

## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public   
Non-Public

**ACTION REQUESTED:**

Decision   
Discussion/Direction   
Information

**TO:** Academic Council

**DATE:** March 23, 2021

**FROM:** Governance and Nominations Committee (GNC)

**SUBJECT:** Draft Faculty Council Vice-Chair Selection Procedures

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**MANDATE:**

- Article 1.1(a)(iv) of By-law No. 2 authorizes Academic Council to establish appointment procedures for its committee members and Article 1.1(i) delegates responsibility to Academic Council to establish a faculty council for each Faculty of the University.
- In accordance with the GNC Terms of Reference, one of the committee's responsibilities is to "establish, oversee, and periodically review the governance procedures, guidelines, and directives of Academic Council and revise when appropriate."
- The GNC is seeking Academic Council's feedback on the draft procedures to select a Vice-Chair of Faculty Council.

**BACKGROUND:**

- The current Faculty Council Terms of Reference provide that each Faculty Council shall elect a Vice-Chair annually from among the core faculty members of the Faculty but is silent on the process to be followed when electing a member to the role.
- Several Deans asked the Office of the University Secretary and General Counsel for guidance as to the process they should follow when appointing a Vice-Chair of Faculty Council.
- Since the request falls under the jurisdiction of GNC, the matter was referred to GNC for review and guidance.
- The request is timely as the Faculty Council Terms of Reference are on the GNC's work plan for review this year.

- GNC discussed the Faculty Council Vice-Chair selection process at their meeting on November 17 and a summary of the committee's feedback follows:
  - committee considered whether the Faculty Council Vice-Chair selection should be done through an election or expression of interest process;
  - a concern was raised that using an election process makes it difficult to ensure everyone is adequately represented;
  - since Faculty Councils are underlying bodies of Academic Council, their Vice-Chair selection process should be consistent with that of Council; and
  - the main goals are to ensure the ability to promote EDI and ensure consistency and transparency across the Faculties.
- Based on the GNC's feedback, the draft Faculty Council Vice-Chair Selection Procedures were prepared using the Academic Council Vice-Chair Selection Procedures as a starting point and presented to GNC for review at their meeting in January.
- The key considerations discussed by GNC when reviewing the draft procedures were:
  - Is it appropriate for the Vice-Chair of Faculty Council to also serve on the Faculty Council Executive Committee?
  - Whether the Faculty Council Executive Committee should be renamed the Steering Committee to better reflect the mandate of the committee & to better align with the structure of Academic Council?
  - The length of term for the Vice-Chair – should it be 3-years to align with other roles or a 1-year renewable term to encourage participation?
  - Whether the Vice-Chair selection process should be an election or expression of interest process in light of EDI considerations?
  - Whether Long Term Faculty Members should also be eligible to serve as Vice-Chair of Faculty Council?
  - Whether the GNC is the appropriate body to make the recommendation for appointment or whether it should be left to the Dean?
- The draft procedures are attached for review.

**CONSULTATION:**

**Academic Council:**

- March 23 – for comment

**NEXT STEPS:**

1. Incorporating the feedback of GNC and Academic Council, the procedures will proceed through the appropriate consultation path as set out in the Policy Framework and return to the GNC for approval.

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**SUPPORTING REFERENCE MATERIALS:**

- Draft Faculty Council Vice-Chair Selection Procedures



Classification Number	To be completed by the Policy Office
Parent Policy	
Framework Category	Academic
Approving Authority	Governance and Nominations Committee
Policy Owner	University Secretary
Approval Date	DRAFT FOR CONSULTATION
Review Date	
Supersedes	

## FACULTY COUNCIL VICE-CHAIR SELECTION PROCEDURES

### PURPOSE

1. The purpose of these Procedures is to establish the process by which a Vice-Chair will be selected for each Faculty Council.

### DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:
  - “**Act**” means the *University of Ontario Institute of Technology Act, 2002*, SO 2002, c 8, Sch O, and any amendments thereto.
  - “**By-laws**” means By-law Nos. 1 and 2 of the University, and any amendments thereto.
  - “**Chair**” means the chair of Faculty Council.
  - “**Eligible Members**” mean the tenured, tenure track, and teaching faculty of the Faculty who are not on leave.
  - “**Faculty Council**” means the body of a Faculty, established by the Board of Governors, that is responsible for the academic governance of the Faculty, the recommendation of new programs and courses, and the approval of policies of the Faculty.
  - “**GNC**” means the Governance and Nominations Committee of Academic Council.
  - “**Vice-Chair**” means the member of Faculty Council appointed to the position of vice-chair of Faculty Council.

### SCOPE AND AUTHORITY

3. These Procedures apply to the nomination and appointment of a Vice-Chair.
4. The University Secretary, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.
5. These Procedures are established in accordance with the Act and the By-laws.

### PROCEDURES

6. **Vice-Chair Role**
  - 6.1. Once per year, Academic Council will appoint a Vice-Chair for each Faculty Council from among the Eligible Members of that Faculty Council.

- 6.2. The Vice-Chair will chair Faculty Council meetings in the absence of the Chair, and will be available to support the Chair, as requested.
- 6.3. The Vice-Chair will serve as a member of the Faculty's Executive Committee.
- 6.4. In the event of the temporary absence of both the Chair and Vice-Chair, the Associate Dean of the Faculty will chair the Faculty Council meetings.

**7. Term of Appointment**

- 7.1. The Vice-Chair will serve a one-year term, to be appointed by Academic Council, usually at the first meeting of the academic year.
- 7.2. The Vice-Chair may not serve for a period longer than two consecutive terms.

**8. Eligibility**

- 8.1. The Vice-Chair will be selected from among the Eligible Members of the Faculty Council.

**9. Selection Process**

- 9.1. Prior to the first academic meeting of the year, each Faculty Council will solicit expressions of interest for the Vice-Chair role from its Eligible Members.
- 9.2. The expressions of interest will usually be considered at the first GNC meeting of the academic year.
- 9.3. The GNC will nominate a Vice-Chair for each Faculty Council for appointment by Academic Council.
- 9.4. When nominating a Vice-Chair, GNC will consider the history of Vice-Chair appointments to ensure the Vice-Chair continues to reflect the demographic and cultural diversity of the communities served by the University.

**10. Vacancies**

- 10.1. If the role of Vice-Chair becomes vacant during the academic year, the Faculty Council will solicit expressions of interest for the Vice-Chair role from its Eligible Members to be considered by GNC. GNC will nominate a Vice-Chair for appointment by Academic Council.

**MONITORING AND REVIEW**

- 11. These Procedures will be reviewed as necessary and at least every three years. The University Secretary, or successor thereof, is responsible to monitor and review these Procedures.

**RELEVANT LEGISLATION**

- 12. [University of Ontario Institute of Technology Act, 2002, SO 2002, c 8, Sch O](#)  
[By-Law Number 1 of the University of Ontario Institute of Technology](#)

**RELATED POLICIES, PROCEDURES & DOCUMENTS**

13. Faculty Council Terms of Reference (under review)
14. Faculty Council Executive Committee Terms of Reference (to be drafted)

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