

**CARLETON UNIVERSITY**

**CONSTITUTION**  
*of*  
**THE FACULTY OF PUBLIC AND GLOBAL AFFAIRS**  
**FACULTY BOARD**

**I. Description of the Faculty of Public and Global Affairs Faculty Board**

- I.1 The plenary organ of the Faculty of Public and Global Affairs (“FPGA”) shall be the Faculty of Public and Global Affairs Faculty Board (“Faculty Board”).
- I.2 Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the Faculty of Public and Global Affairs and that fall within the purview and authority of Faculty Boards as defined by the [Academic Governance of the University policy \(the “AGU”\)](#) and described in Art. III below.
- I.3 Wherever this Constitution refers to “units of the Faculty,” it shall mean those departments, schools, institutes and colleges identified in the AGU as being recognized by the Carleton University Senate as the component academic units of the Faculty of Public and Global Affairs.

**II. Composition and Structure**

II.1 Membership

- (a) In accordance with the AGU, membership of FPGA Faculty Board shall consist of the following persons *ex officio*, all as voting members:
- (i) The Dean of the Faculty of Public and Global Affairs;
  - (ii) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment within the Faculty of Public and Global Affairs.
  - (iii) Those students who are elected or appointed members of departmental, school, college and institute boards of all units of the Faculty of Public and Global Affairs. Undergraduate student members shall normally be elected or appointed by the Carleton Academic

Student Government (CASG). Graduate student members shall normally be elected or appointed by the student associations of their unit or program of study.

- (b) One representative of the Faculty of Arts and Social Sciences (FASS) as non-voting member, appointed by the Secretary of FASS Faculty Board.

## II.2. Executive Officers

### (a) The Secretary of Faculty Board

- (i) Pursuant to the provisions of Clause II.3 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:
  - (1) calling and chairing meetings of Faculty Board and of the Executive Committee;
  - (2) representing the Faculty as a member of the University Senate, and reporting recommendations of Faculty Board to Senate;
  - (3) reporting relevant proceedings of Senate to Faculty Board;
  - (4) serving as electoral officer of Faculty Board;
  - (5) such other duties as may be assigned to the Secretary by this Constitution or resolutions of Faculty Board.

### (b) The Clerk of Faculty Board

- (i) Pursuant to the provisions of Clause II.3 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:
  - (1) giving notice of and recording the proceedings of Faculty Board meetings and keeping the attendance roll;
  - (2) giving notice of and recording proceedings of Executive Committee meetings;
  - (3) carrying out the duties of the Secretary of Faculty Board in the Secretary's absence;
  - (4) such other duties as may be assigned to the Clerk by this Constitution or resolutions of Faculty Board.

## II.3 Elections

- (a) 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 at a properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board Bylaws.
  - (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. Such election shall be held in the April next following the creation of the vacancy.
- (b) Election of Faculty Members to Committees of Faculty Board
  - (i) Except as otherwise provided for in valid University or Senate documents, wherever in this Constitution it is provided that faculty members shall be elected to committees of Faculty Board, then such election shall take place during April at a properly-constituted meeting of Faculty Board. Alternatively, the Executive Committee may call for an electronic poll to be conducted during April over a designated voting period established by the Executive Committee. In either case, the election. In either case the election shall be conducted in accordance with the procedures prescribed in the Faculty Board Bylaws.
  - (ii) Any elected faculty 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 faculty member position on a committee of Faculty Board, then the remaining members of that committee shall appoint another faculty member to serve in that position until a replacement is elected in accordance with the procedures prescribed in the Faculty Board Bylaws. Such election shall be held in the April next following the creation of the vacancy.

- (c) Election of Students to Committees of Faculty Board
  - (i) Wherever in this Constitution it is provided that FPGA students shall be represented on committees of Faculty Board, those students shall be elected or appointed by their respective representative student government body – the Carleton Student Government Association (CASG) or Graduate Student Association (GSA) – as required, according to its own procedures.
  - (ii) Any elected or appointed student 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 student position on a committee of Faculty Board, then the remaining members of that committee shall appoint another student to serve in that position until a replacement is elected or appointed. Such election or formal appointment by the relevant representative student government body shall take place according to its own procedures as soon as possible following a declared vacancy.

### **III. Faculty Board Responsibilities**

- III.1 As established by the AGU, unless otherwise determined by Senate, the Faculty Board shall:
  - (a) consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs;
  - (b) consider and make recommendations to Senate on new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered by the units constituting the Faculty of Public and Global Affairs;
  - (c) consider and make recommendations to Senate on the establishment, deletion, renaming or reorganization of units responsible for the delivery of academic programs in the Faculty of Public and Global Affairs; and

- (d) review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within its purview;

III.2 In addition to those responsibilities delegated to Faculty Board by Senate as described in Article III.1 above, the Faculty Board shall:

- (a) receive and consider recommendations to Senate respecting academic matters from the units constituting the Faculty of Public and Global Affairs;
- (b) make such recommendations to the Dean of the Faculty or to Senate as the Board may deem proper for achieving the objects and purposes of the University.

#### **IV. Faculty Board Meetings and Procedures**

##### **IV.1 Chair**

The Secretary serves as Chair of Faculty Board. In the absence of the Secretary, the Clerk serves as Chair. If both the Secretary and Clerk are absent, then Faculty Board will elect one of its faculty members to serve as Chair.

##### **IV.2 Meetings**

- (a) 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.
- (b) The Faculty Board shall meet at the call of its Executive Committee no less than once per academic term and no later than November 30 of the Fall term, and April 30 of the Winter term. Extraordinary meetings of the Board may be called by the Executive Committee or within 15 working days of the written request of 12 of its voting members.
- (c) 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 or part of a meeting to any or all categories of spectators in accordance with the provisions of the AGU. Student members of Faculty Board shall not participate in any closed parts of meetings or when individual student cases are discussed.
- (d) Quorum

- (i) A quorum at all meetings of Faculty Board shall consist of 15 voting members of the Board including at least one member from at least 5 units, provided that a majority of those in attendance at any meeting of the Board shall be faculty members of FPGA units.
  - (ii) If the provisions of Article IV.2(d)(i) are not met, the Chair may delay the start of proceedings by up to 30 minutes. If at that time quorum is not met, the meeting shall be cancelled and all business postponed to the next regularly scheduled meeting or extraordinary meeting, as per Article IV.2(b) above.
  - (iii) If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, in the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.
  - (iv) In order to ensure quorum is met, by October 1 of each year, each Chair or Director of an FPGA unit, and each Co-Director in the School of Journalism and Communication, shall provide to the Clerk of Faculty Board the names of two faculty members in their unit who have been given as part of their normal duties attendance at Faculty Board Meetings.
- (e) Voting
- (i) Voting shall be by show of hands unless some other method is decided upon by motion. In the case of elections, voting shall be by secret ballot wherever there are more nominees than places. In cases where the number of nominees is equal to or less than the number of elected positions, nominees shall be approved by acclamation without a formal vote.
  - (ii) In order to vote, a member of Faculty Board must be present. Proxy votes are not allowed. Individuals formally appointed into an Acting position that carries an *ex officio* voting membership may participate in Faculty Board as voting members, unless they are already a voting member. (A member may only have one vote on each motion.)
- (f) Notice
- (i) 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 not less than 5 working days in advance of its meetings.

- (ii) Notice of motion for main motions shall be provided to the Clerk not less than 10 working days in advance of the relevant scheduled Faculty Board meeting.
- (iii) In exceptional cases notice of motion may be waived only if those conditions as described in Rule 6 of the Senate Rules of Order are met. These are: The motion has been received by the Clerk at or before the start of the meeting; the motion responds to circumstances that developed after the date for proper notice; the action specified in the motion cannot be delayed to permit consideration at the next meeting of Faculty Board; the motion addresses an issue of importance to the Faculty or University; a 2/3 majority of those present agrees to waive the requirement for notice after hearing the motion read.
- (g) After approval by Faculty Board, the minutes of each Faculty Board meeting shall be posted by the Office of the Dean of the Faculty of Public and Global Affairs on the internal website (intranet) of the Faculty of Public and Global Affairs. The records of all prior meetings shall be permanently maintained on the internal website (intranet).

## **V. Committees of the Faculty Board**

### V.1 Standing Committees

#### (a) Executive Committee

The Executive Committee shall consist of:

- (i) the Dean, the Associate Deans, the Assistant Deans, the Secretary of Faculty Board and the Clerk of Faculty Board, as *ex officio* members;
- (ii) one FPGA undergraduate student selected by the Carleton Academic Student Government (CASG) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iii) one FPGA graduate student selected by the Graduate Student Association (GSA) pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection; and
- (iv) as many as two FPGA faculty members elected by Faculty Board pursuant to the provisions of Clause II.3 above for a one-year term beginning on the first day of July next following the election.

(b) Undergraduate Curriculum Committee (UCC)

The Undergraduate Curriculum Committee shall consist of:

- (i) the undergraduate degree program coordinators from each of the units of the Faculty;
- (ii) the Associate Dean with responsibility for undergraduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA undergraduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately upon their selection;
- (iv) the University Registrar (or the Registrar's designate) as *ex officio* non-voting member; and
- (v) the Undergraduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.

(c) Graduate Curriculum Committee (GCC)

The Graduate Curriculum Committee (GCC) shall consist of:

- (i) one graduate program coordinator from each of the units of the Faculty, except for the School of Journalism and Communication, which shall be represented by one graduate program coordinator from Communication and Media Studies and one from Journalism;
- (ii) the Associate Dean with responsibility for graduate academic affairs in the Faculty and the Secretary of Faculty Board, as *ex officio* members;
- (iii) one FPGA graduate student appointed or elected pursuant to the provisions of Clause II.3 above for a one-year term beginning immediately following their selection;
- (iv) the Graduate Registrar (or the Registrar's designate) as *ex officio* non-voting member; and
- (v) the Graduate Curriculum and Calendar Officer in a non-voting capacity to serve as a resource for the Committee.



(d) Research Committee

The Research Committee shall consist of:

- (i) the Dean and the Associate Dean with responsibility for research in the Faculty;
- (ii) no more than five (5) faculty members from units of the Faculty, chosen by the Dean and Associate Dean with responsibility for research in the Faculty in consultation with Chairs and Directors; and
- (iii) such other members of the Faculty as may be invited to participate by the Chair of the Committee.

(e) Joint Committee on Admissions and Studies (JCAS)

The Joint Committee on Admissions and Studies shall consist of:

- (i) four faculty members, two from the Faculty of Arts and Social Sciences (as defined in its Constitution) and two from the Faculty of Public and Global Affairs appointed by the Executive Committee of the appropriate Faculty Boards, to serve a three-year term, renewable;
- (ii) two alternate faculty members, one from each Faculty Board, appointed by the appropriate Faculty Board Executive Committees for a three-year period, who will be called upon to replace regular members who are unable to attend;
- (iii) one Admissions Officer and one representative from the Registrar's Office as *ex officio* non-voting members.
- (iv) Terms of Office will normally commence July 1st.

V.2 *Ad Hoc* Committees

- (a) 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
  - (i) 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 are incorporated in this Constitution; and

- (ii) all elections subsequently necessary to fill positions on such committees are held pursuant to the provisions of Clause II.3 above.

## **VI. Bylaws and Constitutional Amendments**

### **VI.1 Bylaws of Faculty Board**

- (a) 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.
- (b) 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 and Review**

- (a) This Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a duly-constituted meeting of the Faculty Board at which a quorum is present.
- (b) 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.
- (c) The Constitution shall be reviewed by Executive Committee no less than every five years

Adopted by Faculty Board: 2025/02/10

Approved by Senate: 2025/02/28

Next Review: 2030/02

### History of Adoption and Amendments

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)

Amended 2025/02/10 (full revision in accordance with new Senate template and SAGC review.)