liberal arts & professional studies | YORK UNIVERSITÉ UNIVERSITY

Rules and Procedures of Council

Approved April 2019

1. Membership

Subject to approval of Senate, of which the Council is a sub-committee, the Council shall be composed of:

i. The Dean, Vice Dean, and Associate Deans;
ii. Full-time members of the Faculty and cross-appointed members of the Faculty;
iii. Emeriti faculty (retirees) for the year during which they hold a teaching and/or administrative appointment;
iv. Six alumni representatives from the Faculty of Liberal Arts & Professional Studies Alumni Association. The Alumni Associations will report to the Council on the names of the appointed members;
v. Thirty representatives of contract faculty members including CUPE Unit 1, CUPE Unit II, and CUPE-Exempt Course Directors, during the year they hold a Course Directorship/Teaching Assistantship, or are on a leave for which they accrue applicable prior experience under the CUPE Unit II collective agreement;
vi. Thirty-five undergraduate students registered on October 15 of each year. The Student Council of the Liberal Arts & Professional Studies (SCOLAPS) will report to the Council on the names of the elected students including the process by which they were chosen;
vii. Five Professional and LA&PS Managerial staff (CPMs) and five members of the Faculty support staff (YUSA) to be elected annually by the respective constituencies. The YUSA and CPM groups will report to the Council on the names of the elected members including the process by which they were chosen.
viii. Four graduate students registered on October 15 of each year. The York University Graduate Student Association (YUGSA) will report to the Council on the names of the elected students including the process by which they were chosen.

1.1 Ex-Officio Non-Voting Members of the Council

i. The President, Vice-Presidents, and Associate Vice-Presidents of the University, the Deans and Principals of other Faculties of the University, the University Librarian, Chair and the Secretary of the Senate, and the Secretary of the Council.

1.2 Eligibility for Council Committee, Senate and Senate Committee Membership

i. No individual shall serve simultaneously on more than one Council Standing Committee with the exception of ex-officio members.

1.3 LA&PS Vacancies on Standing Committees of Council and Senate

a) Vacancies on Standing Committees of Council and Liberal Arts & Professional Studies Representatives on Senate are normally filled prior to July 1 each year. Vacancies are established by membership terms expiring and resignations.
b) If a member goes on leave or is otherwise unable to complete their term, a normal vacancy shall exist and an election shall be called.
c) Term membership on Council, Standing Committees of Council and Senate normally begins July 1 and ends June 30.
d) Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office.
e) Each School/Department shall annually designate from among its full-time and contract faculty one or more delegates to the Council who, along with the Chair and Director of the

Undergraduate Program of the School/Department, shall have the responsibility for attending meetings of the Council and reporting to the School/Department on Council business as appropriate. Names are to be reported each year to the Council Office by September 20.

1.4 Non-Succession

a) Normally, elected at-large faculty members shall not serve for more than three consecutive years on the same Council committee or legislated sub-committee. Under extraordinary circumstances, the Executive Committee may request that the membership of one or more individuals be extended beyond three years.

b) Non-succession does not apply to Faculty Representatives on Senate, the Committee on Student Academic Petitions, the Committee on Tenure and Promotions.

1.5 Conflict of Interest

No individual shall serve on a legislated sub-committee at a time when they would be the subject of adjudication (e.g., for an award, tenure or promotion) by the sub-committees.

1.6 Nomination Process

a) The Executive Committee shall establish and publish guidelines and procedures for nominations.

b) The Executive Committee is responsible for developing and recommending to Council a slate of candidates for election to Council standing committees, sub-committees, Senate, and Senate Committees on which there is a Faculty designate.

c) No individual shall be nominated for more than two Council committees. In the event that an individual is elected to both committees, the Executive Committee will assign the individual to the committee where there is the greatest need.

d) Additional candidates not included in the recommendations made by the Executive Committee may be nominated by any members at Council meetings. Such candidates must be eligible for membership, willing to serve and available at the standing meeting time of the committee. Ideally, the names of individuals nominated from the floor shall be communicated to the Secretary of Council in advance of the meeting in order to determine if the prospective additional candidates are eligible. In the event that individuals are nominated from the floor during a Council meeting, they must be present at Council to attest to their eligibility.

e) Election results shall be posted and reported on at Council.

f) The election of members to Senate and Senate Committees is restricted to members of Council whose home Faculty is Liberal Arts & Professional Studies.

2. Officers of Council

2.1 Chair

i. The outgoing Vice-Chair will normally assume the Chair in the following year. If the Vice-Chair is not able or prepared to do so, the Chair of the Council shall be elected from the members of the Council for a one-year term.

ii. Should the position of Chair become vacant prior to the end of the normal term, the Vice-Chair shall assume the position and the Executive Committee shall hold an election for Vice-Chair as soon as possible.

iii. Should the Chair-elect resign prior to the beginning of her/his term of office, the Vice-Chair-elect shall normally become Chair-elect and the Executive Committee shall hold an election for Vice-Chair as soon as possible.

2.2 Vice-Chair

i. The Vice-Chair of the Council shall be elected from the members of the Council for a one-year

term. The Vice-Chair is the Chief Teller and Chief Returning Officer for all elections.

ii. The Vice-Chair normally assumes the Chair in the following year.

iii. Should the position of Vice-Chair become vacant prior to the end of the normal term, an election shall be called.

iv. Should the Vice-Chair-elect resign prior to the beginning of her/his term of office, an election for Vice-Chair shall be called.

v. The Vice-Chair presides over meetings of the Committee of the Whole.

2.3 Secretary of the Council

i. The Secretary of the Council shall be appointed by the Dean of the Faculty. Duties include:

   a. To take charge of the records and papers of the Council and its committees and to keep the same properly arranged for convenient reference.
   b. To attend all meetings of the Council and Council committees and to keep regular minutes of all proceedings.
   c. To prepare all resolutions, reports or other papers, which the Council may direct, and all copies that may be required of any such documents or papers.
   d. To prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council, the Dean, or when the Council is not in session, by the Chair of the Executive Committee.

3. Council Meetings

3.1 Monthly meetings

i. Meetings of the Council shall be held from 2:30 p.m. – 4:30 p.m., the second Thursday of each month, from September to June, if required inclusive. Notice of meetings shall be sent six days in advance.

3.2 Special meetings

i. At least three days' notice must be given. The meeting may deal only with business specified in the notice;

ii. Special Council meetings may be called by:

   a. The Dean of the Faculty; or
   b. The Chair of the Council; or
   c. At the request of no fewer than 25 Council members.

3.3 Quorum

i. Fifty voting members of Council, the majority of whom are full-time faculty members, constitutes a quorum.

4. Conduct of Proceedings

i. The Chair shall conduct the proceedings of the Council in conformity with the Rules and Procedures enacted by the Council.

4.1 Order of Business

i. Chair’s Remarks
ii. Minutes of the previous meeting
iii. Business Arising from the Minutes
iv. Inquiries & Communications
v. Dean’s Remarks
vi. Question Period

vii. Reports of Standing Committees
viii. Other Business for Which Due Notice Has Been Given

4.2 Notices of Motion and Meetings

i. Normally, notices of motion shall be deposited with the Secretary of the Council at least 14 days in advance of the meeting.

4.3 Meeting Cancellation

i. If the Executive Committee determines that there is insufficient business ready for consideration by Council, it may agree not to hold a regular meeting.

4.4 Motions

i. No motion introducing new matters other than matters of privilege shall be taken into consideration at any meeting of the Council unless notice in writing has previously been given to the Secretary for circulation with the notice of the meeting, or unless a motion to permit the introduction of a new motion has been approved by a two-thirds majority of members present and voting. A motion so introduced must be submitted to the Secretary in writing for inclusion in the Council records.
ii. When a motion has been made and seconded it shall be disposed of, unless the mover and the seconder, with the consent of the Council, withdraw it.
iii. When a question is under debate, no motion shall be received by the Chair except for one of the following:
    a. To adjourn Council (Not debatable)
    b. To recess Council (Not debatable)
    c. Points of Order (Not debatable unless the Chair wishes; may be made while someone else has the floor.)
    d. Appeal against a decision of the Chair (Only appellant and Chair may speak to the challenge.)
    e. To amend (Debatable; the report of a Committee may be amended in Council.)
    f. To withdraw a motion being considered (Not debatable; may be made only by the original mover and seconder.)
    g. To suspend rules and procedures (Not debatable; requires agreement by two-thirds of the members present.)
    h. To put the question (Not debatable)
    i. To limit debate (Not debatable)
    j. To refer back (Not debatable, but the mover of the motion and the Chair of the reporting Committee may speak briefly to the motion.)
    k. To refer the matter to an appropriate committee (Debatable as to instructions and precludes amendments to the main question.)
    l. To move into a Committee of the Whole (Not debatable.)
    m. To rise and report (Not debatable; used to terminate a Committee of the Whole.)
    n. To adjourn the debate (Not debatable)
    o. To adjourn Council (Not debatable)
iv. There will not be any motions made from the floor to rescind or reconsider.

4.5 Voting

i. All questions that come before the Council shall be decided by a majority vote of the members present and voting unless otherwise indicated or specified;
ii. The Chair of the Council, the Chair of the Committee of the Whole, and the Standing Committee Chair while chairing a meeting may not vote;
iii. In the event of a tie, the motion will be defeated;

iv. A count of the vote may be recorded at the request of the Chair or any member on any motion except one to adjourn Council or to adjourn debate.

4.6 General Authority

i. In cases not covered by the rules and procedures, meetings shall be conducted in conformity with the rules set by the University Senate Rules and Procedures.

4.7 Openness of Council Meetings

i. The meetings of the Council shall be open to all members of the Faculty of Liberal Arts & Professional Studies, with the following provisos:
   a. That any member of the Council may recommend that any meeting or part of a meeting may be held in camera, with the approval of the majority present and voting;
   b. That only voting members of the Council shall be allowed to vote and introduce motions;
   c. That all members of the Faculty who are present at a Council meeting shall be permitted to speak when granted permission by the Chair to do so, and that such persons shall follow the Rules and Procedures of the Council.

ii. The meetings of the Council of the Faculty shall be open to the general public (including the Press) except when the meeting is to be in camera or closed to the public, under the conditions specified in a. with the additional proviso that such observers shall not be permitted to speak unless a majority of the members present and voting agree. These observers may not vote.

5. Amendments to Rules and Procedures

i. A motion to amend the Rules and Procedures shall be circulated with the notice of meeting. Approval of a motion to amend the Rules and Procedures requires a two-thirds majority of members present and voting.

6. Standing Committees of Faculty Council

6.1 Executive Committee

In discharging its functions the Committee shall:

i. Co-ordinate the work of the Council and its committees by:
   a. Directing the flow of Council business including, where appropriate, referring matters to Council committees;
   b. Maintaining oversight of the work of Council committees;
   c. Scheduling the agenda of the Council and approving all matters going before the Council.

ii. Advise and make recommendations to the Council on all matters pertaining to:
   a. The organization of the Council and its committees;
   b. The organization and function of academic governance in the Faculty.

iii. Authorize altering the order of business for any meeting of the Council, provided that the order to be followed is shown on the Notice of Meeting;

iv. Be responsible for the nomination and elections of officers of the Council, members of Council committees, and Faculty representatives on Senate and Senate Committees; regulate the election of students, contract faculty members and CUPE Unit 1 Teaching Assistants, and Professional and Managerial Staff (CPMs) and members of the Faculty support staff (YUSA) to the Council; delegate the nomination and elections to a sub-committee and/or Council staff;

v. Periodically review the Rules and Procedures and governance structure of the Council or its committee system, and recommend amendments to the above for the approval of the Council;

vi. In the case of the absence or illness of the Chair and the Vice-Chair, appoint one of the members

of the Council to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair;

vii. Serve as a summer authority following Senate practice, and act on behalf of the Council from the last meeting of the Council in the spring, to the first meeting of the Council in the fall;

viii. Establish special committees to deal with matters of general concern that do not fall within the accepted area of jurisdiction of an existing committee, with the approval of the Council; perform oversight and report to the Council on the creation of ad hoc sub-committees by Council committees. When such special or ad-hoc committees are formed regularly, consider recommending that they be approved as committees of the Council or sub-committees of a committee of Council;

ix. Negotiate with the President the procedures for Decanal searches in the Faculty.

Membership:
Chair of Faculty Council (who shall Chair the meetings) for a one-year term
Vice-Chair of Council
Six faculty members elected at-large for a three-year term
Three students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members
Dean or dean's designate
Faculty of Liberal Arts & Professional Studies representative on the Executive Committee of Senate, Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

6.2 Academic Policy and Planning Committee

Examines, formulates, and reviews long-term and short-term academic planning as well as comprehensive policies for the Faculty, including degree and non-degree credit studies.

In discharging its functions the Committee shall:

i. In tandem with the Dean and in close consultation with Departments/Schools & Colleges, oversee the development of the Faculty Academic Plan, oversee coordination/implementation of the plan, and report to the Council on activities.

ii. Make recommendations to the Council on the feasibility of new Departments/Schools, Programs, Research Centres;

iii. Make recommendations to the Council on reviews of existing Departments/Schools, Programs, Research Centres;

iv. Direct advice on the employment of resources within the Faculty to the Dean;

v. Make recommendations to the Dean on budgetary matters that affect academic programs;

vi. Advise the Dean on evening education, part-time and full-time studies, graduate education, and Faculty fundraising;

vii. Advise the Dean on the interplay of academic and budget issues in the development of the Integrated Resource Plan;

viii. Set policy with respect to the institutional development in areas of non-degree programming and

the relationship between degree and non-degree studies

ix. Through the Non-Degree Studies Sub-Committee, receive proposals for non-degree studies major modifications, new programs, or program closures;

x. Advise the Dean on matters related to the allocation of appointments of faculty members to the tenure stream (but not individual appointees) each year, preferably within the context of comprehensive budget proposals and in light of the Faculty Academic Plan and developmental plans of the various Schools/Departments within the Faculty;

xi. Access all relevant information through the Office of the Dean and report to the Council regularly on all advice given to the Dean.

Membership:
Seven faculty members elected at-large for a three-year term
Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members
Dean or dean's designate
Faculty of Liberal Arts & Professional Studies Representative on the Academic Policy, Planning & Research Committee of Senate
Chair of Faculty Council or designate
Staff Representative from the Strategic Planning Unit
Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same Department/School. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from Departments/Schools who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools

The Chair of the Committee is selected by the voting members of the Committee for a two-year term.
At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

6.3 Committee on Curriculum, Curricular Policy and Standards

In discharging its functions, the Committee shall:

i. Review and recommend to the Council via the Academic Policy and Planning Committee the approval of new academic initiatives including new certificates, new degrees, new programs of study, major changes to existing program requirements and matters related to curricular policy and standards;

ii. Review, report and recommend for approval or other appropriate action, Faculty regulations and practices regarding academic standards; admissions policy; General Education; University Undergraduate Degree Level Expectations (UUDLEs); quality assurance protocols, degree and program requirements including policies on part-time, visiting, and evening study students; and the curriculum, including non-degree courses, certificates and programs;

iii. Make recommendations on all matters concerning examinations and academic standards, including the rules and regulations, and oversee Faculty-level academic grades exercises and reappraisals, examinations, student honours, and the application of the Senate Policy on Academic Honesty. The Committee may initiate reviews on academic standards as necessary.

iv. Facilitate the development of interdisciplinary, multidisciplinary, and inter-Faculty programs with support from the appropriate decanal offices;

v. Constitute sub-committees on Curriculum, Non-Degree Studies, General Education, and from time to time establish ad-hoc working groups to deal with emerging priorities in relation to curriculum,

curricular policy and standards.

1. Curriculum Review Sub-committee (chaired by a member of CCPS), reviews curriculum submissions for new course proposals, changes to existing course proposals, and minor changes to degrees/certificates from Schools/Departments. The Sub-Committee's recommendations will be submitted to the Council as consent agenda items.

2. Non-Degree Studies Sub-Committee (chaired by a member of CCPS) reviews and examines proposals for non-degree programs, certificates, and courses, and recommends to the Faculty Council (via Academic Policy and Planning for major modifications, new programs or program closures) for concurrence, flagging for attention areas of concern bearing on academic policy prior to approval.

3. General Education Sub-Committee (chaired by a member of CCPS) provides coordination, oversight, and governance over the Faculty's General Education Requirements. In discharging this function, the Sub-Committee shall:
    a. Develop, and from time to time review and propose changes in, common criteria to which every General Education course should conform;
    b. Review and approve new (or substantive changes to existing) Humanities, Modes of Reasoning and/or Social Science General Education courses offered by the Faculty where these proposals have already received area approval;
    c. Receive proposals from Faculties that wish to develop and/or deliver General Education courses that would be made available to Faculty of Liberal Arts and Professional Studies students, and will consider and direct to the appropriate area level Committee requests from Faculties that wish to have a General Education course developed for their students;
    d. Liaise with any pan-university General Education Committee that may be established by Senate and the General Education Committee of Faculties whose courses serve Faculty of Liberal Arts & Professional Studies students.

Membership:
Seven faculty members elected at-large for a three-year term
Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members
Dean or dean's designate
Staff Representative(s) from the Centre for Student Success
Chair of Faculty Council or designate
Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools.

The Chair of the Committee is selected by the voting members of the Committee for a two-year term.
At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

Curriculum Review Sub-Committee Membership:

All elected-at-large faculty members of the Committee on Curriculum, Curricular Policy and Standards are voting members and participate on the Curriculum Review Sub-Committee on a rotational basis, normally in panels of three.

Curriculum Review Sub-Committee panels will normally consist of three voting members (to the extent possible, ensuring that each of the three areas – Humanities, Professional Studies and Social Sciences – are represented). The Dean or dean's designate, Representative from the Centre for Student Success and Secretary of Council or designate are ex-officio members of the Committee. Quorums for the committee are the three voting members.

Non-Degree Studies Sub-Committee Membership:
Two faculty members elected by and from the Committee on Curriculum, Curricular Policy and Standards
One faculty member elected by and from the Committee on Academic Policy and Planning

Ex-officio (non-voting) members:
Dean or dean's designate
Chair of Faculty Council or designate
Secretary of Council or designate

General Education Sub-Committee Membership:
One faculty member elected by and from the Committee on Curriculum, Curricular Policy and Standards
One faculty representative elected at-large from each of the four General Education areas: Humanities, Modes of Reasoning, Natural Science and Social Science
Two faculty representatives elected at-large, one from the professional programs and one from the liberal arts programs
One student elected by and from the Committee on Curriculum, Curricular Policy and Standards

Ex-officio members (non-voting):
Dean or dean's designate
Chair of the Writing Department
Staff Representative from the Centre for Student Success
Chair of Faculty Council or designate
Secretary of Council or designate

6.4 Tenure and Promotions Committee

The procedures of the Tenure and Promotions Committee are governed by the University's Tenure and Promotions Policy, Criteria and Procedures document.

When constituted as the Tenure and Promotions Committee, the Committee shall:

i. Liaise with the Senate Committee on Tenure and Promotions to confirm the list of tenure and/or promotion candidates scheduled for consideration, ensuring that timelines are adhered to and making regular reports to the Council on the disposition of files by category;
ii. Make recommendations to the appropriate bodies, as required, on Faculty and University policy concerning tenure and promotion;
iii. Review and report to the Council on tenure and promotion activities;
iv. Review and provide oversight of unit Tenure and Promotion Standards when appropriate.

Membership:
15 faculty members elected at-large, all of whom shall have tenure, normally at least three of whom are professors or senior lecturers for a three-year term.
Six students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis.

Ex-officio (non-voting) members:
Dean or dean's designate
Chair of Faculty Council or designate
Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Normally, no more than 2 members elected at-large will be from the same School/Department. Each year, half of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from the professional, humanities, and social sciences Departments/Schools.

The Faculty Committee will elect a Chair from among its members for a two-year term. The Committee of the Whole will meet at least twice per year. At least half of the voting members of the Committee constitutes a quorum.

When constituted as the Senate Review Committee, the Committee shall:

i. Review applications for tenure and/or promotion and will divide into panels each augmented by two members from the Senate Tenure and Promotion Committee. The Senate Review Committee panels will review the recommendations of School/Department Adjudicating Committees to ensure that procedures set out have been followed and that the criteria used in the evaluation of files have been applied fairly and in accordance with University criteria. Senate Review Committees are constituted as sub-committees of the Senate Tenure and Promotion Committee.
ii. Hear substantive appeals of denial of Advancement to Candidacy;

All meetings of the Senate Review Committees shall be restricted to the members of the panel unless candidates whose files are being considered and/or their representative request to appear before it. Deliberations of the panel when reviewing candidate files shall be in camera.

Senate Review Committee Membership:
Panels will consist of at least five faculty members, two representatives from the Senate Committee on Tenure and Promotions, and normally two students. Normally, there shall be at least one member from the professional, humanities, and social sciences Departments/Schools on the panel.

Panel quorum is three elected at-large faculty members plus the two representatives from the Senate Committee. When quorum cannot be met, membership for one panel may be supplemented by members of another panel. Each panel shall select its own Chair from among its tenured faculty members. The Secretary of Council or designate will be the ex-officio member.

6.5 Committee on Research Policy and Planning

In discharging its functions, the Committee shall:

i. In tandem with the Dean and in close consultation with Departments/Schools oversee the implementation/coordination of the Faculty Research Plan.
ii. Enhance the scholarly climate by developing overarching faculty strategies for advancing research scholarship and creative work; and by generating ideas and approaches for implementing these strategies.
iii. Examine policies related to research grant /award adjudications and provide oversight of the procedures.
iv. Facilitate connections and communications between the Committee and other research bodies of the university.
v. Liaise with any Senate committee(s) that have research planning and policy functions to ensure a free flow of ideas and information between the Faculty and the University level on matters of

research and scholarship.

vi. Liaise with any research committee(s) in units, encourage and exchange research/scholarly ideas, enhance the scholarly climate of the faculty, and discuss the development of research, scholarship, and creative work within and across the units.

vii. Constitute sub-committees for research adjudications, and from time to time establish ad hoc working groups to deal with emerging priorities in relation to research and scholarship.

viii. Grant Adjudication Sub-Committee (chaired by a member of CRPP), reviews applications for minor research grants and other grants or awards, according to policy and procedures established by the CRPP and approved in Council, and disburses funds as available and appropriate.

ix. Awards and Celebrations Sub-Committee (chaired by a member of CRPP) reviews and adjudicates nominations for any awards for research excellence and scholarly creative excellence, and any other prizes that shall be approved by the Faculty Council.

x. Committee Secretary prepares final report for submission to the Office of Research Ethics. CRPP reviews the year-end undergraduate research ethics summaries from all academic unit Research Ethics Boards.

Membership:
Seven faculty members elected at-large for a three-year term.
Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis.

Ex-officio (non-voting) members:
Dean or Dean's designate
Liberal Arts and Professional Studies Representative on Senate Academic Policy, Planning and Research Committee (APPRC)
The Representative from the Libraries
One Research Officer
Representative from the Communications Unit
Chair of Faculty Council or designate
Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall members from the professional, humanities, and social sciences Departments/Schools.

Quorum will be at least half of its voting members, the majority of whom are faculty members. The Chair of the Committee is selected by the voting members of the Committee for a two-year term.

Grant Adjudication Sub-Committee Membership:
Dean or dean's designate
Five faculty members with at least one from each of the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Research Policy and Planning, One Research Officer,
Secretary of Council or designate.

Awards and Celebrations Sub-Committee Membership:
Dean or Dean's designate
Five faculty members with at least one from each of the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Research Policy and Planning
One Research Officer
Secretary of Council or designate

6.6 Committee on Teaching, Learning and Student Success

In discharging its functions the Committee shall:

i. In tandem with the Dean and in close consultation with Departments/Schools oversee the implementation/coordination of support of teaching and learning within the Faculty.
   a. Recommend a statement of meaningful learning outcomes in LA&PS.
   b. Develop policies to ensure learning goals and outcomes become an integral part of LA&PS culture and a prominent part of LA&PS' profile in the wider community.
   c. In collaboration with other Council committees on issues of joint concern, ensure alignment among Degree-level Expectations, other Faculty policies and the overall teaching and learning goals of LA&PS.
   d. Monitor and assess LA&PS academic policies to reflect changes in the higher education environment, significant developments in research on learning and teaching in higher education, and changes in student preparedness.
   e. Report annually to the Faculty Council on priorities and policy recommendation to enhance the teaching and learning in LA&PS.

ii. Support a culture of effective and excellent teaching and learning:
   a. Promote best practices that foster effective teaching and deep learning that are appropriate to different teaching and learning formats, including those tailored to specific constituencies (mature students, English as a second language [ESL] students, students with special needs) and in non-traditional formats (e.g. Internet, evening, compressed semesters, hybrid, experiential education);
   b. Recommend policies for disseminating information about best teaching practices.
   c. Identify emerging priorities in relation to student learning.
   d. Monitor major research and publications on student learning for significant findings that might improve current LA&PS policies.
   e. Advocate the development of appropriate resources and programs to enhance teaching and learning among all teaching staff, including teaching assistants, contract faculty, and tenure-stream faculty.
   f. Promote faculty and graduate students' participation in teaching and learning activities and their access to teaching and learning resources.

iii. Recommend policies that promote effective assessment of teaching and learning:
   a. Encourage the development of validated course evaluations that yield high-quality information to support ongoing teaching development and decision-making.
   b. Recommend protocols for monitoring and assessing the administration of course evaluations and
   c. recommend changes as necessary.
   d. In consultation with the Dean's office, identify broad patterns in course evaluation results to identify areas of excellence as well as areas that need improvement and recommend appropriate policies.
   e. Recommend best practices in the development of formative and summative assessments.
   f. Recommend policies for the appropriate dissemination of evaluation results.

iv. Develop policies to give recognition for effective teaching and other contributions that strengthen the learning and teaching environment in the Faculty:
   a. Periodically review teaching awards and grants.
   b. Publicize LA&PS teaching excellence widely and encourage LA&PS faculty members to apply for other teaching awards.
   c. Appoint members to the Dean's Awards for Teaching Excellence Adjudication Sub-

Committee who will recommend candidates to the Dean.

v. Promote academic integrity within LA&PS and adjudicate academic honesty cases that are unresolved at the unit level:
    a. Review on an annual basis policies and procedures on Academic Honesty at the School/Departmental and Faculty level, and act in accordance with the Senate policies to promote academic integrity within the Faculty;
    b. Give direction in accordance with the Senate Policy on Academic Honesty on procedures to Schools/Departments so that their procedures embody the appropriate standard of fairness and natural justice;
    c. Collaborate with the Curriculum, Curricular Policy and Standards Committee on issues of joint concern and recommend as appropriate proactive, educative, and policy measures at the Faculty and School/Departmental levels.
    d. Hearing Panels will be constituted by members from the full Committee to adjudicate cases of academic honesty that are unresolved at the unit level in accordance with the Senate Policy on Academic Honesty.

Membership:
Nine full-time faculty members elected-at large for a three-year term
Two graduate teaching assistants elected at-large on an annual basis
One contract faculty member elected at-large on an annual basis
Three students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Full-time faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee.

The Chair of the Committee is selected by the voting members of the Committee for a two-year term.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

<u>Ex-officio (non-voting) members</u>
Dean or dean's designate
Associate Dean, Students
Associate Dean, Teaching and Learning
Representative from E-services
Director of the Teaching Commons or designate
Director of the Learning Commons or designate
Senior Director, Student Success and Retention
Representative from Academic Advising
Chair of Faculty Council or designate
Secretary of Council or designate

Dean's Awards for Teaching Excellence Adjudication Sub-Committee Membership:
Faculty members who have distinguished themselves in teaching including:
One full-time faculty member from the humanities
One full-time faculty member from the social sciences
One full-time faculty member from professional studies
One contract faculty member
One undergraduate student representative recommended by the LA&PS Student Council
One Teaching Assistant

One ex-officio representative from the Teaching and Learning Committee who will report on the process of deliberation.

Academic Honesty Hearing Panel Membership:
Panels will have three voting members of whom two are full-time faculty members and one is an undergraduate student.
An Associate Dean acts as the Faculty Presenter during these hearings and presents the allegations and evidence of breach(es) of the Senate Policy on Academic Honesty.

6.7 Committee on Student Academic Petitions and Appeals

When constituted as the Petitions Committee, the Committee shall:

i. Track statistical data and, in light of them, make recommendations to Council on policy matters and procedures relating to student academic petitions.

Membership:
20 faculty members elected at-large for a two-year term
10 Undergraduate Students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members
Dean or dean's designate
Chair of Faculty Council or designate
Secretary of Council or designate

Faculty members will be elected at-large for two-year rolling cycle. Each year, half of the membership turns over and will be replaced on a rotational basis. Normally, no more than 2 members elected at-large will be from the same School/Department.

The Chair of the Committee is selected by the voting members of the Committee for a one-year term.

At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

When constituted as the Petitions Adjudications Committee, the Committee shall:

i. Receive and act on student academic petitions and grade reappraisal appeals, including petitions against the application of Faculty, Departmental and School rules and regulations;
ii. Meet in panels for consideration of cases for the adjudication of petitions and appeals against previous committee decisions.

Petitions Adjudication Committee Membership:
Panels will consist of six voting members of whom two are students, elected by and from the Committee on Student Academic Petitions. Normally, a panel will have at least three members to adjudicate student academic petitions, of whom one must be a student. During the summer months, or when quorum requirements cannot otherwise be met, membership may be supplemented by a reserve membership drawn from among former members of the Committee.

There shall be no ex-officio members.

6.8 Graduate Committee

A standing committee as a deliberative body for all matters pertaining to Graduate Studies in LA&PS.

As the committee responsible for Graduate Studies and in accordance with the Standards, Rules and Procedures of the Faculty of Graduate Studies, the Graduate Committee:

i. Promotes and coordinates Graduate Studies in the Faculty;
ii. Coordinates planning and encourages cooperation among graduate programs;
iii. Establishes and maintains standards of graduate student education and graduate student research in LA&PS;
iv. Reviews and recommends to Faculty Council the approval of new graduate academic initiatives including graduate diplomas, graduate programs and fields in existing graduate programs as well as major changes to existing program requirements and matters related to curricular policy and standards;
v. Reviews curriculum submissions for new course proposals, changes to existing course proposals, as well as non-major and minor changes to degrees/diplomas from LA&PS graduate programs;
vi. Coordinates, discusses, and advises Faculty Council on any other procedures, regulations and policies related to Graduate Studies that are or will be in the purview of LA&PS, such as admission policies, graduate student support, international student matters, and institutional metrics.

Subcommittees may be established by the Graduate Committee as deemed necessary.

Membership:
Two graduate appointed full-time faculty members from the Humanities
Two graduate appointed full-time faculty members from the Social Sciences
Two graduate appointed full-time faculty members from the Professional Studies
Four graduate students from four different graduate programs housed in the Faculty of LA&PS

Ex-officio (non-voting) members
Associate Dean, Graduate Studies & Research
Manager, Graduate Studies
Chair of Faculty Council or designate
Secretary of Council or designate

Faculty members will be elected for a three-year rolling cycle. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee.

The Chair of the Committee is selected by the voting members of the Committee for a two-year term.