



ACADEMIC GOVERNANCE OF THE UNIVERSITY

A joint policy of the Board of Governors and the
Senate of Carleton University

Academic Governance of the University

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Approval and Revision History

Approved by Senate on January 30, 2009

Approved by the Board of Governors on March 26, 2009

Revised by Senate on April 29, 2011

Revisions approved by the Board of Governors on June 21, 2011

Revised by Senate on March 30, 2012

Revisions approved by the Board of Governors on April 30, 2012

Revisions approved by the Board of Governors on November 24, 2012

Revisions approved by the Board of Governors on December 2, 2014

Revisions approved by the Board of Governors on November 24, 2015 (592nd meeting)

Revision approved Senate on June 1, 2018

Revisions approved by the Board of Governors on June 28, 2018 (611th meeting)

Article 1. Governance Structure

Carleton University is governed by a bicameral system that is established by the Carleton University Act, a statute of the Province of Ontario. The two bodies are the Board of Governors (the senior body) and the Senate. In general terms, the Board of Governors is the corporate head of the university while Senate, subject to Bylaws as may be passed by the Board from time to time, is the academic head. This policy document is concerned with the academic governance structure of the university. It begins with the organization of Senate.

Article 2. Authority

2.1. The Carleton University Act

The following extracts from the Carleton University Act pertain to Senate. For more information contact the University Secretariate.

From the Carleton University Act...

3. The objects and purposes of the University are:
 - (a) The advancement of learning.
 - (b) The dissemination of knowledge.
 - (c) The intellectual, social, moral and physical development of its members, and the betterment of its community.
 - (d) The establishment and maintenance of a non-sectarian college with University powers, having its seat in or about the City of Ottawa.
1952, c.117, s.3; 1957, c.130, s.1.
- ...
21. (1) There shall be a Senate of the University consisting of such persons chosen in such a manner and at such times as are determined by Bylaw, provided that at least one-half the total number of persons comprising the Senate shall be elected by the Faculty Boards of the University from the members of the Faculty Boards, in such manner as such Bylaws may specify.
- (2) No person shall be ineligible to be a member of a Faculty Board or of the Senate or of the Board of Governors by reason only of his being under twenty-one years of age, and no act of any such bodies of the University shall be invalid by reason only of a member or members of such bodies being under twenty-one years of age. 1968-69, c.145, s.2.

22. Unless otherwise determined by Bylaw of the Board, the Senate shall,
- (a) Consider and determine all courses of study, including requirements for admission;
 - (b) Recommend the establishment of additional faculties, schools, departments, chairs, or courses of instruction in the University;
 - (c) Receive and consider recommendations respecting academic matters from the Faculty Boards of the University;
 - (d) Conduct examinations and appoint examiners;
 - (e) Grant degrees and honorary degrees, and diplomas;
 - (f) Award University scholarships, medals and prizes;
 - (g) Make rules and regulations respecting the conduct and activities of the students of the University;
 - (h) Publish the University calendars;
 - (i) Make such recommendations as may be deemed proper for achieving the objects and purposes of the University.

2.2. The Bylaws of the Board of Governors

The Board of Governors has delegated authority to Senate in certain areas through its bylaws. The following Articles add detail and specification in these areas but do not take precedence over the bylaws of the Board.

Article 3. Composition of Senate

3.1. Overall Structure

The composition of Senate is specified in Article III Bylaw 3.1 of the Board. Senate may at any time recommend, to the Board, changes to the composition of Senate.

There are up to 86 members of Senate distributed as 23 *ex officio* members, 40 elected members of faculty, 13 elected student members, 2 Contract Instructors, 4 representatives of the Board of Governors and up to 4 special appointments.

3.2. *Ex Officio* members

The Chancellor;
The President and Vice-Chancellor;
The Clerk;
The Provost & Vice-President (Academic);
The Vice-President (Finance and Administration);
The Vice-President (Research and International);
The Dean of Graduate and Postdoctoral Affairs
The Vice-Provost and Associate Vice-President (Academic)
The Vice-President (Students and Enrolment) and University Registrar
The Dean of Arts and Social Sciences;
The Dean of Public Affairs;

The Dean of the Sprott School of Business;
The Dean of Science;
The Dean of Engineering and Design;
The Director of the Azrieli School of Architecture and Urbanism;
The Director of the School of Computer Science;
The Director of the School of Industrial Design;
The Director of the School of Information Technology;
The University Librarian;
The President of the Carleton University Students' Association;
The President of the Graduate Students' Association;
The President of the Carleton Academic Student Government;
The Vice-President (Academic) of the Graduate Students' Association

3.3. Elected members

3.3.1. Faculty

The membership of Senate includes forty members of the teaching staff who are members of the Faculty Boards of: Arts and Social Sciences, Public Affairs, Sprott School of Business, Science, Engineering, Architecture, Computer Science, Industrial Design and Information Technology.

Such members shall be elected by their respective Faculty Boards; and of the forty, the numbers from each Faculty Board shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of faculty members serving on each Faculty Board (including those on leave) and that each Faculty Board has at least one elected faculty representative on Senate.

The elected faculty members of Senate include the Secretaries of the Faculty Boards (as described in Section 11.4) who have, in turn, been elected by their Faculty Boards.

3.3.2. Students (13 members)

The membership of Senate includes ten (10) students who are registered in an undergraduate program and three (3) students who are registered in a graduate program. Such members shall be elected by the students in the respective programs; and the distribution of students between programs shall be as determined, from time-to-time, by Senate, following the principles that, as nearly as possible, the distribution shall be proportional to the number of students registered in each program and that at least one (1) of those members is a doctoral student. At least seven (7) of the ten (10) undergraduate students must be registered in a degree program.

3.3.3 Contract Instructors

The membership of Senate includes two members of the teaching staff who are Contract Instructors. A Contract Instructor is an employee hired to teach a course approved for credit by Senate, excluding:

- (a) retired academic staff and professional librarians who, prior to their retirement, had an academic position at Carleton University.

Such members shall be elected by Contract Instructors teaching at least 0.5 credits in the academic year (July 1 to June 30) in which the election takes place.

3.4. Board of Governors Representatives on Senate

The Board appoints four of its members to serve as representatives on Senate. At any meeting of Senate only two of these representatives are allowed to vote.

3.5. Special Appointments

The Board may also make up to four special appointments to Senate of persons who have been nominated by the Senate Executive and recommended by Senate to the Board of Governors for special appointment to Senate. Senate may also enact such regulations, as it may deem necessary, concerning these special appointments. The typical examples of special appointments are: the Academic Colleague [as defined in Article 9.8(ii)] and representatives of the Alumni Association.

Article 4. Membership

- 4.1. Members of the Senate, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must endeavour to serve the interest of the entire University to the best of their ability; and all must observe the policies and practices of the body on which they serve with respect to the disclosure of its proceedings.
- 4.2. Members of Senate are free to discuss matters brought before the Senate and express opinions on these matters with persons outside the Senate unless the Senate has declared the same matters to be confidential.
- 4.3. Terms of Office
 - 4.3.1. *Ex officio* members serve on Senate for the term of their office. Elected student members serve for terms of one year, and are eligible for re-election. The term on Senate for elected faculty and appointed members is three years, and such members are eligible for re-election. Senate may also recommend that the term of a Special Appointment coincide with the incumbent's term in a particular position.

The term limit on Senate for elected contract instructors is three years, and such members are eligible for re-election. To serve the full term, contract instructors must continue to teach at least 0.5 credits at Carleton for each academic year (July 1- June 30) they serve on Senate.

4.3.2. Senate elects two of its faculty members to serve three-year terms on the Board of Governors. Senators, who serve in this capacity, shall have their Senate term extended to be coterminous with their Board term.

4.3.3. Undergraduate student members of the Senate shall have their term at the departmental (and Faculty Board) level extended to expire at the same time as their term on the Senate. A student senator who has his or her term at the departmental (and Faculty Board) level extended, under this rule, is in addition to those students who are elected to the governance positions at the departmental level in accordance with Article 12.2.

4.3.4. The terms of office, as Senators, of the student Presidents begin on May 1st or as soon as possible after this date subject to completion of the associations' election processes. Other elected and appointed members of Senate begin their terms on July 1.

4.4. Eligibility and Elections

4.4.1. Senate is empowered to pass such regulations as it may, from time to time, consider appropriate prescribing procedures for nominating, qualifications of voters and candidates, and elections, and for the final determination of any dispute or question of qualification, eligibility and constituency of voters and candidates, and of validity of ballots or votes.

4.4.2. All members of faculty are eligible to serve on Senate.

4.4.3. To be eligible for elected service on Senate, students must have been previously elected to a governance position under this policy at the faculty or department level. An exception is made for students who have completed an undergraduate degree. These students are eligible as candidates for student positions on Senate after they have accepted an offer of admission to a Carleton program. The student is expected to have previous experience in a governance position at Carleton or another university and is eligible to serve only after registration.

4.4.4. To be eligible for elected service on Senate, Contract Instructors must have taught at least 1.5 credits in the past two years and be teaching at least 0.5 credits at Carleton in each academic year (July 1- June 30) in which they serve on Senate.

4.4.5. A Senator taking sabbatical (or other) leave must relinquish her or his Senate membership. On returning from leave, the faculty member, wishing to serve on Senate, must stand for a new three-year term.

- 4.5.6. Any full-time faculty member who is not formally a member of a Faculty Board that has the power to elect Senators is, for purposes of election of members to the Senate, considered a member of the most appropriate Faculty Board. Cross-representatives from one faculty to another do not participate in elections from the latter faculty to the Senate.
- 4.6.7. *Ex officio* and special appointment members of Senate are not eligible for elected positions during the period they occupy their *ex officio* or appointed positions.
- 4.6.8. If a vacancy in an elected position occurs on Senate and the remaining term is four months or less, the position will be left vacant until the next academic year. Except in the case of elected student Senators, if more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year plus an additional three-year term. In the case of elected student Senators, if a vacancy occurs and more than four months remain, a by-election will be held to fill the position and the elected member will serve for the remainder of the academic year.

4.7. Attendance

Any elected member of Senate who, without having given prior notification and not being prevented by circumstances beyond his/her control in each instance, is absent from two-thirds or more of the meetings of the Senate in any period from the first day of July to the thirtieth day of June following in any year shall be conclusively deemed to have retired from the Senate at the end of that period, and an entry of such retirement in the minutes of the proceedings of Senate shall be sufficient evidence thereof.

4.8. Minimum Academic Requirements for Student Participation

To be eligible to serve as a student member of Senate or on a Senate Committee, students must meet the following requirements. If any of these requirements is not satisfied during the term of service, the student must resign from this position.

4.8.1. Undergraduate Students

1. Be registered at the University as a student in an undergraduate program;
2. Be registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their period of service;
3. Have completed successfully at least 4.0 credits prior to service; and
4. Maintain the academic status of Good Standing throughout their period of service.

For Requirement 4, the academic status of the student will be assessed at the start of each academic term during service using the Senate-approved regulations for Academic Performance Evaluation for the student's program.

4.8.1. Graduate Students

1. Be registered as a degree student in a graduate program during the period of service;
2. Be actively engaged in pursuit of this degree during each term of service or, if on academic leave from studies, still able to fulfill the obligations of service.

Article 5. Senate Procedures

5.1. Chair

The President serves as Chair of Senate. In the absence of the President, the Provost serves as Chair. If both the President and the Provost are absent, then Senate will elect one of its members to serve as Chair.

5.2. Meetings

- 5.2.1. The meetings of Senate are conducted under the Senate Rules of Order – contact the Senate Office for more information.
- 5.2.2. Unless otherwise determined by Senate Executive, Senate meets once a month during the period from September to June. A special meeting of Senate shall be convened upon the request, to the Clerk, of at least 10 members of Senate. Senate Executive may call a meeting with short notice when an issue arises that requires a timely response.
- 5.2.3. Senate may declare all or any portion of a meeting to be a Closed Session. In particular, all meetings that deal with graduation or with individual student files are held in Closed Session. Only members of Senate and Officers of the University may remain in the meeting room during a Closed Session.
- 5.2.4. A Question Period is required at the beginning of each Senate meeting, and up to one-half hour of the Senate meeting is devoted to it. Questions should be in writing and be submitted to the Senate Office prior to the Senate meeting to permit preparation of an answer and to ensure proper recording in the minutes.
- 5.2.5. Following the customary procedure of elected parliamentary bodies, Senate sets aside space at its meetings for spectators from the Carleton University community and representatives of the news media. Senate has the right to make exceptions to this provision and decisions to that effect shall be made at an open meeting of Senate.
- 5.2.6. Quorum for a meeting of Senate is 25% of the membership of Senate at the time of the meeting.
- 5.2.7. The Notice of Motion period for a short notice meeting of Senate is 48 hours and the meeting will be limited to considering the specific issues identified by Senate Executive. No regular business of Senate will be considered at a short notice

meeting. Any decisions taken at a short notice Senate meeting will be reviewed at the next scheduled Senate meeting. If Senate is not scheduled to meet within a month of the short notice meeting, an additional meeting of Senate with at least 10 days notice will be called within the month following the short notice meeting. All other rules of Senate, including quorum, will apply to a short notice meeting of Senate. Decisions made by Senate in short-notice meetings have the same weight and authority as decisions made in regular Senate meetings.

- 5.2.8 Electronic Voting: Occasionally, Senate is required to make decisions on a motion before the next scheduled Senate meeting. In cases where Senate Executive believes that the motion is clear and unlikely to engender debate, an email poll may be held to make a decision. In such cases, the Clerk of Senate will circulate, to all senators, the motion and background material. An electronic vote will be held which allows Senators at least two working days to vote. Should any Senator make the Clerk of Senate aware of a substantive issue regarding the motion during this time, the vote will be suspended for resolution at a future meeting of Senate. For an electronic poll of members of Senate to be valid, there must be a response from 25% of the membership of Senate at the time of the poll.

5.3. Communication and Records

5.3.1. Agendas and Minutes

Once approved by Senate Executive, the agenda and supporting documentation for each Senate meeting are made available to all members of Senate approximately one week prior to the meeting.

After approval by Senate, the minutes of each Senate meeting are posted at the Senate Website. Original copies of all minutes and documentation are available in the Senate Office (for the last ten years) and the University Archives (earlier years), and complete sets are available in the Carleton University Corporate Archives.

5.3.2. Communication

The standard mode of communication between the Senate Office and senators is via electronic mail. Canonical e-mail addresses are used for on-campus members of Senate and external members provide an e-mail address that the office uses for communication.

Article 6. Clerk of Senate and Senate Office

6.1. Clerk – Term of Office

The Clerk of Senate shall be a full-time tenured faculty member, serve for a term of three years and be eligible for re-election.

6.2. Clerk – Responsibilities

The Clerk of Senate shall:

- (a) Manage the affairs of Senate
- (b) Serve as Marshal of Convocation
- (c) Serve as Secretary of the General Faculty Board
- (d) Serve as Senate Electoral Officer
- (e) Manage Senate Committees memberships

Annually, with the approval of Senate, the Clerk may designate a full-time, tenured faculty member to act as Marshall of Convocation.

6.3. Senate Office

There is a Senate Office with responsibility for:

- (a) Managing the affairs of the Senate
- (b) Maintaining the records of Senate, Senate Executive, Tenure Appeal Committee and Honorary Degrees
- (c) Coordinating Convocation

Article 7. Senate Executive Committee

7.1. Responsibilities

The Executive's duties are to:

- a. Arrange the agenda and plan the forthcoming business of Senate;
- b. Nominate members for Senate committees, Special appointments to Senate, the Clerk of Senate and Senate representatives as required;
- c. Approve Honorary degree candidates in special circumstances;
- d. Approve late, or early, graduates, rescind degrees and make post-graduation changes to student's records;
- e. Undertake other tasks as assigned by Senate.

In addition, Senate annually, at the last regular meeting of the academic year, empowers the Executive to act for Senate on urgent items of regular business during the months of July and August. Notice of any meetings of the Executive held under this authority (except those called for the purposes of the Executive dealing with its own regular business) shall be given to all members of Senate who may attend and vote. Any actions under this authority are reported to Senate at its next meeting.

7.2. Composition

Senate Executive consists of:

- The President and Vice-Chancellor (as Chair);
- The Provost and Vice-President (Academic);
- The Clerk of Senate;
- Three members of faculty, elected from and by Senate; and
- Two students (one undergraduate and one graduate), elected from and by Senate.

The term of a member of Senate Executive is coterminous with her or his term on Senate.

Article 8. General Faculty Board

- 8.1 The General Faculty Board is a Committee of Senate. The role of the General Faculty Board is to provide a forum for discussion of issues of urgent and general concern to the whole Carleton academic community.
- 8.2 The membership of the General Faculty Board consists of all members of other Faculty Boards. The Clerk of Senate serves as Secretary of the General Faculty Board.
- 8.3 A meeting of the General Faculty Board can be called either by the President or by a petition from at least 25 members of the General Faculty Board. The petition is submitted to the Senate Office and must state the matter to be raised at the meeting.
- 8.4 The Secretary of the General Faculty Board will arrange the meeting as soon as possible, and in any case the notice of the meeting will be sent out within seven days and the meeting itself will occur within 21 days of the receipt of the petition.
- 8.5 The Secretary will call the meeting to order. The first item of business will be the election of a chair from among the members of the General Faculty Board.
- 8.6 The General Faculty Board may pass motions making recommendations for action by Senate. As well, an account of the proceedings of the General Faculty Board will be transmitted to Senate as a report to be appended to the Senate minutes.

Article 9. Senate Committees and Representatives

9.1. Introduction

In addition to the Executive, a number of standing and ad hoc committees of Senate exist. Senate is also required to appoint representatives to the Board of Governors and various joint committees, advisory committees, search committees and panels.

The composition of Senate Committees should represent the capacity, interests and energy of members appointed, but should not be based on a rigid representation from different areas of the University.

As far as possible, Senate committees are expected to delegate administrative matters to administrative officers and concern themselves primarily with matters of policy.

9.2. Nomination and election procedures

It is the responsibility of the Senate Executive to nominate faculty and students members for Senate committees, Advisory Committees and Senate representatives. These nominations are then forwarded to Senate for ratification.

The Executive reviews the composition of the standing Senate committees annually in the spring, with a view to nominating, in May, a revised list of membership for the following academic year, beginning on 1 July.

First, all elected members of Senate will be canvassed each year about their interest in serving on Committees. Additional nominations to fill subsequent vacancies are derived from the advice of members of Senate Executive, current committee chairs and others. Senate Executive decides on the final nomination slate in all cases.

Senate committees may include members of faculty, students and members of the non-academic staff. In special cases, non-university members may be included. Nominations must clearly state the status and affiliation of the nominee.

As a general rule, new members of faculty are not nominated to Senate committees during their first year of appointment to the University. Similarly, as a general rule, students in their first year of study at Carleton are not nominated to Senate committees. A student may serve on a Senate Committee without having been previously elected to a governance position under this policy.

In order to be closely associated with Senate, a faculty member nominated for Chair of a Senate Committee should, whenever possible, be a member of Senate. Committee Chairs do not usually remain in office as chairs for more than three years.

The term of office on Committees is three years for faculty and non-academic staff, and one year for students. Committee members are eligible for re-election.

9.3. Committee Procedures

All members of Senate Committees, including secretaries, have the right to vote.

Chairs of Committees will be asked by the Clerk to report by a certain date every year any committee activity that has not already been reported to Senate, and to bring forward, at that time, any proposals their Committees may have for changes to their composition and/or terms of reference. When the report comes to Senate, the Committee Chair is asked to be present in order to introduce and defend the Committee's proposals.

The attendance of deputies for members of Senate Committees, and their voting power, are left to the individual committee Chair's discretion.

Observers and interested parties are normally allowed to attend Senate Committee and Advisory Committee meetings. However, questions of openness and publicity of Committee meetings are left to each Committee to decide.

Attendance: Any member of a Senate Committee, other than an *ex-officio* member, who is absent without prior stated cause from more than two successive committee meetings or more than half of the meetings in an academic year may be deemed to have relinquished the appointment. On receipt of a minute to that effect by the Clerk of Senate, the Senate Executive shall be informed that a vacancy exists.

9.4. Student Participation

At the level of Senate Committees, as a guideline, any matters referring to academic review of particular student files or cases are not proper subjects for student participation. If a Senate Committee wishes to exclude student members from discussions of matters other than academic review of student files, it must receive approval from the Senate before including it in the Committee's terms of reference.

9.5. Standing Committees

The Standing Committees of Senate are:

Senate Executive

Senate Academic Program Committee
Senate Committee on Curriculum, Admissions and Studies Policy
Senate Committee on Student Awards
Senate Committee on Medals and Prizes
Senate Honorary Degrees Committee

Senate Library Committee
Senate Educational Equity Committee
Senate Review Committee
Senate Academic Governance Committee

Senate Undergraduate Studies Committee
Student Academic Integrity Appeal Committee
Student Academic Accommodations Appeal Committee
Senate Graduate Student Appeal Committee

The terms of reference and composition of these Committees are available from the Senate Office.

9.6. Faculty Boards

The Faculty Boards are an important element of the governance structure of the university and are mentioned in the Carleton University Act (see Section 0). While maintaining extensive autonomy, these Boards are creatures of, and report to, Senate. Each Faculty Board serves as the plenary academic organ of the Faculty or School to which it belongs. The role of Faculty Boards is expanded in Article 11 below.

9.7. Advisory Committees

Senate selects some or all of the members for the following Advisory Committees:

- Athletics Board
- Bookstore Advisory Committee
- Animal Care Committee
- Technology, Society, Environment Committee
- Ombuds Advisory Committee

9.8. Representatives

- (i) Senate elects two representatives to serve on the Board of Governors for three-year terms. Those eligible for election are the faculty members of Senate including elected, special appointment and *ex officio* members.
- (ii) Senate elects a faculty member, not necessarily a member of Senate, to serve as the Academic Colleague of the President at meetings of the Council of Ontario Universities (COU). The Academic Colleague makes regular reports to Senate on the activities of COU. Senate also elects an additional faculty member to serve as alternate to the Academic Colleague. If the Academic Colleague is not a member of Senate then he or she may be appointed as a Special Appointment.

Article 10. Senate Policies

- 10.1 Senate may establish policies with scope within its mandate. As policies are established from time to time they are made available on the Senate website.

Article 11. Faculty Boards

11.1. Existence and Constitutions

The Faculty Boards are an essential part of the governance structure of the University. Each serves as a forum for discussion and decision on academic concerns related to the students and programs within its scope. The Faculty Boards are as follows:

Faculty Board	Degrees	Administrative Unit
Graduate Faculty Board	All graduate degrees and certificates	Faculty of Graduate Studies and Research
Arts and Social Science Faculty Board	BA (jointly), BHum, BMus, , CTESL	Faculty of Arts and Social Science
Public Affairs Faculty Board	BA (jointly), BJ, BSW, BPAPM, CPSS	Faculty of Public Affairs
Business Faculty Board	BCom, BIB	Sprott School of Business
Science Faculty Board	BSc, BMath	Faculty of Science
Engineering Faculty Board	BEng	Faculty of Engineering and Design
Computer Science Faculty Board	BCS	School of Computer Science
Architecture Faculty Board	BAS	School of Architecture
Industrial Design Faculty Board	BID	School of Industrial Design
Information Technology Faculty Board	BIT	School of Information Technology

Subject to the provision of any Bylaw in this respect, passed from time to time by the Board of Governors, Senate approves the existence and basic structure of each Faculty Board. In some cases the faculty boards have agreed on formal constitutions appropriate to their individual circumstances. Senate approves these constitutions and any substantial revision thereof.

11.2. Responsibilities

Though each Faculty Board operates with autonomy in pursuit of the objectives and purposes of the University, certain responsibilities are assigned to all Faculty Boards. These include consideration of and making recommendations to Senate on:

- (a) New and revised academic degrees, programs and courses;
- (b) New or revised academic regulations;
- (c) The awarding of degrees, certificates and diplomas within its scope;
- (d) The establishment, deletion, renaming or reorganization of academic units responsible for the delivery of academic programs.

11.3. Composition of the Faculty Boards

Note that the following are minimum requirements and Faculty Boards may establish supplementary membership rules for themselves. More information about the Faculty Boards is available from the Senate Office.

Each of the undergraduate Faculty boards shall consist of:

- (a) The following persons '*ex officio*':
 - (i) The Dean of the Faculty or the Director of the School;
 - (ii) Every person who holds an appointment of professor, associate professor, assistant professor, or lecturer in that School, or in a department or School within that Faculty;
 - (iii) Those students who are elected or appointed members of departmental boards or school councils of that Faculty;

- (b) In the case of the Faculty Boards of the Schools of Architecture, Computer Science, Industrial Design, and Information Technology, those students elected to the Faculty Board in accordance with such regulations as set by the Faculty Board and approved by Senate;

- (c) Such other persons holding full-time appointments as professor, associate professor, assistant professor, and lecturer in departments or schools not within the Faculty or School as are appointed from time to time by the Faculty Board;

- (d) Such other students who are members of another Faculty Board and as are appointed from time to time by the Faculty Board.

11.4. Secretary of the Faculty Board

All undergraduate Faculty Boards elect at least one of their faculty members to serve on Senate in addition to their *ex officio* representation. Some, but not all, undergraduate Faculty Boards establish a position of Secretary of the Faculty Board with responsibilities that depend on the Faculty Board. When a Faculty Board elects a Secretary, that person is deemed to have been elected to serve on Senate as one of the faculty members elected to serve on Senate as described in Section 3.3.1.

11.5. Representation of First-Year Students

In addition to the students who serve as departmental representatives within the Faculty, the Arts and Social Sciences, Public Affairs and Science Faculty Boards include one student elected from and by the first year students in the Faculty.

11.6. Procedures

Each Faculty Board is required to determine, and have approved by Senate, the following minimum procedural rules: composition including participation by students, quorum rule, minimum frequency of regular meetings, and procedure for calling an extraordinary meeting. These procedures may be part of a comprehensive constitution for the Faculty Board. Contact the Senate Office for more information.

Article 12. Departments, Schools, Institutes, Colleges

12.1. Departments – definition

For purposes of this policy, “department” is used to signify any academic department, school, institute, college or the like responsible for a program of instruction and reporting to a Faculty Board.

12.2. Department Board

12.2.1. Membership

All faculty members of the department are members of the Department Board. In addition students are elected as Academic Student Government (ASG) representatives on the Department Board. The number and distribution of ASG representatives is determined by the Department Board subject to the minima given in Table 1. Exceptions to this rule require the approval of Senate. The Department Board may exceed these minima and is required to inform the Academic Student Governance Coordinator of this decision by September 15 each year to allow election of the proper number of representatives.

# of full-time faculty in the department	Minimum number of ASG representatives			
	Total	2 nd year	3 rd and 4 th	Graduate
10 or more	3	1	1	1
5 to 9	2	1	1	
2 to 4	1	1		

Table 1: Minimum Number of Departmental Student Governance Representatives

The Departmental Board may include, as it sees fit, representatives of the non-academic staff of the department and representatives of other departments.

Carleton Academic Student Government Faculty Coordinators are allowed to participate in Department Board meetings that fall under their faculty if the appropriate Department Representative is unavailable.

For Engineering Department Boards one representative is elected by and from the full-time Engineering students in first, second, and third years; one representative elected by and from the students in fourth year (departmental membership for Electrical Engineering students is determined by the Engineering project advisor's membership); one representative elected by and from the full-time graduate students; and additional

students as desired by the Department Board.

12.2.2. Student Participation

At the department level, student participation takes place at least in the Department Board meeting and students shall be involved in all deliberations and decisions with the exceptions of: (1) appointments and other personnel matters of faculty and staff members; and (2) all academic review of individual student files. It is understood that student representatives to the Departmental Board shall take part in deciding how the department is to arrive at its recommendation to the Dean and the President regarding the selection of a chair, or the appointment of a new department member.

12.2.3. Student Elections

All students who are registered in undergraduate or graduate programs can vote on, and stand for election to, their department boards.

The election of departmental CASG representatives takes place in the fall as soon after registration as possible. The election is carried out by an appropriate student body under the supervision of the Senate Electoral Officer.

CASG representatives are elected for one-year terms and take office immediately upon being elected.

The group from which the departmental representatives are drawn and the constituency for the electors of those representatives are those students whose declared major or graduate discipline is the discipline of the relevant department. Students in first year who are undeclared may choose a department for voting purposes only. The department would have to be one in which they were enrolled in at least one full course. In the case of combined majors, the student selects only one department for voting purposes. Undeclared students, however, may not be candidates.

Article 13. Student Participation in Governance of the University

13.1. General principles

There is student participation on Senate and all Faculty and Department Boards as well as Senate and advisory committees subject to the restrictions in Section 13.2 below.

For the purpose of this policy "student" is defined as a person enrolled full-time or part-time in an undergraduate or graduate program at Carleton University. For the purposes of this document "part-time student" refers to any part-time undergraduate student who has successfully completed four full credits at Carleton University or to any part-time graduate student at Carleton University. All students, as defined above, have voting privileges in elections for CASG representatives.

Student representatives in their function as members of Departments and Faculty Boards should act as participants in their own right in the deliberations and decisions of these bodies, while at the same time serving to communicate ideas, views and suggestions between students and these bodies.

13.2 Exclusions

Unless explicitly determined by Senate, students do not participate in meetings or portions of meetings at any level, that are concerned with either (i) personnel matters of faculty or staff members; or (ii) academic review of individual student records.

Article 14. Appointments

14.1. Appointment Powers

Pursuant to the Bylaws of the Board of Governors, the President may appoint, in her or his discretion, all academic and administrative officers and other employees of the University, other than Chancellor, President, Vice-Presidents, University Secretary, Secretary of the Board of Governors, and Director of Internal Audit and Advisory Services.

14.2. Board Appointments

The Board of Governors retains the power to appoint the Chancellor, President, Vice-Presidents, University Secretary, Secretary of the Board of Governors, and Director of Internal Audit and Advisory Services, all in accordance with procedures passed from time to time by the Board. In the case of the appointment of the Chancellor and the President, it is the longstanding practice at the University that the Board makes these appointments only after meaningful consultation with Senate, ordinarily accomplished by having equal representation of Senate and the Board on the appropriate search committee.