

Arts and Science Undergraduate Society of Queen's University

Academics Policy Manual



Responsibility:	Governance Officer
Approved by:	Assembly
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PART 1: THE ACADEMICS COMMISSION

SECTION 1 | ACADEMICS COMMISSIONER JOB DESCRIPTION

1.01.01

The Academics Commissioner shall strive to provide leadership and guidance for their Commission. They shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and ASUS Assembly. The Academics Commissioner is responsible to the elected Executive and Assembly.

1.01.02

During the academic year, the responsibilities of the Academics Commissioner shall include, but shall not be limited to the following:

- i) Attending the meetings of Council;
- ii) Attending the meetings of, and reporting to Assembly;
- iii) Chairing subcommittees as required by Council and selected by Assembly;
- iv) Meeting weekly with the Executive for the purposes of updating each other on progress, problem areas, and future plans;
- v) Keeping records of money spent and ensure that the established budget is adhered to;
- vi) Meeting with committee chairs on a regular basis for the purposes of updating each other on progress, problem areas and future plans;
- vii) Preparing a transition report for their successor;
- viii) Ensuring that all committee chairs submit a list of supplies before each event for the purpose of approving expenditures and ensuring that the event is being carried out in an equitable, accessible, and environmentally friendly manner;
- ix) Holding fifteen (15) office hours per week;

1.01.03

Committees the Academic Commissioner will sit on shall include, but are not limited to:

- i) W.J. Barnes Teaching Award Committee;
- ii) Teaching Assistant Excellence Award Committee;
- iii) ASURF Granting Committee;
- iv) Group Grants Committee;
- v) Academics Committee;
- vi) Arts & Science Curriculum Committee;
- vii) Arts & Science Faculty Board
- viii) Arts & Science Board of Studies

1.01.04

Over the summer, the responsibilities of the Academics Commissioner include, but are not limited to:

- i) Preparing Department Student Council and committee publicity for Orientation Week;
- ii) Preparing to publish the Department Student Council Manuals;
- iii) Preparing and submitting a Strategic Plan for the year;
- iv) Working with the ASUS Vice President to create a budget for the year, including the amount allocated to the Department Student Council budgets;
- v) Maintaining communication with the sitting Academic Journal Editors-In-Chief, ASUS Review Director, ASUS Peer Tutoring Director, Deputy Academics Commissioners, and the Academic Representatives;
- vi) Maintaining communication with the ASUS Executive.

1.01.05

The Outgoing Academics Commissioner shall ensure that the Incoming Academics Commissioner has been introduced to, or is at least well aware of, the following people and/or bodies:

- i) Academic Committee;
- ii) ASUS Assembly;

- iii) Faculty Board;
- iv) Curriculum Committee;
- v) Head, Career Services;
- vi) Board of Studies.

1.01.06

The Academics Commissioner shall be financially compensated in accordance with Human Resource Policy (HRP) Salary Grid 10.03.01 and Honoraria grid 9.05.02.

SECTION 2 | DEPUTY ACS COMMISSIONER (DSC SUPPORT) JOB DESCRIPTION

1.02.01

The Deputy Academics Commissioner (DSC Events) shall assist the Academic Commissioner and shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (DSC Events) is responsible to the Academics Commissioner.

1.02.02

During the school year the responsibilities of the Deputy Academics Commissioner (DSC Events) shall include, but not be limited to the following:

- i) To keep track of attendance for all Department Student Council Assembly Members;
- ii) To record and distribute the Assembly minutes to Department Student Council Assembly Members;
- iii) To research and assist in the selection of topics to be discussed at Department Student Council Assembly;
- iv) To assist in coordination and communication between various advocacy bodies including, but not limited to, faculty associations, the Alma Mater Society, and Student Senators;
- v) To co-coordinate Departmental Student Council monthly meetings with Deputy Academics Commissioner (DSC Finance). This responsibility includes, but is not limited to, performing the following tasks:
 - a) Collecting information relevant to current DSC activities through strategic plan;
 - b) Alternating note taking during each meeting with Deputy Academics

- Commissioner (DSC Finance);
- c) Updating the Academics Commissioner on relevant Departmental Student Council happenings;
- vi) To review all Departmental Student Council Event Planning Packages (EPPs);
- vii) To develop and maintain a Department Student Council Training Manual with Deputy (DSC Finance) to be completed by the first Assembly of the Academic year;
- viii) To be a member of Academic Committee;
- ix) To hold a minimum of ten (10) office hours per week;
- x) To serve as a Student Representative on the following bodies, where required:
 - a) Curriculum Committee
 - b) Other Faculty of Arts and Science Committees as required
- xi) To help in the planning and running of Major's Night in conjunction with Career Services and the Faculty of Arts and Science. This responsibility includes, but is not limited to:
 - a) Communicating and organizing Department Student Council involvement;
 - b) Coordinating marketing and promotions targeted at first year students;
- xii) To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (DSC Events).
- xiii) Be a member of the Academics Core Team
 - a) Complete any tasks set by the Commissioner
 - b) Attend weekly meetings with the Core Team

SECTION 3 | DEPUTY ACADEMICS COMMISSIONER (DSC FINANCE) JOB DESCRIPTION

1.03.01

The Deputy Academics Commissioner (DSC Finance) shall assist the Academic Commissioner and shall adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (DSC Finance) is responsible to the Academics Commissioner.

1.03.02

During the school year the responsibilities of the Deputy Academics Commissioner (DSC Finance) shall include, but not be limited to the following:

1. To keep track of budgets for all Department Student Council Assembly Members;
2. To distribute monthly revenue reports to Department Student Councils;
3. To research and assist in the selection of topics to be discussed at Department Student Council Assembly;
4. To co-coordinate Departmental Student Council monthly meetings with Deputy Academics Commissioner (DSC Events). This responsibility includes, but is not limited to, performing the following tasks:
 - a. Collecting information relevant to current DSC activities through budget reviews prior to each meeting;
 - b. Requesting revenue reports from Vice President Operations prior to each meeting;
 - c. Alternating note taking during each meeting with Deputy Academics Commissioner (DSC Events);
 - d. Updating the Academics Commissioner on relevant Departmental Student Council happenings;
5. To review and/or process all Departmental Student Council reimbursement requests;
 - a. The DSC Deputy (Finance) shall have the option or ability to be the person to process the reimbursement requests using the QuickBooks system.
6. To develop and maintain a Department Student Council Training Manual with DSC Deputy (DSC Events) to be completed by the first Assembly of the Academic year. This package will include the Financial Manual prepared in collaboration with Vice-President, Operations which outlines merchandise ordering guidelines, ASUS Grants information, and financial requests processes.
7. To be a member of Academic Committee;
8. To hold a minimum of ten (10) office hours per week;
9. To serve as a Student Representative on the following bodies, where required:
 - a. Curriculum Committee
 - b. Other Faculty of Arts and Science Committees as required
10. To help in the planning and running of Major's Night in conjunction with Career Services and the Faculty of Arts and Science. This responsibility includes, but is not limited to:
 - a. Communicating and organizing Department Student Council involvement;
 - b. Contacting and securing contracts with vendors and relevant suppliers;
 - c. Coordinating marketing and promotions targeted at first year students;
11. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (DSC Finance).
12. Be a member of the Academics Core Team:
 - a. Complete any tasks set by the Commissioner;
 - b. Attend weekly meetings with the Core Team.
13. The DSC Deputy (Finance) must attend financial training put on by ASUS at the start of the academic year.

14. The DSC Deputy (Finance) must have access to RBC Bank Accounts, QuickBooks, editing access to the General Operating Budget (GOB), Wufoo forms, and any other documentation/spreadsheet pertaining to DSC Finances.
15. The DSC Deputy (Finance) will meet monthly with the ASUS Vice President of Operations to discuss DSC finances.
16. The DSC Deputy (Finance) must give approval to ASUS DSC Sanctioning Form in order for the event to be approved.

SECTION 4 | DEPUTY ACS COMMISSIONER (JOURNALS AND SCHOLARSHIP) JOB DESCRIPTION

1.04.01

The Deputy Academics Commissioner (Journals and Scholarship) shall assist the Academics Commissioner and adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (Journals and Scholarship) is responsible to the Academics Commissioner.

1.04.02

The responsibilities of the Deputy Academics Commissioner (Journals and Scholarship) shall include, but are not limited to:

- i. Assist the Academics Commissioner with the management of the Academic Journal Committees; which includes but is not limited to:
 - a. Scheduling and leading all committee bi-weekly meetings;
 - b. Taking notes during each meeting;
 - c. Updating the Academics Commissioner on relevant Academic Journal happenings;
- ii. Communicating with external sources to coordinate journal publications;
- iii. To develop programming, events, and resources pertaining to postgraduate education opportunities;
- iv. To hold a minimum of five (5) office hours per week.
- v. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (Journals & Scholarship).
- vi. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team

SECTION 5 | DEPUTY ACS COMMISSIONER (Supports and Resources) JOB DESCRIPTION

1.05.01

The Deputy Academics Commissioner (Supports and Resources) shall assist the Academics Commissioner and adhere to and follow official ASUS policy as found in this manual and as interpreted by Council and Assembly. The Deputy Academics Commissioner (Supports and Resources) is responsible to the Academics Commissioner.

1.05.02

The responsibilities of the Deputy Academics Commissioner (Supports and Resources) shall include, but are not limited to:

- i. Facilitating the operation of the W.J. Barnes Teaching Award and the Teaching Assistant Excellence Award, which includes but is not limited to:
 - a. Coordinating with the First-Year Intern to the Academics Commission to create and implement marketing strategies and coordinate award evaluations;
 - b. Creating a nomination form for students to submit nominations online;
 - c. Chair a five person committee that will deliberate the educators nominated, after auditing those particular classes; Communicating with external sources to have the award engraved with the winning Professor and Teaching Assistant name;
- ii. Assist the Academics Commissioner with the management of ASUS Peer Tutoring; and ASUS Review, which includes but is not limited to:
 - a. Scheduling and leading all committee bi-weekly meetings;
 - b. Taking notes during each meeting;
 - c. Updating the Academics Commissioner on relevant Academic Support happenings;
- iii. To develop programming, events, and resources pertaining to academic supports available to undergraduate Arts and Science students;
- iv. To hold a minimum of five (5) office hours per week.
- v. To create and submit a Transition Manual for the Incoming Deputy Academics Commissioner (Supports and Resources).
- vi. Be a member of the Academics Core Team
 - a. Complete any tasks set by the Commissioner
 - b. Attend weekly meetings with the Core Team

SECTION 6 | DEPARTMENT & PROGRAM STUDENT COUNCILS

1.06.01

A Department Student Council (DSC) is a committee of undergraduate students that specialize, major, medial, or minor in one of the departments of the Faculty of Arts and Science. A DSC is organizationally and financially responsible to ASUS, as they are a part of ASUS.

1.06.02

The Academics Commissioner and President shall have the power to intervene in any organizational related matters of a DSC if it is deemed necessary by the Academics Commissioner. The Academics Commissioner and the Vice-President of the Society shall have the power to intervene in financial related matters of a DSC if it is deemed necessary by the Academics Commissioner.

1.06.03

DSCs must operate in a manner that is consistent with the policies outlined in the DSC Charter.

1.06.04

A Program Student Council (PSC) is a committee made up of a minimum of two Arts and Science Undergraduate Students that belong to the designated Program of the PSC. Falling under a smaller category of Departmental Student Councils, the PSC is organizationally and financially responsible to ASUS.

1.06.05

The Academics Commissioner and President shall have the power to intervene in any organizational related matters of a DSC if it is deemed necessary by the Academics Commissioner.

1.06.06

The Academics Commissioner and the Vice-President of the Society shall also have the power to intervene in financial related matters of a DSC if it is deemed necessary by the Academics Commissioner.

1.06.07

A PSC's role will follow a similar structure to the DSC running events for academic and social cohesion within the program. They will also work to communicate with their Program Coordinator and advocate for student academic concerns.

SECTION 7 | ACADEMIC COMMITTEE

1.07.01

The aim of the Academic Committee shall be to supervise and administer the Department Student Council in accordance with the guidelines of the Faculty of Arts and Science by-laws, and to represent students' interests within each Academic Division on ASUS Assembly as voting members of that body.

1.07.02

Membership of the Academic Committee shall be awarded to:

- i) Three (3) Academic Representatives: one (1) from Physical and Natural Sciences, one (1) from Social Sciences, and one (1) from Humanities as outlined in the DSC Charter;
- ii) The Academics Commissioner, who will prepare the agenda of each meeting;
- iii) The Deputy Academics Commissioner (DSC Support), who shall keep the minutes of each meeting.

1.07.03

The chair shall be the Academics Commissioner, who will also prepare agendas for each meeting. The Deputy Academics Commissioner shall keep minutes of each meeting.

1.07.04

The members shall be representatives of each of the four (4) Academic disciplines within the Arts and Science Faculty: One (1) from Physical and Natural Sciences, one (1) from Artistic Studies, Languages and Linguistics, one (1) from Social Sciences, and one (1) from Humanities, as outlined in the DSC Charter

1.07.05

The responsibilities of the Academic Committee are as follows:

- i) To meet at least once per month;
- ii) To communicate/represent the interests of the students in their respective divisions and to report to Academics Committee the activities of and concerns brought to them by the DSCs of their respective divisions;
- iii) To report to Academic Committee on the business of each DSC within their respective division, as well as what was discussed at the meetings of the Academic Council;
- iv) To maintain open communication and a point of resource between the DSC Presidents of their respective divisions, and the Academic Council, the Academics Commissioner, ASUS Council, and ASUS Assembly.

SECTION 8 | JOURNAL COMMITTEES

1.08.01

Two Editors-in-Chief will be hired for each committee by the Incoming Academics Commissioner and Incoming Deputy Academics Commissioner (Journals & Scholarship) in March, or if need be, as soon as possible in September.

1.08.02

The responsibilities for Editors-in-Chief will be, but are not limited to:

- i) Meeting bi-weekly with the Academics Commissioner and Deputy Academics Commissioner (Journals & Scholarship) to report the status of the publication and relevant activities of the committee;
- ii) Hiring a Committee and/or Editorial Board by the end of September;
- iii) Overseeing the publication of one issue per year;
- iv) To be ultimately responsible for all facets of the publication, ensuring that ASUS receives a final publication no later than the end of classes in the Winter Term;
- v) Having ultimate veto power over the acceptance or denial of submissions;
- vi) Chairing all meetings of the Committee and/or Editorial Board;
- vii) Producing an annual strategic plan and budget that includes all events, marketing, and printing of the publication no later than September 1st;
- viii) Preparing a detailed transition manual for their successor(s) no later than April 1st;
- ix) Holding at least five hours of transition meetings between Incoming and Outgoing Editors-in-Chief before the end of the academic year;
- x) Completing the previous year's volume and aiding in distribution as required.
- xi) The Editors in Chief for Undergraduate Review, Politicus, the Queen's Science Undergraduate Research Journal, and the Queen's Journal of Ethnic and Racial Studies are all volunteer roles subject to no honoraria. As such, students in all faculties other than the Faculty of Arts and Science are permitted to hold these non-honoraria positions.

1.08.03

ASUS journals may accept submissions from undergraduate students enrolled in a Canadian university provided that at least 50% of the published content be from undergraduate students at Queen's University;

1.08.04

Submissions to the journal can be made in the following ways:

- i) Individual student submission by the established deadline

ii) Nomination by a Teaching Assistant

iii) Nomination by a Professor;

1.08.05

Normally, work of any nature should be submitted to the Editor-in-Chief through email or some submission forum.

1.08.06

Work should include both a title and the author's name. If work is unable to be sent through email, hard copies can be delivered to the Academic Commissioner's mailbox at the ASUS offices.

1.08.07

When work is given to the Editorial Board the author's name shall be excluded, with the submission remaining anonymous until after it is published either online or in print.

1.08.08

The Editors-in-Chief may designate Committee member(s) who are exceptions to this rule, so long as they are not involved in the selection and editorial process

1.08.09

Any author may appeal the decision to deny their submission should they choose, in accordance with the following:

- i) Upon delivery of the standardized letter of denial to unsuccessful applicants, those applicants will have 48 hours to file an official complaint;
- ii) Complaints must be made in writing, such as email or written letter, and submitted to the Editor(s)-in-Chief within the 48-hour deadline;
- iii) Complaints must clearly state a reason for appeal such as bias, undue process, or otherwise;
- iv) Upon receipt of the complaint, the Editor(s)-in-Chief must call an emergency meeting of the Editorial Board no later than 48 hours after the complaint deadline;
- v) The Editorial Board, through a blind majority vote, may overturn its decision of denial for the submission or have its decision stand;
- vi) All decisions of the Editorial Board during the appeal process are final.

1.08.10

The Academics Commissioner and Deputy Academics Commissioner (Journals & Scholarship) will be responsible for coordinating the publishing of each journal

1.08.11

Each Committee must provide a final draft of their journal on a date chosen by the Academics Commissioner and Deputy Academics Commissioner (Journals & Scholarship)

1.08.12

Printing rules will be as follows:

- i) All print contributors will have the option to receive a copy of their respective journal;
- ii) ASUS will receive a copy for the Academics library;
- iii) Queen's Archives will receive a copy to add to their collection;
- iv) The number of issues printed past the number of required recipients is at the discretion of the Academics Commissioner;
- v) An online version of each publication will be made accessible to all students via the ASUS website no later than April 30th.

SECTION 9 | THE UNDERGRADUATE REVIEW

1.09.01

The aim of the Arts and Science Undergraduate Review shall be to create an annual print publication showcasing exceptional and creative work by Queen's undergraduate students. To positively contribute to the Queen's arts communities and collaborate with groups and individuals that practice a variety of approaches, perspectives, and art forms on campus.

1.09.02

Membership of the Undergraduate Review shall include:

- i) Two (2) Editors-in-Chief
- ii) Ten to twelve (10-12) Editorial Board Members, number to be determined by the Editors-in-Chief.

SECTION 10 | POLITICUS

1.10.01

Politicus is a peer reviewed undergraduate research journal at Queen's University that seeks to showcase innovative ideas across the discipline and to inspire the minds of students through healthy debate and informative interaction. As students develop within

today's political climate, there is no shortage of controversial topics to cover. Simultaneously, the social media age has made it easier than ever to share and express theories and opinions. In combining these two realities, Politicus aims to maximize the potential of the student body by acting as the central hub for political buzz on campus and to formulate well-informed ideas and arguments by offering a legitimate space within the academic institution

1.10.02

Membership of the Politicus shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Ten to twelve (10-12) Editorial Board Members;
- iii) Panel of Referees--exclusively comprised of members of the University's faculty.

1.10.03

All members of the Politicus team are not permitted to make any submissions to Politicus' publication(s) for the academic year that they hold the position.

SECTION 11 | QUEEN'S SCIENCE UNDERGRADUATE RESEARCH JOURNAL (QSUR)

1.11.01

The Queen's Science Undergraduate Research Journal (QSURJ) shall be an online peer-reviewed and faculty-reviewed undergraduate research journal. It shall be a student-run initiative with the purpose of providing undergraduate students opportunities to publish research as well as review articles.

1.11.02

Membership of the Queen's Science Undergraduate Research Journal shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Thirteen to sixteen (13-16) Committee Members;
- iii) Eight to ten (8-10) Editorial Board Members;
- iv) Faculty Review Board.

1.11.03

Each submitted manuscript will undergo a two-tier review process:

- a. Tier 1 will involve review by two undergraduate students;

- b. Tier 2 will consist of review by at least one faculty member;

Both parties operate independently of each other and of the student submitting the article, ensuring an unbiased critical review of the manuscript;

1.11.04

The final decision to publish the manuscript will be made by the Editors-In-Chief based on the comments of the Undergraduate and Faculty Review Boards;

1.11.05

Students must be the first author, co-authors can be faculty or students at Queen's University or other academic institutions.

SECTION 12 | QUEEN'S JOURNAL OF ETHNIC AND RACIAL STUDIES (QJERS)

1.12.01

The Queen's Journal of Ethnic and Racial Studies (QJERS) aims to foster conversations relating to settler colonialism, systems of oppression that communities of colour face, and explore the field of intersectionality in relation to race. Through their annual publication and events, QJERS will encourage Arts and Science students to engage topics related to ethnicity and race

that will enhance their academic perspectives.

1.12.02

Membership of the Queen's Journal of Ethnic and Racial Studies shall include:

- i) Two (2) Editors-In-Chiefs;
- ii) Five to six (5-6) Editorial Board Members;
- iii) Four to five (4-5) Support Staff;
- iv) Panel of Referees.

Preference will be given to self-identifying students of colour for all available positions.

1.12.03

Editors-in-Chief Responsibilities shall include, but are not limited to:

- i) Communicating with the Editorial Board, Panel of Referees, and consultative bodies;
- ii) Keeping track of submissions and status of review;
- iii) Promoting the journal to internal and external stakeholders and representing the journal at events and functions;
- iv) Acting as Chairs of the Editorial Board;
- v) Fostering a community of undergraduate scholars on topics relating to ethnic and racial studies and its cross-sections with other disciplines within the Faculty;
- vi) Keeping updated financial records of the journal and providing the Academics Commissioner with monthly financial updates;
- vii) Organizing fundraisers for the journal and locating grants and other sources of revenue for the journal;
- viii) Submitting a strategic plan and budget in the summer for the academic year to the ASUS Academics Commissioner;
- ix) Assuring the content of the journal is respectful to ethnic and racial culture and history;
- x) Ensuring that submissions are representative of the racialized student population;

1.12.04

There shall be at minimum 2 Editors-in-Chief, of which at least one will be a self-identifying student of colour;

- i) In the event that no self-identifying students of colour submit an application for any position designated for only students of colour, the ASUS Academics Commission and ASUS Talent Acquisition Deputy are tasked with engaging in active recruiting for the positions before considering any non-applicants of colour;
 - a) Social media advertising, posters, and booths to encourage increased participation with the Queen's community of colour;

1.12.05

Content & Consultation Coordinator(s) will be a part of the support staff of the journal and report to the Editors-in-Chief;

1.12.06

Content & Consultation Coordinator(s) should be able to interact appropriately with ethnic and racial systems of knowledge and be educated on colonial history and systems of oppression;

1.12.07

Content & Consultation Coordinator(s) shall be responsible for the following:

- i) Reviewing the grammar and appropriate academic standards for submissions and format of the articles submitted to the journal;
- ii) Reviewing the submissions of other mediums submitted to the journal and formatting them appropriately;
- iii) Attending Editorial Board meetings as ex-officio non-voting member when available;
- iv) Working with the Editors-in-Chief and consultative bodies in assuring that the content of the journal is respectful to ethnic and racial culture and history;

1.12.08

Content & Consultation Coordinator(s) will be hired by the Editors-in-Chief and the positions must be filled by self-identifying students of colour only;

1.12.09

If no such students come forward, the positions of Content & Consultation Coordinator(s) will not be filled.

1.12.10

Director(s) of Indigenous Affairs will be a part of the support staff of the journal and report to the Editors-in-Chief.

1.12.11

Director(s) of Indigenous Affairs will be hired by the Editors-in-Chief and preference will be given to self-identifying Indigenous students.

1.12.12

The Director(s) of Indigenous Affairs shall be responsible for the following:

- i) Hosting events related to Indigeneity to ensure proper awareness and education about Indigenous topics;

- ii) Ensuring that the Indigenous portion of the publication is respectful and representative of Indigenous culture, history, and ways of being;
- iii) Committing to constant and effective consultation with Indigenous bodies and representatives on campus, including (but not limited to): The Queen's Native Student's Association, Four Directions Aboriginal Student Centre, and the Indigenous Affairs Deputy in the Social Issues Commission of the Alma Mater Society;
- iv) Promoting and using the Reflection room as a space for Indigeneity.

1.12.13

Submissions to the journal shall be open to students who have any kind of academic piece or artistic piece that contributes appropriately to the conversation within ethnic and racial studies, including topics surrounding settler colonialism;

1.12.14

Types of submissions that will be accepted are:

- i) An original piece of research on ethnic or racial studies;
- ii) Pieces, scholarly or artistic, that communicate or appreciate communities of colour;
- iii) A term paper or major work. Sections of an undergraduate thesis;
- iv) Any other critical forms of writing/creative pieces on ethnic and racial studies.

1.12.15

The submission process for works will be as follows:

- i) All submissions will first be culturally vetted by the Content & Consultation Coordinator(s). Submissions not approved at this stage will not undergo further review;
- ii) All submissions will then go to the Editorial Board for review. Edits and comments will be provided to the author, who will have 7 days to make appropriate changes and re-submit to the Editorial Board. Submissions may be re-sent to the author with additional requests for changes at the discretion of the Editorial Board;
- iii) All purely academic essays must then be referred to the Panel of Referees. The Editorial Board will determine whether or not a submission outside of the realm of

an academic essay requires feedback from the Panel of Referees and/or individual(s) from the mentioned consultative bodies who do not already sit on the Editorial Board;

- iv) After the submission has been evaluated by the Panel of Referees, if appropriate, the author shall receive the evaluated copy of their written work with comments from the Editors-in-Chief;
- v) Authors shall be informed through a standardized letter of commission or denial within 72 hours of the Editorial Board Meeting where the decision was reached, which shall be signed by the Editors-in-Chief on behalf of the Editorial Board.

SECTION 13 | ASUS REVIEW

1.13.01

ASUS Review seeks to provide undergraduate students with a course review program that emphasizes smart and healthy studying. The program will strive to maintain academic integrity by conducting review sessions for courses with the approval of the course coordinators. As the program is run exclusively by students, it will also offer a chance for students to prepare and conduct professional-level teaching sessions for their peers.

1.13.02

Membership of ASUS Review shall include:

- i) Two (2) Directors;
- ii) Two (2) Facilitators per course.

1.13.03

Directors will be hired before the end of each academic year by the Incoming Academic Commissioner and Incoming Deputy Academics Commissioner (Supports & Resources), and be done with sufficient time to allow for the timely hiring of the ASUS Review Facilitators.

1.13.04

ASUS Review Facilitators will be hired before the end of each academic year by the Incoming Academics Commissioner and Incoming Deputy Academics Commissioner (Supports & Resources).

In the case that a Developer Team will be required to create an entirely new Review session, such as a new professor completely changing the course or the successful partnership with a professor to add a new course to the Review session list, the ASUS Review Director (Internal) may submit a proposal to the Academics Commissioner, Human Resources Officer, and Vice-President Operations for a distribution of the Tier 4 level Honoraria to each member of the Developer Team.

1.13.05

The ASUS Review Director (Internal) responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Supports & Resources;
- ii. To help hire and train Incoming Developers;
- iii. To set-up and hold bi-weekly meetings with each Developer Team;
- iv. To ensure that the developers remain on time and well organized;
- v. To collect all of the Developer Team's materials required for the Review session
- vi. To prepare a transition manual for the Incoming Director (Internal) prior to April 1st of their academic year;
- vii. Act as a support system for the ASUS Review Director (External)
- viii. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

The ASUS Review Director (External) responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Supports & Resources;
- ii. To act as the main liaison between the developers and the course instructors;
- iii. To promote ASUS Review to respective on-campus groups
- iv. To submit the Event Planning Package for each Review session that takes place
- v. To submit all necessary materials and forms to the ASUS Store within a reasonable time period prior to the Review sessions
- vi. To actively recruit and reach out to professors with regard to starting new ASUS Review Sessions for their courses
- vii. To prepare a transition manual for the Incoming Director (External) prior to April 1st of their academic year;
- viii. Act as a support system for ASUS Review Director (Internal)
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

SECTION 14 | ASUS PEER TUTORING

The ASUS Peer Tutoring Director's responsibilities shall include, but are not limited to:

- i. To attend meetings on a bi-weekly basis with the Deputy of Supports & Resources;

- ii. Coordinating marketing efforts with the Marketing Office in order to increase the number of tutors and tutees;
- iii. Promoting the bursary program;
- iv. Ensuring a well-functioning website;
- v. Assisting with the planning and operation of group study sessions;
- vi. To inform the surrounding high schools of the availability of tutoring;
 - a. High school students are not eligible for the bursary program;
- vii. Upon request, suggest alternative routes for academic assistance if no tutor is unavailable for a student;
- viii. To prepare a transition manual for the Incoming Director prior to April 1 st of their academic year;
- ix. To hold at least five (5) hours of transition meetings with the Incoming Directors before the end of the school year.

Peer Tutoring shall operate under these rules:

- i. Tutors are paid \$15 an hour by the student at each session;
- ii. It is the tutee's responsibility to contact their tutor and arrange meeting times. Meetings should be held in public venues or on an online platform, in accordance with suggestions listed in the Tutor Training Manual;
- iii. It is the individual's responsibility to report any dissatisfaction with either the tutee or the tutor to the Director, through individual contact;
- iv. Vulnerable Sector Checks are required for high school tutors;
- v. The applicant's average in the desired course, with a minimum of A- on their transcript (with the exception of CISC courses, which require a minimum of B+).

SECTION 15 | ASUS APPEALS RESOURCE CENTRE

1.15.01

The ASUS Appeals Resource Centre (AARC) aims to provide peer-to-peer support for students who are undergoing the appeals process. It works with student volunteers who are knowledgeable in the appeals process and trained by existing academic resources to provide support. The aim is to work alongside the student throughout the process to help them put forward their best case possible. Furthermore, by providing a student lens, the resource strives to make academic regulations comprehensive and student friendly as well as ease student stress through an often-difficult procedure. This service is not to be held liable for any lost cases but merely serve as an additional support system to students. It will be strictly limited in its function, and will never serve as an advocate for students.

1.15.02

The AARC team would consist of 2 co-chairs and a team of student volunteers. The Co-Chairs will operate from May until the April of the following year. The volunteer team would operate from September to May of the following year. Unlike other ASUS positions,

Former ASUS executive and Council members are all welcome to apply for this role to help facilitate the degree of knowledge and time needed for this volunteer-based service.

1.15.03

The responsibilities of the co-chairs shall include, and be strictly limited to:

- i. Undergo training from the Ombudsoffice and Student Academic Success Services prior to assuming the role;
- ii. Provide students with a clear explanation on existing academic regulations pertaining to their situation;
- iii. Explain to Arts and Science students the overarching appeals process and the steps it includes;
- iv. Proof read student appeal letters

The responsibilities of the student volunteers shall include, and be strictly limited to:

- i. Undergo training from the Ombudsoffice and Student Academic Success Services prior to assuming the role;
- ii. Provide students with a clear explanation on existing academic regulations pertaining to their situation;
- iii. Explain to Arts and Science students the overarching appeals process and the steps it includes;
- iv. Proof read student appeal letters by using check-lists provided by SASS and the Ombudsoffice
- vi. Refer students to other sources of help and assistance as necessary;
- vii. Work with each student to help support them as they complete the appeals process. Support may include:
 - a. Explaining and introducing the appeals process
 - b. Reviewing regulations
 - c. Reviewing the students' appeals letter with the resources provided by the Ombuds Office and SASS
 - d. Answering questions.