

### **1.0 Preamble**

This procedure sets out how the policies in SKG's Policy GOV 03 Academic Governance shall be put into effect.

### **2.0 Definitions**

“Academic Advisory Circle” means the group of individuals appointed by SKG's board to provide guidance and advice to the board concerning SKG's academic mission and its services and supports to students.

“Board” means the board of governors of SKG.

“Circle” means the Academic Advisory Circle.

“Director” means an individual appointed to SKG's board of governors.

“Director of Academics” means the senior executive appointed by the board to administer its academic mission, regardless of the title of that position.

“Director of Operations” means the senior executive appointed by the board responsible for SKG's organizational administration, regardless of the title of that position.

“Faculty” means instructors hired on a full-time, ongoing basis.

“Instructor” means an employee of SKG who is responsible for teaching, evaluation, academic supervision, and/or related activities for credit and non-credit courses, and/or responsible for evaluation of students in any other activity that is part of SKG's academic mission. It includes all such employees, whether faculty members or contract employees.

“SKG” means Shingwauk KinooMaage Gamig.

“SKG alumni” means graduates of programs delivered by SKG, or graduates of Anishinaabe Studies or Anishinaabemowin programs of Algoma University.

### **3.0 Appointment of members of the Academic Advisory Circle**

SKG staff shall nominate all prospective members of the Circle to the board, following the processes described below.

The board shall approve appointment of each member of the Circle.

#### **3.1 Algoma University**

With respect to the representative of Algoma University, SKG staff shall request the President of Algoma University to appoint a representative of that university to the Circle.

### **3.2 SKG's faculty and teaching staff**

SKG's board may determine a maximum number of faculty and teaching staff to include as members of the Circle.

If the number of faculty and teaching staff employed by SKG exceeds that number, SKG staff shall request all SKG faculty and teaching staff to recommend representatives, using a process that faculty and teaching staff themselves determine.

### **3.3 SKG's students and alumni**

SKG's board may determine a maximum number of students and alumni, respectively, to include as members of the Circle.

SKG staff shall request all SKG students to recommend representatives, using a process that students themselves determine.

SKG staff shall request all SKG alumni to recommend representatives, using a process that SKG staff develop.

- SKG staff shall provide an opportunity for alumni to comment on the process that SKG develops to seek recommendations from alumni, and shall endeavour to reflect alumni's preferences in design of this process.

SKG staff shall support and facilitate the processes that students and alumni use to determine representatives to the Circle if students or alumni request this.

### **3.4 Other appointments**

Concerning all other appointments to the Circle, SKG's staff shall consult with current members of the Circle prior to the nomination of a new member.

### **3.5 Ex officio members**

The Circle shall include staff of SKG:

- Director of Academics
- Director of Operations
- Librarian or archivist, if applicable

The board may appoint other staff as it deems appropriate.

## **4.0 Operation of the Academic Advisory Circle**

The Circle may determine its own policies and procedures for its operation, including but not limited to:

- Quorum, and
- Methods for approval of its recommendations to the board.

The Circle's operational policies concerning quorum and its procedures shall ensure that the recommendations of the Circle can be considered and approved in an expeditious way.

Where the Circle has determined an operational policy, its policy shall be published on SKG's website.

## **5.0 Related Policies, Procedures & Documents**

Gov 03 Academic Governance policy

SKG's policies and procedures may be found here [\[hyperlink to be added\]](#)

## **6.0 Responsible Officer**

Director of Academics

## **7.0 Version history**

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