

**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.4 Faculty Board Membership
 - 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.
 - 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.

- 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.
- 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.5 Faculty Board Responsibilities

Unless otherwise determined by Senate, the Faculty Board shall:

- i. consider and determine all courses of study for all degree, certificate, and diploma programs administered by the sub-units constituting the Faculty of Public Affairs as listed in I.2, 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 sub-units constituting the Faculty of Public Affairs as listed in I.2;
- 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 degree, certificate, and diploma programs administered by the sub-units constituting the Faculty of Public Affairs as listed in I.2;
- 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.

I.6 Faculty Board Meetings

- i. 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.

- ii. 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.
- iii. 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.
- iv. 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.
- v. 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 Dean of the Faculty of Public Affairs

- i. The Senior administrative officer of the Faculty shall have the Title “Dean of the Faculty of Public Affairs.”
- ii. 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.
- iii. 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.2 The Associate and Assistant Deans

- i. 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. 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.3 The Secretary of Faculty Board

- i. Pursuant to the provisions of Clause V.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. 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.4. The Clerk of Faculty Board

- 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. 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

i. Membership

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,
- b) one FPA undergraduate student selected by the Carleton Academic Student Government (CASG) as per Clause V.2.iv below for a one-year term beginning immediately upon their selection,
- c) one FPA graduate student selected by the Graduate Student Association (GSA) as per Clause V.2.iv below for a one-year term beginning immediately upon their selection, and
- d) as many as two FPA faculty members elected by Faculty Board pursuant to the provisions of Clause V.2 below for a one-year term beginning on the first day of July next following the election.

ii. Mandate

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 affirm lists of proposed graduates of programs 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. Meetings

- a) The Secretary of Faculty Board shall act as Chair of the Executive Committee and shall call its meetings.
- b) 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 Undergraduate Curriculum Committee

i. Membership

The Undergraduate Curriculum Committee shall consist of:

- a) the undergraduate program coordinators from each of the sub-units of the Faculty,
- b) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members,
- c) one FPA student selected by CASG as per Clause V.2.iv below for a one-year term beginning immediately upon their selection, And
- d) the University Registrar (or the Registrar's designate) as *ex officio* (non-voting) member.

ii. Mandate

The Committee shall:

- a) receive, review and initiate proposals for undergraduate course changes and additions and make recommendations to Faculty Board concerning major and minor modifications to undergraduate courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed undergraduate certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or faculty regulations in the undergraduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- d) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of undergraduates in the Faculty;
- e) consult with other Faculties concerning combined undergraduate programs or regulations affecting students in the Faculty;

iii. Meetings

- a) The Associate Dean (Academic) shall chair the Committee and shall call its meetings.

- b) 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.

- iv. 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 Graduate Curriculum Committee

i. Membership

The Graduate Curriculum Committee shall consist of:

- a) at least one graduate program coordinator from each of the sub-units of the Faculty,
- b) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members,
- c) one FPA graduate student member selected by the GSA as per Clause V.2.iv below for a one-year term beginning immediately following their selection, and
- d) the Graduate Registrar (or the Registrar's designate) as *ex officio* (non-voting) member.

ii. Mandate

The Committee shall:

- a) receive, review and initiate proposals for graduate course changes and additions and make recommendations to Faculty Board concerning major and minor modifications to graduate courses and programs;
- b) receive and review proposals and make recommendations to Faculty Board concerning the courses in proposed graduate certificate, diploma and degree programs;
- c) review and make recommendations to Faculty Board concerning general or Faculty regulations in the Graduate Calendar, specifically those governing admission, registration, examinations, academic standing, promotion and graduation;
- d) review and comment on all proposed regulations originating outside the Committee that affect the academic progress of graduate students in the Faculty;

- e) consult with other Faculties concerning combined graduate programs or regulations affecting students in the Faculty;
- iii. Meetings
- a. The Associate Dean (Academic) shall chair the Committee and shall call its meetings.
 - b. 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
- iv. Departmental recommendations for changes in curriculum and regulations governing graduate 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.4 Promotion and Tenure Committee

- i. Membership
- a) The Committee shall consist 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.
- ii. Mandate
- 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. Meetings
- a) The Dean shall act as Chair and shall call meetings of the Committee.
 - b) The Dean may, from time to time, invite appropriate Associate Dean(s) to assist in committee deliberations in a non-voting capacity. 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.5 Committee of Chairs and Directors

i. Membership

- a) The Committee shall be composed of the Dean, the Associate Deans, the Assistant Deans, the executive assistant to the Dean, the ODFPA Managers and Team Leads, 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).

ii. Mandate

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. Meetings

- a) The Dean shall act as Chair and call meetings of the Committee.
- b) 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.6 Research Committee

i. Membership

- a) 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.

- ii. Mandate
 - a) The Research Committee considers issues relating to the promotion and conduct of research in the Faculty, and makes such recommendations as it considers appropriate.
 - b) The Committee reports to Faculty Board through the Chair of the Committee.
- iii. Meetings
 - a) The Associate Dean acts as chair, and calls meetings of the Committee.

III.7 The FPA Computing Committee

- i. Membership
 - a) The FPA Computing Committee shall consist 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 Computing Analyst.
- ii. Mandate
 - a) 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.
 - b) The FPA Computing Committee reports to Faculty Board through the Chair of the Committee.
- iii. Meetings
 - a) 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.8 Ad Hoc Committees

- 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 V.2 below

III.9 Ex Officio Members

- i. Unless otherwise stated, *ex officio* members of the above Committees shall have full voting rights and responsibilities.

IV JOINT COMMITTEE ON ADMISSIONS AND STUDIES (JCAS)

IV.1 Joint Committee on Admissions and Studies (JCAS)

i. Membership

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) 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 1st.

ii. Officers

- a) The Joint Committee on Admissions and Studies shall select a Chair from among its membership for a term of two years. The position of Chair shall alternate between the two Faculties.

- b) The Admissions Officer representative shall maintain a record of all meetings and committee decisions

iii. Mandate

The Joint Committee on Admissions and Studies shall:

- a) 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 students registered in undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both;
- b) actively monitor the admission and academic regulations specific to undergraduate programs in either the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, or both, and make recommendations to the relevant Faculty Boards regarding regulatory change when needed;
- c) prior to the start of each Fall term submit to both Faculty Boards a report on its activities covering the prior academic year.

iv. Meetings

- a) The Joint Committee on Admissions and Studies shall meet as required to consider petitions in a timely fashion.
- b) The Committee will decide its own quorum rule, but it is recommended that the quorum be the Chair and two faculty representatives.

V ELECTIONS

V.1 Election of Secretary and Clerk of Faculty Board

- 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 V.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 V.1.i(a).
 - d) The Secretary and the Clerk shall be elected from among the nominees listed pursuant to paragraph V.1.i(c) by a simple majority of the votes cast at the meeting of Faculty Board referred to in that paragraph.
- 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.
 - 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 V.1.i. Such election shall be held in the April next following the creation of the vacancy.

V.2 Election of Members of Committees of Faculty Board

- 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 V.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 V.2.i(c) by a simple majority of the votes cast at the Meeting.
- 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.
- 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 V.2.i. Such election shall be held in the April next following the creation of the vacancy.

- iv. Except as otherwise indicated, all FPA student members of Faculty Board committees shall be elected or appointed by the appropriate official student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.

VI BYLAWS AND CONSTITUTIONAL AMENDMENTS

VI.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.

VI.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)

Amended 2023/04/06 (Amended Article III.2 to change name of APCC to
Undergraduate Curriculum Committee; added Graduate Program Committee
as Article III.3 and renumbered subsequent sub-articles; amended Article
III.5.2 to update membership of Committee of Chairs and Directors; amended
Article III.8.iii to update membership of Computing Committee; various minor
edits for grammar and style.)

Amended 2023/11/27 (full revision)