

Sprott Faculty Processes and Norms

This document reflects the norms by which we would like to conduct ourselves and will inform faculty on processes within the School, including preferences for information flow, decision making, etc.

There is an expectation that the rights and responsibilities to participate in matters related to School business will be shared by all faculty members.

1. Processes for Sprott Faculty Board (FB)
 - 1.1. FB executive
 - 1.1.1. Purpose
 - 1.1.1.1. Standing “subcommittee constituted by the Sprott Faculty Board primarily tasked with planning for Faculty Board meetings” (Article 1.2 FB Constitution)
 - 1.1.1.2. Tasked with calling other Sprott Forums as needed
 - 1.1.2. Composition
 - 1.1.2.1. Dean (Chair)
 - 1.1.2.2. Associate Deans
 - 1.1.2.3. Secretary of FB
 - 1.1.2.4. Two faculty members, elected by FB, serving 2-year staggered terms
 - 1.1.2.5. Manager of Operations or their delegate
 - 1.1.3. Election of faculty members to FB Executive:
 - 1.1.3.1. Calls for interest by the Secretary of FB
 - 1.1.3.2. Election to occur each spring
 - 1.2. Creation of other FB subcommittees – as needed (e.g., constitution review committee)
 - 1.2.1. Calls for interest by the Dean
 - 1.2.2. Composition to be determined by the Dean. Committees should be sufficiently diverse to reflect a range of input (e.g. Area Groups, ranks, other characteristics)
 - 1.3. FB communication: Use of a standardized structure of information as provided by the FB Secretary
 - 1.4. Orientation: New members of FB (faculty, students, staff, etc.) should receive an orientation to FB, its constitution, procedures and norms
 - 1.5. Curriculum Review Committee (CRCs)
 - 1.5.1. Normally, curricular motions are brought through CRCs
 - 1.5.2. Motions from CRCs do not require a seconder

2. Sprott Forums

2.1. Description

- 2.1.1. Purpose: Gatherings to celebrate, discuss, inform, propose, respond, and/or make recommendations regarding matters of relevance and importance to members of the Sprott School of Business. Matters may or may not be directly or imminently related to Sprott FB business
- 2.1.2. Timing: As needed. May be contiguous with Sprott FB Meetings
- 2.1.3. The forum Chair will furnish an agenda with the notice of the meeting
 - 2.1.3.1. No motions or votes will be entertained during the meeting. A "straw poll" of those present may, on occasion, be taken to "get a flavor of the meeting." Any such "poll" will, however, have no standing at subsequent FBs or elsewhere within or outside the university
 - 2.1.3.2. No formal minutes will be taken of the meetings of Sprott Forums although reports brought to it for the purpose of discussion will be distributed as appropriate

2.2. Forum Types

- 2.2.1. Sprott Town Hall
 - 2.2.1.1. Purpose: Forum primarily to share information with faculty and staff members
 - 2.2.1.2. Calling a meeting: the Dean or the Sprott FB Executive with seven calendar days' notice
 - 2.2.1.3. Chair: The Dean, a representative of the FB Executive or a designate
- 2.2.2. Sprott Dialogue
 - 2.2.2.1. Purpose: Forum to discuss matters of relevance to Sprott faculty and staff members
 - 2.2.2.2. Calling a meeting: the Dean or the Sprott FB Executive with seven calendar days' notice
 - 2.2.2.3. Chair: The Dean, a representative of the FB Executive, or a designate
- 2.2.3. Sprott Faculty Member Assembly
 - 2.2.3.1. Purpose: Forum to discuss matters of relevance to Sprott faculty members
 - 2.2.3.2. Calling a Meeting: The Dean, the Sprott FB Executive, or by written request (to the Secretary of the Sprott FB) from a minimum of 25% of voting faculty members of Sprott FB who are not on academic or personal leave, with seven calendar days' notice
 - 2.2.3.3. Chair: The Dean, the Secretary of FB, or a designate

3. Sprott CUASA-related Meeting
 - 3.1. Purpose: Forum to discuss matters of relevance to Sprott CUASA members (e.g., changes to TPCs, RAAs, TAAs, processes, etc.)
 - 3.2. Calling a meeting: The Sprott Faculty CUASA Representatives with seven calendar days' notice
 - 3.3. Chair: A Sprott Faculty CUASA Representative, CUASA representative or designate
4. Sprott Internal Committees and Groups
 - 4.1. Preferred method of identification of faculty members for participation in non-FB School committees and groups (e.g., Research Committee, Strategic Story-Telling Groups, DBA Committee, Unit Standards Working Group, TA Working Group, etc.):
 - 4.1.1. Calls for interest by the Dean
 - 4.1.2. Composition to be determined by the Dean. Committees should be sufficiently diverse to reflect a range of input (e.g. area groups, ranks, other characteristics).
 - 4.2. Mandate, goals and composition and updates/outcomes to be communicated to School, ideally through FB briefing notes or Dean's updates
5. Sprott-Appointed Representatives on External Bodies (e.g., committees, boards and groups)
 - 5.1. Note: appointment process varies depending on the external body
 - 5.2. Calls for interest by the Dean, if appropriate
 - 5.3. Representatives to be identified to Faculty
 - 5.4. Relevant updates/outcomes to be communicated to School, ideally through FB briefing notes or Dean's updates

Note: This document to be updated as needed