policy.

POLICY REGARDING SEXUAL VIOLENCE

Page 23 of 22

ANNUAL REPORTING

67. Without compromising confidentiality, the University will comply with the [*Act to prevent and fight sexual violence in higher education institutions, CQLR, Chapter P-22.1*](#) by compiling an annual report of all incidents of Sexual Violence reported across the University. A summary of this report will be presented to the Standing Committee on Sexual Violence.

POLICY RESPONSIBILITY AND REVIEW

68. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the ~~Special Advisor to the Provost on Campus Life and Vice-President, Academic or their delegate.~~

Approved by the Board of Governors on May 20, 2016, and amended on December 12, 2018,
~~and June 18, 2020.~~

POLICY REGARDING SEXUAL VIOLENCE

| and [insert date].

DRAFT

APPENDIX A: Support Services

Sexual Assault Resource Centre (SARC)	https://www.concordia.ca/students/sexual-assault.html
Office of Rights and Responsibilities	http://www.concordia.ca/conduct/behavioural-integrity.html
Campus Security	https://www.concordia.ca/campus-life/security.html
Dean of Students	http://www.concordia.ca/offices/dean-students.html
Human Resources	https://www.concordia.ca/hr.html
Student Advocacy Office	https://www.concordia.ca/offices/advocacy.html
Special Advisor to the Provost on Campus Life	(514) 848-2424 extension 5438
Centre for Gender Advocacy Peer-to-Peer Support	https://genderadvocacy.org/
CSU Legal Information Clinic	https://www.csu.qc.ca/services/lic/
CSU Student Advocacy Centre	https://www.csu.qc.ca/services/advocacy/
CSU Off-Campus Housing and Job Bank	https://www.concordia.ca/students/housing/off-campus.html
Employee Assistance Program	http://www.concordia.ca/hr/benefits/eap.html
Montreal Sexual Assault Centre hotline	(514) 933-9007 http://www.cvasm.org/en/
Campus Wellness and Support Services	http://www.concordia.ca/offices/cwss.html

POLICY REGARDING SEXUAL VIOLENCE

APPENDIX B: Filing an Internal Complaint

Filing an Internal Sexual Violence or Sexual Misconduct Complaint

Concordia offers impartial, confidential and independent services to those with concerns about the behaviour of any Member of the Concordia community.

If you have experienced – or witnessed – Sexual Violence/misconduct and would like to make a Complaint or Report, you are encouraged to contact our primary resource, Concordia’s [Sexual Assault Resource Centre \(SARC\)](#).

If you are in immediate danger and

- are on campus, contact Campus Security at 514-848-3717 – option 1.
- are off campus, call 911 or [contact the police](#).

The types of cases we can address

We can intervene in cases that relate to a situation involving Concordia students, faculty or staff that have taken place:

- on campus;
- during an on or off-campus University-sponsored activity or event; or
- during an activity or event that has a link to Concordia.

Complaint options

Every case is unique. When you consult with [SARC](#), the staff will:

1. discuss your options;
2. guide and support you through the process; and
3. connect you to the Office of Rights and Responsibilities.

All consultations with SARC and the Office of Rights and Responsibilities **are confidential and non-judgmental**, and are available to Concordia University students, faculty and staff of all genders and orientations. Please note that, exceptionally, there are limits to the confidentiality that can be assured under certain circumstances, such as:

POLICY REGARDING SEXUAL VIOLENCE

- An individual is judged to be at imminent risk of self-harm or of harming another;
- Evidence of sexual violence is available in the public realm (for example: video shared publicly on social media);
- Reporting or action is required by law (for example: subpoena, a minor at risk of harm).

In addition, regardless of resolution options chosen, the University may, when circumstances warrant, take additional measures and/or initiate its own processes. The University reserves the right to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the consent of the Survivor/Victim, if the University believes that the safety of the community is at risk. A decision by the University to initiate an internal investigation and/or pursue other recourses without the consent of the Survivor/Victim will only be taken in extraordinary circumstances following an assessment by the appropriate University administrators.

There are two Complaint options:

- An **informal Complaint** leads to a resolution that is voluntary on both sides. An informal Complaint may be escalated to a formal Complaint.
- A **formal Complaint** involves either an investigation or a hearing, and may result in disciplinary action.

What to expect when you file a Complaint

The process depends on whether the Complaint is against a student or a faculty/staff member. Use the guide below to get a clearer picture of what you can expect during the Complaint process.

POLICY REGARDING SEXUAL VIOLENCE

Making a formal Complaint against a staff or faculty member

Step 1

You are strongly encouraged to consult with [SARC](#) who will connect you with the Office of Rights and Responsibilities to discuss Complaint options.

Step 2

- **Complaint:** You will be asked to submit a Complaint letter to the Office of Rights and Responsibilities. A student advocate, union representative (if applicable), and/or University member can support you as you write this letter as well as throughout the resolution process.
- **Investigation:** An investigation will be conducted by an internal authority or external investigator depending on the case. The investigator is appointed by the University, and may meet with all parties involved including witnesses as well as consult relevant documentation and subject matter experts.
- **Conclusion:** If the Complaint is founded, the appropriate measures will be applied. The range of sanctions includes:
 - a letter of concern or warning;
 - sensitization training;
 - suspension; or
 - dismissal.

POLICY REGARDING SEXUAL VIOLENCE

Making a formal Complaint against a student

Step 1

You are strongly encouraged to consult with [SARC](#) who will connect you with the [Office of Rights and Responsibilities](#) to discuss Complaint options.

Step 2

- **Complaint:** You will be asked to submit a Complaint letter to the Office of Rights and Responsibilities. A student advocate, union representative (if applicable), and/or University member can support you as you write this letter as well as throughout the resolution process.
- **Hearing:** The Complaint will be heard by a panel trained extensively on matters pertaining to sexual violence. In certain cases, there are alternatives to participating in a face-to-face hearing, such as participating via Skype or providing video testimony.
- **Conclusion:** If the Complaint is upheld, sanctions may include:
 - written reprimand;
 - restricted access conditions;
 - payment as compensation;
 - community service at the University or elsewhere;
 - a fine;
 - recommendation of suspension*;
 - recommendation of expulsion*.

** A recommendation of suspension or expulsion from the panel is subject to confirmation by the Provost and Vice-President, Academic.*
- **Appeal:** Either party may request authorization to appeal following the decision.

POLICY REGARDING SEXUAL VIOLENCE

Making an informal Complaint against a student, faculty or staff

Step 1

You are strongly encouraged to consult with [SARC](#) who will connect you with the [Office of Rights and Responsibilities](#) to discuss informal Complaint options.

Step 2

The informal Complaint process may involve:

- Mediation;
- 3rd party facilitation (shuttle diplomacy);
- No-contact agreements;
- Settlement agreements (can include sensitization training, community service, an apology, etc.); or
- Other measures.