

**CONSTITUTION OF THE  
FACULTY OF PUBLIC AFFAIRS  
OF  
CARLETON UNIVERSITY**

The Faculty of Public Affairs brings together academic units to address the structures, processes, policies and interactions of the private, governmental and non-profit/volunteer sectors of civic society. The composition of the Faculty explicitly reflects Carleton's belief that public discourse about the issues facing Canada and the world is an integral part of building a strong society. Dedicated to the highest quality of teaching and research, both domestically and internationally, the Faculty supports individual, collaborative, disciplinary and multidisciplinary scholarship. It teaches new generations of students whose knowledge and skills will contribute to advancing public discourse and action. Taking advantage of its location in the nation's capital, the Faculty offers its expertise to governments at all levels, to organized groups, and to the community at large. Its goal is to reach beyond the campus and encourage students and faculty to learn from, and contribute to, public life in Canada and worldwide.

**I**

**FACULTY AND FACULTY BOARD**

- I.1 There shall be a unit of Carleton University called the *Faculty of Public Affairs*.
- I.2 The following departments, schools and institutes (hereinafter called "sub-units") shall form the Faculty of Public Affairs: Department of Economics; Department of Law and Legal Studies; Department of Political Science; Institute of Criminology and Criminal Justice; Institute of European, Russian and Eurasian Studies; Institute of Political Economy; Institute of African Studies; Norman Paterson School of International Affairs; School of Journalism and Communication; School of Public Policy and Administration; School of Social Work; Arthur Kroeger College of Public Affairs; and such other sub-units as may be approved by the University and accepted by Faculty Board.
- I.3 The plenary organ of the Faculty shall be the Public Affairs Faculty Board ("Faculty Board").
  - I.3.i Faculty Board shall consist of the Dean, all professors, associate professors, assistant professors, full-time lecturers and instructors in all sub-units of the Faculty, and all student representatives elected to the Board of all sub-units in the Faculty in accordance with the provisions of the document known as the Academic Governance of the University (the "AGU"), all as voting members.

- I.3.ii There shall be one representative from each of the Faculty of Science, the Faculty of Engineering and Design, the Faculty of Arts and Social Sciences, the Sprott School of Business and the Faculty of Graduate Studies and Postdoctoral Affairs, all as voting members.
- I.3.iii Faculty Board may invite representatives of other units and sub-units of the University to attend and participate in meetings of Faculty Board on such terms as Faculty Board may determine.
- I.3.iv The President of the University, the Vice-President (Academic) and Provost, the Vice-President (Research and International), the Dean of Graduate Studies and Postdoctoral Affairs, the Clerk of Senate and the University Registrar shall serve as non-voting members of Faculty Board.
- I.4 Except as may otherwise be determined by Faculty Board, meetings of Faculty Board shall be open to all members of the Carleton University community. Faculty Board may, on 48 hours notice, close a meeting to any or all categories of spectators in accordance with the provisions of the AGU document. Student members of Faculty Board shall not participate in meetings or parts of meetings in which individual student cases are discussed.
- I.5 The Board shall meet at the call of its Executive or within 15 working days of the written request of 12 of its voting members.
- I.6 A quorum at all meetings of Faculty Board shall consist of 15 voting members of Faculty Board including at least one member from at least 5 sub-units, provided that at least 51% of those in attendance at any meeting of Faculty Board shall be faculty members of sub-units in the Faculty as identified in Clause I.2 above.
- I.7 By October 1 of each year, the Committee of Chairs and Directors will provide to the Secretary of Faculty Board a list of two members of each sub-unit who have been given as part of their normal duties attendance at Faculty Board Meetings.
- I.8 Meetings of Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure (to the extent that those Rules are not inconsistent with this Constitution) and such bylaws as may be adopted by 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 Faculty Board at least 5 working days in advance of its meetings.

## II

### OFFICERS

- II.1 The Senior administrative officer of the Faculty shall have the Title "Dean of Public Affairs . ”
- II.1.i The Dean of the Faculty is an Officer of the University and is appointed in accordance with the document called “Guidelines on the Appointment by the President of Senior Academic Administrators,” passed by the Board of Governors of the University, or any document in substitution therefor.
- II.1.ii In reporting to the Vice-President (Academic) and Provost, the Dean leads the Faculty with respect to curriculum development, teaching, learning, research, and fostering its best interests. The Dean represents the Faculty and acts on its behalf in any administrative and ceremonial matters pertaining to the Faculty as a whole. The Dean manages the Faculty, including matters relating to resourcing, resource allocation and Faculty development with advice from the Committee of Chairs and Directors and other relevant committees and performs such other duties or functions as required for the academic program of the Faculty.
- II.1.iii Associate Deans are appointed by the President in accordance with the document called “Guidelines on the Appointment by the President of Senior Academic Administrators,” passed by the Board of Governors of the University, or any document in substitution therefor. Assistant Deans are appointed by the Dean on such terms and conditions as the Dean shall determine.
- II.1.iv Associate Deans and Assistant Deans report to the Dean and, in the absence of the Dean or on other occasions as directed by the Dean, may exercise the full powers of the Dean.
- II.2.i Pursuant to the provisions of Clause VI.1 below, Faculty Board shall elect one of its voting faculty members as Secretary for a term of three years beginning on the first day of July next following the election.
- II.2.ii The duties of the Secretary shall consist of:
- a) calling and chairing meetings of Faculty Board and of the Executive Committee;
  - b) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
  - c) reporting relevant proceedings of Senate to Faculty Board;
  - d) serving as electoral officer of Faculty Board;

- e) such other duties as may be assigned to the Secretary by this Constitution or bylaws or resolutions of Faculty Board.
- II.3.i Pursuant to the provisions of Clause VI.1 below, Faculty Board shall elect one of its voting faculty members as Clerk for a term of three years beginning on the first day of July next following the election.
- II.3.ii The duties of the Clerk shall consist of:
- a) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;
  - b) giving notice of and recording proceedings of Executive Committee meetings;
  - c) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
  - d) such other duties as may be assigned to the Clerk by this Constitution or bylaws or resolutions of Faculty Board.

### III

#### COMMITTEES

##### III.1 Executive Committee

- III.1.i The Executive Committee shall:
- a) plan the forthcoming business of Faculty Board and arrange the agenda of its meetings;
  - b) act on behalf of Faculty Board between meetings of Faculty Board;
  - c) scrutinize and approve lists of proposed graduates of programmes offered in the Faculty as such may be presented to members of the Executive Committee by the office of the University Registrar;
  - d) report all decisions taken by the Committee under b) and c) above to Faculty Board at its next regularly called meeting.
- III.1.ii The Committee shall consist of (a) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members, and (b) as many as two faculty members and one student member elected by Faculty Board pursuant to the provisions of Clause VI.2 below for a one year term beginning on the first day of July next following the election.
- III.1.iii The Secretary of Faculty Board shall act as Chair of the Executive Committee and shall call its meetings. Meetings of the Executive Committee shall be

closed to everyone other than members of the Executive Committee and those invited to attend at the request of the Executive Committee.

### III.2 Academic Policy and Curriculum Committee

III.2.i The Academic Policy and Curriculum Committee shall consist of

- (a) the undergraduate program coordinators from each of the sub-units of the Faculty, the University Registrar (or the Registrar's designate), the Associate Dean with responsibility for undergraduate affairs in the Faculty, and the Secretary of Faculty Board, as *ex officio* members, and
- (b) one student member elected by Faculty Board pursuant to the provisions of Clause VI.2 below for a one year term beginning on the first day of July next following the election.
- (c) The chair of the Committee will be the Associate Dean. Meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

III.2.ii The Committee shall:

- a) receive, review and initiate proposals for undergraduate course changes and additions and make recommendations to Faculty Board concerning substantive changes in courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or faculty regulations in the Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- d) review and comment on all proposed regulations originating outside the Committee which affect the academic progress of undergraduates in the Faculty;
- e) consult with other faculties concerning combined programs or regulations affecting students in the Faculty;
- f) forward all submissions regarding B.A. degree regulations to the Joint B.A. Curriculum Committee for consideration and action. The Committee shall forward all submissions regarding B.A. program and course changes to its equivalent committee in the Faculty of Arts and Social Sciences for information.

III.2.iii Departmental recommendations for changes in curriculum and regulations governing undergraduate programs for the next academic year shall be submitted to the Committee by a date to be specified by the Committee in consultation with the Secretary of Faculty Board. The Committee shall present its recommendations and copies of the departmental submissions to Faculty Board for approval.

### III.3 Promotion and Tenure Committee

#### III.3.i The Promotion and Tenure Committee shall:

- a) receive all sub-unit Promotion and Tenure Committee recommendations concerning promotions, tenure and confirmation, together with such additional submissions as are provided for in various University documents;
- b) advise the Dean concerning the recommendations; and
- c) in the case of each candidate for promotion, transmit its recommendations to the University Committee on Promotions through the Dean along with the recommendations made by sub-units, all relevant supporting documents, and any subsequent comments submitted by sub-units.

III.3.ii The Committee shall be composed of the Dean, the Chair of each sub-unit in the Faculty, and one additional faculty member from each sub-unit in the Faculty selected in accordance with procedures adopted by each sub-unit. The Dean shall act as Chair and call meetings of the Committee. The Dean may, from time to time, invite appropriate Associate Dean(s) to assist in committee deliberations in an *ex officio* (non-voting) manner. Otherwise, meetings of the Committee shall be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

### III.4 Committee of Chairs and Directors

#### III.4.1 The Chairs and Directors of the Faculty shall meet at the call of the Dean:

- a) to consider various administrative matters;
- b) to advise the Dean in requesting and allocating funds, personnel, appointments and facilities insofar as these affect the academic programs of the Faculty;
- c) to assist in the formation and implementation of long-range plans for the development and maintenance of all academic programs within the Faculty;
- d) to advise on enrollments in these programs;
- e) to advise on issues of student retention and student success; and
- f) to advise the Dean on such other matters and to undertake such other duties as the Dean may request.

III.4.2 The Committee shall be composed of the Dean, the Associate Deans, the Assistant Deans, the executive assistant to the Dean, and the Chairs or Directors (as the case may be) of all sub-units in the Faculty (which, in the case of the School of Journalism and Communication, shall be deemed to include both the Director and the Associate Director). The Dean shall act as Chair and call meetings of the Committee. Meetings of the Committee shall

be closed to everyone other than members of the Committee and those invited to attend at the request of the Committee.

III.5 Research Committee

III.5.i The Research Committee considers issues relating to the promotion and conduct of research in the Faculty, and makes such recommendations as it considers appropriate.

III.5.ii The Committee shall be composed of the Dean, the Associate Dean with responsibility for research in the Faculty, one representative from each sub-unit of the Faculty (chosen by the Chair of the Committee and the unit Chair or Director), and such other members of Faculty as may be invited to participate by the Chair of the Committee.

III.5.iii The Associate Dean acts as chair, and calls meetings of the Committee.

III.5.iv The Committee reports to Faculty Board through the Chair of the Committee.

III.6 The Public Affairs Research Centre (PARC) Committee

III.6.i The PARC Committee considers issues relating to the research centres (both Public Affairs Research Centres and Carleton University Research Centres) located in the Faculty of Public Affairs, and makes such recommendations as it considers appropriate.

III.6.ii The PARC Committee shall be composed of the Dean, the Associate Dean with responsibility for research in the Faculty, and one representative from each research centre located in the Faculty as designated by the research centre.

III.6.iii The Associate Dean acts as chair, and calls meetings of the PARC Committee.

III.6.iv The PARC Committee reports to Faculty Board through the Chair of the Committee.

III.7 The FPA Computing Committee

III.7.i The FPA Computing Committee considers issues relating to all aspects of academic computing, providing advice to both the Dean of the Faculty and to members of faculty across the University, and liaising with the Academic Computing Committee of the University.

III.7.ii The FPA Computing Committee shall be composed of one representative from each of the Department of Economics, the Department of Law and Legal

Studies, the Department of Political Science, the School of Public Policy and Administration, the Norman Paterson School of International Affairs, the School of Social Work, and the School of Journalism and Communication, together with the Faculty Manager of Computing.

- III.7.iii One of the members of the FPA Computing Committee who is also a member of Faculty shall be selected by the FPA Computing Committee to act as chair, and shall call meetings of the FPA Computing Committee as may be necessary.
- III.7.iv The FPA Computing Committee reports to Faculty Board through the Chair of the Committee.
- III.8 Ad Hoc Committees
- III.8.i Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that
  - a) no such committee shall remain a committee of Faculty Board for more than two years from the date of the meeting of Faculty Board at which it was established unless its composition and terms of reference are incorporated in this Constitution; and
  - b) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause VI.2 below

## IV

### JOINT COMMITTEE ON ADMISSIONS AND STUDIES

- IV. 1 Joint Committee on Admissions and Studies
- IV.1.i The Joint Committee on Admissions and Studies shall consist of
  - a) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public Affairs nominated by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
  - b) two alternate faculty members, one from each Faculty Board, nominated by the appropriate Faculty Board Executive Committees in the manner described in IV.1.i.a for a three-year period, 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) Terms of Office will normally commence July 1<sup>st</sup>.

IV.1.ii Officers

- a) The Joint Committee on Admissions and Studies shall nominate two co-chairs from among its membership, one from each Faculty Board, to a non-renewable term of not more than two years, to be approved by the Executive Committees of both Faculties.

IV.1.iii Mandate/Terms of Reference

- a) The Committee shall hear and decide petitions and appeals concerning the interpretation of, exceptions to, or administrative application of academic regulations affecting the admission and academic progress and graduation of undergraduate students registered in B.A. programmes in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both.
- b) The Committee shall actively monitor the whole body of academic regulations governing the admission, progress, academic standing and graduation of undergraduate students registered or intended to be registered in B.A. programmes in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both.
- c) The committee shall present a report on its activities directly to both Faculty Boards each academic year, and shall make recommendations regarding regulatory change when needed.

**V.**

**JOINT B.A. CURRICULUM COMMITTEE**

V.1 Joint B.A. Curriculum Committee

V.1.i The Joint B.A. Curriculum Committee will consist of:

- a) Four faculty members from the B.A. – granting units in the Faculty of Arts and Social Sciences who are also members of the Academic Planning and Curriculum Committee in the Faculty of Arts and Social Sciences;
- b) Four faculty members from the B.A. – granting units in the Faculty of Public Affairs who are 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 Science;
- 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).
- V.2 Officers
- a) The Committee shall be co-chaired by an Associate Dean from FASS and Public Affairs.
- V.3 Mandate/Terms of Reference
- a) The Committee shall review and make recommendations for the next Calendar year for changes in B.A. degree regulations;
  - b) The Committee shall consult with other Faculties concerning combined programs affecting B.A. students in the Faculties of Arts and Social Sciences and Public Affairs.
- V.4 Submissions:
- a) The Faculty APCC shall forward B.A. degree regulation submissions to the Joint Committee by a date specified by the Joint B.A. Curriculum Committee in consultation with the Secretaries of the two Faculty Boards.
- V.5 Recommendations:
- a) The 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.

## **VI**

### **ELECTIONS**

- VI.1 Election of Secretary and Clerk of Faculty Board
- VI.1.i Except as otherwise provided for in valid University or Senate documents, the election of the Secretary and the Clerk of Faculty Board shall take place during April on a date (the “Election Date”) assigned by the Executive Committee, and shall be conducted in accordance with the following procedures:
- a) Not less than four weeks prior to the Election Date, the Executive Committee shall circulate to members of Faculty Board a call for nominations to be

received in the office of the Clerk of Faculty Board not later than two weeks prior to the Election Date.

- b) All nominations submitted pursuant to paragraph VI.1.i(a) shall be signed by three faculty members of Faculty Board and the nominee.
  - c) The Secretary shall call a meeting of Faculty Board for the Election Date, and in issuing that call shall append a list of those nominated pursuant to paragraph VI.1.i(a).
  - d) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph VI.1.i(c) by a simple majority of the votes cast at the meeting of Faculty Board referred to in that paragraph.
- VI.1.ii The office of Secretary or Clerk (as the case may be) shall be deemed to be vacated should the incumbent be absent from the University for longer than six consecutive months.
- VI.1.iii Should the office of Secretary or Clerk (as the case may be) become vacant for any reason whatsoever, then the remaining members of the Executive Committee shall appoint another faculty member of Faculty Board to serve in that office until a replacement is elected in accordance with the provisions of sub-Clause VI.1.i. Such election shall be held in the April next following the creation of the vacancy.
- VI.2 Election of Members of Committees of Faculty Board
- VI.2.i Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that members of committees of Faculty Board shall be elected, then such election shall take place during April at a meeting (the "Meeting") of Faculty Board, and shall be conducted in accordance with the following procedures:
- a) Not less than four weeks prior to the Meeting, the Executive Committee shall circulate to members of Faculty Board a call for nominations to be received in the office of the Clerk of Faculty Board not later than two weeks prior to the Meeting.
  - b) All nominations submitted pursuant to paragraph VI.2.i(a) shall be signed by one member of Faculty Board and the nominee.
  - c) With notice of the Meeting, the Executive Committee shall circulate a list of nominees to elected positions on committees of Faculty Board.
  - d) Elected members of committees of Faculty Board shall be elected from among the nominees listed pursuant to paragraph VI.2.i(c) by a simple majority of the votes cast at the Meeting.

- VI.2.ii Any elected member of a committee of Faculty Board shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.
- VI.2.iii Should a vacancy occur for any reason whatsoever in any elected position on a committee of Faculty Board, then the remaining members of that committee shall appoint another member to serve in that position until a replacement is elected in accordance with the provisions of sub-Clause VI.2.i. Such election shall be held in the April next following the creation of the vacancy.

## VII

### BYLAWS AND CONSTITUTIONAL AMENDMENTS

#### VII.1 Bylaws

Bylaws of Faculty Board shall be adopted by a simple majority of the votes cast at a duly constituted meeting of Faculty Board at which a quorum is present. Notice of proposed amendment, repeal or adoption of bylaws must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

#### VII.2 Constitutional Amendments

This Constitution may be adopted or amended by a vote of 2/3 of the votes cast 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 not less than 30 days prior to the meeting at which those proposals are intended to be considered.

- Approved at *proforma* Faculty Board meeting 97/1/31
- Amended 98/12/03 (Article III.2 and IVA – establishing Joint BA Curriculum Committee)
- Amended 2000/03/07 (Article I.2 adding Institute of Criminology and Criminal Justice)
- Amended 2005//04/27 (Modifications to Article IV and IVA to direct undergraduate course and program proposal changes from PAM BA units to the PAM APCC, and modifying the structure and mandate of the Joint BA Curriculum committee)
- Amended 2005/10/20 (Modifications to Article IV – structure and mandate of Joint Committee on Admissions and Studies)

Amended 2006/04/24 (Change of name to Faculty of Public Affairs, new preamble, creation of standing Research Committee, modifying election procedures and consequential amendments)

Amended 2007/03/08 (Changing name of Institute of European and Russian Studies to Institute of European, Russian and Eurasian Studies)

Amended 2011/12/07 (full revision)

Amended 2019/11/14 (Amended article I.7 to remove exclusion of designated Faculty Board unit representatives from serving on Executive Committee)