

University of Waterloo
SENATE
Notice of Meeting

Date: Monday, March 27, 2006

Time: 4:30 p.m.

Place: Needles Hall, Room 3001

	<i>OPEN SESSION</i>	<i>Page</i>	<i>Action</i>
4:30	<u>Consent Agenda</u> Motion: That items 1-4 [below] be approved or received for information by consent.		
	1. Approval of the February 27, 2006 Minutes [enclosed]		Decision
	2. Report of the Chair		
	a. Recognition and Commendation	2, A1	Information
	3. Report of the Vice-President, Academic & Provost		
	a. University Professorship Designations	2, A2	Information
	4. Reports from the Faculties	2, A3-A13	Information
	<u>Regular Agenda</u>		
	5. Reports from Committees and Councils (A)		
4:35	a. Award for Distinguished Teaching by a Registered Student Committee	Oral	Information
4:40	b. Distinguished Teacher Award Committee	Oral	Information
	6. Business Arising from the Minutes		
4:45	a. Sixth Decade Plan	Oral	Discussion/Information
	7. Presentation		
5:05	a. Sixth Decade Plans: Arts and Mathematics	Oral	Information
5:45	8. Report of the Chair		
	a. Environmental Scan	Oral	Information
6:00	9. Report of the Vice-President, Academic & Provost	Oral	Information
	10. Reports from Committees and Councils (B)		
6:10	a. Finance Committee [to be distributed]		Decision
6:30	b. Graduate & Research Council	2, A14-A26	Decision/Information
6:35	c. Undergraduate Council [including an addendum]	2, A27-A29	Decision/Information
	11. Other Business		
6:40	a. Changes to Policy 14 - Pregnancy and Parental Leaves (including Adoption) and Policy 76 - Faculty Appointments	2, A30-A35	Decision/Information
	<i>CONFIDENTIAL SESSION</i>		
6:45	12. Approval of the February 27, 2006 Minutes [enclosed]		Decision
	13. Other Business		
6:50	a. Delegation of Authority	3, CS1	Decision

The Executive Committee met on March 6, 2006 and wishes to report as follows:

OPEN SESSION

Consent Agenda

2. REPORT OF THE CHAIR

- a. Recognition and Commendation.** The Committee agreed to forward this report to Senate for information.

3. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST

- a. University Professorship Designations.** The Committee agreed to forward this report to Senate for information.

4. REPORTS FROM THE FACULTIES

The Committee agreed to forward these reports to Senate for information.

Regular Agenda

5. REPORTS FROM COMMITTEES AND COUNCILS (A)

- a. Award for Distinguished Teaching by a Registered Student Committee.** The recipients' names will be announced at Senate.

- b. Distinguished Teacher Award Committee.** The recipients' names will be announced at Senate.

6. BUSINESS ARISING FROM THE MINUTES

- a. Sixth Decade Plan.** The Committee understood that the Provost would continue discussion of the plan's main recommendations.

7. PRESENTATION

- a. Sixth Decade Plans: Arts and Mathematics.** The Deans will present their respective plans.

8. REPORT OF THE CHAIR

- a. Environmental Scan.** The Chair will provide a brief "environmental scan."

9. REPORT OF THE VICE-PRESIDENT, ACADEMIC & PROVOST

The Vice-President will report as appropriate.

10. REPORTS FROM COMMITTEES AND COUNCILS (B)

- a. Finance Committee.** The 2006-07 Operating Budget will be forwarded to Senate for consideration and recommendation to the Board for approval at its April 4 meeting.

- b. Graduate & Research Council.** The Committee agreed to forward this report to Senate for approval and information.

- c. Undergraduate Council.** The Committee agreed to forward this report to Senate for approval and information. An addendum is recommended to Senate for approval.

11. OTHER BUSINESS

- a. Changes to Policy 14 - Pregnancy and Parental Leaves (including Adoption) and Policy 76 - Faculty Appointments.** The Committee agreed to forward these amendments to Senate for approval and information.

University of Waterloo

SENATE

March 27, 2006

Report of the Chair

For Information

RECOGNITION AND COMMENDATION

Chancellor **Mike Lazaridis** was recently named an Officer of the Order of Canada.

A UW partnership was among the finalists for this year's Ontario Centres of Excellence Mind to Market Award. Each year the award recognizes "an exceptional collaboration between an Ontario company and an Ontario researcher, or team of researchers, which has led to the successful commercialization of a new technology." The UW entry this year was a relationship with **Slipstream Data Inc.**, a spinoff company founded by Professors **En-hui Yang** and **Ajit Singh** of Electrical and Computer Engineering. The award citation says UW and Slipstream "developed a transformative technology for data compression. Slipstream is the most widely deployed dial-up Internet acceleration and optimization technology in the world and the de facto standard." The Mind to Market award for this year, however, went to Queen's University and Millenium Biologix for their work on bone graft substitutes.

The University of Waterloo captured several awards at the recent Engineers Without Borders national conference in Ottawa. UW's Engineers Without Borders was named "Chapter of the Year," along with the University of Western Ontario, for its large volunteer involvement, expansive high-school outreach program and professional chapter structure. **Sarah Lewis**, President of the UW Chapter, was named "Volunteer of the Year" out of 15,000 members nationwide for her dedication to the organization, selfless commitment to development and making the Waterloo chapter the largest and most effective chapter in Canada. As well, **Catherine Denis**, a Systems Design Engineering student, received the inaugural Professional Engineers of Ontario/Engineers Without Borders Scholarship, worth \$1,000.

UW's "Blue Balance" team, made up of Accounting & Financial Management students **Melissa Lai**, **Sarah Lau**, **Edmund Li** and **Michael Tang**, won the grand prize of \$5,000 in the first annual Student Case Competition hosted by the Certified Management Accountants of Ontario. At the event, held at McMaster University last month, interest in the inaugural event was overwhelming, with 156 students representing 19 Ontario universities. The competition invited students to put their management leadership skills to the test. With the use of a computer-based, decision-driven simulation, students were asked to interview the executive team of a fictional company, review corporate documents and give strategic advice to senior management on issues directly impacting a company's future.

A team of **Civil Engineering students** came home with third place overall, and an award for best braking system, one of the specialized honours given in the competition, from the 32nd annual Great Northern Concrete Toboggan Race held in Montreal. The GNCTR is a student-organized event involving universities from across Canada. The objective of the race is to design and construct a fast and safe toboggan with a running surface made out of concrete. The competition challenges its participants to be creative, develop innovative designs and construction techniques, and use learned skills in developing the toboggans.

University of Waterloo

SENATE

March 27, 2006

Report of the Vice-President, Academic & Provost

For Information

UNIVERSITY PROFESSORSHIP DESIGNATIONS

The 2006 University Professorship designations: **Phelim Boyle** (Accountancy) and **Ian Munro** (Computer Science).

Other designations, from 2004 and 2005: **Terry McMahon** (Chemistry), **Garry Rempel** (Chemical Engineering), **Cam Stewart** (Pure Mathematics), **Mary Thompson** (Statistics & Actuarial Science), **Robert Jan Van Pelt** (Architecture) and **Mark Zanna** (Psychology).

University Professor

The University of Waterloo owes much of its reputation and stature to the quality of its eminent professors. UW recognizes exceptional scholarly achievement and international pre-eminence through the designation "University Professor." Once appointed, a faculty member retains the designation for life.

Not counting retirees, it is anticipated there will be 14 University Professorships at steady state, with at most two appointments each year. Such appointments are reported to Senate and to the Board of Governors for information, and are recognized at Convocation.

Selection Process

Annually, nominations will be sought from Deans, Directors and Chairs, as well as from the University community generally. A nominee shall have demonstrated exceptional scholarly achievement and international pre-eminence in a particular field or fields of knowledge. The individual who nominates a colleague is responsible for gathering the documentation and submitting it to the Vice-President, Academic & Provost. The University Tenure & Promotion Committee will act as the selection committee; its decisions are final.

A nomination must be supported by at least six signatures from at least two UW departments and must be accompanied by a curriculum vitae and a short, non-technical description of the nominee's contributions. A nomination must also be accompanied by letters from the nominee's Dean and from at least two and no more than five scholars of international standing in the nominee's field from outside the University. The letter of nomination should explain why these particular scholars were chosen as referees. The referees should be asked to comment on the impact and specific nature of the nominee's most influential contributions, addressing their responses directly to the Vice-President, Academic & Provost.

Amit Chakma
Vice-President, Academic & Provost

**UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF APPLIED HEALTH SCIENCES TO SENATE**

Monday, March 27, 2006

For Information:

A. APPOINTMENTS

New Probationary Appointment

HALL, Peter, Assistant Professor, Department of Kinesiology, July 1, 2006 to June 30, 2009 [Ph.D., University of Waterloo, Clinical Psychology, 2002; B.A., Dalhousie University, Psychology, 1995]. Dr. Hall's area of interest focuses on time-related factors on health behaviour change particularly prevention of chronic illness and rehabilitation following injury. He will be involved in the area of Social Psychology and Physical Activity at the level of the individual and small groups for interventions which is a perfect fit for Kinesiology.

Adjunct Re-appointment

CRAIG, Cora, Associate Professor, Faculty of Applied Health Sciences, April 1, 2006 to March 31, 2009.



Roger C. Mannell, Dean
Applied Health Sciences

UNIVERSITY OF WATERLOO

REPORT OF THE DEAN OF THE FACULTY OF ARTS TO SENATE

MARCH 27, 2006

For information:

A. *APPOINTMENTS*

New Probationary Term

FERNANDES, Myra, BSc., University of Waterloo 1996; MA Psychology, University of Toronto, 1997; PhD Psychology, 2001, University of Toronto, Assistant Professor, Department of Psychology, January 1, 2007 to June 30, 2010. Dr. Fernandes is a specialist in Cognitive Neuroscience, with a particular interest in the cognitive aspects of aging. She has impeccable training and a stellar pedigree. Her work has already received substantial recognition. For example, NSERC cites one of her papers to support the claim that "Canada is a world leader in the study of perception, attention, memory problem solving, decision making, language and consciousness." Dr. Fernandes is an extremely gifted teacher in both large lecture, and small seminar formats. Dr. Fernandes will contribute to the department's undergraduate and graduate programs in Behavioural Neuroscience by strengthening our expertise in cognitive aspects of aging. Her research interests create links with other programs within the department, as well as other initiatives within the University such as the Research Institute for Aging.

Adjunct Appointments

BOEHMER, Greg, Associate Professor, School of Accountancy, January 1, 2006 to April 30, 2006.

CARTER, Dave (Professor Emeritus), Associate Professor, Department of Political Science, May 1, 2006 to August 31, 2006.

PANTALEO, Nick, Associate Professor, School of Accountancy, January 1, 2006 to April 30, 2006.

Adjunct Reappointments

HARTLING, Shannon, Assistant Professor, Department of English Language and Literature, May 1, 2006 to August 31, 2006.

KRELLER, Paul, Assistant Professor, Department of English Language and Literature, May 1, 2006 to August 31, 2006.

Cross Reappointment

MCALLISTER, M. L., Associate Professor, Environment and Resource Studies, cross appointment to Department of Political Science, January 1, 2006 to June 30, 2007.

B. ADMINISTRATIVE APPOINTMENTS

CARVALHO, Emanuel, Associate Dean for Special Programs, Faculty of Arts, September 1, 2006 to August 31, 2007.

HAUCK, Gerhard, Chair, Department of Drama and Speech Communication, July 1, 2006 to June 30, 2009.

C. RESIGNATION

KLASSEN, Kenneth, Associate Professor, School of Accountancy, effective June 30, 2006.

D. RETIREMENTS

BOYLE, Phelim, Professor, School of Accountancy, effective July 1, 2006.

GREEN, Art, Professor, Department of Fine Arts, effective July 1, 2006.

RYAN, Robert, Associate Professor, Department of French Studies, effective July 1, 2006.

WALKER, Jim, Professor, Department of History, effective July 1, 2006.

E. SABBATICALS

CUENCA, Javier, Professor, Department of Economics, change **from** September 1, 2006 to August 31, 2007, twelve months at 85% salary **to** September 1, 2006 to February 28, 2007, six months at 100% salary.

DENTON, Diana, Associate Professor, Department of Drama and Speech Communication, January 1, 2007 to June 30, 2007, six months at 85% salary.

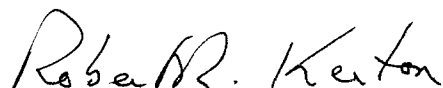
GOODWIN, David, Associate Professor, Department of English Language and Literature, July 1, 2006 to December 31, 2006.

KERTON, Robert, Professor, Department of Economics, July 1, 2006 to June 30, 2007, twelve months at 100% salary.

SZARYCZ, Ireneusz, Associate Professor, Department of Germanic and Slavic Studies, September 1, 2006 to August 31, 2007, twelve months at 85% salary.

ADMINISTRATIVE LEAVE

KERTON, Robert, Professor, Department of Economics, July 1, 2007 to October 31, 2007, four months at 100% salary.



Robert R. Kerton
Dean, Faculty of Arts

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF ENGINEERING TO SENATE
March 27, 2006

For information:

A. *APPOINTMENTS*

New Probationary Term

CHANDRASEKHAR, Naveen, Assistant Professor, Department of Mechanical Engineering, March 1, 2006 – June 30, 2009. PhD Texas Tech University 2005; MS Texas Tech University 2003; BE Bapuji Institute of Engineering and Technology 1999. Dr. Chandrasekhar's area of expertise is in Biomechanics.

Visiting Appointments

ALIZEDAH-MOFRAD, Rakshanak, Scholar, Department of Chemical Engineering, February 1, 2006 – January 31, 2007.

BOUTARIN, Luc, Scholar, Department of Chemical Engineering, May 22, 2006 – August 31, 2006.

GNANENDRAN, Kingsley, Associate Professor, Department of Management Sciences, May 1, 2006 – August 31, 2006.

GOLBABAIE, Mahsa, Scholar, Department of Chemical Engineering, January 1, 2006 – December 31, 2008.

MIRBOZORGI, Seyed, Researcher, Department of Mechanical Engineering, July 1, 2006 – October 31, 2006.

MOHAJER-IRAVANI, Baharak, Scholar, Department of Electrical & Computer Engineering, February 1, 2006 – January 31, 2007.

NORAKANKORN, Chaiwat, Scholar, Department of Chemical Engineering, January 23, 2006 – July 15, 2007.

QI, Xiaomei, Associate Professor, Department of Systems Design Engineering, April 1, 2006 – March 31, 2007.

Visiting Reappointments

AKHLAGHI, Soroush, Scholar, Department of Electrical & Computer Engineering, March 1, 2006 – February 28, 2007.

BULSARI, Mercy, Scholar, Department of Chemical Engineering, January 1, 2006 – March 31, 2006.

WON, Jin-Myung, Scholar, Department of Electrical & Computer Engineering,
March 1, 2006 – May 31, 2006.

Adjunct Appointments

ABDALLAH, Samer, Assistant Professor, Department of Systems Design Engineering, March 1, 2006 – February 28, 2009.

DUNKER, Klaus, Assistant Professor, School of Architecture, January 1, 2006 – April 30, 2006.

FASSNACHT, Steven, Assistant Professor, Department of Civil Engineering, January 1, 2006 – December 31, 2006.

GASTMEIR, William, Assistant Professor, School of Architecture, January 1, 2006 – April 30, 2006.

MOMTAHAN, Kathryn, Assistant Professor, Department of Systems Design Engineering, January 1, 2006 – December 31, 2008.

TRANKLE, Marion, Assistant Professor, School of Architecture, January 1, 2006 – April 30, 2006.

YUAN, Fei, Assistant Professor, Department of Electrical & Computer Engineering, January 1, 2006 – December 31, 2009.

Adjunct Reappointments

JAMSAK, Wasana, Visiting Scholar, Department of Chemical Engineering, April 15, 2006 – April 14, 2007.

LECKMAN, Michael, Assistant Professor, School of Architecture, January 1, 2006 – April 30, 2006.

LEE, Jin-Sik, Scholar, Department of Chemical Engineering, May 1, 2006 – April 30, 2007.

Cross Appointments

YAVUZ, Mustafa, Associate Professor, Department of Mechanical Engineering to Department of Systems Design Engineering, January 12, 2006 – December 31, 2009.

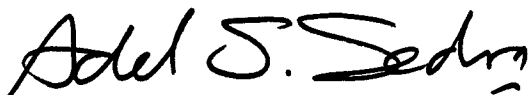
FOR APPROVAL BY THE BOARD OF GOVERNORS

B. SABBATICAL

HO, Pin-Han, Assistant Professor, Department of Electrical & Computer Engineering, September 1, 2006 – February 28, 2007, six months at 100% salary.

SYKES, Jonathan, Professor, Department of Civil Engineering, September 1, 2006 – August 31, 2007, twelve months at 100% salary.

REMPEL, Garry, Professor, Department of Chemical Engineering, January 1, 2007 – December 31, 2007, twelve months at 100% salary.



Adel S. Sedra
Dean, Faculty of Engineering

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF ENVIRONMENTAL STUDIES TO SENATE
March 27, 2006

For Information:

A. *APPOINTMENTS*

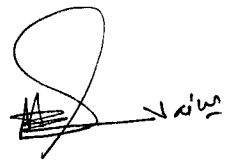
Adjunct Reappointment

MORTSCH, Linda, Assistant Professor, Department of Geography, January 1, 2006 to December 31, 2008.

Cross Appointment

CLAPP, Jennifer, Associate Professor, Faculty of Environmental Studies, cross-appointed to the Department of Environment and Resource Studies, January 1, 2006 to December 31, 2008.

HAIGHT, Murray, Associate Professor, School of Planning, cross-appointed to the Department of Geography, July 1, 2005 to June 30, 2008.

A handwritten signature in black ink, appearing to read 'Deep Saini', with a horizontal line and a small flourish extending to the right.

Deep Saini
Dean

/aew

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF MATHEMATICS TO SENATE
March 27, 2006

For information:

A. *APPOINTMENTS*

Visiting Appointments

CHOI, Sungsub (Pohang Univ. of Science & Technology), Associate Professor, Dept. of Statistics and Actuarial Science, March 1, 2006 – August 31, 2006.

HUMPHRIES, John (Univ. of Canterbury), Researcher, Dept. of Combinatorics and Optimization, January 1, 2006 – April 30, 2006.

KRAUS, Julia (Univ. of Munich), Scholar, Dept. of Statistics and Actuarial Science, May 1, 2006 – September 30, 2006.

Adjunct Appointments

CHINCHALKAR, Shirish (Cornell Univ.), Professor, Office of the Dean, March 1, 2006 – February 28, 2011.

GRAHAM, Simon (Sunnybrook & Women's College Health Sciences Centre), Assistant Professor, The David R. Cheriton School of Computer Science, January 1, 2006 – December 31, 2007.

Adjunct Reappointments

ARNASON, Mark, Lecturer, Office of the Dean, January 1, 2006 – April 30, 2006.

CERCONE, Nick (Dalhousie Univ.), Professor, The David R. Cheriton School of Computer Science, February 1, 2006 – January 31, 2009.

Cross Appointments

LEUNG, Debbie (Assistant Professor, Dept. of Combinatorics and Optimization), in The David R. Cheriton School of Computer Science, February 1, 2006 – January 31, 2008.

McCONKEY, Brendan (Assistant Professor, Dept. of Biology), in The David R. Cheriton School of Computer Science, February 1, 2006 – January 31, 2008.

B. *SABBATICAL*

FOR APPROVAL BY THE BOARD OF GOVERNORS

JACKSON, David, Professor, Dept. of Combinatorics and Optimization, March 1, 2007 – August 31, 2007, with 85% salary.

RUBINSTEIN, Michael, Assistant Professor, Dept. of Pure Mathematics, July 1, 2006 – December 31, 2006, with 100% salary. This is an early sabbatical.

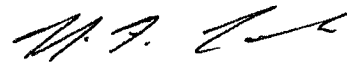
TESKE, Edlyn, Assistant Professor, Dept. of Combinatorics and Optimization, May 1, 2006 – October 28, 2006, with 100% salary. This is an early sabbatical.

TUNCEL, Levent, Professor, Dept. of Combinatorics and Optimization, September 1, 2006 – February 28, 2007, with 85% salary.

ALREADY APPROVED BY THE BOARD OF GOVERNORS

BOUTABA, Raouf, Associate Professor, The David R. Cheriton School of Computer Science, July 1, 2006 – December 31, 2006, with 100% salary.

WOLKOWICZ, Henry, Professor, Dept. of Combinatorics and Optimization, July 1, 2006 – June 30, 2007, with 85% salary.



Thomas Coleman
Dean

UNIVERSITY OF WATERLOO
REPORT OF THE DEAN OF SCIENCE TO SENATE
March 27, 2006

For information:

A. *APPOINTMENTS*****

Adjunct Appointments

GHOSE, Shohini, Professor, Department of Physics, January 1, 2006 to December 31, 2009.

VANDERKOOY, John, (Professor Emeritus), Professor, Department of Physics, January 1, 2006, to December 31, 2007.

WOODS, Craig A., Assistant Professor, School of Optometry, February 1, 2006 to January 31, 2008.

Adjunct Reappointments

HAMMARLUND, Dan O., Associate Professor, Department of Earth Sciences, November 1, 2005 to October 31, 2008.

PROWSE, Terry, Professor, Department of Earth Sciences, July 1, 2005 to June 30, 2008.

SMITH Stephen M., (Professor Emeritus), Associate Professor, Department of Biology, February 1, 2006 to January 31, 2009.

Cross Appointments

EMERSON, Joseph, Assistant Professor, Department of Applied Mathematics, cross-appointed to Department of Physics, January 1, 2006 to December 31, 2009.

INGALLS, Brian, Assistant Professor, Department of Applied Mathematics, cross-appointed to Department of Biology, January 1, 2006 to December 31, 2009.

Changes in Appointments

BREM, Arjan, Lecturer, Department of Earth Sciences, originally appointed January 1, 2006 to April 30, 2006, appointment dates changed to May 1, 2006 to August 31, 2006.

Graduate Student Appointed as Lecturer

FERNANDEZ, Sheldon, Lecturer, School of Optometry, January 1, 2006 to June 30, 2006.

Postdoctoral Fellow Appointed as Lecturer

DUGUET, Manuel, Lecturer, Department of Earth Sciences, March 1, 2006 to April 30, 2006.

Postdoctoral Fellow Reappointed as Lecturer

ALURU, Neelakanteswar, Lecturer, Department of Biology, January 1, 2006 to April 30, 2006.

B. SABBATICAL LEAVE

MAYFIELD, Colin I., Professor, Department of Biology, September 1, 2006 to August 31, 2007, full salary arrangement, and four-for-four exchange September 1, 2007 to December 31, 2007, full salary arrangement.



D.G. Dixon
Dean

DGD/lw

University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
REPORT TO SENATE
March 27, 2006

Council met on February 27, 2006 and agreed to forward the following items to Senate for approval and information, as indicated [*further details may be obtained from the Secretary, ext. 5924*]

FOR APPROVAL

ESTABLISHMENT OF CENTRE

Waterloo Centre for Automotive Research (watCAR) (Michael Worswick, Director Designate)

Council agreed to recommend that Senate approve the establishment of this Centre for five years (May 2006 - April 2011). See attachment #1 for the complete proposal, which includes an executive summary and introduction.

CURRICULAR CHANGES

Faculty of Applied Health Sciences

Program Name Change
Health Studies & Gerontology; Kinesiology
Collaborative Program in Behavioural Neuroscience

Council recommends that the name of this program be changed, effective Spring 2006, to the Collaborative Program in Behavioural & Cognitive Neuroscience in recognition of the two distinct types of neuroscience research encompassed: behavioural neuroscience, which has come to be aligned specifically with animal research and cognitive neuroscience, referring to human research.

Specialization Inactivation
MSc Kinesiology
Sociology of Sport Specialization

Council recommends the inactivation of this specialization, effective Spring 2006, in response to changing teaching and research interests in the Department of Kinesiology; the sociological focus has evolved to "work and health". There are no students registered in the specialization.

Faculty of Science

Modifications to International Graduate Admissions
MSc, PhD Biology

Council recommends modifying the admissions requirements, effective Fall 2007, to allow the Department to request that students submit Graduate Record Examination scores (GRE, Analytical and Quantitative) with their applications in the event the Department believes that non-Canadian transcripts do not provide sufficient admission evaluation information.

Change in Course Requirements

Chemistry

Direct Admission to the PhD Program from a BSc Degree

Mindful of the need for breadth in a doctoral program, Council recommends reducing the course requirements by one course, effective September 2006, in recognition of exceptional students who are admitted directly to the PhD program, allowing students to concentrate on research, and as a recruiting incentive. This modification brings Waterloo's requirements in line with those of the University of Guelph, its partner institution (i.e., Guelph-Waterloo Centre for Graduate Work in Chemistry and Biochemistry).

Students who are admitted directly to the PhD from the BSc will be required to complete as their non-thesis requirement four regular graduate courses, an MSc Seminar and research proposal (in the second term), a PhD Oral Comprehensive Examination (in the fifth term) and a PhD Research Seminar (in the seventh term). This is one course less than required by students who enter the PhD program from the MSc or students who transfer directly to the PhD program after one year of MSc study.

FOR INFORMATION

On behalf of Senate, Council approved:

- Curricular changes to the Faculties of Applied Health Sciences (Health Studies & Gerontology, Kinesiology, Recreation & Leisure Studies) and Science (Biology, Chemistry, Optometry).
- Two new scholarships, Hertha Brichta Award for German Studies and the Master of Taxation (MTAX) Graduate Scholarship, and one renewal, Stella Margaret Callfas Graduate Bursary Award.
- Modifications to the membership of the Human Research Ethics Committee [three representatives from the Faculty of Applied Health Sciences (from two)] and a new member, Ken Stark, Kinesiology, term to August 31, 2008.

/tlc

Ranjana Bird
Dean of Graduate Studies

Alan George
Interim Vice-President, University Research



**Proposal for the Establishment of a New
Automotive Research Centre
at the University of Waterloo**

February, 2006

University of
Waterloo



WatCAR.uwaterloo.ca



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Faculty of Engineering

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February 19, 2006

Alan George, VP-Research
Ranjana Bird, Dean of Graduate Studies
Co-Chairs, Senate Graduate and Research Council

Dear Ranjana and Alan:

I am pleased to write this letter providing my strongest support to the establishment of the *Waterloo Centre for Automotive Research (WatCAR)* headed by Professor Michael Worswick. As you are aware, this initiative is a key component in the strategic research plan for the Faculty of Engineering and the University of Waterloo. The Faculty of Engineering is prepared to "host" this Centre that encompasses research across many other Faculties at the University of Waterloo.

This proposed Centre was discussed at a recent Chairs and Associate Deans meeting of the Faculty of Engineering. This academic body gave WatCAR its "full endorsement". To assure that WatCAR has the best opportunity to become a successful centre, I am pleased to provide initial funding of \$125,000 per annum for the next five years (total funding of \$625,000 over five years). The use of the funds are outlined in the WatCAR proposal. The Centre will also have access to a percentage of overhead funds generated by major institutional grants such as the recent ORF-RE proposal co-lead by Professor David Wilkinson of McMaster University and by Professor Mike Worswick.

The sustaining of the Centre past the initial five years of funding will be based on its ability to generate funding opportunities that are to the benefit of the Centre, Faculties and university. As with all Centres or Institutes sanctioned by the university, we will review its performance on a regular basis. We are confident that WatCAR will be a very successful Centre leading the automotive research areas for many years to come.

Yours sincerely,

A handwritten signature in black ink that reads "Anthony Vannelli (Acting Dean)".

Adel Sedra
Dean of Engineering

cc: Professor Michael Worswick, Mechanical Engineering

BUILDING A TALENT TRUST

Proposal for the Establishment of a New Automotive Research Centre at the University of Waterloo

February 19, 2006

Name of Centre/Institute

The Waterloo Centre for Automotive Research (WatCAR)

Executive Summary

The Waterloo Centre for Automotive Research (WatCAR) will promote and support innovative, multidisciplinary research across a broad spectrum of research areas including alternative fuels, design, environmental issues, human factors and ergonomics, manufacturing, mechatronics and vehicle safety. It will participate in the development of strategies to promote and market automotive research and will serve as a focal point-of-contact for industry and government agencies interested in automotive research. It will play a key role in the development and delivery of educational programs in automotive manufacture and performance. Faculty members currently conducting research in association with WatCAR represent nine academic departments in three Faculties at the University of Waterloo; over twenty five private and public sector partners support these research initiatives and are expected to seek membership upon the formal establishment of WatCAR.

Introduction

The Waterloo Centre for Automotive Research (WatCAR) strives to promote world-class research in support of the automotive sector. Conceived and established as a research cluster late in 2003, WatCAR conducts research in a wide range of automotive areas across campus, including: materials and manufacture; mechatronics systems; design; alternative fuels; human factors; environmental friendliness; and vehicle safety. Its role in part, has been to encourage and coordinate automotive research activities across Departments and Faculties within the University and our partner institutions. Currently there are in excess of fifty faculty members at Waterloo in nine Departments and three Faculties, who are either conducting automotive-related research or have expressed strong interests in doing so and who also consider themselves to be “members” of the WatCAR cluster. Beyond UW, several WatCAR researchers have developed extensive cooperative linkages with investigators at other institutions, agencies and corporations.

These investigators believe that the opportunities to pursue new automotive research initiatives and to acquire new corporate as well as government support have never been better. It is clear as well, that the solutions to emerging automotive problems will require input from many different disciplines. In order to access increased research support and to engage investigators from a broad range of disciplines from different

institutions, the researchers believe that the higher profile, the formalized management structure, the improved access to people and resources provided in the context of a Centre, is essential.

The Mission of WatCAR

The Waterloo Centre for Automotive Research (WatCAR) has as its mission to promote and perform world-class research in support of the automotive sector.

WatCAR accomplishes its mission by (a) conducting original, multidisciplinary research in advanced automotive manufacture and performance, (b) coordinating the promotion of automotive research activities both at the University of Waterloo and partner institutions, (c) by engaging so-called OEMs (Original Equipment Manufacturers – the car companies), automotive Tier 1 and Tier 2 parts manufacturers, and government agencies that interact with and fund the auto sector, to seek support and to promote technology transfer and commercialization and (d) to broadly disseminate research accomplishments.

A key element in the mission of WatCAR will be to address the creation of the “Car of the Future”, its vision for which includes light weight construction, safe and intelligent design, power using alternative fuels, environmental sustainability and user friendliness.

The Objectives of WatCAR

WatCAR will endeavour to fulfill the following objectives:

1. To promote state-of-the-art automotive research in the areas of: (i) automotive materials and manufacture; (ii) mechatronics systems; (iii) design; (iv) alternative fuels; (v) human factors; (vi) environmental friendliness; and (vii) vehicle safety;
2. To develop a comprehensive strategy for the marketing and promotion of automotive research on campus at Waterloo and our partner institutions;
3. To establish a focal point-of-contact for outside companies, government laboratories and public policy makers to reach automotive researchers and programmes on campus;
4. To develop, promote and deliver educational programs for automotive manufacture and performance;
5. To coordinate and facilitate interdisciplinary activities in automotive research areas.

Strategies for the Future Research

The seven major research theme areas proposed for WatCAR all address essential elements of automotive industry needs; they are:

- Materials and Manufacturing;
- Mechatronics;

- Alternative fuels;
- Environmental impacts;
- Design;
- Vehicle Safety;
- Human factors.

The current group of researchers within the WatCAR cluster and their colleagues at other institutions, have significant expertise and research accomplishments in all seven of the theme areas. In addition, each theme area holds important research opportunities for the future. The levels of current expertise are documented in the accompanying CVs, as well as the list of existing research facilities at Waterloo provided elsewhere in this document.

The strength of the team is evident in the extensive current and past interactions with the mainstream automotive sector, including car companies, Tier 1 automotive parts manufacturers, and Tier 1 materials companies. WatCAR will also provide a focal point from which to acquire future research infrastructure and research personnel. Its researchers are presently participating in applications (a) to the Canada Foundation for Innovation, New Initiatives Fund for a project entitled “Facility for Advancing Automotive Crashworthiness Through Innovative Light Weight Materials”, valued at \$8M, and (b) to the Ontario Research Fund-Research Excellence for support of three projects, one entitled “Ontario Fuels Cells and Hydrogen Network” centred at Waterloo, a second entitled “Initiative for Automotive Manufacturing Innovation” proposed jointly by McMaster University and Waterloo and the third entitled “Biocar” submitted by the University of Guelph but with active participation by researchers from Waterloo. The development of these applications was enabled in large part by the cooperative efforts of current members of the WatCAR cluster and serves to illustrate the opportunities that will arise from the formal establishment of WatCAR as a University Centre.

WatCAR researchers are also heavily involved in Auto21, the Networks of Centres of Excellence “Automobile of the 21st Century” project, participating in or leading five of the six research themes and participating in or leading about one-third of the projects within this network:

Design Processes Theme - lead by Prof. S. Lambert

- Regenerative braking – lead by Prof. S. Lambert, E. El-Saadany
- Collaborative design tools – lead by Prof. S. Lambert

Manufacturing Theme

- Hydroforming AHSS – lead by Prof. M. Worswick
- Welding advanced materials – lead by Prof. N. Zhou
- Machining – Prof. F. Ismail
- Polymer foams – Prof. C. Tzoganakis
- Renewable biofibres – Prof. L. Simon

Health Safety, Injury Prevention Theme

- Injury prevention for auto workers – lead by Prof. J. Callaghan
- Advanced auto seat design – lead by Prof. J. Durkin, J. Callaghan, D. Cronin

Power Trains Theme

- PEM fuel cells – lead by Prof. X. Li
- Combustion low emission natural gas – Prof. C. Deveaud
- Ultra-clean diesel – Prof. X. Li
- **Intelligent Systems Theme**
- Dynamic collaborative driving – co-lead by Prof. J. Huissoon

The size of the WatCAR activity is difficult to estimate due to its wide scope; however, in the autobody manufacturing area alone, the Waterloo node of the Centre for Automotive Materials and Manufacturing (CAMM-Waterloo) represents about \$15M in researching funding over a five year period. Going forward, our automotive manufacturing research will be funded under IAMI, which amounts to \$56M over five years, in a joint proposal with McMaster University to the ORF, of which about \$32M will go to Waterloo researchers.

WatCAR will act to promote additional funding programmes on campus to further expand our already large automotive activity. This activity will include strategic planning, lobbying of government organizations concerned with automotive research, manufacturing and safety, and the development of major proposals.

WatCAR has and will interact in a synergistic fashion with a large number of existing and planned centres on campus, including the Institute for Polymer Research, Wireless Technology, and the Green Energy and Nanotechnology research clusters, for example, many of which already conduct automotive research, but will benefit from the establishment of a Centre focussed on engaging the automotive sector directly.

Research Facilities

The combined infrastructure of WatCAR is immense and includes major facilities and programmes in:

1. Metal stamping and tube hydroforming;
2. Laser, spot and conventional arc welding;
3. Polymer synthesis and characterization;
4. Metallurgical/material characterization;
5. Controls and robotics laboratories;
6. Vehicle dynamics laboratories;
7. Sensor and MEMS laboratories;
8. Fuel cell and other alternative fuel laboratories;
9. Five-axis machining laboratories;
10. A virtual reality facility for simulation of manufacturing;
11. Human factors research laboratories;
12. Battery research laboratories;
13. Clean air research centre;
14. Laser cladding facilities for die surface treatment and smart die/tool fabrication;
15. Ergonomics laboratories.

Future space and research infrastructure will be sought via strategic funding applications, such as the current CFI round.

Impact on Teaching and Training of HQP

The impact of WatCAR on graduate and undergraduate course development will be pervasive. New course offerings are anticipated in manufacturing and materials, crash worthiness, vehicle systems, design, human factors and the environment. The demand for our graduates will also be strong. For example, Canadian auto parts manufacturers are being pressed by the car companies to evolve into integrators, responsible for engineering and integration of vehicle sub-systems rather than fabrication of individual parts. This “downloading” of engineering activities to the parts manufacturers and the current push for reduced vehicle weight without compromising safety will necessitate an immense talent pool in the material science, manufacturing and vehicle crashworthiness fields. Such requirements place WatCAR and its HQP directly within the recruiting critical path of the Canadian auto industry. In addition, reflecting the importance of design, General Motors has funded a new Design Chair at Waterloo, with Prof. Lambert as the chair holder to foster improved design training. The ability to implement innovative ideas will be a key skill of our graduating HQP. Our program has an extremely tight partnership with the Canadian auto industry that will expose HQP first-hand to transfer of research results into industrial practice.

The total numbers of Highly Qualified Personnel to be trained under WatCAR research projects will be extremely large. For example, in the recent ORF proposal entitled the “Initiative for Automotive Manufacturing Innovation” which involves one theme of WatCAR (Materials and Manufacturing), estimates of personnel trained exceed over 200 graduate and undergraduate students. Even larger numbers are expected given the large breadth of WatCAR.

A number of professional training short courses will be developed and offered to Canadian Industry by WatCAR researchers. Examples include courses on “Mechatronics” and “Numerical Simulation of Forming and Impact”. These courses will extend the impact of WatCAR and the University of Waterloo and our relations with Canadian Industry.

Support provided by the University of Waterloo

WatCAR is hosted by the Faculty of Engineering, but is inclusive to all faculty members on campus engaged in automotive-related research. At present, the Faculty of Engineering contributes indirect support to WatCAR in the form of marketing support provided by the Faculty Development Staff and website development and support. This has included expenditures associated with a large number of visits to companies off-campus, establishment of a WatCAR booth shown at the Society of Automotive Engineers (SAE) Congress and the Automotive Parts Manufacturers Association

(APMA) trade-show, and provision of entertainment expenses for company and government visitors to WatCAR. This cost is estimated to be about \$30,000 per annum.

With the formal establishment of WatCAR as a university-sanctioned centre, the Faculty of Engineering has committed support in the amount \$125,000 per annum for an initial period of five years. This support will cover a WatCAR executive administrator, partial support for an Operational Manager, stipends and teaching reduction for the Director and Associate Directors of WatCAR and other seminars and promotional costs. Continuation of this support beyond the initial five years will be considered and is contingent upon satisfactory engagement of the auto sector by WatCAR and its members.

Space will be provided for the WatCAR administrative centre (1,200 sq. ft.) that will be co-located with the Waterloo node of the Centre for Automotive Materials and Manufacture, WatCamm. Roughly one-half of this space will house the WatCAR Administrative Staff and also the Mechanical Engineering Research Administrative Officer, who administers research finances for faculty members in Mechanical Engineering with large research budgets (most of whom are key members of WatCAR.) Space for a small conference room (600 sq. ft.) is also allocated. This room will be designated for WatCAR, but will be part of the department/faculty conference room pool.

Additional support will be generated through WatCAR leadership in large research programs, such as the recent \$56M IAMI submission to the Ontario Research Fund lead by WatCAR researchers. Arrangements are under negotiation within the Faculty of Engineering to provide a portion of research overhead to WatCAR in exchange for support and management functions associated with the operation of such large programs. This overhead will supplement and expand the functions of WatCAR and will provide a support base for future large proposals. Such funding will form the basis for long-term support of WatCAR beyond the initial five years.

Constitution

A constitution for WatCAR is attached to this proposal.

Management

The Constitution of WatCAR sets out governance and management procedures including in part:

- Appointment and responsibilities of the Board of Directors;
- Appointment and responsibilities of the WatCAR Director;
- Membership categories;
- Fiscal management;
- Reporting.

It is expected that the inaugural appointment of Director will be made to Dr. Michael Worswick, Mechanical Engineering because of his seminal role in the formation of WatCAR and his outstanding record of research accomplishments.

The day-to-day management of WatCAR will be the responsibility of the Director, reporting to the Board of Directors. The WatCAR Constitution provides for an Advisory Committee and defines its membership. It states that the “Advisory Committee will provide guidance on the Centre’s operations and management for the Director of WatCAR as needed and will meet at his/her request”.

Listing of Proposed Regular Members

The Constitution of WatCAR defines Regular Members as “faculty members at the University of Waterloo” who have “strong interests in automotive research” and who have been approved by the Board of Directors. A list of prospective Regular Members of WatCAR has been attached in Appendix A of this proposal. The following University Departments/Faculties are represented in this provisional list:

- Chemical Engineering
- Chemistry
- Civil Engineering
- Electrical & Computer Engineering
- Kinesiology
- Management Sciences
- Mechanical Engineering
- Statistics & Actuarial Science
- Systems Design Engineering

Abbreviated CV’s are also presented in Appendix B for a number of WatCAR researchers. WatCAR has also established a website, WatCAR.uwaterloo.ca which provides a complete and current listing of all research activities, faculty members and facilities within this research cluster.

Current Research Program and List of Prospective Partners

Appendix C presents a list of research theme areas and a number of representative current research projects directed by faculty members proposed to become Regular Members of WatCAR. Appendix D lists industrial and government entities that currently fund or have recently funded research projects with prospective members of WatCAR. It is expected that Institutional/Corporate Members and Partner Members of WatCAR, as defined by the Constitution, will include many of those names on the list.

In addition to this list of industrial supporters of WatCAR a selected set of supporting letters from a number of automotive companies has been prepared in a confidential Annex to this proposal. These letters are from five companies selected from the list of over twenty that have pledged support to our pending IAMI proposal to the Ontario Research Fund. Due to proprietary concerns, it is requested that this Annex remain confidential while the distribution of the balance of this proposal is not limited.

Budget

Expenditures	2006	2007	2008	2009	2010
Workshop Series (3 pa @ 5,000 per)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Administrative support	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Partial support for Operational Manager	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Director's stipend	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Director's teaching reduction	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Associate Director's Stipend	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Marketing, office expenditures, misc.	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
Total expenditures	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000
Revenue/Funding					
Seminar Series (3 pa @ 5,000 per)	15,000	15,000	15,000	15,000	15,000
Support from Faculty of Engineering	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Total revenue/funding	140,000	140,000	140,000	140,000	140,000

Statements of Sanction and Commitment

Please see the attached letter provided by the Dean of Engineering in support of this proposal.

Reporting Mechanism

The Director of WatCAR is responsible for providing an annual report on the Centre to the Vice-President, Research and the Deans of Engineering, Applied Health Sciences, Environmental Studies and Science. Reports for renewal will be made to the Senate Graduate and Research Council every 5 years.

Appendices

Appendix A: List of Proposed Regular Members of WatCAR

(See the attached list)

Appendix B: Biographical Profiles of a Number of Regular Members of WatCAR

(See the attached set of bios)

Appendix C: List of Proposed Research Theme Areas and Research Funding

Appendix D: List of current WatCAR Partners

(See the attached list)

Annex A: Industry Support Letters (Confidential and sent under separate cover.)

Secretary's Note: Appendices and Annex A have not been included; they are available from the Secretary upon request, ext. 5924.

UNIVERSITY OF WATERLOO
SENATE UNDERGRADUATE COUNCIL
Report to Senate – March 27, 2006

Senate Undergraduate Council met on February 7, 2006 and agreed to forward the following items to Senate for approval and information, as indicated below [*further details may be obtained from the Secretary, ext. 3183*].

FOR APPROVAL

MODIFICATION TO EXISTING PLAN [*effective September 2007*]

Faculty of Arts

French Studies, Honours French – French Teaching Specialization

[deletions in ~~strike through~~; new information in **bold**]

At its June 8, 2004 meeting, Council approved changes to this plan due to Brock University's decision to no longer admit UW students. The last class attending Brock will be in Fall 2007, after which the partnership between Waterloo and Brock will be terminated. Effective Fall 2008, the French Department will partner with the Faculty of Education at Nipissing University, with the first group of Waterloo students attending Nipissing in Fall 2008.

As a result of this new partnership, several modifications have been made to the specialization. Nipissing University requires SOC 207, Sociology of Education, as part of the BA curriculum along with supervised volunteer work in a classroom.

Requirements

Continuation in this academic plan requires a cumulative overall average of 60% and a cumulative French major average of 75%.

Eligibility for graduation in the Honours French - French Teaching Specialization academic plan includes fulfilment of the following requirements:

1. Successful completion of a minimum of 20 academic course units including Faculty of Arts Group A and B requirements with an overall cumulative average of at least 60% and a cumulative major average of 75%.
2. At least ten academic course units must be in French Studies, including:
 - FR 192A or 192B, 197, 263 or 276, 297,
 - at least two academic course units in language at the 300- and 400-levels, plus at least one academic course unit in French linguistics (from FR 303, 403, 409),
 - 2.5 academic course units from among courses offered at the 300- and 400- levels, of which two academic course units must be in literature or cultural studies,
 - Students who do not already have native fluency in French are required to spend two terms (normally in Year Three) at a French-speaking university.
 - Students opting to study in France must include FR 473 in their plan.
 - Students will be required to take PSYCH 212 (Educational Psychology) for which PSYCH 101 **or 121R are** prerequisites, and SOC 207 (**Sociology of Education**) for which SOC 101 **or 120R are prerequisites**. The ~~remainder~~ **remaining education courses** of the plan ~~is~~ **are** offered by ~~Brock~~ **Nipissing** University.

Students graduate with an Honours BA degree from the University of Waterloo, a Bachelor of Education degree awarded by ~~Brock~~ **Nipissing** University, and are eligible to receive certification from the Ontario College of Teachers to teach French ~~and a second subject at the intermediate-senior~~ **at the junior-intermediate** level.

Recommended Curriculum: Honours French - F.T.S.

Year One

FR 197, 297, and two of FR 192A, 192B, 203 – recommended

Two courses in a second teaching subject

Additional elective courses

Year Two

FR 250A, 251, 252, (297 if not done in Year One), and one of 263, 276

Two courses in a second teaching subject

Additional elective courses

Year Three

Except in the case of exempted Francophone students, this year is spent at a French-speaking university in France or in Quebec. Students should take the equivalent of: FR 351, 352, one linguistics course (from FR 303, 403, 409), one academic course unit in the second teachable subject, and other subject electives. Total academic course units completed this year should be five. The courses chosen should be approved by the Department of French Studies and by other departments in which discipline courses are taken.

Year Four

Two of FR 400, 400A, 452

FR 473 (if the third year was in France)

Three further courses in French of which two must be in literature

Two courses in the second teaching subject

Additional elective courses

Two tutorials in teaching techniques

Notes for French Teaching Specialization

1. *Students who do not already have native fluency in French are required to spend two terms (normally in Year Three) at a French-speaking university.*
2. **Students must complete all the requirements for the French Honours Degree – French Teaching Specialization Plan, as well as the two teaching techniques courses, FR 40A and 40B, offered by Brock University on the University of Waterloo campus. Students are required to complete a total of 160 hours of in-school volunteer experience under the supervision of qualified teachers, from Year Two to Year Four, inclusively.**
3. **This is a joint consecutive BA/BEEd program. Students must complete all requirements prior to graduating at the end of Year Five.**

FOR INFORMATION

Curricular Modifications

On behalf of Senate, Council approved several changes to academic plans, new courses, course changes and course inactivations for the Faculties of Arts (Accountancy, Drama & Speech Communication, Fine Arts, French Studies, History, Women's Studies); Engineering (Geological Engineering, Nanotechnology Engineering); and Mathematics (Computer Science, Computing & Financial Management).

/kjj
February 23, 2006

Gail Cuthbert Brandt
Chair

UNIVERSITY OF WATERLOO
SENATE UNDERGRADUATE COUNCIL
Addendum to Report to Senate – March 27, 2006

Senate Undergraduate Council met on March 7, 2006 and agreed to forward the following item to Senate for approval [*further details may be obtained from the Secretary, ext. 3183*].

2006 Academic Calendar Dates

The dates for the Spring 2006 term were approved by Senate on November 21, 2005 before the new examination protocol was approved by Senate on January 16, 2006. The new protocol includes two days for Distance Education (DE) examinations. Presently there is only one DE examination day scheduled, Saturday, July 29, 2006. The current dates allow for 61 teaching days, one more than the minimum required.

To allow two DE examination days and preserve the study days between classes and the start of examinations, the following is proposed:

Reduce the number of teaching days in Spring 2006 to 60. The revised dates at the end of term will be:

Lectures end	July 25 (Tuesday)
Pre-examination study days	July 26, 27 (Wednesday, Thursday)
DE examination days	July 28, 29 (Friday, Saturday)

/kjj
March 8, 2006

Gail Cuthbert Brandt
Chair

MEMORANDUM

February 10, 2006

To: David Johnston, President

Copy: Roydon Fraser, Faculty Association President
Stephen Markan, Staff Association President

From: Amit Chakma, Vice-President, Academic & Provost

Subject: Changes to Policy 14 - Pregnancy and Parental Leaves (including Adoption)
and Policy 76 - Faculty Appointments

The primary motivations for considering changes to Policy 14 were to keep it current with existing legislation, to improve benefits under the policy at reasonable cost, particularly parental leave benefits for the partner and adoptive parents and to keep UW practices in this area competitive with similar policies at other institutions. The proposed amendments, highlighted in the attached document, have the support of the Faculty and Staff Relations Committees.

In addition to incorporating some minor editorial improvements, approval of these amendments will result in the substantive changes summarized below.

- provide a six week fully paid birth leave for mothers and provide an additional 17 weeks* of top-up parental leave integrated with Employment Insurance
- provide 17 weeks* of top-up to the partner or adoptive parents integrated with Employment Insurance or ten working days of paid leave
- increase the tenure clock equal to the length of each parental/pregnancy leave

* Should both parents work for UW, the 17 weeks of top-up parental leave may be shared between them

One of the proposed changes to Policy 14 will require a change in section III.B of Policy 76 [Faculty Appointments], so that the provisions dealing with tenure consideration are the same in both policies. Now under Policy 76, the probationary period may be extended on request by one year to a maximum of two years when there are two or more such leaves during the probationary period; Deans' Council is supportive of the proposed change to Policy 76 described in the next paragraph.

Since Policy 76 is a class 'F' policy, amendments must follow the approval route spelled out in Policy 1 [i.e. 'from FRC to the President, then to Senate, and finally to the Board of Governors']; accordingly, this memo is also initiating a proposed amendment to Policy 76 [i.e. to replace the last two sentences in the second paragraph of section III.B of Policy 76 with the first three in section III of the revised version of Policy 14, assuming of course that you approve the Policy 14 amendments]. The last two sentences of paragraph III.B of Policy 76 will be replaced by the following: "Pregnancy, adoption or parental leaves reduce the time available to prepare for tenure consideration. Therefore, the probationary period and the time to tenure decision will be extended by one year on request to the Dean. The maximum extension is one year for each such leave during the probationary period."

Policy 14 -- Pregnancy, ~~Adoption~~ and Parental Leaves (including Adoption)

Established: April 1, 1986
Last Updated: March 12, 2003
Class: FS

I. GENERAL

Employees who anticipate applying for leave under this policy ~~must~~ should discuss plans with their department Chair/Head at least ~~four~~ three months ~~in advance of the leave~~ prior to expected date of birth or as soon as possible in case of adoption and should contact Human Resources for advice and assistance concerning this policy and Employment Standards regulations. Human Resources will provide all necessary information and forms.

II. UW SUPPLEMENTARY BENEFITS

In addition to statutory benefits provided under the *Employment Standards* and *Employment Insurance Acts* with respect to pregnancy, adoption and parental leaves, as summarized in Appendix A, UW provides supplementary benefits so that an employee's salary, together with Employment Insurance (EI) ~~EI~~, amounts to 95% of her/his salary earned immediately before the leave. To be eligible, an employee must:

- Be a regular full- or part-time UW employee for at least six months before the expected birth or adoption date, with an expected appointment duration of two years or more. In the case of definite-term appointments, the appointment duration must extend at least six months after the return to work from the pregnancy, adoption or parental leave.
- Declare in writing (through Pregnancy/Adoption/Parental Leave form 1311-12) the intention to return to work for at least six months. The form should be submitted at least three months prior to the expected date of birth or as soon as possible in the case of adoption.

An employee who wishes to return to work earlier than six weeks after giving birth must have the written approval of her physician.

Employees who voluntarily leave UW during the six-month period following the leave will be required to repay the supplementary payments. Birth mothers who voluntarily leave UW during the six-month period following the leave retain the first six weeks of supplementary payments, but must repay the remaining 17 weeks to UW, because the first six weeks following the birth are considered birth leave. Employees who do not intend to return to work after the birth should contact Human Resources regarding their statutory benefits. An employee on pregnancy, adoption or parental leave may return to work earlier than planned provided at least four weeks' written notice is given.

UW supplementary payments are made only when EI benefits are payable. It is the employee's responsibility to apply for EI benefits. Because ~~employees~~ an employee must provide EI ~~cheque stubs~~ Benefit Statement as proof, UW supplementary payments may have to be retroactive.

III. TENURE CONSIDERATION, SABBATICALS, AND FACULTY TEACHING DUTIES

Pregnancy, adoption or parental leaves reduce the time available to prepare for tenure consideration. Therefore, the probationary period and the time to tenure decision will be extended by one year on request to the Dean. The

maximum extension is ~~two years when there are two or more such leaves~~ one year for each such leave during the probationary period.

Sabbatical leave credit, including credit for teaching terms, will be earned during each pregnancy, adoption or parental leave. If such a leave begins during a sabbatical leave, the missed portion of the sabbatical will be rescheduled within the next three years in consultation with the department Chair and Dean. It will not overlap with a regularly scheduled non-teaching term.

A faculty member returning from pregnancy, adoption or parental leave should be required to teach in no more than two of the ensuing three terms (see, also, Policy 77). Teaching duties will be reduced in proportion to the length of each pregnancy, adoption or parental leave. For instance, a six-month leave would imply a reduction in teaching duties equivalent to 50% of the faculty member's annual teaching load. The actual sequence of teaching and research terms will depend on individual circumstances, and will be determined in consultation with the Chair and Dean. During these discussions, the overall impact of the leave and reduced teaching load on total research time and sabbatical duty cycles should be addressed.

IV. SALARY AND VACATION ENTITLEMENT

Employees' salaries normally will not be affected by the length of pregnancy, adoption or parental leave. Overall on-the-job performance will be the basis for these considerations. Over the 12-month rating period, where there are fewer than eight months on-the-job performance to assess, the salary increase of an employee will normally be based on the average of her/his overall performance ratings in the three previous years (or the number of years available when fewer than three, with a 'satisfactory' rating applied as necessary for new employees).

Employees will continue to accrue vacation credits while on leave, provided employees comply with the vacation policy which currently requires a return of at least one month after the leave. Where possible, outstanding vacation credits should be taken prior to the beginning of the leave.

V. PENSION AND BENEFITS PARTICIPATION

While ~~on authorized~~ receiving a UW supplementary payment pregnancy, adoption or parental leave, employees must continue their UW benefits on the same basis as immediately preceding the pregnancy or adoption previously.

However, as is the case with an unpaid leave, if the leave continues when the UW supplementary ends, insured benefits must continue (unless equivalent coverage is demonstrated) while pension plan participation is optional. Contributions to the UW Pension Plan will continue during the period of supplementary payments. An employee who chooses Employees who choose not to contribute to the Pension Plan during any additional this portion of their leave will not accrue full pension plan service credits, thereby reducing pension accrual (see, also, Policy 39, III.D.).

Payment of employee pension and benefit contributions during a period when not receiving supplementary payments must be arranged with Human Resources. Absence from work during pregnancy caused by verifiable medical problems is considered sick leave.

VI. ADDITIONAL LEAVE ARRANGEMENTS

Employees have the right to regular pregnancy, adoption or parental leaves as described in this policy. Alternative leave arrangements (e.g., when an employee wishes to continue working in order to complete a project) must be in the

best interests of both the employee and the University and must be approved by the Vice-President, Academic & Provost. Employees considering alternative arrangements should consult Human Resources regarding EI benefits eligibility.

Employees who wish additional unpaid leave beyond an authorized pregnancy, adoption or parental leave may apply under Policy #3 for faculty or #39 for staff.

~~If an employee, who is not the parent taking pregnancy or adoption leave, wishes to be absent from work during the period around the birth or adoption of her/his child, a personal two week leave with full pay will be granted. Such leaves must be discussed with the employee's immediate supervisor, normally at least three months before the expected arrival of the child.~~

APPENDIX A

STATUTORY BENEFITS		UW SUPPLEMENTARY BENEFITS
Employment Standards Act	Employment Insurance (EI) Act	UW Benefits
Eligibility:		
13 weeks employment prior to the expected due date	600 insurable hours in the past year plus two-week waiting period	Six months of regular ongoing UW employment and eligible for EI benefits
Pregnancy Leave:		
17 week pregnancy leave (unpaid)	15 weeks of pregnancy benefits at 55% of salary to the maximum weekly EI benefit (birth mother only)	95% salary for 17 weeks integrated with EI benefits 100% salary for 6 weeks birth leave. <u>Birth mothers may take up to an additional 11 weeks at 95% salary integrated with EI benefits. They would then be entitled to additional weeks of parental leave (to a total of 17 weeks at 95%, see below)</u>
Parental Leave:		
<u>(including adoptive or birth parents)</u>		
Natural birth: 37 week parental leave (unpaid) for father <u>parent not taking a pregnancy leave, including same-sex partners</u> 35 week parental leave (unpaid for birth mother) Adoption 37 week adoption leave (unpaid) for mother or father if taken within 52 weeks of the child's arrival home	35 weeks of parental benefits at 55% of salary to the maximum weekly EI benefit* <u>(mother or father)*</u>	95% salary for 12 17 weeks integrated with EI benefits. for mother or father (not both) for adoption purposes only <u>If both parents work at UW, they may share the maximum 17 weeks of top-up, providing both parents are claiming EI benefits</u> <u>Parent not taking a pregnancy leave (UW employee), has a choice of receiving 10 paid days around the time of the birth or sharing a portion of the EI parental leave. If the latter is chosen, UW will provide him or her with 95% salary for up to 17 weeks integrated with EI.**</u>

*~~The mother and father~~ Parents can share the 35-week EI parental benefit, but only one two-week waiting period must be satisfied for the family. Total EI benefits payable for birth of a child including pregnancy, parental, sick leave

will not exceed 50 weeks for the family. EI parental benefits are available within 52 weeks following the child's birth, or for adoptive parents from the date the child arrives home. Birth mothers must take the parental leave immediately following the pregnancy leave. During parental leave, EI is not affected by earnings unless the earnings during the leave are in excess of the greater of \$50 per week or 25% of the weekly parental leave benefit. Any earnings from UW during adoption leave will reduce the UW supplementary benefit accordingly.

**10 paid work days of leave around time of birth of child for parent not taking parental leave. Such leaves must be discussed with the employee's immediate supervisor normally at least 3 months before the expected date of arrival of the child.

Faculty and staff members may use vacation credits, unpaid leave, lieu time and personal leave in order to be present at the birth and/or arrival home of the child.

Note: Employment Insurance (EI) requires the 17 weeks of pregnancy leave to be used before parental leave can be accessed. So, for birth mothers, it is really 6 weeks of birth leave (100% pay), 11 weeks of topped-up EI pregnancy leave and 6 weeks of topped-up EI parental leave. The latter 6 weeks of parental leave and a further EI leave of 29 weeks can be shared by the mother or father (partner). In the case of adoption, mother/father or partner can share up to 35 weeks of EI parental leave.

APPENDIX B: Examples

UW Supplementary Benefit: Examples of income for UW employees during leave

<u>Birth Mothers</u>	<u>Birth Parent</u>	<u>Adoptive Parent</u>
<u>6 weeks at 100% salary for birth leave</u>		
<u>2 weeks of pregnancy leave at 95% salary (EI waiting period)</u>	<u>17 weeks of parental leave at 95% integrated with EI</u>	<u>2 weeks of parental leave at 95% salary (EI waiting period)</u>
<u>15 weeks of pregnancy/parental leave at 95% integrated with EI</u>		<u>15 weeks of parental leave at 95% integrated with EI</u>
<u>Additional 29 weeks of parental leave with EI benefits available</u>	<u>Additional 18 weeks of parental leave with EI benefits available</u>	<u>Additional 18 weeks of parental leave EI benefits available</u>

Notes: Only one parent must satisfy EI waiting period. EI benefits have a total combined maximum of 50 weeks for birth or 35 weeks for adoption of child.

If both parents work at UW, they may share the maximum 17 weeks top-up, providing both parents are claiming EI benefits.

Parents are encouraged to contact the Benefits Coordinator in Human Resources as listed on the HR website at www.hr.uwaterloo.ca/staff.html