



## **Sprott Faculty Processes and Norms**

This document reflects the rules 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 V.1 FB Constitution)
      - 1.1.1.2. Tasked with calling other Sprott Forums as needed
    - 1.1.2. Composition
      - 1.1.2.1. Dean
      - 1.1.2.2. Associate Deans
      - 1.1.2.3. Secretary of FB (Chair)
      - 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
- 2.2.4. Sprott Faculty and Contract Instructors Assembly
  - 2.2.4.1. Purpose: Forum to discuss matters of relevance to Sprott faculty and contract instructor members
  - 2.2.4.2. Calling a Meeting: The Dean, an Associate Dean, or the Sprott FB Executive following written request (to the Secretary of the Sprott FB)
  - 2.2.4.3. Chair: The Dean, an Associate 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 (Tenure and Promotion), 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
6. Committee on Admission & Studies (CAS)
  - 6.1 Purpose  
Standing subcommittee constituted by the Sprott FB (Article V.1 FB Constitution)
  - 6.2 Terms of reference
    - 6.2.1 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 the Sprott School of Business;
    - 6.2.2 actively monitor the admissions and academic regulations specific to undergraduate programs in the Sprott School of Business, and make recommendations to the Sprott Faculty Board regarding regulatory change when needed;
    - 6.2.3 prior to the start of each fall term, submit to Sprott FB a report on its activities covering the prior academic year.
  - 6.3 Meeting
    - 6.3.1 CAS shall meet as required to consider petitions in a timely fashion.
    - 6.3.2 CAS members will discuss petitions and appeals after reviewing documentation and grouping cases together to be efficient and timely (usually 5-10).
  - 6.4 Quorum  
CAS will decide its own quorum rule, but it is recommended that the quorum be the Chair and one faculty representative. AD holding the tiebreak vote, if needed.
  - 6.5 Staff  
A staff person, usually UG administrative manager, contributes to CAS as resources.



7. Undergraduate Curriculum Review Committee (UCRC)
  - 7.1 Purpose (Standing subcommittee - Article V.1 FB Constitution)

The Undergraduate Curriculum Review Committee (UCRC) is established to provide oversight, coordination, and continuous improvement of the undergraduate curriculum within the Sprott School of Business. The Committee ensures that undergraduate programs remain academically rigorous, industry-relevant, inclusive, and aligned with the School's mission, accreditation standards, and strategic priorities.
  - 7.2 Terms of reference
    - 7.2.1 Review, evaluate, and recommend changes to undergraduate programs, program structures, course offerings, and learning outcomes.
    - 7.2.2 Ensure alignment of curriculum with the School's strategic priorities and institutional priorities.
    - 7.2.3 Promote coherence and integration across core, concentration, and elective courses.
    - 7.2.4 Incorporate feedback from students, faculty, alumni, and external stakeholders, including accreditation bodies and professional associations.
    - 7.2.5 Monitor curriculum innovation, experiential learning opportunities, and the integration of emerging business trends.
    - 7.2.6 Support consistency in quality and delivery across service and interdisciplinary courses.
  - 7.3 Authority

The UCRC is an advisory committee reporting to the Sprott Faculty Board. Recommendations from the UCRC are forwarded by the Chair of the UCRC to Sprott Faculty Board for approval through established academic governance processes.
  - 7.4 Membership
    - 7.4.1 Membership will consist of:
      - 7.4.1.1 Chair: Associate Dean (Undergraduate Programs) or delegate.
      - 7.4.1.2 Faculty Members: At least one representative from each area group within the School.
      - 7.4.1.3 Ex Officio Members: Program Directors or Coordinators (e.g., BCom, BAcc, BEnt).
      - 7.4.1.4 Staff/Administrative Representative: Representative from the Undergraduate Student Services Office (student success & strategic initiatives).
    - 7.4.2 Term of Membership
      - 7.4.2.1 Faculty members will normally serve a renewable two-year term.
  - 7.5 Meeting
    - 7.5.1 Meetings will be held at least four times per academic year, or more frequently as required.
    - 7.5.2 Minutes will be recorded and distributed to members in due course after each meeting.
  - 7.6 Decision-Making and quorum
    - 7.6.1 The Committee will seek consensus where possible.
    - 7.6.2 Where consensus cannot be reached, decisions will be made by a simple majority vote of members present.
    - 7.6.3 Recommendations will be submitted in writing to Sprott Faculty Board.



8. Graduate Curriculum Review Committee (GCRC)
  - 8.1 Purpose (Standing subcommittee - Article V.1 FB Constitution)

A Graduate Curriculum Review Committee (GCRC) is established to provide oversight, coordination, and continuous improvement of a graduate curriculum within the Sprott School of Business. The Committee ensures that graduate programs remain academically rigorous, industry-relevant, inclusive, and aligned with the School's mission, accreditation standards, and strategic priorities.
  - 8.2 Terms of reference
    - 8.2.1 Review, evaluate, and recommend changes to graduate programs, program structures, course offerings, and learning outcomes.
    - 8.2.2 Ensure alignment of curriculum with the School's strategic priorities and institutional priorities.
    - 8.2.3 Promote coherence and integration across core, concentration, and elective courses.
    - 8.2.4 Incorporate feedback from students, faculty, alumni, and external stakeholders, including accreditation bodies and professional associations.
    - 8.2.5 Monitor curriculum innovation, experiential learning opportunities, and the integration of emerging business trends.
    - 8.2.6 Support consistency in quality and delivery across service and interdisciplinary courses.
  - 8.3 Authority

A GCRC is an advisory committee reporting to the Sprott Faculty Board. Recommendations from the GCRC are forwarded by the Chair of the GCRC to Sprott Faculty Board for approval through established academic governance processes.
  - 8.4 Membership
    - 8.4.1 Membership will consist of:
      - 8.4.1.1 Chair: Associate Dean (Professional Graduate Programs or Research Graduate Programs) or delegate.
      - 8.4.1.2 Faculty Members: At least one representative from each area group within the School for MBA, MSc, and PhD programs or most involved faculty members for MAcc, MFin, and TIM programs.
      - 8.4.1.3 Ex Officio Members: Program Directors or Coordinators (e.g., MAcc, MBA, MFin, MSc, PhD, TIM).
      - 8.4.1.4 Staff/Administrative Representative: Representative from the Graduate Program.
    - 8.4.1 Term of Membership
      - 8.4.2.1 Faculty members will normally serve a renewable two-year term.
  - 8.5 Meeting
    - 8.5.1 Meetings will be held at least two times per academic year, or more frequently as required.
    - 8.5.2 Minutes will be distributed to members in due course after each meeting.
  - 8.6 Decision-Making and quorum
    - 8.6.1 The Committee will seek consensus where possible.
    - 8.6.2 Where consensus cannot be reached, decisions will be made by a simple majority vote of members present.
    - 8.6.3 Recommendations will be submitted in writing to Sprott Faculty Board.

Note: This document is to be updated as needed. It will be reviewed at least every three years (or earlier if needed) to ensure they remain relevant and effective.

Previous version:

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