

CARLETON UNIVERSITY
FACULTY OF ARTS AND SOCIAL SCIENCES
FACULTY BOARD CONSTITUTION

I

THE FACULTY

I. 1 The Faculty of Arts and Social Sciences consists of the following Departments (hereafter the word 'Department' shall be taken to refer also to Centres, Colleges, Committees, Institutes, Offices and Schools responsible for the administration of academic programs approved by Senate; the phrase 'Chairs of Departments' shall refer also to Directors of such Centres, Colleges, Institutes, Offices and Schools, and to Chairs of such Committees): Canadian Studies; Cognitive Science; Comparative Studies in Literature, Art and Culture; English Language and Literature; French; Geography and Environmental Studies; History; Humanities; Initiatives in Education; Interdisciplinary Studies; Linguistics and Applied Language Studies; Neuroscience; Philosophy; Psychology; Sociology and Anthropology; Studies in Art and Culture: Art History, Film Studies and Music; Women's Studies; and such other Departments as may in the future be recommended by the Faculty of Arts and Social Sciences and approved by the University.

II

THE FACULTY BOARD

II. 1 The membership of the Board of the Faculty of Arts and Social Sciences shall be:

(i) 'teaching staff . . . of the rank of professor, associate professor, assistant professor or lecturer', as defined in Bylaw 27 of the Board of Governors, appointed to the Departments constituting the Faculty of Arts and Social Sciences as listed in I. 1 (above);

(ii) all student representatives elected to the Departmental (Centre, College, Institute, Office or School) Committees of the Departments constituting the Faculty of Arts and Social Sciences as defined in I. 1 (above) (or to a Committee within the Faculty of Arts and Social Sciences administering an academic program approved by Senate) in accordance with the provisions of the N.U.G. Document;

(iii) the Dean and Associate Deans of the Faculty, *ex-officio*;

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(iv) one representative from the Board of the Faculty of Engineering, one representative from the Faculty Boards of the Schools of Architecture and Industrial Design, one representative from the Board of the Faculty of Science, one representative from the Faculty Board of the School of Computer Science, and one representative from the members of the Board of the Faculty of Public Affairs and Management _ as non-voting members;

_ (v) The President and Vice-Chancellor, the Provost and Vice-President (Academic), and the Dean of the Faculty of Graduate Studies and Research as non-voting members.

II. 2 All members of the University community other than those referred to in II. 1 (above) shall be admitted to open meetings of the Faculty Board provided that they do not participate in the votes of the Board. The Board may, on 48 hours notice, close a meeting to any or all categories of spectators in accordance with the provisions of the N.U.G. document. Student members of the Board and members of the University community other than those referred to in Section II, Clauses 1 (i), (iii), (iv), _ and _ (v) (above) shall not participate in closed meetings or closed parts of meetings in which individual students' cases are dealt with.

II. 3 The Board shall meet at the call of the Dean, the Executive Committee of the Faculty Board, or on the written request of 12 of its voting members.

II. 4 A quorum at all open meetings of the Faculty Board shall consist of 30 voting members of the Board including at least one member from at least two-thirds of the Faculty's Departments as defined in I. 1 (above).

II. 5 The meetings of the Faculty Board shall be conducted in accordance with Robert's Rules of Order and Procedure, to the extent that these Rules are not inconsistent with this Constitution and the bylaws adopted by the Faculty Board. Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of the Board at least

five working days in advance of its meetings.

II. 6 Annually each Department_ shall designate two voting members to act as representatives to the Board. The names of such representatives shall be communicated to the Secretary of the Board. Representatives shall attend meetings of the Board or ensure attendance by another member of the Department. They shall report to Departments on proceedings of the Board as required. The above in no way limits the right of voting members of the Board to participate in proceedings of the Board.

III

RESPONSIBILITIES

III. 1 Unless otherwise determined by Senate, the Faculty Board shall:

- (i) consider and determine all courses of study for _ all undergraduate degree, certificate and diploma programs administered by the Departments constituting the Faculty of Arts and Social Sciences as listed in I. 1 (above), for recommendation for approval by the Senate;
- (ii) recommend to the Senate the establishment, deletion or administrative reorganization of Centres, Colleges, Committees, Departments, Institutes, Offices and Schools, Chairs, or courses of instruction within the purview of the Faculty;
- (iii) receive and consider recommendations respecting academic matters from the Committees of the Departments constituting the Faculty of Arts and Social Sciences as listed in I. 1 _;
- (iv) review and make recommendations to the 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 degree, certificate and diploma programs administered by the Departments constituting the Faculty of Arts and Social Sciences as listed in I. 1 (above);
- (v) recommend to the Senate the granting of degrees, certificates and diplomas that fall within its purview;
- (vi) make such recommendations to the Dean of the Faculty or to the Senate as the Board may deem proper for achieving the objects and purposes of the University.

IV

OFFICERS

IV. 1 *The Dean of the Faculty of Arts and Social Sciences*

(i) The Dean of the Faculty is an Officer of the University, and is appointed by the Board of Governors on the recommendation of the President. To assist the President in his or her deliberations, an Advisory Committee, as stipulated in Article 7 (c) of the N.U.G. Document, is elected by the members of the Faculty Board as defined in II. 1 (i) and (ii) (above) respectively to make recommendations to the President concerning the selection of the Dean. Nominations for and elections to this Committee are made according to the procedures employed in Senate elections.

The Advisory Committee consists of:

- (a) six faculty members who are members of the Board of the Faculty of Arts and Social Sciences as defined in II. 1 (i) (above), nominated and elected by these members of the Board;
- (b) one student member from among the student members of the Board as defined in II. 1 (ii) (above), selected at an open meeting, called by the Secretary of the Board, of these student members of the Board;
- (c) one senior Administrator or former senior Administrator, preferably from outside the Faculty, selected by the President;

The Committee requests from the President an administrative Secretary to serve the Committee who is not, however, a member of the Committee.

After consultation with the President, the Advisory Committee will invite short-listed candidates for the Office of Dean to attend a special meeting of Faculty Board at which members of the Faculty of Arts and Social Sciences will have the opportunity to question candidates on matters of academic policy; subsequent to this meeting, members of the Faculty may submit to the Advisory Committee signed written opinions in order to assist the Committee in its deliberations.

At the conclusion of its deliberations, the Advisory Committee will submit a report in writing to the President; this report will include a digest of such written opinions as it will have received from members of the Faculty.

(ii) The Dean is appointed by the Board of Governors for a six-year or lesser term, and is normally eligible for re-appointment for a three-year or lesser term in accordance with the consultation and recommendation procedures specified in IV. 1 (i) above.

(iii) In reporting to the President, the Dean: executes and administers University policy and regulations; leads in establishing the academic profile of the Faculty with respect to research, curriculum development, teaching and learning; fosters the best interests of the Faculty; represents the Faculty and acts on its behalf in any administrative and ceremonial matters pertaining to the Faculty as a whole; manages the Faculty in consultation with the Committee of the Chairs of the Departments of the Faculty as defined in I. 1 (above), and in consultation with the Faculty Board and its Committees; and performs such other duties or functions required for the academic programs of the Faculty.

IV. 2 *Associate Deans of the Faculty of Arts and Social Sciences*

- (i) Associate Deans (including an Associate Dean of Undergraduate Affairs) are appointed by the Board of Governors on the recommendation of the President and the Dean. Associate Deans are appointed by the Board of Governors for a three-year or lesser term, renewable on the recommendation of the Dean and the President. This notwithstanding, it is University policy that the appointment of Associate Deans terminates when the appointment of the Dean terminates for whatever reason.
- (ii) Associate Deans report to the Dean and assist the Dean in the fulfilment of his or her responsibilities at the discretion of the Dean.
- (iii) An Associate Dean acts for the Dean with full powers in the absence of the Dean, and on other occasions as directed by the Dean.

IV. 3 *Secretary of the Faculty Board*

- (i) Members of the Faculty Board as defined in II. 1 (i) and (ii) (above) shall elect one of its members as defined in II. 1 (i) (above) as Secretary for a term of three years. The term of office of the Secretary shall normally commence on July 1. The election shall be conducted in accordance with the procedures outlined in the N.U.G. Document.
- (ii) The duties of the Secretary shall consist of:
 - (a) calling and chairing meetings of the Board and of its Executive Committee;
 - (b) reporting recommendations of the Board to the Senate;
 - (c) reporting relevant proceedings of the Senate to the Board;
 - (d) acting as electoral officer for the Board;
 - (e) performing such other duties as may be assigned to him or her by this Constitution, or by bylaws or resolutions of the Board.

IV. 4 *Clerk of the Faculty Board*

- (i) Members of the Faculty Board as defined in II. 1 (i) and (ii) (above) shall elect one of its members as defined in II. 1 (i) and (ii) (above) as Clerk for a term of three years if a faculty member or two years if a student member. If a student member is elected, his or her term as a member of the Board shall be extended to coincide with his or her term as Clerk. The term of office of the Clerk shall normally commence on July 1.
- (ii) The duties of the Clerk shall consist of:
 - (a) giving notice of and recording the proceedings of Board meetings and keeping an attendance roll;
 - (b) giving notice of and recording the proceedings of Executive Committee meetings;
 - (c) such other duties as may be assigned to him or her by this Constitution or by bylaws or resolutions of the Board.

V

COMMITTEES

V. 1 *Executive Committee*

(i) The Executive Committee shall consist of the Dean, Associate Dean(s), Secretary, Clerk, three faculty members of the Board as defined in II. 1 (i) (above) elected by the Board from among its members as defined in II. 1 (i) and (ii) (above) for a three-year term, and one student member of the Board as defined in II. 1 (ii) (above) elected by the Board from among its members as defined in II. 1 (i) and (ii) (above) for a one-year term. The term of office of the latter four positions shall normally commence on July 1. A student member's term as member of the Board shall be extended to coincide with his or her term on the Executive Committee. In the event that more than two Associate Deans are appointed to the Office of the Dean, the Dean shall at each meeting of the Executive Committee designate two only of the Associate Deans as having the power to vote.

(ii) The Committee shall:

- (a) nominate the members of standing committees of the Board;
- (b) plan the forthcoming business of the Board and arrange the agenda of its meetings;
- (c) act on behalf of the Board during July and August on matters requiring immediate decision;
- (d) inform all Departmental representatives of meetings called for the purpose outlined under (c) above and invite them or their deputies to attend as members of the Committee;
- (e) report all decisions taken by the Committee under (c) above to the Board at its next regularly called meeting;
- (f) conduct elections in accordance with VII. 1.

V. 2 *Academic Planning and Curriculum Committee*

(i) The Academic Planning and Curriculum Committee shall be chaired by the Dean or the Associate Dean (Undergraduate Affairs), at the discretion of the Dean, and consist of the Dean, the Associate Deans, five faculty members elected for three-year terms, and two students, one graduate and one undergraduate, elected for a one-year term; the terms of office shall normally commence on May 1.

(ii) The Committee shall create and maintain a long-range plan: for the development and maintenance of the Faculty's B.A. programs, together with such other undergraduate and graduate degree, certificate and diploma programs as fall within the purview of the Faculty; for enrolment levels in both undergraduate and graduate programs within the purview of the Faculty; and for instructional methods within the Faculty;

(iii) Departmental recommendations for the next calendar year for changes in curriculum and regulations governing the University's B.A. programs and undergraduate degree, certificate and

diploma programs administered by the Departments constituting the Faculty of Arts and Social Sciences as listed in I.1 (above) shall be submitted to the Academic Planning and Curriculum Committee by a date to be specified by the Committee in consultation with the Secretary of the Board.

(iv) The committee shall forward all submissions regarding B.A. _degree regulations to the Joint B.A. Curriculum committee for consideration and action. The Committee shall forward all submissions regarding B.A. program and course changes to the PAM APCC for information (see VI 2, below).

(v) The Committee shall present to the Board its recommendations and copies of the Departmental submissions which it retains and reviews.

(vi) In fulfilling its mandate as defined in V.2(ii) (above), the Committee shall be free to form sub-committees, whose membership may include Board members who are not members of the Committee, for the purpose of considering issues of relevance to the entire Faculty or to particular interests within the Faculty, and to invite to its meetings or those of its sub-committees for the purpose of the discussion of specific issues members of the Board or members of other Faculty Boards such as Chairs, Directors, undergraduate and graduate supervisors, and chairs of departmental academic planning or program and curriculum committees.

V.3 *Promotions Committee*

(i) In accordance with the Collective Agreement between the University and the Carleton University Academic Staff Association, the Committee shall consist of the Dean as Chair, the Chair of each Department in the Faculty as defined in I. 1 (above), together with one member of each Department selected from the members of that Department's Promotions Committee.

(ii) (a) The Committee shall receive and consider the recommendations of departmental Promotions Committees together with such additional submissions as are provided for in various University documents;

(b) In the case of each candidate for promotion the Committee shall transmit its recommendations to the University Committee on Promotions through the Dean;

(c) The Committee shall carry out any other advisory duties called for in the Collective Agreement.

V.4 *Tenure Committee*

(i) In accordance with the Collective Agreement between the University and the Carleton University Academic Staff Association, the Committee shall consist of the Dean as Chair, the Chair of each Department in the Faculty as defined under I. 1 (above), together with one member of each Department selected from the members of that Department's Tenure Committee.

(ii) The Committee shall receive and consider all departmental recommendations concerning tenure and confirmation, and transmit to the President, through the Dean, its recommendations in each case, together with such supporting material as is required by various University documents.

V. 5 The Faculty Board shall be entitled to establish such other standing or *ad hoc* committees as it sees fit and to establish their composition and procedures, but no such committee shall remain a standing committee for more than two years unless its composition and terms of reference are incorporated in the Constitution.

VI

JOINT COMMITTEES

VI. 1 *Joint Committee on Admissions and Studies*

- (i) The Joint Committee on Admissions and Studies shall consist of :
 - (a) four faculty members, two from the Board of the Faculty of Arts and Social Sciences as defined in II. 1 (i) (above), and _ two from the Board of the Faculty of Public Affairs and Management, nominated by the Executive Committee of the appropriate Faculty Board, to serve a three-year term, renewable;
 - (b) two alternative members, one nominated from each Faculty Board in the manner and according to the constituencies prescribed in VI. 1 (i) (a) (above), who will be called upon to replace regular members who are unable to attend;
 - (c) The Undergraduate Program Co-ordinator, Faculty of Arts and Social Sciences, one Admissions Officer and one representative from the Registrar's Office as *ex officio* and non-voting members.

The term of office shall normally commence May 1.

- (ii) Officers:
 - (a) The Committee shall nominate two Co-Chairs from among its membership, one from the Board of each Faculty according to the constituencies as set out in VI. 1 (i) (a) (above), to a non-renewable term of not more than two years, to be approved by the Executive Committees of both Faculty Boards;
- (iii) The Committee shall:
 - (a) hear and decide petitions and appeals concerning the interpretation of, exception to, or administrative application of academic regulations affecting the admission and academic progress and graduation of undergraduate students in the Faculties of Arts and Social Sciences, and Public Affairs and Management;

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- (b) actively monitor the whole body of academic regulations governing the admission, progress, academic standing, and graduation of undergraduate students in the Faculties of Arts and Social Sciences, and Public Affairs and Management;
- (c) present a report on its activities directly to both Faculty Boards each academic year and shall make recommendations to them regarding regulatory changes when needed.

VI. 2 *Joint B.A. Curriculum Committee*

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- (i) **The Joint B.A. Curriculum Committee shall consist of:**
 - **Four faculty members from the B.A. - granting units in the Faculty of Arts and Social Sciences who are also members of the Academic Planning and Curriculum Committee in the Faculty of Arts and Social Sciences;**
 - **Four faculty members from the B.A. granting units in the Faculty of Public Affairs and Management who are also members of the Academic Planning and Curriculum Committee in the Faculty of Public Affairs and Management;**
 - **An Associate Dean from the Faculty of Arts and Social Sciences;**
 - **An Associate Dean from the Faculty of Public Affairs and Management;**
 - **One student representative from each of the two Faculties (selected by the relevant APCC if more than one is eligible)**
 - **The University Registrar (or alternate, as designated by the University Registrar)**
 - **The Undergraduate Program Coordinator, Faculty of Arts and Social Sciences as *ex officio* and non-voting member.**
- (ii) **Officers**
 - **The Committee shall be co-chaired by an Associate Dean from FASS and PAM**
- (iii) **The Committee shall:**
 - **review and make recommendations for the next Calendar year for changes in B.A. degree regulations;**
 - **consult with other Faculties concerning combined programs affecting B.A. students in the Faculties of Arts and Social Sciences and Public Affairs and Management**
- (iv) **The Faculty APCC shall forward BA degree regulation submissions to the Joint Committee by a date specified by the Joint B.A. Curriculum Committee in consultation with the Secretaries of the two Faculty Boards.**
- (v) **The Joint Committee shall present its recommendations to the Faculty Board of Arts and Social Sciences and to the Faculty Board of Public Affairs and Management for action at times appropriate to meet Senate deadlines.**

VII

ELECTIONS

- VII. 1 Except as otherwise provided for in University or Senate documents, all elections provided

for in this Constitution shall be conducted by the Executive Committee. Committee elections will be held no later than the last Friday of April for terms of office commencing May 1 through July 1, and no later than the last Friday of September for terms of office commencing October 1.

VIII

CONSTITUTIONAL AMENDMENTS

VIII. 1 This Constitution may be amended by a vote of $2/3$ of the votes cast by members of the Board as defined in II. 1 (i) and (ii) (above), save and except that any proposed amendment which affects materially the rights and responsibilities of Board members as defined in II. 1 (iv) and (v) (above), or the provisions contained in this Constitution governing the administration of the University's B.A. programs, shall be subject to a vote of members of the Board as defined in II. 1 (i), (ii), (iv) and (v) (above), of which a majority of $2/3$ is required. All votes on the amendment of the Constitution shall occur at a regularly scheduled meeting of the Faculty Board at which a quorum is present. Notice of proposed constitutional amendments must be given in writing at a previously scheduled meeting of the Faculty Board provided at least two weeks have elapsed between the date of such notice and the date on which the amendment is voted on. Any such vote shall constitute a recommendation to Senate.