

Department of French Studies
Queen's University at Kingston

RULES OF PROCEDURE

Revised **2009**

Table of Contents

Preamble.....	A- 1
The Head of Department	B- 1
Appointments	C- 1
Elections	D- 1
Departmental Meeting.....	E- 1& E- 2
Standing Committees	F- 1
Departmental Undergraduate Studies Committee.....	F- 1
Departmental Steering Committee	F- 2
Departmental Library Committee.....	F- 2
Departmental Procedures Review Committee	F- 2
Personnel Committee	F- 2
Appointment Committee	F- 3& F- 4
Independent Associated Committees	
Departmental Graduate Studies Committee	G- 1& G- 2& G- 3
Calendar, Admissions and Awards	G- 1
Departmental Instructors= Council	H- 1
Departmental Graduate Instructors= Council.....	H- 1

PREAMBLE

Departmental functions are delimited by the proper exercise of rights and functions outside the Department: those of the Collective Agreement, Senate, Faculty Board, Graduate Studies Council and Division II, of the Principal and senior administrative officers, and of prevailing laws.

The procedures in this document are based on the assumption that:

1. The Head of Department needs access to the views and opinions of departmental members, expressed in an orderly and convenient form, and will wish to draw on the counsel and expertise of colleagues.
2. Members of the Department, whether students, faculty or staff, have a right to make their views heard (1).
3. Faculty members have a responsibility to participate in the government of the University, and the opportunity to do so at the departmental level should be offered to them.
4. The Department will benefit from the participation of all faculty members in the work of committees, which will educate less-experienced members in the business of the Department and ensure the training of competent understudies and successors to its offices. By this means too, members of this Department may develop the expertise required to serve on committees and on other university bodies outside the Department.
5. The business of the Department should be conducted with the minimum expenditure of time consistent with the exercise of the rights of all concerned, and the discharge of their responsibilities.
6. Whereas informal conduct of meetings is often desirable and satisfactory, strict procedural measures should nevertheless be invoked when necessary in order to permit all points of view to be heard. The committee's recommendations are accordingly designed to reflect procedural methods which have proved their effectiveness in government and in other bodies within the University.
7. Whereas open discussion within the Department is highly desirable, the records of individuals, whether students, faculty or staff, are confidential.

1 However, grievances should not be discussed by departmental committees or the Departmental Meeting since separate formal procedures are laid down by the Collective Agreement .

A student who considers he/she has a grievance against an instructor should follow the Senate procedures. It would normally be appropriate for the student to discuss the difficulty in the first instance with the instructor in question. Failing resolution of the problem, the following resources are open to the students, who should normally resort to them in the order laid down:

- (a) request the D.S.C. representative to take the matter up with the instructor and/or the course coordinator;
- (b) refer the matter to the Chair of Undergraduate Studies;
- (c) refer the matter to the Head of Department;
- (d) refer the matter to the Dean of Studies.

THE HEAD OF DEPARTMENT

The duties and functions of the Head of Department are defined in the supplement to the Queen's Gazette, Vol. III, No. 41 and the Collective Agreement.

The Head of the Department of French Studies is the ultimate authority in the department. All communications to the senior University officers relating to the Department as a whole must pass through his/her hands.

To enable the business of the Department to be conducted, the Head may receive recommendations from the Departmental Meeting or standing committees of the Department, and may appoint *ad hoc* committees to examine as they arise specific issues which are out of the provinces of all other departmental committees. The Head shall be a member of most of the departmental meetings or committees at his/her discretion. Excluded are the Personnel Committee, as defined in the Collective Agreement, and the DSC. The Head shall report to the Departmental Meeting concerning action taken on its recommendations.

During the summer months, the normal departmental procedures will inevitably be impossible to apply fully. Between May 1 and August 31, the Head shall take action on any matters on which delay would be inappropriate. Before doing so, he or she should follow normal practice insofar as this is possible, consulting relevant colleagues by mail, telephone, email or other means as necessary. Action taken during this period shall be reported the following fall to the bodies which would normally have been required to give their approval.

It is the responsibility of the Head of Department to ensure that the Department is adequately represented on the Faculty Board of the Faculty of Arts and Science and Division II, and on any of its relevant committees including the Committee of Departments.

APPOINTMENTS

The Head of Department shall appoint:

1. A Chair of Undergraduate Studies to hold office for a period of 3 years. In consultation with him or her, a Vice-Chair of Undergraduate Studies and one other faculty member shall be appointed for a period of one year in such a way as to ensure that the members of the committee represent as closely as possible the different fields of interest within the Department. At the end of his/her term of office, the Chair of Undergraduate Studies shall normally become Vice-Chair for the ensuing year. He/she shall normally be eligible for reappointment. Future Chairs of Undergraduate Studies shall if possible be selected from amongst previous Vice-Chairs.
2. A Coordinator of Graduate Studies to hold office for a period of three years. In consultation with him or her, a Vice-Coordinator of Graduate Studies shall be appointed for a period of one year. At the end of his/her term of office, the Coordinator of Graduate Studies shall normally become Vice-Coordinator for the ensuing year. He/she shall normally be eligible for reappointment. Future Coordinators of Graduate Studies shall if possible be selected from amongst previous Vice-Coordinators.
3. A Chair of the Departmental Procedures Review Committee, to hold office for a period of two years.
4. One departmental library representative to hold office for three years, who will also be Chair of the Departmental Library Committee, and a Vice-Chair of the Departmental Library Committee, in consultation with the Chair.
5. A Director to the Francophone Centre for a period of two years.
6. Appointments to be made by the Head of Department are normally to be announced by March 1st, except in the case of the one faculty member who should be appointed to the Undergraduate Studies Committee after the results of the Departmental elections are known.
7. Officers appointed by the Head of Department in the winter term take up their duties on July 1.

ELECTIONS

1. Voting for all elected positions for the next academic year shall normally take place before the end of March. Newly elected members take up their duties on July 1.
2. Nominations for elected positions are normally sent to the Departmental Administrative Assistant by March 15 so that a list of candidates may be circulated for voting. Voting shall be by secret ballot.
3. All members of the Departmental Meeting are entitled to nominate and vote for the Chair and Secretary of the Departmental Meeting and for two faculty members to the Undergraduate Studies Committee.
4. The Chair of the Departmental Instructors= Council shall be elected annually by the Council members.
5. The Chair of the Departmental Graduate Instructors= Council shall be elected annually by members of the Council. Members of the Council will elect one faculty member to the Admissions, Award and Calendar committee for one year.
6. Membership to the Personnel Committee will be elected annually by the DIC and will consist of a minimum of four members of the bargaining unit, three of whom will be members of the Department of French Studies and one from a cognate department, who should be as representative as possible with respect to rank, gender and specialty. The Head of Department shall not be a member of this committee.
7. Faculty members may vote at meetings when they are on leave, but only when they are present at the meeting where the vote occurs.
8. Part-time instructors (adjuncts and post-doctoral fellows who are not students at Queen=s) may elect one representative for the Departmental Meeting and one (who could be the same) for the Departmental Instructors= Council (for each five instructors). The representative should be elected during the first week of classes, for one year.
9. Students shall elect representatives to:
 - the Departmental Meeting: 2 graduate students (1 M.A. and 1 Ph.D.) and 2 undergraduate students
 - the Procedures Review Committee: 1 graduate student and 1 undergraduate student
 - the Personnel Committee: 1 graduate student elected before the end of March and 1 undergraduate student (if available)
 - the Appointments Committee : 1 graduate student elected before the end of March and 1 undergraduate student (if available)
 - the Graduate Studies Committee: 1 representative for every five full-time M.A. and Ph.D. candidates on campus (including at least 1 M.A. representative and at least 1 Ph.D. representative)
 - the Undergraduate Studies Committee: 2 undergraduate students
10. Replacement Elections and Appointments: In the event that an appointee, an elected officer or an elected member of a committee is unable or unwilling to carry out the duties pertaining to the position, the Head shall appoint, or the appropriate group elect, a replacement. The replacement will, unless the Rules of Procedure state otherwise, assume office for the remaining term of the person replaced. If an election is required it shall take place within at most one month. If the need arises during the period

June 1 to August 31, nominations may be solicited and votes registered by mail, email or fax.

THE DEPARTMENTAL MEETING

Membership

The voting membership of the Departmental Meeting shall be as follows:

- (a) All members of the Department holding a regular or full-time continuing academic appointment.
- (b) 2 undergraduate students representatives elected by the DSC, and 2 graduate students representatives (one M.A. and one Ph.D. level) elected by graduate students. These representatives are entitled to attend all meetings of the Department and are sent all minutes and agendas for the meetings.
 - (i) The total number of students, including graduates and undergraduates, entitled to vote at a Departmental meeting may not exceed parity with the number of faculty members so entitled. To meet this condition, the Chair shall, if necessary, postpone motions to a subsequent meeting.
 - (ii) Student representatives may be replaced by their delegates.
- (c) Adjunct academic staff and other part-time instructors, including post-doctoral fellows, who are not students of Queen's University, may elect one representative for each five instructors.
- (d) A member of the support staff may attend departmental meetings with the status of observer.

Procedures

- (a) A quorum shall be one third of the total membership.
- (b) Voting in the department:
 - (i) A two-thirds majority of voting members of the Departmental Meeting shall be required for adoption of proposals relating to the constitution, membership or procedures of the Departmental Meeting.
 - (ii) A simple majority of voting members of the meeting shall be required for the adoption of recommendations to the Head on departmental business and organisation, with the exception of the categories excluded by virtue of (b)(i) above.
 - (iii) An immediate secret ballot may be requested by any voting member of the Departmental Meeting. The Chair and the Secretary shall be responsible for the organisation of the ballot.
 - (iv) Members of the Departmental Meeting may vote at meetings of the Department when they are on leave (academic, administrative, personal, maternity, etc.)

- (v) Members of the Departmental Meeting may participate in votes at meetings of the Department only when they are present at the meeting where the vote occurs.
- (c) There will normally be five meetings per year, to take place between October 1 and April 30. Meetings may be cancelled if there is insufficient business. The Chair of the Departmental meeting or the Head of Department may call meetings at his/her discretion, and the Chair shall do so at the written request of three voting members of the Departmental Meeting.
- (d) Notices of motion shall be given no fewer than five business days in advance of the meeting. The agenda is to be circulated three business days in advance. In case of cancellation of a regularly scheduled meeting, every effort should be made to notify members at least 24 hours in advance. The Anotice of motion@ procedure shall be strictly enforced.
- (e) Motions concerning areas which fall under the jurisdiction of any of the standing committees of the department, and which do not emanate from the subcommittee concerned, shall be referred to that subcommittee. The subcommittee shall report back on a referred motion at the next departmental meeting.
- (f) Normally, Departmental Meetings will not last longer than two hours. To this end, members of the Departmental Meeting may speak for no more than ten minutes on any one item except with the express permission or at the request of the Chair of the Departmental meeting.
- (g) Language of discussion: The debates and discussions of the department are fully bilingual: that is to say, any member should feel entirely free to speak either in English or in French.
- (h) Records of meetings: Following the prescription suggested in Bourinot's *Rules of Order*, the minutes of the Departmental meeting shall be maintained as a formal record of business transacted, and the Secretary shall not attempt to record opinions expressed by individuals. In the interests of facilitating the maintenance of proper records, any proposed amendment to the minutes must be presented to the Chair in writing before the beginning of the meeting, in the form in which it is to be moved.

STANDING COMMITTEES

- 1 - The Departmental Undergraduate Studies Committee
- 2 - The Departmental Steering Committee
- 3 - The Departmental Library Committee
- 4 - The Departmental Procedures Review Committee
- 5 - The Departmental Personnel Committee
- 6 - The Appointments Committee
- 7 - The Departmental Graduate Studies Committee

INDEPENDENT ASSOCIATED COMMITTEES

- 1 - The Departmental Student Council (D.S.C.)
- 2 - The Departmental Instructors= Council (D.I.C.)
- 3 - The Graduate Instructors= Council (G.I.C.)

Quorum

A quorum for all committees, councils or sub-committees of the department shall be half of the total membership plus one, unless otherwise stated.

1. The Departmental Undergraduate Studies Committee
The Chair of Undergraduate Studies shall chair the Departmental Undergraduate Studies Committee and shall hold that office for three years.

At the end of his/her term of office, the Chair shall normally serve for one year as Vice-Chair. An incoming Chair shall if possible have had previous experience as Vice-Chair of the Committee.

Membership

The Committee shall consist of four faculty members, two students and the Chair. Of the four faculty members, two shall be elected by members of the D.I.C. and two (one of whom will serve as the Vice-Chair of Undergraduate Studies) shall be nominated by the Head of Department; one as Vice-Chair, in consultation with the Chair of Undergraduate Studies, having regard to the need for representation of different interests and levels of instruction.

Procedures

Matters concerning undergraduate studies shall be referred by the Departmental Meeting to the Undergraduate Studies Committee and, if necessary, to a subcommittee. The Undergraduate Studies Committee shall report back to the Departmental Meeting.

No new course is to be submitted to the Faculty Curriculum Committee before it is accepted in principle by the Departmental Meeting, unless overriding practical considerations decree otherwise.

2. The Departmental Steering Committee (long-range planning)

Functions

This Committee shall:

- (a) examine all proposals involving the resources of the department and advise the Head on such subjects;
- (b) ensure coordination between the Graduate Studies Committee and the Departmental Meeting;
- (c) consider any other pertinent matters as the need arises;
- (d) act as a consultative committee for the Head of Department.

Membership

- (a) Chair: Head of Department
- (b) Three faculty members to be elected for three years, one third to be renewed each year.
- (c) Expert witnesses may be called at the discretion of the Chair.
- (d) Members of the Steering Committee are eligible for immediate re-election after their terms of office expire.

3. The Departmental Library Committee

This Committee shall report to the Departmental Meeting, and to the Graduate Studies Committee if requested to do so.

The membership of this Committee shall include all members of faculty.

This Committee shall be open-ended: any faculty member who so wishes may be a voting member; student membership is open to the DSC executive and to graduate student representatives or their delegates.

4. The Departmental Procedures Review Committee

The Procedures Review Committee shall be made up of two students, two Faculty members and a Chair.

The DSC executive shall elect annually one undergraduate student. The graduate students shall elect annually one graduate student. Faculty members of the Committee shall be elected by the DIC for three years. The Chair shall be appointed by the Head of Department for a two-year period.

Duties

This Committee shall review the constitution of the Department and make such recommendations as it considers necessary to the Departmental Meeting for complete discussion.

And the end of each academic year, the Chair shall be responsible for ensuring that all modifications voted during that year are incorporated into the official Department *Rules of Procedure*.

5. The Personnel Committee

The Department of French Studies shall elect during its regular elections and in no case later than July 1st of each year a Personnel Committee in accordance with the guidelines set down by Article 13 of the Collective Agreement between Queen=s Faculty Association and Queen=s University of Kingston (May, 1999).

Functions

The function of this committee shall be to review all applications for promotion, renewal and tenure that are received by the Department in accordance with the guidelines set down in the Collective Agreement in Articles 13 and 14.

Membership

- (a) This committee shall be composed of a minimum of four members of the bargaining unit, three of whom will be members of the Department of French Studies, and one from a cognate department, who should be as representative as possible with respect to rank, gender and specialty and two student representatives, one graduate and one undergraduate. The Head of the Department shall not be a member of this committee.
- (b) This committee shall elect its own chair.
- (c) Members of the committee must adhere to the rules set down by the Collective Agreement, Article 32.5, with respect to employment equity and reporting.
- (d) In accordance with Article 32.5 of the Collective Agreement, all members of this committee must have successfully completed a familiarization and training workshop related to employment equity. The committee shall choose from within its members one person who shall have the explicit responsibility for the committee adhering to the rules and expected practices related to equity.

6. The Appointments Committee

The Department of French Studies shall elect, during its regular elections and in no case later than April 1st of each year, an Appointments Committee in accordance with the guidelines set down by Article 12.6 of the Collective Agreement between Queen=s Faculty Association and Queen=s University of Kingston (Jan. 1997).

Function

The function of this committee shall be to give recommendations related to a vacancy or potential vacancy in the Department and to review and assess applications received with respect to advertised positions, as outlined in Article 12.6.2 of the Collective Agreement. It shall also be the responsibility of this committee to ensure that the letter and the spirit of Article 12 are respected by the Department.

Membership

- (a) This committee shall have the same membership as the Personnel Committee plus the Head of the Department. In certain cases, one additional member of a cognate department may also be a member of this committee.
- (b) This committee shall be chaired by the Head of the Department.
- (c) Members of the committee must adhere to the rules set down by the Collective Agreement, Article 32.5, with respect to employment equity and reporting.
- (d) In accordance with Article 23.5 of the Collective Agreement, all members of this committee must have successfully completed a familiarization and training workshop related to employment equity. The committee shall choose from within its members one person who shall have the explicit responsibility for the committee adhering to the rules and expected practices related to equity.

GRADUATE STUDIES COMMITTEE

1.
 - (a) The Coordinator of Graduate Studies shall chair the Graduate Studies Committee.
 - (b) The Graduate Studies Committee shall be empowered to make decisions of concern to Graduate Studies in the Department, subject to the approval of the Steering Committee. Such decisions, once approved by the Steering Committee, shall be reported to the Departmental Meeting. The Departmental Meeting may refer such matters back to the Steering Committee for further discussion.
 - (c) There will normally be five meetings per year, to take place between October 1 and April 30. Meetings may be cancelled if there is insufficient business. The Coordinator of the Graduate Studies Committee or the Head of Department may call meetings at his/her discretion, and the Coordinator shall do so at the written request of three voting members of the Graduate Studies Committee.
 - (d) Notices of motion shall be given no fewer than five business days in advance of the meeting. The agenda is to be circulated three business days in advance. In case of cancellation of a regularly scheduled meeting, every effort should be made to notify members at least 24 hours in advance. The Anotice of motion@ procedure shall be strictly enforced.
 - (e) Voting members of the Graduate Studies Committee shall be faculty members listed in the Graduate Calendar with the addition of student representatives according to the formula:
 - (i) A representative for every five graduate students, provided that total student membership does not exceed parity with faculty membership on the committee, and that there is at least one representative for the M.A. students and at least one for the Ph.D. students.
 - (ii) A graduate representative who is unable to attend a meeting may appoint a delegate to do so.
 - (f) A quorum will be one-third of the eligible faculty voting members, plus two voting student members or their delegates.
 - (g) The Graduate Studies Committee Chair shall have the power to appoint *ad hoc* subcommittees to deal with the various aspects of graduate work.
2. The Graduate Studies Committee shall maintain a permanent Calendar, Admissions and Awards Committee.
 - (a) It is to this committee that the Coordinator of Graduate Studies shall present for approval or rejection:
 - (i) all applications for admission to the Ph.D. program; and

- (ii) applications for the M.A. program from candidates whose undergraduate standing barely meets Division II's minimum upper second class requirement for admission.
- (b) The committee shall draft a yearly list of:

- (i) nominees for Queen's graduate fellowships, scholarships and prizes.
 - (ii) students who are eligible to receive financial support from the allocation made by the School of Graduate Studies to the Department;
 - (iii) nominees for graduate teaching assistantship to be recommended to the Head of Department.
- (c) In order for the Prix Catherine McGann to be awarded in the Spring, this committee shall name by April 15th the members of the selection committee that will be responsible for judging the Ph.D. articles accepted and defended by the last day of the Winter Term.
- (d) This committee shall also propose the graduate courses to be offered each following year. From time to time, the committee shall present to the Graduate Committee for its approval proposals for revising the Departmental statements and offerings in the graduate calendar. Proposals for changes in calendar statements and offerings shall be submitted to the Steering Committee for its approval.

Membership

This committee shall consist of the Head of Department, Coordinator and Vice-Coordinator of Graduate Studies, and one other member, elected for one year by the Council.

3. Duties and Responsibilities of the Coordinator and Vice-Coordinator of Graduate Studies
- (a) The Coordinator of Graduate Studies shall call a meeting of graduate students early in the academic year, to inform them of their rights and responsibilities concerning representation on various departmental committees. This meeting shall be called before the first meeting of the Graduate Studies Committee.
 - (b) The Coordinator shall act as academic adviser to graduate students and as interim director of studies to incoming graduate students until a thesis director has been appointed.
 - (c) The Coordinator shall assume, in conjunction with the Head of Department, responsibility for fostering research within the Department, and for ensuring that appropriate opportunities are provided for research activities to be publicized.
 - (d) The Coordinator shall maintain liaison with:
 - (i) the School of Graduate Studies and Research
 - (ii) Division II

- (iii) the Graduate Council of the University
- (e) The Coordinator shall execute policy decisions made by the University, the Departmental Graduate Committee and the Head of the Department.
- (f) The Coordinator shall maintain records, and ensure that administrative procedures relating to Graduate Studies are properly carried out.
- (g) The Vice-Coordinator shall be responsible for ensuring that, at the end of each academic year, any changes to the Departmental Regulations Concerning Graduate Studies that have been voted during the year are incorporated into this document.

DEPARTMENTAL INSTRUCTORS= COUNCIL

There shall be a Departmental Instructors= Council in which frank discussions to take place among instructors. No student representatives are allowed to attend its meetings.

The Council shall have no legislative power, but information of concern to students shall be reported at the next Departmental meeting.

Membership

Membership of the Council shall be all full-time faculty members plus the elected representatives of adjunct instructors. The Chair shall be elected annually by members of the Council.

Meetings

The Chair may call meetings at his/her discretion and shall do so at the written request of any three members of the Council.

DEPARTMENTAL GRADUATE INSTRUCTORS= COUNCIL

There shall be a Graduate Instructors= Council in which frank discussions may take place among instructors. No student representatives shall attend its meetings.

The Council shall have no legislative power, but information of concern to students shall be reported at the next Departmental Graduate Studies Committee meeting.

Membership

Membership of the Council shall be all faculty listed in the Graduate Studies calendar. The Chair shall be elected annually by members of the Council.

Meetings

The Chair may call a meeting at his/her discretion and shall do so on the written request of any three members of the Council.