

ACADEMIC COUNCIL HANDBOOK

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4.7 The Committee shall direct particular focus to individuals who have not received honorary degrees from other institutions, but who are clearly meritorious candidates.

5.0 SELECTION PROCESS

5.1 The Committee on Honorary Degrees shall call for nominations for honorary degrees in September of each year. Nominations may be received from members of the University community and the community at large.

5.2 Nominations should include appropriate background information, such as basic personal information, a summary of the nominee's achievements and other appropriate supporting documentation.

5.3 All nominations must be forwarded to the Committee on Honorary Degrees on or before October 31.

5.4 The Committee shall meet in November of each year to develop a list of worthy candidates to serve for the convocation(s) of the coming year.

5.6 Recommendations of the Committee on Honorary Degrees will be forwarded to the President for his/her consideration. Names of candidates will be kept on a reserve list for three years.

5.7 Recipients will be selected by the President from among the approved candidates on the reserve list. Candidates chosen shall be contacted directly by the President.

5.8 The outcome of the Committee's deliberations shall not be released out of respect for the nominee and to ensure the integrity of the process.

5.9 If the nominee declines the invitation or is unable to be present at the respective convocation, the President may approach the next nominee on the approved list.

5.10 In the event that an individual declines acceptance of an honorary degree that has been approved by the Committee, or where the conferring of an approved degree has not been scheduled within three years of approval by the committee, the Honorary Degree will be deemed to be cancelled.

5.11 Confidentiality at all points in the nominating process is critical. No discussion concerning nominees shall take place outside of those directly involved in the evaluation process or the formal evaluation meetings. Discussion and voting will be in executive session by all evaluating groups.

5.12 Whenever possible, names of Honorary Degree recipients should be reported to Academic Council before being announced to the media.

5.13 Due to the confidential nature of the proceedings, nominators will be contacted after nomination consideration only if the candidate is selected to receive an honorary degree.

6.0 CONVOCATION PROCEEDINGS

6.1 The President will identify someone to present each nominee at convocation. This will normally be a university faculty member and frequently the individual who nominated the recipient.

6.2 Each honoree, and especially those from out-of-town, will be hosted by a university faculty or staff member, usually the individual performing introductions at convocation. He/she will be responsible for ensuring that the honoree(s) are met at airports, escorted to and from campus events and generally made to feel welcome and appreciated.

6.3 Nominees will normally address convocation but, in some cases, may not be asked to do so.

6.4 Speeches should be brief (not to exceed ten minutes) and introductions should be confined to three minutes. All speeches should be directed to the graduating class.

6.5 The university will normally host either a luncheon or a dinner for honorees, their immediate families, and special friends.

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

- a) Each Faculty of the University of Ontario Institute of Technology shall have a Faculty Council that is responsible for the academic governance and approval of new programs and courses, policies of the Faculty including admissions to the Faculty, academic standards, curriculum and degree requirements, and long-range academic planning.
- b) Faculty Councils are established by Academic Council and operate under delegated authority from Academic Council.
- c) 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.
- d) Each Faculty Council shall consist of the following regular voting members:
 - (i) The Dean, Associate Deans and Assistant Deans of the Faculty;
 - (ii) All core faculty members of the Faculty with a primary appointment in the Faculty including those on research or other leave;
 - (iii) All core faculty members whose primary appointment is in another Faculty, but who 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;
 - (v) Representatives of the Teaching Assistants and Part-Time 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 (where this number is at least 10);
 - (vi) Students not to number more than 10% of categories i, ii, iii and iv combined (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 (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 a Vice-Chair annually from among the core faculty members of the Faculty.
- 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 Faculty Council shall establish an Executive Committee to 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.