



## FACULTY BOARD CONSTITUTION *for* THE SPROTT SCHOOL OF BUSINESS CARLETON UNIVERSITY

### **I. Description of Faculty Board**

- I.1 The Sprott Faculty Board (“Faculty Board”) is the governing body of the Sprott School of Business
- I.2 The Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the Sprott School of Business and that fall within the purview and authority of Faculty Boards as defined by the Academic Governance of the University (the “AGU”), which is posted on the Senate website.

### **II. Composition and structure**

#### **II.1 Membership**

In accordance with the AGU, membership of the Sprott Faculty Board shall consist of the following persons *ex officio*, all as a voting members:

- (a) The Dean of the Sprott School of Business;
- (b) All full-time faculty members as defined in paragraph 3.3.2 of the AGU with at least 50% appointment in the Sprott School of Business;
- (c) Those students who are elected or appointed members of the Sprott Faculty Board. These include a Sprott student representative elected to the Carleton Academic Student Government (CASG); the Sprott Student Senator; the Sprott Business Students’ Society Representative; the Sprott Professional Graduate Programs Student Representative; and the Sprott Research Programs Student Representative.

The Manager of Operations, Office of the Dean, or equivalent is also a voting member.

Non-voting resources may be invited to attend as required.

#### **II.2 Executive Officers**

- (a) Secretary of Faculty Board
  - (i) Members of the Faculty Board, as defined above, will elect one of its faculty members to be Secretary for a period of 3 years. The term of office of the Secretary shall normally commence on July 1.
  - (ii) The responsibilities of the Secretary, with appropriate administrative support, shall include:
    - (1) Chairing meetings of the Faculty Board and the Executive Committee;
    - (2) Representing the Faculty as a member of the University Senate;
    - (3) Ensuring that recommendations of Faculty Board are reported to Senate;
    - (4) Ensuring Faculty Board has access to updates on relevant matters addressed at Senate;

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- (5) Acting as electoral officer for the Faculty Board:
    - o In the situation where the election is for the Secretary of the Faculty Board and the current Secretary is a candidate for said position, another faculty board member will act as electoral officer;
  - (6) Preparing the draft Faculty Board meeting agenda for review by the Faculty Board Executive and circulating the reviewed agenda, minutes, notices of motion, and any other relevant material to members of the Faculty Board.
- (b) The Manager of Operations, or their delegate, will support the Secretary of the Faculty Board in preparing and circulating the documentation required for draft agenda and minutes for the Faculty Board meetings and ensuring support for the Chair during the meetings.

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

III. 1 As established by Article 11.2 of the AGU, unless otherwise determined by Senate, the Sprott Faculty Board shall:

- (a) Consider and make recommendations to Senate all undergraduate curricula administered by the Sprott School of Business, as presented to the Faculty Board through the relevant Undergraduate Curriculum Review Committee (UCRC);
- (b) Consider and make recommendations to Senate on all graduate curricula administered by the Faculty, as presented to the Faculty Board through the relevant Graduate Curriculum Review Committee (GCRC);
- (c) Consider and make recommendations to Senate on the establishment, deletion or administrative reorganization of academic units for the delivery of academic programs in the Sprott School of Business;
- (d) Consider and make recommendations to 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 undergraduate and graduate programs administered by the Faculty, as presented to the Faculty Board through the relevant Curriculum Review Committee;
- (e) 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) Present and/or recommend to the Dean of the Faculty as deemed appropriate issues related to the goals and objectives of the Faculty and/or the University;
- (b) Present to Senate and/or the President as the Faculty Board may deem appropriate on issues related to the goals and objectives of the Faculty and/or the University;
- (c) Other business deemed relevant by the Faculty Board Executive.

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

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

The Secretary serves as Chair of Faculty Board. In the event that the Secretary cannot Chair a meeting, a non-Management member of the Faculty Board Executive who is designated as alternate will preside.

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### IV.2 Meetings

- (a) Robert's Rules of Order will govern meeting procedures. Revisions of Robert's Rules of Order will apply the following academic year.
- (b) Faculty Board will meet a minimum of three times in the academic year. Normally, Faculty Board meetings are scheduled monthly throughout the academic year.
- (c) Meetings may be held in person, virtually, in hybrid format, or by any means that allow members to communicate adequately with each other and with the Chair.
- (d) Other members of the University community may be invited by the Secretary to attend Faculty Board meetings provided they do not participate in deliberations or votes of the Faculty Board.
- (e) The Faculty Board Executive may, on 48 hours' notice, close a meeting or part of a meeting to include only Faculty Board Members. In addition, student members of the Faculty Board shall not have access to closed meetings; closed parts of meetings; or circulated information in which individual students' cases are presented.
- (f) A special meeting can be called with seven calendar days' notice by:
  - (i) The Dean; or
  - (ii) The Faculty Board Executive; or
  - (iii) A written request (to the Faculty Board Secretary) of 25% of all voting members who are not on academic (or other) leave.
- (g) Quorum

A quorum at all meetings of the Faculty Board shall consist of 40% of all voting members who are not on academic (or other) leave. Faculty Board members are considered to be present whether attending in person or virtually.
- (h) Voting
  - (i) Votes during Faculty Board meetings shall be by those present, through show of hands and/or virtual votes, unless some other method is decided upon by motion.
  - (ii) Urgent matters that are minor or non-contentious, as determined by the Faculty Board Secretary, may be voted on between Faculty Board meetings through e- voting. Lists of graduands are voted on through e-voting. Results of the e-vote will be reported at the next regular meeting of the Faculty Board.
- (i) Notice
  - (i) The Secretary will distribute agendas, proposed motions and supporting documentation to members of Faculty Board a minimum of seven calendar days before a scheduled meeting.
  - (ii) All proposed motions and associated documentation must be submitted to the Secretary. Proposed motions and documentation must be submitted ten calendar days before a scheduled meeting.
  - (iii) A motion may be introduced without proper notice only if all of the following conditions are met:
    - i. The motion and supporting documentation must be submitted before the start of the meeting;
    - ii. The motion responds to urgent circumstances;
    - iii. The motion addresses an issue of importance to the Faculty;
    - iv. A 3/4 majority of those present at the Faculty Board meeting agrees to waive the requirement for notice after hearing the motion read.
- (j) Documentation

After approval by Faculty Board, the minutes of each Faculty Board meeting shall be posted by the Office of the Dean of the Sprott School of Business on the School's internal website (intranet). Meetings may be recorded for the sole purpose of accurate minute-taking. Once minutes are approved at a subsequent meeting, transcriptions/recordings will be deleted.

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

#### V.1 Standing Committees

(a) Executive Committee

The Executive Committee shall consist of:

- (i) the Secretary of the Faculty Board, (Chair), Dean, Associate Deans, as *ex officio* members;
- (ii) two faculty members, elected by Faculty Board, serving 2-year staggered terms; and
- (iii) the Manager of Operations or their delegate.

(b) Undergraduate Curriculum Review Committee (UCRC)

The UCRC membership shall consist of:

- (i) The Associate Dean (UG) as Chair
- (ii) One faculty member representative from each area group within Sprott

(c) Graduate Curriculum Review Committee (GCRC)

The GCRC membership shall consist of:

- (i) The Associate Dean (Professional Graduate Programs/Research Graduate Programs) as Chair
- (ii) One faculty member representative from each area group

(d) Sprott Committee on Admission & Studies (CAS)

The Sprott CAS membership shall consist of:

- (i) The Associate Dean (UG) as Chair
- (ii) Two faculty members from the Sprott Faculty Board

#### V.2 *Ad Hoc* Committees

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) Normally, 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 is incorporated in this Constitution.

### **VI. Constitutional Amendments**

This Constitution may be adopted or amended by a vote of 2/3 of all voting members who are not on academic (or other) leave.

Notice of proposed motions regarding constitutional amendments must be given in writing at least 14 calendar days prior to the Faculty Board meeting in which the amendment is considered.

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*Previous version: 2021*

*Current version:*

*Revised by Sprott Faculty Board on January 29, May 27 and June 7, 2024, and March 31, 2025*

*Approved by Senate on April 25, 2025*