

ACADEMIC COUNCIL REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Academic Council

DATE: March 23, 2021

FROM: Governance & Nominations Committee (GNC)

SUBJECT: Review of Faculty Council Terms of Reference

MANDATE:

- Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees.
- As part of the By-law No. 2 Implementation Parking Lot, the GNC has been asked to review the Terms of Reference for Faculty Councils.
- We are seeking Academic Council's feedback on the proposed amendments to the Faculty Council Terms of Reference.

Recommendations:

- Update language in the Terms of Reference to reflect current terminology and the university's brand update.
- Create separate Terms of Reference for the Executive Committee of Faculty Council and Curriculum Committee of Faculty Council.

Considerations:

1. **Membership:** Is the membership of Faculty Council appropriate? Should additional appointed members be included?
2. **Mandate:** Is the work of Faculty Council accurately represented? Are there any responsibilities that should be added?

NEXT STEPS:

1. Academic Council's feedback will be communicated to GNC at the meeting on April 20, 2021.
2. The Terms of Reference will be presented to Academic Council for recommendation and to the Board for approval.

SUPPORTING REFERENCE MATERIALS:

- Proposed amendments to Faculty Council Terms of Reference

V. FACULTY COUNCILS

[May 2004, November 2005, March 2006; Additional membership rules are in place for the Faculty of Health Sciences (September 2004).]

1. General

ACADEMIC COUNCIL Faculty Council

1. TERMS OF REFERENCE

Each Faculty of the ~~University of Ontario Institute of Technology shall~~ university will have a Faculty Council ~~that~~. Faculty Councils are standing bodies of Academic Council and operate under delegated authority from the Board of Governors.

Faculty Council is responsible for the academic governance ~~and approval~~ of the Faculty. Specifically, Faculty Council will have the following responsibilities:

- (a) recommendation of new programs and courses;
- (b) recommendation of major and minor program modifications;
- ~~a)~~ (c) establishment of Faculty-specific policies of the Faculty and procedures, including admissions to the Faculty, academic standards, curriculum and degree requirements, and long-range academic planning;
- (d) oversight of curriculum policy issues including instructional development and quality of teaching.
- ~~(b)~~ establishment of a Faculty Councils are established by Academic Council and operate under delegated authority from Academic Council.
- ~~(c)~~ (e) The rules and procedures and membership of Faculty Councils, and proposed changes to them, shall be reviewed by the Executive Committee of Academic Council to ensure their compliance with recognized principles and practices, in accordance with the Faculty Council Executive Committee Terms of Reference;
- ~~(d)~~ (f) Each establishment of a Faculty Council shall consist of Curriculum Committee, in accordance with the following regular voting members: Faculty Council Curriculum Committee Terms of Reference;
- (g) The establishment of ad hoc advisory committees/working groups, as required;

2. MEETINGS

Faculty Council will be composed of:

Ex-officio

- Dean, of the Faculty (Chair)
- ~~(i)~~ Associate Deans and /Assistant Deans of the Faculty;
- All core faculty members-Dean(s) of the Faculty-with

- ~~(ii) • All tenured, tenure track, teaching faculty, and limited term faculty members of the Faculty who hold a primary appointment in the Faculty, including those on research or other leave;~~
- ~~(iii) • All core tenured, tenured track, teaching faculty, and limited term faculty members whose who have a primary appointment ~~is~~ in another Faculty, ~~but who~~ and hold a 25% or more secondary appointment in the Faculty;~~
- ~~(iv) All full-time academic associates holding a primary appointment in the Faculty and all full-time academic associates holding at least a 25% secondary appointment in the Faculty;~~

Ex Officio (non-voting)

- President and Vice-Chancellor (or designate)
- Provost and VP, Academic (or designate)
- Deputy Provost (or designate)
- Deans of the other Faculties of the university (or designate)
- Vice-President, Administration (or designate)
- Vice-President, External Relations and Advancement (or designate)
- Vice-President, Research and Innovation (or designate)
- Secretary of Academic Council (or designate)
- University Librarian (or designate)

Appointed Members

- ~~(v) • Representatives of the Teaching Assistants and Part-Time Sessional Faculty who have taught in the Faculty for at least two consecutive academic years, not to number more than 10% of categories i, ii, iii and iv combined the Ex Officio voting members (where this number is at least 10);~~
- ~~(vi) • Students, not to number more than 10% of categories i, ii, iii and iv combined the Ex Officio voting members (where this number is at least 10); and~~
- ~~(vii) • Professional, Management, Technical, and Administrative Staff of the Faculty, not to exceed 10% of categories i, ii, iii and iv combined the Ex Officio voting members (where this number is at least 10).~~

~~NOTE: Any exceptions to the rules set out above must receive approval from Academic Council.~~

~~(e) The Dean of the Faculty shall act as the Chair of Faculty Council.~~

~~(f) Each Faculty Council shall elect will nominate a Vice-Chair annually ~~from among the core faculty members of~~ in accordance with the Faculty Council Vice-Chair Selection Procedures.~~

~~(g) The President, Vice-Presidents, and Associate Provosts of the University, the Deans of other Faculties of the University, the Secretary of Academic Council, and the University Librarian shall be ex-officio, non-voting members of each Faculty Council.~~

(h) ~~Executive Committee of Faculty Councils~~

Each

3. NOMINATION

Appointed members will be nominated through expressions of interest from the relevant constituencies. When appointing members, the Executive Committee of the Faculty Council should ensure the members represent the diverse perspectives of the different constituencies within the university community.

4. QUORUM

Quorum requires that a majority of the Faculty Council shall establish an Executive Committee members (minus the number of voting members on leave) entitled to vote be chaired by the Dean of the Faculty with the following mandate:

- ~~(i) To organize the regular ongoing business of the Faculty Council including the preparation of the agenda for all regular and special meetings;~~
- ~~(ii) To exercise the powers held by the Faculty Council for what are normally considered routine administrative matters (all such actions are to be reported to the Faculty Council);~~
- ~~(iii) To receive and review reports and recommendations from Faculty Committees prior to their submission to the Faculty Council at its regular meetings;~~
- (iv) To present to the Faculty Council normally at the last regular meeting in the academic year, a list of members for Faculty Committees for the coming year; and,**

~~(v) To make recommendations to the Faculty Council as may be necessary from time to time regarding the establishment of ad hoc Committees of the Faculty Council (recommendations shall include terms of reference and Committee members).~~

(j) Curriculum Committee of Faculty Councils

Each Faculty Council should establish a Curriculum Committee with the following mandate:

- ~~(i) To make recommendations to the Faculty Council with respect to rules and regulations for the government, direction and management of undergraduate studies in the University;~~
- ~~(ii) To make recommendations to the Faculty Council with respect to new undergraduate programs/plans, and the deletion of undergraduate programs/plans;~~
- ~~(iii) To recommend to Faculty Council all new undergraduate courses, the deletion of undergraduate courses and proposed changes to existing undergraduate courses and programs;~~
- ~~(iv) To provide to the Curriculum and Program Review Committee of Academic Council a summary of the Faculty Council's deliberations and actions in areas of its jurisdiction (the responsibility for the approval of new programs remains with Academic Council and Faculty Curriculum Committees are expected to flag matters of broader academic policy for the attention of Academic Council);~~
- ~~(v) To coordinate and oversee all matters in the Faculty relating to examinations, grading and assessment practices and academic standards;~~
- ~~(vi) To explore curriculum policy issues including instructional development and quality of teaching. The~~

~~committee shall report its findings and make recommendations to the Faculty Council and Academic Council where relevant;~~

~~(vii) To oversee all non-degree courses and programs in the Faculty; and~~

~~(viii) To advise the Dean on all matters relating to undergraduate studies within the Faculty.~~

~~(k) **Other Committees of Faculty Councils**~~

~~As Faculties grow in size, other Faculty Council Committees may be added. Additional Committees are likely to include Research, Graduate Studies and Student Appeals. _~~

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