

**BY-LAWS OF THE  
FACULTY OF ARTS AND SCIENCE**

**By-Law No. 1  
Rules of Procedure in the Faculty of Arts and Science**

**By-Law No. 2  
Standing Committees of the Faculty Board  
of the Faculty of Arts and Science**

**By-Law No. 3  
Undergraduate Student Representation**

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*NOTE: Passages enclosed in square brackets [ ] are descriptive or explanatory and are not part of the text of the Rules.*

**BY-LAW NUMBER 1**  
**RULES OF PROCEDURE IN THE FACULTY OF ARTS AND SCIENCE**  
**THE FACULTY BOARD**

**1. Membership**

A) Academic Staff

- (i) All members of the academic staff in the Faculty as defined in Article 1.3 (a), (b), (c) and (d) of the Collective Agreement.
- (ii) Those members of other Faculty Boards who are currently giving instruction to students registered in the Faculty of Arts and Science
- (iii) The Head of the Engineering and Science Library and the Head, Learning and Research Services, Stauffer Library, or their delegates, *ex officio*.

B) Students

- (i) The Undergraduate DSC Chairs (or delegate) as selected by the Arts and Science Undergraduate Society (ASUS) in accordance with the procedures set out in the DSC Charter. Co-chairs of any given unit will receive only one vote between them.
- (ii) The Presidents or their delegates of the Concurrent Education Students' Association (CESA), the Computing Students' Association (COMPSA) and the Physical and Health Education & Kinesiology Students' Association (PHEKSA), or their successors.
- (iii) The President, Vice-President, and the Academics Commissioner of the Arts and Science Undergraduate Society.
- (iv) The ASUS Senators.
- (v) The current student representatives on the Faculty of Arts and Science Graduate Councils.
- (vi) The Vice-President (Graduate) of the Society of Graduate and Professional Students, or his or her delegate.

C) Administration

- (i) The Dean, Vice-Dean, and Associate Deans of the Faculty
- (ii) The Dean of the School of Graduate Studies, *ex officio*;
- (iii) The Principal, the Vice-Principals, Provost, the University Librarian, the Chief Information Officer and Associate Vice-Principal (Information Technology Services), and the Registrar, *ex officio*. Members of the administration named to Faculty committees may designate delegates from their senior staff to act in their place.

D) Non-Academic Staff

- (i) Assistant Deans of the Faculty of Arts and Science.
- (ii) Four non-academic staff members chosen by the Nominating Committee and elected by Faculty Board for such a term as the Nominating Committee may determine.

All members (*ex-officio* and elected) shall have voting rights unless otherwise stated.

**2. Functions** [NOTE: *The following list of functions is revised from a by-law of the Board of Trustees, which established the Faculty Board in 1913.*]

- A) To recommend to the Senate programs of study leading to degrees, and for-credit diplomas and certificates, and the conditions of admission;
- B) To submit to the Senate names for both ordinary and honorary degrees;
- C) To recommend the sessional dates, subject to the approval of the Senate;
- D) To control registration subject to the approval of the Senate;
- E) To deal with class failures;
- F) To exercise academic supervision over students;
- G) To make such recommendations to the Senate as the Faculty may deem expedient for promoting the efficiency of the University;
- H) To pass such regulations and by-laws as may be necessary for the exercise of the functions of the Faculty.

These functions shall be exercised by the Faculty Board either by motion duly moved and passed, or by by-law.

**3. Chair**

- A) The Chair shall be an Associate or full Professor and shall be nominated by the Nominating Committee and elected by the Faculty Board. Elections shall be made from a maximum of three names presented by the Nominating Committee. The Chair shall be elected for a three-year term beginning July 1 and shall be eligible for re-election. The Chair shall be *ex-officio* a member of the Committee of Departments.
- B) In the absence of the Chair, the Secretary shall invite a member of the Faculty, being an Associate or full Professor in rank, to preside.

**4. Secretary**

- A) The Secretary shall be elected from among the Faculty Board, by Faculty Board, and shall not be a member of Faculty Office staff.
- B) The Secretary shall:
  - (i) Record the proceedings of Faculty Board, and shall circulate its agenda, minutes, reports and resolutions;
  - (ii) Ensure that minute books less than three years old are kept in the Faculty Office;

(iii) Ensure that minute books older than three years be sent to Queen's Archives, but that a copy be kept in the Faculty Office for as long as is considered necessary;

C) The Dean shall appoint an administrative secretary to assist the Secretary.

D) The Secretary shall be elected for a two-year term beginning July 1, and shall be eligible for re-election.

## **MEETINGS**

### **5. Regular Meetings**

A regular monthly meeting of the Faculty Board shall be held at 3:30 p.m. on the second or third Friday of each month from September to April, inclusive, unless otherwise ordered by special motion or by the Chair of Faculty Board.

### **6. Special Meetings**

The Dean of the Faculty may at any time summon a special meeting, and shall do so whenever requested in writing by at least twenty members. In the absence of the Dean or the Dean's delegate, the Chair or the Secretary is authorized to summon a meeting in accordance with Article 23.

### **7. Attendance Required**

Every department in the Faculty shall be represented at all regular and special meetings. The Head of a department is responsible for ensuring that the department is represented. A small department may, if necessary, be represented by a member of another department by arrangement. The Chair and Secretary of the Faculty Board may not be regarded as representing the department(s) of which they are members.

### **8. Quorum**

Thirty (30) members shall constitute a quorum of the Faculty Board.

### **9. Visitors**

Visitors may be invited to meetings of the Faculty Board at the discretion of the Chair. Visitors may speak to issues discussed at Faculty Board but shall not propose motions nor vote on any motions.

Observer are those appointed by another body to attend meetings regularly for information and to report back to that body. Observers may not vote but may speak upon invitation from the Chair.

Other non-member attendees may not vote but may speak upon invitation from the Chair.

### **10. Items of Business**

Items for the agenda shall be requested by the Secretary and shall be submitted not less than ten days before the regular Faculty Board meeting.

#### **11. Order of Business**

A) At each regular meeting, the business shall be presented in the following order:

- Adoption of Agenda
- Adoption of Minutes
- Business Arising from the Minutes
- ASUS Report
- Dean's Report
- Question Period
- Communications
- Reports of Committees
- New Motions
- Other Business

B) At each special meeting, the business shall be confined to the agenda.

#### **12. Question Period**

At each regular meeting, there shall be a question period, which shall not exceed fifteen minutes. Questions shall be of such a character as to elicit information about the operations of the Faculty on matters of sufficient importance to claim the attention of the Faculty Board.

#### **13. Points of Order**

A) The Chair may speak on points of order in preference to other members, and shall decide on all questions of order, subject to appeal to the Faculty on motions regularly seconded.

B) When called upon to decide on a point of order or practice, the Chair shall, if requested by any member of the Faculty Board, state the rule applicable to the case; and where the rules governing the procedure of the Faculty do not cover the point of order or procedure raised, *Bourinot's Rules of Order* (in its most recent edition) shall be the authority and shall govern except as described in part C) of this article.

C) The motion "I move the previous question" shall follow *Robert's Rules of Order* rather than *Bourinot's Rules of Order*.

#### **14. Duration of Meetings**

No meeting of the Faculty Board shall continue more than two hours unless two-thirds of the members present agree to continue with the business of the meeting.

#### **15. Style of Address**

In addressing or referring to members of the Faculty Board, members will use the following styles: the style of "Mister" and "Ms." shall be used, or the member's preferred gender or non-gendered descriptor if known.

## **MOTIONS**

### **16. Notice of Motion**

- A) With the exception provided for in (B), all motions shall be preceded by a notice of motion, which shall appear on the written agenda circulated by the Secretary. All notices of motion shall include the text of the motion.
  
- B)
  - (i) Motions may be added to the agenda during a meeting provided that two-thirds of the members of Faculty Board present approve of the addition.
  
  - (ii) For any motion added to the agenda to pass, it must be approved twice by a simple majority: at the meeting of Faculty Board at which it was moved, and at an additional meeting.
  
  - (iii) If an additional meeting is required as a result of a vote under (ii), it will normally be held on the Friday following, unless two-thirds of the members of Faculty Board present agree to hold the second vote at a different time.

### **17. Action on Motions**

- A) All motions of substance shall be in writing.
  
- B) No question or motion shall be debated or put unless it has been seconded.
  
- C) When the motion is seconded, it shall be stated by the Chair before debate.
  
- D) All motions of substance shall be referred to a committee for report, except that the rule of reference to a committee may be waived with the consent of two-thirds of the Faculty Board present. The Secretary shall keep a record of motions so referred, and be prepared to inform the Faculty Board about the state of such motions until they have been reported.

### **18. Procedure**

- A) The Chair shall put all motions and amendments under discussion in reverse order to that in which they are moved.
  
- B) When a motion is under debate, no motion shall be received unless (i) to amend, (ii) to refer to committee or to waive the rules of reference, (iii) to put the question, (iv) to postpone, (v) to adjourn.
  
- C) Ordinarily no member shall speak more than once to the same question (and then no longer than five minutes unless permitted by the Chair), except the mover who shall have the right of replying after all the members who choose to speak have spoken. Members may at any time, with the permission of the Chair, clarify a material part of their remarks, if they seem to have been misunderstood.

D) No rule governing the procedure of the Faculty Board shall be suspended unless two-thirds of the members present shall consent thereto. Nor shall any rule be repealed or amended without notice of motion given during a previous meeting.

**19. Record of Voting**

When a vote or division is taken in the Faculty Board, any member may require that the numbers be recorded in the Minutes.

## **COMMITTEE OF THE WHOLE**

**20. Definition**

The Faculty Board may at any time form itself into a committee of the whole body. A motion made in committee of the whole is not seconded, and the rule limiting the number of times a member may speak (see Article 19 (c)) is withheld except that no member may speak more than once to any question until every other member choosing to speak shall have spoken.

**21. Procedure**

A committee of the whole is ordinarily appointed by a motion “that this Faculty reconstitute itself as a committee of the whole to consider a certain proposed resolution respecting [*a specified subject*]”. When the matters referred to a committee of the whole have been considered, the Faculty Board is re-established and receives a report from the Chair, who shall then accept a motion arising from this report.

## **AGENDA, MINUTES, REPORTS**

**22. Agenda**

- A)
  - (i) The draft agenda for all meetings of Faculty Board shall be prepared by the Secretary in consultation through a meeting with the Chair of Faculty Board, the Associate Deans, the Assistant Deans, and any guests invited to the meeting at the discretion of the Chair of Faculty Board.
  - (ii) The Secretary shall distribute a draft agenda to members of Faculty Board and post it on the Arts and Science website one week before the regular meeting of Faculty Board.
  - (iii) Attachments shall normally be posted on the Arts and Science webpage and the links shall be included in the announcement specified in (ii).
  
- B) Notice of regular meetings, together with a request for items for the agenda, shall be made available to the members of the Faculty Board at least ten days before each meeting. Notice of special meetings, together with the agenda, shall be made available to the members of the Faculty Board at least two working days before the meeting.
  
- C)
  - (i) Members of Faculty Board may write to the Secretary of Faculty Board before noon on the Tuesday before a meeting of Faculty Board to propose additional

items for the agenda, and any material to be included as an attachment to the agenda must be submitted by that time.

- (ii) The Secretary shall inform Faculty Board of any item that was proposed for the agenda but not included.

D) The Secretary shall post the final agenda and all attachments on the Arts and Science website three working days before the regular meeting of Faculty Board, and shall also send the text of the final agenda, and the link to all attachments, to the Faculty Board listserv three working days before the meeting.

E) The first item of business of any meeting of Faculty Board shall be the consideration of the agenda as circulated. At the same time as the agenda is adopted, Faculty Board shall decide which, if any, part of the meeting shall be closed to persons who are not members, declaring at the same time why the meeting is to be closed. In addition, at other times a meeting may be closed by a simple majority vote as a result of a motion acceptable to the Chair.

### **23. Minutes**

Together with the agenda and its attachments, the minutes should provide a person who was not at the meeting of Faculty Board with a full understanding of what business was transacted at the meeting.

A) In form, the minutes may be in one of two styles, “full” and “brief.” The minutes shall normally record substantive discussions in full style: the key lines of argument and all significant points that were presented should be recorded, and attributed to speakers by name. All questions raised in question period, and the answers provided, shall be recorded in full style. For more routine matters, the minutes may use a brief style, indicating the actions taken and not attributing particular points to individual speakers.

B) Any member of Faculty Board may request that a statement made in session be read into the minutes, and this shall be done unless the statement is ruled out of order by the Chair.

C) Any member of Faculty Board may request that “full” style be used for a particular agenda item, and this shall be done unless a motion for brief style minutes is approved by majority vote.

D) Minutes of any meeting shall be made available to all members of Faculty Board prior to the next meeting. Complete minutes and committee reports, after they have been formally received by Faculty Board, should be available to any member of the University on request to the Secretary of Faculty of Arts and Science, except for:

- (i) notes of discussions which are excluded from the public record by procedural motion; and
- (ii) confidential reports.

#### **24. Confidential Material**

All personal reports on students and other confidential matters contained in minutes, reports, or agenda are to be clearly so marked, and are to be treated as confidential documents at all times.

#### **25. Reports**

Copies of all reports shall accompany the agenda of the relevant meeting. Otherwise the report shall not be proceeded with, except with the consent of two-thirds of the members of the Faculty Board present.

### **COMMITTEES**

#### **26. Terms of Reference**

A committee is bound by its terms of reference. If a committee finds it desirable to extend or reduce an enquiry beyond the terms of reference which it has been assigned, it shall obtain from the Faculty Board express authority to do so. A motion to concur in a recommendation for extension or reduction of a committee's terms of reference requires notice.

*[NOTE: Committee Representation outside the Faculty of Arts and Science: The Faculty of Arts and Science is represented on the Senate and on Standing Committees of the Senate, and on the Council of the School of Graduate Studies. A member of the Faculty of Arts and Science who is instructing in another Faculty is also a member of that Faculty Board.]*

#### **27. Chairs of Standing Committees**

Unless otherwise provided, the Dean shall appoint the Chair of each standing committee from the membership of the committee. The Chair shall serve for one year and shall be eligible for reappointment. In the case of a committee no longer having a Chair from July 1, the Dean shall be authorized to appoint a new committee member who will act as Chair, pending ratification at the first Faculty Board meeting in the Fall term.

#### **28. Secretaries of Committees**

Each committee, other than the Committee of Departments, shall select its Secretary from its own membership.

#### **29. Standing Committees**

A) Standing committees are formed to recommend on recurring business.

B) A standing committee is established, and its membership and terms of reference determined, by resolution of the Faculty Board.

C) ASUS will normally provide the student membership for committees of the Faculty Board. The Nominating Committee, however, may use its discretion in nominating for committees of the Faculty Board students registered in the Faculty of Arts and Science

who have not been elected to DSCs. Any such student member of a Faculty committee who has not been elected to the Faculty Board by a DSC will not be deemed a member of the Faculty Board. Non-academic staff members who serve on standing committees shall be chosen from those who are already members of the Faculty Board.

D) Once established, a Standing committee serves continuously. Except for the Committee of Departments, there will be progressive changes in membership.

E) Each Standing committee shall report to the Faculty Board at least once a year.

### 30. Sub-Committees

Committees of the Faculty Board may establish sub-committees, and may co-opt to them members not on the parent committee.

### 31. Special Committees

A Special Committee is formed to consider a particular question. A Special committee is established, and its membership, Chair and terms of reference determined by the Faculty Board, Dean or Chair. A Special committee shall serve until discharged by the Faculty Board.

### 32. Elections

A) The Nominating Committee shall present nominations to all Standing Committees and elective offices within the jurisdiction of the Faculty Board and of teaching members of Faculty Board to the Senate.

- The report of the Committee nominating teaching members of Faculty Board to Senate shall be circulated with the agenda for the regular January meeting.  
*[NOTE: According to Senate regulations, any Senator, including those representing Faculty Board, missing three Senate meetings in any given academic year may be removed from office. For Faculty Board Senators this decision would be made at the discretion Chair of the Nominating Committee. If necessary, a replacement Senator would then be elected by Faculty Board.]*
- The report presenting nominations to the various elective committees and offices of Faculty Board shall be circulated with the agenda for the regular March meeting.

For all reports from the Nominating Committee containing nominations, the Chair shall call for further nominations from the floor and, when there are no more, shall declare nominations closed. If an election is necessary it shall be held immediately.

B) Student members of committees of Faculty Board shall be appointed by the Arts and Science Undergraduate Society. The list of student members shall be presented to Faculty Board by the Nominating Committee for information.

### 32. Quorum

One half of the elected membership constitutes a quorum of a Standing Committee during the academic year, and one half of the elected teaching membership constitutes a quorum of a Committee outside the academic year.

## **OTHER REGULATIONS**

### **34. Introduction, Revision, and Amendment of By-Laws**

By-Laws may be introduced or revised on motion after due notice, and such motion shall be referred to the Standing Procedures Committee. All By-Laws shall be given two readings by the Faculty Board. All By-Laws shall be signed by the Chair and the Secretary of the Faculty Board.

### **35. Distribution of the By-Laws**

The Secretary of the Faculty shall prepare copies of the By-Laws in the latest revised form and shall maintain them online on the Faculty website. The Secretary shall ensure that all new members of the Faculty Board receive access to a copy of the By-Laws in the latest revised form.

### **36. Establishment**

A By-Law shall take effect on its being approved by the Faculty Board.

**BY-LAW NUMBER 2**  
**STANDING COMMITTEES OF THE FACULTY BOARD OF  
THE FACULTY OF ARTS AND SCIENCE**

(See also By-Law Number 1, *Rules of Procedure*, Articles 27-30)

**1. DEFINITIONS**

- A) Faculty Board shall include all academic units that comprise the Faculty of Arts and Sciences as approved by the Senate of the University from time to time.
- B) For the purposes of nomination to committees of the Faculty, three divisions shall be deemed to be comprised the following academic units or their successors, with new units being assigned to a division as seems appropriate to the Dean in consultation with the new unit itself:

**(i) Departments of Humanities:**

- Fine Art (Visual Art)
- Art History & Art Conservation
- Classics
- Dan School of Drama and Music
- English Language & Literature
- Film and Media
- French Studies
- History
- Languages, Literatures, & Cultures
- Philosophy
- Religious Studies

**(ii) Departments of Social Sciences**

- Cultural Studies
- Economics
- Employment Relations
- Environmental Studies
- Gender Studies
- Global Development Studies
- Geography and Planning
- Kinesiology & Health Studies
- Political Studies
- Psychology
- Sociology

**(iii) Departments of Natural Sciences and Mathematics:**

Biology  
Chemistry  
Computing  
Geological Sciences & Geological Engineering  
Mathematics & Statistics  
Physics, Engineering Physics, and Astronomy

**2. STANDING COMMITTEES**

Standing Committees are established, and membership and terms of reference determined, by resolution of the Faculty Board in order to recommend on recurring business (By-law 1, Article 30.A & B). Each Standing committee shall report to the Faculty Board at least once a year (By-law 1, Article 30.E).

The following shall be the standing committees of the Faculty of Arts and Science (see By-Law 1, Article 30):

Committee of Departments  
Procedures Committee  
Nominating Committee  
Curriculum Committee  
Board of Studies  
Academic Integrity and Conduct Panel  
Academic Orientation Committee  
Awards Committee

The Nominating Committee shall present nominations to all Standing Committees within the jurisdiction of the Faculty Board for the approval at Faculty Board (as per By-law 1, Article 33).

Student members of standing committees of Faculty Board shall be appointed by the Arts and Science Undergraduate Society (By-law 1, Article 33.B), and normally are drawn from members of DSCs (By-law 1, Article 30.C). The Nominating Committee, however, may use its discretion in nominating for committees of the Faculty Board students registered in the Faculty of Arts and Science who have not been elected to DSCs. Any such student member of a Faculty committee who has not been elected to the Faculty Board by a DSC will not be deemed a member of the Faculty Board (By-law 1, Article 30.C). The Nominating Committee shall present to Faculty Board for information the list of student members of standing committees (By-law 1, Article 33.B).

Non-academic staff members who serve on standing committees shall be appointed by the Nominating Committee from those who are already members of the Faculty Board (By-law 1, Article 30.C).

Unless otherwise provided, the Dean shall appoint the Chair of each standing committee from the membership of the committee itself (By-law 1, Article 28). The Chair shall serve for one year and shall be eligible for reappointment. In the case of a committee no longer having a Chair from July 1, the Dean shall be authorized to appoint a new committee member who will act as Chair, pending ratification at the first Faculty Board meeting in the Fall term.

Each committee, other than the Committee of Departments, shall select its Secretary from its own membership (By-law 1, Article 29).

### **3. THE COMMITTEE OF DEPARTMENTS**

#### **A) Membership**

- the Principal;
- the Vice-Principal (Academic);
- the Dean, Vice-Dean, Associate Deans, and Assistant Deans of the Faculty of Arts and Science;
- the Dean of the School of Graduate Studies and Research;
- the Registrar;
- the Chair of the Faculty Board;
- the Secretary of the Faculty Board;
- each department of the Faculty shall have one representative, who shall be the Head of the department or a representative chosen by the Head. Any Department Head included in the above list of non-departmental members (i.e., Chair; Secretary) may name another member of the department to represent it.

#### **B) Officers**

The Dean of the Faculty shall be Chair of the Committee of Departments, and the Secretary of the Faculty Board shall normally be Secretary.

#### **C) Terms of Reference**

- i) to provide a forum for the timely and transparent process of consultation and collaboration among unit Heads and between unit Heads and the Dean's office;
- ii) to consider and make recommendations upon matters concerning the well-being of the Faculty;
- iii) to consider and advise upon policy for the development of the Faculty;
- iv) to consider and make recommendations upon such matters as are referred to it;
- v) to form ad hoc sub-committees as necessary to report back to the Committee of Departments or the Advisory Group.

#### **D) Standing Sub-committees**

The Committee of Departments shall have a standing Advisory Group.

### **ADVISORY GROUP**

#### **A) Membership**

- the Dean *ex-officio*, who shall serve as Chair.
- six members elected by the Committee of Departments, two from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics.

Elected members must be unit Heads (or equivalent) and will serve for up to three years, retiring in rotation initially established by lot. A member may not be renewed for a subsequent consecutive term. A department may have only one faculty member on the Advisory Council at any given time.

#### **B) Meetings**

- (i) the Advisory Group shall convene once a month at least one week prior to the meeting of Committee of Departments;
- (ii) the Advisory Group may consider any and all matters that relate to the Faculty of Arts and Science, but must consider in full those issues that are brought to its attention by the members of Committee of Departments.

#### **C) Terms of Reference**

- (i) to set the Agenda for Committee of Department meetings;
- (ii) to report to Committee of Departments on a monthly basis;
- (iii) to bring to the attention to the Committee of Departments action to be considered to be brought forward to Faculty Board and to refer such items directly to Faculty Board with the approval of the Committee of Departments;
- (iv) to recommend ad hoc committees to be established by Committee of Departments;
- (v) to establish Guidelines for the work of the Committee of Departments.

#### 4. PROCEDURES COMMITTEE

##### A) Membership

- the Dean or delegate;
- the Chair of the Faculty Board, *ex officio*;
- three (3) members of the teaching staff elected by the Faculty Board for three-year terms, one member being from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics;
- three (3) undergraduate student members of the Faculty as determined by the ASUS executive;
- a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine.

##### B) Terms of Reference

- (i) to review from time to time the procedures of the Faculty Board and to recommend to the Faculty Board changes in by-laws;
- (ii) to consider and make recommendations upon such matters as may be referred to it.

#### 5. NOMINATING COMMITTEE

##### A) Membership

The Nominating Committee shall consist of:

- six (6) teaching members of the Faculty Board elected for a period of three years, two (2) from each of the three constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. The teaching members shall serve for three years and shall retire in rotation, and shall not be eligible for immediate reappointment.
- the President of the Arts and Science Undergraduate Society, *ex officio*,
- the Vice-President of the Arts and Science Undergraduate Society, *ex officio*,
- four (4) additional undergraduate student members of the Faculty as determined by the ASUS executive,
- a representative of the non-academic staff, chosen for such a term as the Nominating Committee may determine.

The Nominating Committee will be supported by one or more assistants appointed by the Faculty Office. Such persons will serve as advisors to the Board and will have no voting rights.

##### B) Terms of Reference

- (i) The Nominating Committee shall present in January of each year nominations from among the teaching members of the Faculty Board to the Senate.

- (ii) At the regular March meeting of the Faculty Board the Nominating Committee will present nominations from among all members of the Faculty Board to the elective positions of all of the standing committees and offices of the Faculty Board.
- (iii) The Nominating Committee shall make nominations to fill irregular vacancies at any time when so instructed. The Nominating Committee may at its discretion nominate a single candidate for any such vacancy.
- (iv) The Nominating Committee shall inform the nominee(s) before presenting their names to the Faculty Board.

## 6. CURRICULUM COMMITTEE

### A) Membership

- the Dean of the Faculty of Arts and Science, *ex officio*;
- Associate Deans of the Faculty of Arts and Science, *ex officio*;
- the Registrar, *ex officio*;
- nine (9) teaching members of the Faculty Board elected for a period of three years, three from each of the three constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. One member shall be elected each year from each ~~group~~ constituency and retiring members shall not be eligible for re-election for one year after the expiration of their term.
- One faculty member elected to be Chair of the Curriculum Committee.
- six (6) undergraduate student members of the Faculty as determined by the ASUS executive.

New members shall assume their duties on July 1 of each year.

### B) Terms of Reference

- (i) to consider and make recommendations upon such matters as are referred to it by academic units;
- (ii) to examine programs of instruction, degree programs, interdisciplinary studies and methods of instruction, and to make appropriate recommendations to the Faculty Board;
- (iii) to study proposals and to advise departments on proposals for new plans or programs referred to it by the Faculty Board under By-Law 1, 10 (ii); and to report to the Faculty Board, for approval, its recommendation on these proposals in time for inclusion in the *Calendar* of the Faculty of Arts and Science;
- (iv) to approve changes in structure and course offerings within existing plans or programs submitted to the committee from the department(s) concerned and to report this action to the Faculty Board for ratification before the changes are implemented within the department concerned;

- (v) to approve changes in courses offered outside of existing plans submitted to the committee from the department concerned and to report these to the Faculty Board for ratification before they are implemented within the department concerned;
- (vi) to study and advise upon problems of inter-faculty instruction, and to confer with the Curriculum Committees of other Faculties;
- (vii) To receive reports of new offerings of existing courses from departments and to submit summary reports of such to Faculty Board.

## **7. BOARD OF STUDIES**

### **A) Membership**

- Nine (9) faculty members shall be elected for a period of three years, three from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. New members shall assume their duties on July 1 of each year.
- Three (3) student members shall serve for a one-year term and will be comprised of any three members of the ASUS executive or student delegates appointed by the executive. When scheduling meetings, a concerted effort will be made to accommodate students' schedules. The student members shall assume their duties on May 1 of each year.

The Board will be supported by non-academic staff appointed by the Faculty Office. Such persons will serve as advisors to the Board and will have no voting rights.

The Chair of the Board of Studies will be one of the elected faculty members on the committee and shall be appointed by the Dean. The Chair shall

- convene hearings;
- preside over every hearing of the Board;
- ensure consistency of decisions;
- ensure hearings are conducted fairly and with due process;
- not vote in a hearing, except in the case of a tie;
- write the Board's final decision for communication to the student; and
- convey any recommendations of the Board to the Associate Dean (Studies).

All Board of Studies hearings shall be heard by four (4) members:

- one faculty member from each of the following constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics.
- the fourth member of the Board shall normally be a student member. If no student member is available, however, then a faculty member will be selected.

These members shall be drawn from the pool consisting of 9 faculty members and 3 student members representing Arts and Science as outlined above.

### **B) Terms of Reference:**

Decisions about the academic progress of students are made by the Associate Dean (Studies), who has full knowledge of the circumstances, familiarity with the particular Faculty and/or university regulations, and experience in dealing with issues in the larger Faculty context. This process is in accordance with the Senate's Policy on Student Appeals, Rights and Discipline, which recognizes that "decisions should generally be made by those who are most familiar with the context".

The Board of Studies (hereafter called the "Board") is established by the Faculty of Arts and Science and created by Faculty Board to

- (i) review, hear, and decide on student appeals of decisions of the Associate Dean (Studies), including but not limited to student-enrolment decisions, registration, accommodation, incomplete grades, deferred exams, term grades, final exams, final grades, requirements to withdraw and other comparable decisions, but excluding matters of Academic Integrity.
- (ii) make recommendations to the Associate Dean (Studies) regarding matters of policy arising from Board of Studies discussions and hearings; and
- (iii) serve as the final body of academic appeal within the Faculty of Arts and Science.

## **8. ACADEMIC INTEGRITY AND CONDUCT PANEL**

### **A) Membership**

- Three (3) faculty members shall normally serve for a period of three years – one from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. New members shall assume their duties on July 1 of each year;
- One (1) faculty member shall normally serve as an alternate Panel member for a period of three years and may come from any constituency. The new member shall assume his or her duties on July 1 of each year;
- One (1) student member shall serve for a one-year term and may be any member of the ASUS executive or a student delegate appointed by the executive. When scheduling meetings, a concerted effort will be made to accommodate the student's schedule. The student member shall assume his or her duties on May 1 of each year.

The Panel will be supported by one or more non-academic staff persons and a secretary appointed by the Faculty Office. Such persons will serve as advisors to the Panel and will have no voting rights.

The Chair of the Panel will be one of the elected faculty members and shall be appointed by the Dean. The Chair shall

- convene hearings;

- preside over every hearing of the Panel;
- ensure consistency of decisions;
- ensure hearings are conducted fairly and with due process;
- not vote in a hearing, except in the case of a tie;
- write the Panel’s final decision for communication to the student; and
- convey any recommendations of the Panel to the Associate Dean (Studies).

All Panel hearings shall be heard by four (4) members and must include one faculty member from each of the following constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. One of the faculty members shall be the Chair of the Panel.

The fourth member of the Panel will normally be a student member. If no student member is available, however, then a faculty member (known as the “alternate”) will be selected.

### **B) Terms of Reference**

Decisions about matters of academic integrity and misconduct in an academic setting are made by the Associate Dean (Studies), who has full knowledge of the circumstances, familiarity with the particular Faculty and/or university regulations, and experience in dealing with issues in the larger Faculty context. This process is in accordance with the Senate’s Policy on Student Appeals, Rights and Discipline, which recognizes that “decisions should generally be made by those who are most familiar with the context”.

The Academic Integrity and Conduct Panel (hereafter called the “Panel”) is established by the Faculty of Arts and Science and created by Faculty Board to

- (i) review, hear, and decide on student appeals of decisions of the Associate Dean (Studies) in findings and/or sanctions of a departure from academic integrity,
- (ii) make recommendations to the Associate Dean (Studies) regarding matters of policy arising from Panel discussions and hearings; and
- (iii) serve as the final body of academic appeal within the Faculty of Arts and Science in matters of academic integrity.

## **9. ACADEMIC ORIENTATION COMMITTEE**

### **A) Membership**

- the Dean or delegate, *ex-officio*;
- the President of the Arts and Science Undergraduate Society or delegate, *ex-officio*;
- the Academic Coordinator of the Arts and Science Undergraduate Society’s Orientation Committee, *ex-officio*;
- the Academic Coordinator of the School of Kinesiology & Health Studies Students Association’s Orientation Committee, *ex-officio*;

- the Academic Coordinator of the Concurrent Education Students Association's Orientation Committee, *ex-officio*;
- the Academic Coordinator of the Computing Students Association's Orientation Committee, *ex-officio*;
- three teaching members of the Faculty Board elected for a period of three years, one from each of the three constituencies: Humanities, Social Sciences and Natural Sciences and Mathematics.;
- one representative of the non-academic staff elected for a period of three years;
- one undergraduate student member of the Faculty appointed by the ASUS executive for a period of two years.

Elected members shall retire in rotation and shall not be eligible for immediate re-election. New members shall assume their duties on November 1 of each year.

#### **B) Terms of Reference**

- (i) to develop an academic orientation program that introduces incoming students to the nature of learning in a university environment, consisting of academic activities during Orientation Week;
- (ii) to work with the non-academic staff appointed by the Faculty office and the ASUS, CESA, PHEKSA and COMPSA Orientation Committees to implement the aforementioned academic orientation programs;
- (iii) to report to Faculty Board the form of any information to be distributed on behalf of the Faculty to the incoming students;
- (iv) to develop and recommend to Faculty Board before the end of February the approximate time schedule for the academic components of Orientation Week, in conjunction with the ASUS, CESA, PHEKSA and COMPSA Orientation Committees;
- (v) to report to Faculty Board on its activities in November and February of each year;
- (vi) to consider and make recommendations upon such matters as are referred to it.

### **10. AWARDS COMMITTEE**

#### **(A) Membership**

- the Associate Dean (Studies) *ex-officio*;
- the Associate Registrar (Student Awards) *ex-officio*;
- three members elected by Faculty Board, one from each of the constituencies: Humanities, Social Sciences, and Natural Sciences and Mathematics. Members will serve for three years, retiring in rotation initially established by lot.

#### **(B) Officers**

The Dean shall appoint the Chair annually from the appointed members.

**(C) Terms of Reference**

(i) to approve the names of winners of Faculty awards.

(ii) to advise the Dean on awards policy and on the terms of the awards.

**BY-LAW NUMBER 3**  
**UNDERGRADUATE STUDENT REPRESENTATION**

**1. Student Representation on Faculty Board**

In order to secure effective cooperation in the work of departments, and in order to secure representative student membership on Faculty Board, student representatives will be appointed to Faculty Board by the Arts and Science Undergraduate Society (ASUS) in accordance with the procedures set out in the DSC Charter, and as per Faculty Board by-law 1.B above.

# SIGNATURES

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Richard Ascough  
Chair, Faculty Board

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Patrick Costigan  
Secretary, Faculty Board