About the University Secretariat

The University Secretariat was established in 2006 and incorporates the activities of the former Board Office and Senate Office. The Secretariat has responsibility for supporting the efficient and timely operation of the Board of Governors, Board of Trustees, and the Senate plus their several committees, subcommittees, task forces and working groups which comprise the bicameral governance system of the University of Guelph.

In accordance with the University of Guelph Act (1964), the University operates under a bicameral system of governance comprising the Senate [2] and the Board of Governors [2]. The Senate is responsible for the academic policy of the University which includes responsibility for determining the courses of study, standards of admission and qualifications for graduation. The Board of Governors is responsible for all other aspects of the governance of the University not assigned to the Senate. This includes oversight of the management and control of the University and its property, revenues, expenditures, business and related affairs. The Board of Governors is responsible for the operation of Board of Trustees of the University of Guelph Heritage Fund, [2]

The University Secretariat also serves the role of University coordinator for the purposes of complying with Ontario’s Freedom of Information and Protection of Privacy Act. In this role, the University Secretariat serves the entire University community and, where appropriate, groups outside the University with the provision of timely, accurate and objective information, advice and the interpretation and application of the University’s policies and procedures with regard to protection of personal privacy and access to information. [3]