

**CARLETON UNIVERSITY
FACULTY OF ARTS AND SOCIAL SCIENCES
FACULTY BOARD CONSTITUTION**

I

THE FACULTY

I. 1 The Faculty of Arts and Social Sciences (FASS) consists of the following academic units (hereafter the word “Department” shall be taken to refer also to Centres, Colleges, Committees, Institutes, Offices and Schools responsible for the administration of academic programs approved by Senate; the phrase “Chairs of Departments” shall refer also to Directors of such Centres, Colleges, Institutes, Offices and Schools, and to Chairs of such Committees): African Studies; Canadian Studies; Cognitive Science; Comparative Studies in Literature, Art and Culture; English Language and Literature; French; Geography and Environmental Studies; History; Humanities; Initiatives in Education; Interdisciplinary Studies; Linguistics and Language Studies; Philosophy; Psychology; Sociology and Anthropology; Studies in Art and Culture: Art History, Film Studies and Music; Women's and Gender Studies; and such other Departments as may in the future be recommended by the Faculty of Arts and Social Sciences and approved by the University. The office of the Dean of FASS is also home to the ArtsOne Program, the First Year Seminar program, and the Carleton University Art Gallery.

II

THE COMPOSITION OF FACULTY BOARD

II. 1 The Board of the Faculty of Arts and Social Sciences shall consist of:

- (i) the Dean of the Faculty;
- (ii) all members of the Teaching Staff holding an appointment in a department or school within the Faculty;
- (iii) all students holding elected or appointed memberships of departmental boards or school councils within the Faculty;
- (iv) such other members of the Teaching Staff holding appointments outside the Faculty, as may be appointed to and by the Faculty Board from time to time;
- (v) such other students, being members of another Faculty Board, as may be appointed to and by the Faculty Board from time to time;
- (vi) one representative from each of the other Boards;

(vii) the President and Vice-Chancellor, the Provost and Vice-President (Academic), and the Dean of the Faculty of Graduate and Postdoctoral Affairs, all as non-voting members.

II. 2 All members of the University community other than those referred to in II. 1 (above) shall be admitted to open meetings of the Faculty Board provided that they do not participate in the votes of the Board. The Board may, on 48 hours notice, close a meeting to any or all categories of spectators in accordance with the provisions of the Carleton Academic Student Government (CASG) documents. Student members of the Board and members of the University community (other than those referred to in Section II, Clauses 1 (i), (iii), (iv), and (v) in this constitution) shall not participate in closed meetings or closed parts of meetings in which individual student cases are dealt with.

II. 3 The Board shall meet at the call of the Dean, the Executive Committee of the Faculty Board, or on the written request of 12 of its voting members.

II. 4 A quorum at all open meetings of the Faculty Board shall consist of 20 voting members of the Board as defined in II. 1 (above).

II. 5 The meetings of the Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure, to the extent that these Rules are not inconsistent with this Constitution and the bylaws adopted by the Faculty Board. Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of the Board at least five working days in advance of its meetings.

II. 6 Annually each Department shall designate two voting members to act as representatives to the Board. The names of such representatives shall be communicated to the Secretary of the Board. Representatives shall attend meetings of the Board or ensure attendance by another member of the Department. They shall report to Departments on proceedings of the Board as required. The above in no way limits the right of voting members of the Board to participate in proceedings of the Board.

III

RESPONSIBILITIES OF FACULTY BOARD

III. Unless otherwise determined by Senate, the Faculty Board shall:

(i) consider and determine all courses of study for all undergraduate degree, certificate and diploma programs administered by the Departments constituting the Faculty of Arts

and Social Sciences as listed in I. 1 (above), for recommendation for approval by the Senate;

(ii) recommend to the Senate the establishment, deletion or administrative reorganization of Centres, Colleges, Committees, Departments, Institutes, Offices and Schools, Chairs, or courses of instruction within the purview of the Faculty;

(iii) receive and consider recommendations respecting academic matters from the Committees of the Departments constituting the Faculty of Arts and Social Sciences as listed in I. 1;

(iv) review and make recommendations to the Senate concerning general or faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, continuation, probation and graduation as they affect the undergraduate degree, certificate and diploma programs administered by the Departments constituting the Faculty of Arts and Social Sciences as listed in I. 1 (above);

(v) recommend to the Senate the granting of degrees, certificates and diplomas that fall within its purview;

(vi) make such recommendations to the Dean of the Faculty or to the Senate as the Board may deem proper for achieving the objects and purposes of the University.

IV

OFFICERS

IV. 1 *The Dean of the Faculty of Arts and Social Sciences*

The Dean of the Faculty is an Officer of the University, and is appointed by the Board of Governors (BOG) on the recommendation of the President. Refer to the Board of Governors “Guidelines on the Appointment by the President of Senior Academic Administrators.”

IV. 2 *The Associate Deans of the Faculty*

The Associate Deans of the Faculty are appointed by the Board of Governors (BOG) on the recommendation of the President. Refer to the Board of Governors “Guidelines on the Appointment by the President of Senior Academic Administrators.”

IV. 3 *The Assistant Deans of the Faculty*

The Assistant Deans of the Faculty are appointed by the Board of Governors (BOG) on the recommendation of the Dean to the President.

IV. 4 *The Secretary of the Faculty Board*

- (i) Members of the Faculty Board as defined in II. 1 (i) and (ii) (above) shall elect one of its members as defined in II. 1 (i) (above) as Secretary for a term of three years. The term of office of the Secretary shall normally commence on July 1.
- (ii) The duties of the Secretary shall consist of:
 - a) calling and chairing meetings of the Board and of its Executive Committee;
 - b) attending Senate as a voting member;
 - c) reporting recommendations of the Board to the Senate;
 - d) reporting relevant proceedings of the Senate to the Board;
 - e) acting as electoral officer for the Board;
 - f) performing such other duties as may be assigned to him or her by this Constitution, and any such acts required by the Board or by bylaws or resolutions of the Board.

IV. 5 *The Clerk of the Faculty Board*

- (i) Members of the Faculty Board as defined in II. 1 (i) and (ii) (above) shall elect one of its members as defined in II. 1 (i) and (ii) (above) as Clerk for a term of three years. The term of office of the Clerk shall normally commence on July 1.
- (ii) The duties of the Clerk shall consist of:
 - a) recording the proceedings of Board meetings;
 - b) recording the proceedings of Executive Committee meetings;
 - c) such other duties as may be assigned to him or her by this Constitution or by bylaws or resolutions of the Board.

V

COMMITTEES

V. 1 *Executive Committee*

- (i) The Executive Committee shall consist of the Dean, Associate Deans, Assistant Dean, Secretary, Clerk and three faculty members of the Board as defined in II. 1 (i) (ii)

(above) elected by the Board from among its members as defined in II. 1 (i) and (ii) (above) for a three-year term, and one student member of the Board as defined in II. 1 (ii) (above) elected by the Board from among its members as defined in II. 1 (i) and (ii) (above) for a one-year term. The term of office of the latter four positions shall normally commence on July 1. A student member's term as member of the Board shall be extended to coincide with his or her term on the Executive Committee. In the event that more than two Associate Deans are appointed to the Office of the Dean, the Dean shall at each meeting of the Executive Committee designate two only of the Associate Deans as having the power to vote.

(ii) The Committee shall:

- a) nominate the members of standing committees of the Board;
- b) plan the forthcoming business of the Board and arrange the agenda of its meetings;
- c) act on behalf of the Board during July and August on matters requiring immediate decision;
- d) report all decisions taken by the Committee under (c) above to the Board at its next regularly called meeting;
- e) conduct elections in accordance with VII.

V. 2 *Academic Planning and Curriculum Committee (APCC)*

(i) The Academic Planning and Curriculum Committee (APCC) shall be chaired by the Dean or the Associate Dean (Undergraduate Affairs), at the discretion of the Dean, and consists of the Dean, the Associate Deans, five faculty members elected for three-year terms, and one undergraduate student, elected for a one-year term; the terms of office shall normally commence on May 1.

(ii) The Committee shall create and maintain a long-range plan: for the development and maintenance of the Faculty's BA programs, together with such other undergraduate and graduate degree, certificate and diploma programs as fall within the purview of the Faculty; for enrolment levels in both undergraduate and graduate programs within the purview of the Faculty; and for instructional methods within the Faculty.

(iii) Departmental recommendations for the next calendar year for changes in curriculum and regulations governing the University's BA programs and undergraduate degree, certificate and diploma programs administered by the Departments constituting the Faculty of Arts and Social Sciences as listed in I.1 (above) shall be submitted to the Academic Planning and Curriculum Committee by a date to be specified by the Committee in consultation with the Secretary of the Board.

(iv) The committee shall forward all submissions regarding BA degree regulations to the Joint BA Curriculum committee for consideration and action. The Committee shall forward all submissions regarding BA program and course changes to the Faculty of Public Affairs APCC for information (see VI. 2, below).

(v) The Committee shall present to the Board its recommendations and copies of the Departmental submissions which it retains and reviews.

(vi) In fulfilling its mandate as defined in V.2 (ii) (above), the Committee shall be free to form sub-committees, whose membership may include Board members who are not members of the Committee, for the purpose of considering issues of relevance to the entire Faculty or to particular interests within the Faculty, and to invite to its meetings or those of its sub-committees for the purpose of the discussion of specific issues members of the Board or members of other Faculty Boards such as Chairs, Directors, undergraduate and graduate supervisors, and chairs of departmental academic planning or program and curriculum committees.

V. 3 *Promotions Committee*

(i) In accordance with the Collective Agreement between the University and the Carleton University Academic Staff Association (CUASA), the Committee shall consist of the Dean as Chair, the Chair of each Department in the Faculty as defined in I. 1 (above), together with one member of each Department selected from the members of that Department's Promotions Committee.

(ii) The Committee shall receive and consider the recommendations of departmental Promotions Committees together with such additional submissions as are provided for in various University documents;

(iii) In the case of each candidate for promotion the Committee shall transmit its recommendations to the University Committee on Promotions through the Dean;

(iv) The Committee shall carry out any other advisory duties called for in the Collective Agreement.

V. 4 *Tenure Committee*

(i) In accordance with the Collective Agreement between the University and the Carleton University Academic Staff Association (CUASA), the Committee shall consist of the Dean as Chair, the Chair of each Department in the Faculty as defined under I. 1 (above), together with one member of each Department selected from the members of that Department's Tenure Committee.

(ii) The Committee shall receive and consider all departmental recommendations

concerning tenure and confirmation, and transmit to the President, through the Dean, its recommendations in each case, together with such supporting material as is required by various University documents.

V. 5 *FASS Strategic Planning Committee*

(i) The Faculty of Arts and Social Sciences Strategic Planning Committee will comprise seven members: the Dean and Associate Deans (all ex-officio), and four additional faculty members elected by and from the FASS Faculty Board for staggered terms of three years. The Dean will serve as chair of the Committee.

(ii) The Strategic Planning Committee will have the responsibility for developing long-term plans for the Faculty, including the introduction of new programs, the improvement of existing programs, and coordination with strategic initiatives within the larger University. The Committee will also liaise with similar groups in other Faculties, including the Faculty of Graduate and Postdoctoral Affairs. Proposals initiated by the Committee will be brought forward to the Faculty Board for consideration.

(iii) At a minimum, the Committee will report to Faculty Board annually on its activities.

V. 6 *The FASS Research Committee (FRC)*

(i) The Committee shall be composed of the Associate Dean with the responsibility for research in FASS and members of the Faculty invited to participate by the Chair of the Committee. The Faculty members are active researchers representing various subunits in FASS.

(ii) The Associate Dean acts as Chair and calls the meetings of the Committee.

(iii) The FASS Research Committee (FRC) considers issues relating to the promotion and conduct of research in the faculty, issues relating to FASS research centres, and research related issues required by the Office of the Vice-President (Research and International) and the Carleton University Research Advisory Committee (READ). As well, the committee makes such recommendations as it considers appropriate.

(iv) The Committee reports to Faculty Board through the Chair of the Committee.

V. 7 The Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit and to establish their composition and procedures, but no such committee shall remain a standing committee for more than two years unless its composition and terms of reference are incorporated in the Constitution.

VI

JOINT COMMITTEES

VI. 1 *Joint Committee on Admissions and Studies*

- (i) The Joint Committee on Admissions and Studies shall consist of:
 - (a) four faculty members, two from the Board of the Faculty of Arts and Social Sciences as defined in II. 1 (i) (ii) (above), and two from the Board of the Faculty of Public Affairs, nominated by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
 - (b) two alternative members, one nominated from each Faculty Board in the manner and according to the constituencies prescribed in VI. 1 (i) (a) (above), who will be called upon to replace regular members who are unable to attend;
 - (c) the Undergraduate Program Co-ordinator, Faculty of Arts and Social Sciences, one Admissions Officer and one representative from the Registrar's Office as *ex officio* and non-voting members.
 - (d) The term of office shall normally commence May 1.
- (ii) Officers:
 - (a) The Committee shall nominate two Co-chairs from among its membership, one from the Board of each Faculty according to the constituencies as set out in VI. 1 (i) (a) (above), to a non-renewable term of not more than two years, to be approved by the Executive Committees of both Faculty Boards;
- (iii) The Committee shall:
 - (a) hear and decide petitions and appeals concerning the interpretation of, exception to, or administrative application of academic regulations affecting the admission and academic progress and graduation of undergraduate students in the Faculties of Arts and Social Sciences, and Public Affairs;
 - (b) actively monitor the whole body of academic regulations governing the admission, progress, academic standing, and graduation of undergraduate students in the Faculties of Arts and Social Sciences, and Public Affairs;
 - (c) present a report on its activities directly to both Faculty Boards each academic year and shall make recommendations to them regarding regulatory changes when needed.

VI. 2 *Joint BA Curriculum Committee*

- (i) The Joint BA Curriculum Committee shall consist of:
 - (a) four faculty members from the BA granting units in the Faculty of Arts and Social Sciences who are also members of the Academic Planning and Curriculum Committee (APCC) in the Faculty of Arts and Social Sciences;
 - b) four faculty members from the BA granting units in the Faculty of Public Affairs who are also members of and appointed by the Academic Planning and Curriculum Committee of the Faculty of Public Affairs;
 - c) an Associate Dean from the Faculty of Arts and Social Sciences;
 - d) an Associate Dean from the Faculty of Public Affairs;
 - e) one student representative from each of the two Faculties (selected by the relevant APCC if more than one is eligible);
 - f) the University Registrar (or alternate, as designated by the University Registrar).
- (ii) The Committee shall be co-chaired by an Associate Dean from FASS and Public Affairs.
- (iii) The Committee shall review and make recommendations for the next Calendar year for changes in BA degree regulations;
- (iv) The committee shall consult with other Faculties concerning combined programs affecting BA students in the Faculties of Arts and Social Sciences and Public Affairs.
- (v) The Faculty Academic Planning and Curriculum Committee (APCC) shall forward BA degree regulation submissions to the Joint Committee by a date specified by the Joint BA Curriculum Committee in consultation with the Secretaries of the two Faculty Boards.
- (vi) The Joint Committee shall present its recommendations to the Faculty Board of Arts and Social Sciences and to the Faculty Board of Public Affairs for action at times appropriate to meet Senate deadlines.

VII

ELECTIONS

VII. Except as otherwise provided for in University or Senate documents, all elections provided for in this Constitution shall be conducted by the Executive Committee. Committee elections will be held no later than the last Friday of April for terms of office commencing May 1 through July 1, and no later than the last Friday of September for terms of office commencing October 1.

IX

CONSTITUTIONAL AMENDMENTS

IX. This Constitution may be amended by a vote of $2/3$ of the votes cast by members of the Board as defined in II. 1 (i) and (ii) (above), save and except that any proposed amendment which affects materially the rights and responsibilities of Board members as defined in II. 1 (iv) and (v) (above), or the provisions contained in this Constitution governing the administration of the University's BA programs, shall be subject to a vote of members of the Board as defined in II. 1 (i), (ii), (iv) and (v) (above), of which a majority of $2/3$ is required. All votes on the amendment of the Constitution shall occur at a regularly scheduled meeting of the Faculty Board at which a quorum is present. Notice of proposed constitutional amendments must be given in writing at a previously scheduled meeting of the Faculty Board provided at least two weeks have elapsed between the date of such notice and the date on which the amendment is voted on. Any such vote shall constitute a recommendation to Senate.

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