Constitution of the School of Computer Science Faculty Board

CARLETON UNIVERSITY

I – Description of School of Computer Science Faculty Board

I.1 The plenary organ of the School of Computer Science (SCS) shall be the SCS Faculty Board. This Faculty Board operates independently of the Faculty of Science (FoS) Faculty Board.

I.2 The SCS Faculty Board shall serve as a forum for discussion and decision on academic concerns related to the students and programs within the SCS and that fall within the purview and authority of Faculty Boards as defined by the <u>Academic Governance of the University policy (the "AGU")</u> and described in Art. III below.

I.3 Matters pertaining to both the FoS Faculty Board and the SCS Faculty Board will be managed via joint meetings of both Faculty Boards.

II – Composition and Structure

II.1 The School of Computer Science Faculty Board shall consist of the following, all as voting members unless otherwise indicated:

II.1.1 the Director of the SCS;

II.1.2 all full-time faculty members, as defined in paragraph 3.3.2 of the AGU, with at least 50% appointment in the SCS;

II.1.3 all students holding elected or appointed memberships in the SCS as specified in the AGU;

II.1.4 one representative from the Department of Systems and Computer Engineering;

II.1.5 one representative from the School of Mathematics and Statistics;

II.1.6 one representative from each of the following Faculty Boards: Faculty of Arts and Social Sciences, Faculty of Engineering and Design, Faculty of Public and Global Affairs, and Faculty of Science as non-voting members.

II.2   The SCS Faculty Board will include the following Officers:

II.2.1   Secretary of the SCS Faculty Board

The SCS Director will serve as Secretary to the Faculty Board. The Secretary will call, organize, and chair SCS Faculty Board meetings;

II.2.2   Clerk of the FoS Faculty Board

A Clerk will be appointed from the SCS administrative staff. The duties of the Clerk will be to record meeting minutes, to distribute meeting documentation, and to assist with other technical aspects of SCS Faculty Board operation. The Clerk is a non-voting member.

III – Faculty Board Responsibilities

III.1   As established by the AGU, unless otherwise determined by Senate, the
SCS Faculty Board shall:

III.1.1 consider and make recommendations to Senate on new and revised academic degrees, certificates, diploma programs and courses administered under the SCS Faculty Board;

III.1.2 consider and make recommendations to Senate on new and revised academic regulations as they affect the degree, certificate, diploma programs and courses administered under the SCS Faculty Board;

III.1.3 review and affirm the recommendations of the University and Graduate Registrars for the awarding of degrees, certificates and diplomas that fall within the purview of the SCS Faculty Board.

III.2   In addition to those responsibilities delegated to SCS Faculty Board by Senate as described above, the SCS Faculty Board shall:

III.2.1 receive and consider recommendations to Senate respecting academic matters under the SCS Faculty Board;

III.2.2   make such recommendations to the SCS Director, to the Dean of the Faculty of Science, and to Senate as the SCS Faculty Board may deem proper for achieving the objects and purposes of the University.

IV – Faculty Board Meetings Procedures

IV.1   Meetings will be chaired by the Secretary of the SCS Faculty Board.

IV.2   The meetings of the SCS Faculty Board shall be conducted in accordance with American Institute of Parliamentarians – Standard Code of Parliamentary Procedure (AIPSCPP), to the extent that these Rules are not inconsistent with this Constitution and the bylaws adopted by the SCS Faculty Board.

IV.3   The SCS Faculty Board shall meet at the call of the Director or the Director's designate, or within 7 working days of the written request of 20% of its voting members.

IV.4 The SCS Faculty Board shall meet at least once per year and more often as needed.

IV.5   Meetings of the SCS Faculty Board shall be open to all other members of the University community as Observers, provided they do not participate in deliberations or votes of the Faculty Board. The Faculty Board may close a meeting or part of a meeting to all non-voting members and Observers. Normally, student members of the Faculty Board shall not participate in closed meetings.

IV.6   Notices of meetings with agenda and relevant documentation shall be circulated to members of the SCS Faculty Board at least 5 working days in advance of its meetings.

IV.7 A quorum will be achieved if at least 20% of the Board members are in attendance;

IV.8   If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, during the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

IV.9 Voting: For members attending in person, voting is conducted by a show of hands. For members attending online, the Chair indicates, at the start of the meeting, the procedures to be followed to cast votes. A vote is passed by simple majority. Voting by proxy is not allowed.

IV.10 Some matters requiring a vote will not necessarily require a SCS Faculty Board meeting. Such matters will be voted on via email. The Clerk of the SCS Faculty Board will organize and administer such votes and will report at the next SCS Faculty Board meeting.

IV.11 Joint meetings between the FoS Faculty Board and the SCS Faculty Board will be held to vote on matters relevant to both the SCS Faculty Board and the FoS Faculty Board, such as joint programs, regulations, and policies.

IV.11.1 Joint meetings will be chaired by the FoS Dean or designate.

IV.11.2 In such joint meetings, to achieve quorum, at least 15% of SCS Faculty Board voting members must be present and at least two members from each Science Unit that has more than five members, and one

member from each Science Unit having five or fewer members must be present. Voting by proxy is not allowed.

IV.11.3 If a quorum is present when the Chair calls the meeting to order, the quorum is presumed to continue until adjournment. If, during the course of the meeting, quorum is challenged and it is ascertained that a quorum is no longer present, the meeting shall be adjourned.

IV.11.4 Proposals originating from the SCS Faculty Board are passed with a minimum of 1/3 approval from the FoS Faculty Board voting members present plus simple majority of both FoS and SCS Faculty Board voting members present.

IV.11.5 Proposals originating from the FoS Faculty Board are passed with a minimum of 1/3 approval from the SCS Faculty Board voting members present plus simple majority of both FoS and SCS Faculty Board voting members present.

IV.11.6 Some matters requiring a vote will not necessarily require a Joint Faculty Boards meeting. Such matters will be voted on via email. The Clerk of the FoS Faculty Board will organize and administer such votes and will report at the next SCS Faculty Board meeting.

V – Standing Committees of the Faculty Board

<u>**V.1** SCS Council</u>

V.1.1 The SCS Council includes all SCS faculty members.

V.1.2 The SCS Council includes both undergraduate and graduate student representatives.

V.1.3 The SCS Council shall meet approximately monthly.

<u>**V.2** Undergraduate Curriculum Committee</u>

The Undergraduate Curriculum Committee shall consist of:

V.2.1 the SCS Director;

V.2.2 three faculty members appointed by the Director;

V.2.3 an SCS Undergraduate Advisor.

<u>**V.3** Graduate Curriculum Committee</u>

The Graduate Curriculum Committee shall consist of:

V.3.1 the SCS Director;

V.3.2 three faculty members appointed by the Director;

V.3.3 an SCS Graduate Advisor.

V.4 <u>Joint FoS and SCS Committee on Admissions and Studies (CAS)</u>

This Joint Committee shall be composed of:

V.4.1 the Associate Dean (Undergraduate Affairs);

V.4.2 the Associate Dean (Graduate Affairs);

V.4.3 a representative of the School of Computer Science;

V.4.4 a representative of the School of Mathematics and Statistics;

V.4.5 a representative of the School of Nursing;

V.4.6 three representatives from the remaining Science Units;

V.4.7 the Office of Graduate Studies designate (non-voting);

V.4.8 an Admissions Officer (non-voting);

V.4.9 a representative from the Registrar's Office (non-voting)

V.4.10 the voting representatives are appointed by the Dean of Science in consultation with the Schools and Science Units.

V.5 <u>Ad hoc Committees</u>

V.5.1 Should the need arise, the SCS Faculty Board shall have the right to create ad hoc Committees. Creation of such committees shall be by majority vote.

V.5.2 Motions to approve the creation of new committees must be accompanied by a motion presenting explicit terms of reference for said committees.

V.5.3 No such committee will remain a committee for longer than two years from its inception.

VI –Constitutional Amendments and Review

VI.1 This Constitution may be adopted or amended by a vote of 2/3 of all voting members who are not on academic or personal leave.

VI.2 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 voted on.

VI.3 The constitution shall be reviewed by the Chairs and Directors Committee no less than every five years.

This Constitution Revised June 2025
Next Review: June 2030