

**Department of Social Science
Governance Document
Approved March 2010**

I. Department Council

- a. **Mandate:** The Department operates through collegial governance, which entails high levels of participation, collective decision-making and mutual respect. The Council is the governing body and final decision-making authority of the Department of Social Science in matters properly before it. All Committees and Departmental Officers (with the exception of the Adjudication / T&P Committee) are responsible to Council.
- b. **Composition:** The voting members¹ of Department Council shall include:
 - i. All full time faculty, including tenured, probationary tenure-stream, and CLA faculty;
 - ii. All long-term Unit 2 members.²
- c. **Meetings:** Department Council shall normally meet monthly, or as needed. Quorum will be required for motions to proceed to a vote. Quorum shall be defined as 20 per cent of voting members of Council.
- d. **Duties and Responsibilities:** The Department Council shall:
 - i. Conduct the academic planning of the Department;
 - ii. Discuss and decide on recommendations submitted by the various Standing and Ad Hoc Committees of the Department, the Chair, the Executive, and the Undergraduate Program Director, whether by consent agenda or item by item motions;
 - iii. Review decisions made by Executive on behalf of Council requiring action between scheduled Council meetings. Normally, the matters subject to such decision-making will be time-sensitive but routine, not warranting a specially-convened Council Meeting; and
 - iv. Decide policy related to governance of the Department.
- e. **Agenda:** The Department Executive Committee shall set the agenda for Department Council meeting in consultation with the Chair and Undergraduate Program Director. The Agenda shall normally be circulated a minimum of 4 working days in advance of meetings. The Chair, the UPD, and representatives of the Department's various Committees shall normally present reports on work completed and in progress. Items

¹ Department staff and other Unit 1 and Unit 2 members may attend Council, with voice but no vote.

² "Long-term" is defined in the Department of Social Science as one (1) course directorship in *each* of the last three years OR three (3) CD equivalents in *each* of the last three (3) years. This definition applies to all such references in this document.

brought forward by members of the Department may be voted onto the Agenda as Other Business when the Agenda is approved.

- f. **Minutes:** Minutes shall be taken at every Council meeting, and circulated for approval at the following Council meeting.
- g. **Rules of Order:** The Department Council shall use Bourinot's Rules of Order in its meetings (See Appendix 1).

II. Chair

- a. **Mandate:** The Chair should exercise a leadership role in the governance of the Department and in ensuring that the Department's academic and service goals have the greatest possible opportunity to be fulfilled. The Chair should try to work by consensus wherever possible, but is also expected to act as a responsible decision maker within the limits of the collegial governance structure of the Department. One of the key roles of the Chair is to delegate responsibility to other individuals and committees and to encourage active collegial participation in the affairs of the department. (See the University Handbook for Administrators for a fuller outline of the Chair's leadership responsibilities.)
- b. **Specific Administrative Responsibilities:** The Chair is responsible for:
 - i. Representing the Department at Faculty Council, Senate, and other levels of university governance, and reporting to Department Council on the discussions and decisions of these bodies;
 - ii. Reporting to the Dean of LA&PS regarding relevant academic, budgetary and personnel matters, as well as communicating resource needs, including appointment priorities and requests, to the Dean's office;
 - iii. Ensuring, in conjunction with the Executive, that the operations of the Department adhere to university regulations;
 - iv. Overseeing the effective management of the budgetary and personnel resources of the Department;
 - v. Working with the Undergraduate Program Director and the coordinators of the interdisciplinary programs (including graduate programs where applicable) to ensure that teaching responsibilities and student advising are fairly and effectively assigned and carried out by faculty members and other members of the teaching staff;
 - vi. Determining whether faculty may be released from undergraduate teaching in order to teach in a graduate program;
 - vii. Arranging, in conjunction with the Executive, regular meetings of the Department Council and Program Coordinators, and proposing the agenda for those meetings to Executive in such a way that these bodies may exercise their proper role in the collegial governance of the Department;

- viii. In conjunction with the Executive, recommending and appointing members of standing committees, including the Curriculum Committee, the Tenure and Promotion File Preparation and Adjudicating Committees, and the Teaching, Learning, Research and Awards Committees, appointing special or ad hoc committees with specific mandates (from time to time), and ensuring that the work of such committees is reported to the Council; and
 - ix. Appointing appropriate faculty mentors for all newly-appointed probationary tenure-stream faculty members to support their progress in teaching, research and service contributions.
- c. **Appointment of Chair:** [Approved March 2004 by then-Division Council.] Chairs are appointed in accordance with the following procedures:
- i. **Composition of the Search Committee:** The Search Committee will consist of:
 - Four full-time faculty, including at least one long-term tenured member and at least one junior member in pre-candidacy or candidacy;
 - One long-term CUPE Unit 2 member; and
 - One staff member chosen by staff.

The Executive Committee will solicit faculty members to sit on the Search Committee. Faculty members are also encouraged to nominate themselves as well as others for these positions. If necessary, faculty positions on the Committee will be determined by election via secret ballot (whether via a sealed box or secure electronic voting). [Electronic voting was added in 2010]
 - ii. **Timing:** To ensure adequate time for full discussion of the search by the Department, members of the Search Committee will be identified by April of the year in which the search is done. The Committee will then encourage faculty members to consider standing for chair and will promote discussion of the search by Department members. The search will be conducted in the fall of that year, at which time the Committee will report to the Dean of LA&PS that a search is underway, with a view to having a selection in place by December 15 of the year prior to the appointment's commencement.
 - iii. **Eligibility to Vote in Election of Chair:** Those eligible to vote in the election for chair will include:
 - All full-time faculty members, including cross-appointed faculty and CLAs in at least their second year in the Department;
 - Long-term CUPE Unit 2 members; and
 - All full-time staff in at least their second year with the Department.

The Administrative Assistant will be responsible for compiling the voters' list and ensuring the Search Committee has the list.
 - iv. **The Search:** The search procedure should have both transparency and accountability. The process should be open, though with an understanding

that part of the Committee's task is to encourage candidates to stand for Chair. The search will proceed as follows:

- The Committee will draw up an alphabetical list of names of all Department members eligible to stand for Chair. CLAs, contract faculty, untenured faculty, and retired faculty are not eligible to stand.
 - A copy of this list will be circulated to all those eligible to vote for chair as a secret ballot on which they may indicate those names that they believe are "highly suitable", "suitable", "not suitable", or "DNK" (do not know).
 - After allowing at least 10 days for submission of secure ballots (whether in a sealed box or secure electronic voting), the committee will tabulate the results and draw up an alphabetical list of the ten names found most "suitable" and publicly circulate this list to the Department.
 - At the discretion of the Committee, and after at least two weeks to allow time for full discussion among Department members and with those named on the list of suitable candidates, Committee members, excluding the staff representative, may poll personally or by telephone all eligible voters regarding their preferences for Chair. The Committee will then pool the information gathered in this poll.
 - Candidates receiving strong support will be contacted by Committee members to determine their willingness to stand for Chair. The Committee will report its activities to the Dean of LA&PS at this stage.
 - The Committee will then present a short list of suitable and willing candidates that it can recommend to the Department. If this list has more than one name, an election will be held by secret ballot. If it has only one name, the Department will vote by secret ballot on whether to accept the Committee's recommendation. Balloting will be done at a Department Council meeting at which the candidate or candidates make a statement and answer questions prior to the vote.
 - Following the vote, the Dean of LA&PS will be notified of the Department's decision.
- v. **Mandate:** It is essential to invest the Search Committee for Chair with a degree of trust and authority during the final steps of the process (in the same way that trust and authority are invested in such other committees as recruitment and tenure and promotion committees). It is important that the Committee be able to act with discretion and with the assurance that there will be confidentiality concerning its work.

III. Undergraduate Program Director

Appointment of Undergraduate Program Director: The Undergraduate Program Directors are appointed in accordance with the following procedures:

- a. **Eligibility:** Tenured faculty member of the Department
- b. **Search and Selection Process:** The Chair, together with members of the Executive Committee, should identify tenured faculty members who might be appropriate for the job of the Undergraduate Program Director. The Best Practices document regarding the job of Undergraduate Program Directors may be useful in ensuring that all understand the role of the UPD. Individuals willing to serve should consult not only with the Chair, but also with the Assistant to the Undergraduate Program Director regarding the duties of the job. The Executive Committee will recommend a candidate for this position.
- c. **Appointment Process:** The Chair recommends the selected candidate to the Dean, who has the final approval.

IV. Executive

- a. **Composition:** The Department Executive is composed of the following members:
 - i. The Chair;
 - ii. The Undergraduate Program Director;
 - iii. The Chair of the Curriculum Committee;
 - iv. The Chair of the Adjudicating Committee (T&P);
 - v. Two Members-at-Large, representing small/medium and large programs (as defined by the Department's Workload Document) respectively. These members should not normally be program coordinators;
 - vi. One of the Graduate Program Directors of a graduate program housed in Social Science.
- b. **Selection Process:** In the spring of each year, the Department Council will elect the members-at-large and the GPD representative. Ideally, the members-at-large shall not serve more than two consecutive years on the Executive.
- c. **Meetings:** The Executive Council shall meet monthly.
- d. **Mandate and Responsibilities:** The Executive is responsible for
 - i. Providing advice to the Chair on general matters of governance, policy and affairs of the Department;
 - ii. Representing the diversity of opinion in the Department;
 - iii. On the recommendation of the Chair, and taking into account suggestions from the Undergraduate Program Coordinators' Committee, setting the agenda for Department Council meetings;
 - iv. Making time-sensitive decisions in between meetings of the Department Council;
 - v. On the recommendation of the Hiring Committee, approving hiring short lists;

- vi. In consultation with the relevant program(s), making recommendations of appointment, including transfer appointments³ (eg: Conversions and Long-Service Teaching Appointments) to Department Council;
 - vii. Approving and managing the Department budget; and
 - viii. Administering the Academic Initiatives Fund and travel grant funds
- V. **Standing Committees of Council:** Nomination forms for Department committee and officer positions are distributed by the Chair's office in the spring and should be returned to the Assistant to the Chair. Faculty members are encouraged to nominate themselves as well as others for these positions. The Chair of Department will also invite nominations. Ideally, the slate of committee members will be confirmed at the spring retreat. Normally, the term of office is two years.
- a. **Curriculum Committee:**
 - i. **Composition:** The Curriculum Committee is made up of the Undergraduate Program Director (UPD) and at least 2 other faculty.
 - ii. **Duties and Responsibilities:** The Committee reviews all proposals for program and course changes and makes suggestions for improvements based on Faculty and University requirements. The Curriculum Committee must approve the course and program proposals before they proceed to Department Council for discussion and approval. The Committee meets as necessary.
 - b. **Tenure and Promotion Committee / Adjudicating Committee:**
 - i. **Composition:** The Tenure and Promotion Committee is made up of a minimum of 6 and a maximum of 8 probationary / tenured faculty and normally no more than 3 students. A majority of faculty on the Committee shall have tenure (as per Senate T&P Policy). The Chair of Social Science is an ex-officio member. The Executive of the Department shall appoint the Chair of the Adjudicating Committee (as per Department T&P Policy, 2004).
 - ii. **Duties and Responsibilities:** The principal substantive assessment of a candidate's file takes place in the Tenure and Promotion/ Adjudicating Committee. It is the Committee's responsibility to assess the file based on the evidence provided. The Committee shall vote on each area and provide a report to the Faculty of LA&PS Tenure and Promotion Committee on its decision / recommendation (as per Senate T&P Policy). See the Department's Tenure and Promotion Guidelines for the complete description of the Committee's responsibilities and deadlines.

³ The Unit 2 member of the executive will recuse themselves on matters of hiring [if Council elects to include Unit 2 on the Executive Council, above].

- c. **Grade Reappraisal Committee:** The Committee is made up of at least 2 faculty members who are responsible, along with the Undergraduate Program Assistant, for finding appropriate reviewers for student assignments being reappraised.
- d. **Teaching Development Committee:** The Committee is made up of at least 2 faculty members who are responsible for supporting teaching excellence in the Department. This goal will be met in a variety of ways, including organizing teaching-related workshops and seminars, encouraging Department-wide discussions of teaching innovation and challenges, suggesting nominees for Faculty and University teaching awards, coordinating student awards, and mentoring new faculty, including CUPE members of the Department.
- e. **Academic Honesty Committee:** This Committee is made up of at least 2 faculty members who are responsible for investigating suspected breaches of the Senate Policy on Academic Honesty and determining if there has been a violation of the policy. After the student is made aware of the suspected breach of academic policy, a member of the Committee will meet with the student, the Course Director and the administrative assistant to the Committee. Notes will be taken to record the contents of the meeting. The goal of this meeting is to determine if a breach of the policy has occurred and, if so, to impose an appropriate penalty. All findings of academic dishonesty are sent to the Dean of the Faculty for review and confirmation (as per Senate policy and Department policy on Academic Integrity).
- f. **Nominations Committee:** The Committee is made up of at least 3 faculty members, one of which shall be drawn from the Executive, and will encourage nominations for standing committees and assist the Chair in filling the slate by January 31st of each year.
- g. **Research and Ethics Committee:** The Research and Ethics Committee consists of at least 2 faculty members, and is responsible for encouraging research excellence in the Department. This goal will be met in a variety of ways including encouraging and reviewing research grant applications, facilitating Department-wide discussions of research innovation and challenges, reviewing ethics applications for course-related research with human subjects.
- h. **Events Coordinator:** The Events Coordinator shall work in conjunction with other faculty members and staff to plan and organize an annual schedule of events, including guest speakers, seminars and workshops related to the research and teaching interests of the Department.
- i. **Affirmative Action and Equity Officer:** Each year, the Department elects an Affirmative Action and Equity Representative (hereafter referred to as the AAE Representative) who

is responsible for counselling the Department on implementing its Affirmative Action and Equity Plan (hereafter referred to as the AAE Plan) in its recruitment processes, and who brings to the attention of the relevant committees any matter of concern relating to affirmative action and equity within the hiring process. This officer is expected to meet with and advise the Chair of Social Science, the Executive Committee, and each search committee at the beginning of the recruitment process to ensure that the principles and procedures of the Plan are adhered to.

- j. **Computing Coordinator:** The Computing Coordinator works with the Chair and the Assistant to the Administrative Assistant (Budget and Technology) to produce an annual account and inventory of the Department's computing needs.
- k. **Chair/Co-Chairs of Social Science Council:** The Chair / Co-Chairs of the Department Council will normally not be the Chair of Department, and shall preside over Council meetings for the duration of the academic year.

VI. Undergraduate Program Committees

- a. **Composition:** While the composition of each Undergraduate Program Committee may vary, the composition of each Program should be set out in writing and filed with the Chair's Office. All full-time tenure-stream faculty members in the Department who are appointed to the program or who teach regularly in the core Program courses are members of the Program Committee. Program committees may also include:
 - i. full-time faculty appointed to another Program or Department but regularly teaching at least one of the Program's required / core courses;
 - ii. long-term members of CUPE 3903 Unit 2, who are regularly teaching at least one of the Program's required / core courses; and
 - iii. a representative of the Program's undergraduate student association.
 - iv. In the case of a dispute over a Program Committee's composition and membership, the matter will be referred to the Executive for resolution.
- b. **Program Coordinator:**
 - i. **Selection:** Program Coordinators shall be selected from amongst the members of the Program Committee. The Coordinatorship shall rotate amongst the Social Science-based members of the Program. While practice may vary by program, in general the principle of rotation from the most senior to the most junior member of the program should be followed. Faculty in pre-candidacy or candidacy shall not normally assume the role of Program Coordinator. Program Committee members from outside of Social Science may be, from time to time and according to Program need, called upon to serve as Program Coordinator.

- ii. **Duties and Responsibilities:** Program Coordinators are responsible for:
- calling meetings of the Program Committee as needed and providing the agenda for such meetings;
 - managing the Program's curricular matters and budget, in consultation with Program committee members;
 - preparing and submitting the Program's annual course offerings and teaching allocation to the Undergraduate Program Director. These recommendations (with rationales) shall be submitted by the Coordinator to the Undergraduate Program Director and Department Chair for approval, which shall not be unreasonably denied. If there is a dispute over teaching allocation, the matter goes to the Chair. Should the Chair be unable to resolve the dispute, the matter shall go to the Dean of LA&PS.
 - attending Program Coordinators' Committee meetings, and reporting back to the Program Committee on relevant information and decisions;
 - overseeing the preparation of the annual Program calendar;
 - coordinating student advising; and
 - coordinating representation of the Program in recruitment events.

- c. **Duties and Responsibilities of Program Committees:** Program Committees shall
- i. participate in hiring processes and formulate hiring priorities for faculty positions linked to their Program;
 - ii. approve Program curriculum changes, including proposals for new courses, changes to existing courses, and changes to program requirements;
 - iii. recommend to the Program Coordinator which program courses are to be taught in each year, and recommend an allocation of the Program teaching load amongst Program faculty.
 - iv. While there will be variation in each program, the Department's general principles on teaching allocation are as follows:
 - Program faculty should have an equitable share of introductory and senior courses in their teaching load.
 - New tenure-stream faculty (pre-candidacy and candidacy) should not normally carry a disproportionate amount of large lecture courses.
 - Where applicable, and resources permitting, Program faculty may be released for graduate teaching. This will not normally exceed one-half graduate course per year.
 - v. Program Committees are responsible to Department Council and report to it.

VII. **Graduate Programs:** Graduate Programs housed in the Department have separate governance structures with their own Graduate Program Directors and Program Executives. Ideally, for the purposes of academic planning and resource allocation, graduate programs and the Department

should work closely together. This relationship is facilitated through the Department Executive, which includes one of the Graduate Program Directors. The Faculty of Graduate Studies (FGS) is the governing body for graduate programs on matters of academic policy, admissions, and appointments to the graduate program. Graduate Programs are approved and reviewed by FGS Council, University Senate and the Ontario Council of Graduate Schools (OCGS).

- a. **Composition of Graduate Program Executive Committees:** Each program has an Executive Committee, chaired by the Graduate Program Director, and consists of coordinators of relevant undergraduate programs, at least one student member, and other additional graduate faculty members.
- b. **Graduate Program Directors:**
 - i. **Selection:** GPDs are selected through a collegial process by the graduate program faculty and students, approved by the Dean of FGS with prior permission of the Dean of LA&PS for release time for the position.
 - ii. **Duties and Responsibilities of GPDs:** The duties of the GPD include:
 - chairing the program Executive Committee;
 - administering all aspects of the graduate program, including admissions, curricular planning, teaching allocation, and managing the program budget;
 - reporting to the Dean of FGS;
 - collaborating with undergraduate program coordinators and the Chair of Social Science;
 - attending FGS Council; and
 - advising students on all aspects of the program.
- c. **Membership in Graduate Programs:** Irrespective of their home department, faculty appointed to a graduate program anchored in Social Science shall play a full and equal role with respect to program governance, eligibility to serve as GPD, teaching, supervision, and other relevant activities of the Program.

VIII. Program Coordinators' Committee

- a. **Composition:** Program Coordinators' meetings shall consist of the Department Chair, the Undergraduate Program Director, Program Coordinators, and undergraduate program staff (who shall have voice but no vote).
- b. **Meetings:** The Program Coordinators' Committee shall normally meet monthly.
- c. **Duties and Responsibilities:**
 - i. To share information about individual program plans and priorities, faculty-level decisions, and curriculum development;

- ii. To make recommendations on Departmental hiring priorities, which shall be made, via the Department Executive, to Department Council;
- iii. To make recommendations on program budget allocations.

IX. Ad Hoc Committees

- a. **Hiring Committees** (taken from the Department's Recruitment Procedures Policy, approved 2000 and 2003; see that Policy for the full description of the Search Procedures)
 - i. **Selection and Composition:** Once a decision has been made to proceed with an appointment, the Executive Committee is constituted as the Executive Staffing Committee. The Chair and the Executive Committee are responsible for recruiting individual faculty members within the Department to a Staffing Sub-Committee, which shall include:
 - one or more members of the relevant Program Committee or field;
 - at least one member of the Executive Committee;
 - at least one member from outside the field from which the candidate is being recruited (faculty members from outside the Division may be included where appropriate);
 - The AAE representative, as a non-voting, ex-officio member of the staffing sub-committee;
 - The Chair of the Department (or his/her designate), as a non-voting, ex-officio member of the sub-committee.
 - The Executive Staffing Committee and the staffing sub-committee should always include both male and female members. The Department will arrange for Equity Training workshops to be held for members of staffing sub-committees.
 - ii. **Duties and Responsibilities:** The Staffing Sub-Committee is responsible for:
 - advertising the position(s);
 - short-listing the qualified candidates;
 - arranging on-campus interviews that allow for the participation of faculty, teaching assistants, and students;
 - soliciting input from Division members; and
 - recommending a candidate for appointment.
- X. **Amendment Procedure:** Amendments to this document shall require a two-thirds majority of voting members in attendance at Department Council.
- XI. **Appendix 1:** Bourinot's Rules of Order
- XII. **Appendix 2:** Conflict of Interest Guidelines (as set out in the Hiring and T&P/Adjudicating procedures)