



UNIVERSITY OF SASKATCHEWAN

College of  
Arts and Science

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College of Arts and Science

Faculty Council Bylaws

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## Contents

PART ONE.....	4
I.    PURPOSE OF FACULTY COUNCIL.....	4
II.   CONSTITUTIONAL POWERS AND DUTIES OF THE FACULTY COUNCIL .....	4
III.  MEMBERSHIP OF THE FACULTY COUNCIL .....	5
IV.  PROCEDURES OF FACULTY COUNCIL .....	6
V.   COMMITTEES OF FACULTY COUNCIL.....	9
PART TWO.....	11
STANDING COMMITTEES OF FACULTY COUNCIL.....	<b>Error! Bookmark not defined.</b>
1.  Committee of Department Heads.....	11
2.  Committee of Interdisciplinary Program Chairs .....	12
3.  Nominations Committee.....	13
4.  Bylaws Committee .....	14
5.  Academic Affairs Committee .....	15
6.  Academic Programs Committees.....	16
7.  Indigenous Course Committee .....	20
PART THREE .....	21
CONFLICT OF INTEREST .....	21
PART FOUR.....	22
AMENDMENT OF THE BYLAWS.....	22

## PART ONE

### I. PURPOSE OF FACULTY COUNCIL

1. The Faculty Council of the College of Arts and Science (hereinafter referred to as the Faculty Council) shall exist for:
  - a) the determination of College policies, rules and procedures that govern fundamental matters of scholarship and discipline set out in Part One, Section II.2 of these Bylaws;
  - b) the participation and engagement of members of the Faculty Council in discussions of policies, plans and decisions by the College administration that directly affect those areas for which the Faculty Council has responsibility.

### II. CONSTITUTIONAL POWERS AND DUTIES OF THE FACULTY COUNCIL

1. The Faculty Council of the College of Arts and Science is established under the authority of the University of Saskatchewan (hereinafter referred to as University) Council, whose powers and duties are in turn established by the *University of Saskatchewan Act 1995*. The powers and duties delegated by University Council to the Faculty Council of the College of Arts and Science are laid out in Part Three, Section V. 2. of the *University Council Bylaws and Regulations*.
2. The Faculty Council shall have responsibility for the following matters of scholarship and discipline:
  - a) To make recommendations to the University Council concerning the requirements for admission to programs offered by the college or school;
  - b) To establish and report to the University Council on the number of students who may be admitted to a college or program of study and to report to the university Council on the number of students admitted each year;
  - c) To make recommendations to the University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
  - d) To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
  - e) Subject to the University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
  - f) To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions;
  - g) To approve candidates for degrees, diplomas and certificates;
  - h) To approve candidates for scholarships, prizes, and other awards and honours;
  - i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct;
  - j) To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters.

3. The Chair of the Faculty Council shall transmit to the University Council for consideration all matters of scholarship and discipline which belong to the care of the University Council or which by their nature concern another College.
4. The Faculty Council shall keep minutes of its meetings, which shall be made available to the University community.
5. The Faculty Council shall establish bylaws for the purpose of regulating the conduct of its meetings and proceedings, and shall amend those bylaws that pertain to its powers and duties.

### **III. MEMBERSHIP OF THE FACULTY COUNCIL**

1. The membership of the Faculty Council of the College of Arts and Science is prescribed in Part Three, Section V. 1. B. of the University Council's Bylaws and Regulations. At the time of the last revision of these bylaws, the membership consisted of:

(a) Non-Voting Members:

- The President of the University
- The Provost and Vice-President Academic
- The Vice-president Research
- The Vice-president Finance and Resources
- The Vice-president University Relations
- The Vice-provost Teaching and Learning
- The Vice-provost Indigenous Engagement
- Chief Information Officer and Associate Vice-president Information and Communications Technology
- The Dean, University Library or designate
- The University Secretary or designate
- The University Registrar or designate
- The Deans of all other colleges, or their designate
- Such other persons as the University Council may, from time to time, appoint in a non-voting capacity
- Such other persons as the Faculty Council may, from time to time, appoint in a non-voting capacity

(b) Voting Members:

- Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors, and Special Lecturers in the College of Arts and Science
- All full-time Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and Special Lecturers from St. Thomas More (voting rights are limited as per College of Arts and Science Bylaws PART ONE, III, 5)
- All full-time Professors, Associate Professors, Assistant Professors from Biomedical Sciences departments of the College of Medicine that offer programs through the College of Arts and Science (voting rights are limited as per College of Arts and Science Bylaws PART ONE, III, 6)
- Dean of the College of Arts and Science

- College of Arts and Science Vice-deans, Associate Deans
  - Dean and Associate Dean of St. Thomas More College
  - Dean, College of Graduate Studies and Postdoctoral Studies or designate
  - Five (5) representatives of the Sessional Lecturers
  - Two (2) representatives of the regular ASPA teaching employees
  - Ten (10) Arts and Science student representatives (full participation in meetings except when the discussion relates to individual students or faculty)
  - Two (2) graduate students supervised in Arts and Science (full participation in meetings except when the discussion relates to individual students or faculty)
  - One (1) postdoctoral fellow supervised in Arts and Science (full participation in meetings except when the discussion relates to individual students or faculty)
2. Deans outside the College and Directors of Schools may appoint a designate, in which case that individual shall be identified prior to the meeting of the Faculty Council that the designate is to attend.
  3. Sessional Lecturers, regular ASPA teaching employees, students and post-doctoral fellows shall be appointed before the first Faculty Council meeting of the academic year by a process determined by the Nominations Committee in collaboration with the respective bodies or groups.
  4. An ex officio member who is entitled under the bylaws to delegate his/her membership may designate an individual to serve on the Faculty Council with the same powers as the designator. Such designations will last for twelve (12) months and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his/her place. To initiate the designation, the ex officio member will inform the chair of the Faculty Council.
  5. Voting rights of St. Thomas More Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and Special Lecturers are specific to the terms of the federation with the University of Saskatchewan. The rights apply only to those academic matters set out in Part One, Section II. 2. of these Bylaws which (i) affect fields of study in which STM offers courses that are included in the Major Requirement or that (ii) affect certificate programs in which STM offers courses.
  6. Voting rights of Professors, Associate Professors, Assistant Professors from the Biomedical Science departments apply only to those academic matters set out in Part One, Section II. 2. of these Bylaws which (i) affect fields of study in which these departments offer courses that are included in the Major Requirement or that (ii) affect certificate programs in which these departments offer courses.

#### **IV. PROCEDURES OF FACULTY COUNCIL**

##### **1. Quorum for Meetings**

The quorum for meetings of the Faculty Council is thirty (30) faculty members from the College of Arts and Science.

##### **2. The Duties of Chair and Vice-Chair**

- (a) The Chair shall preside over all meetings of Faculty Council. In this respect, the Chair's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these Bylaws.
- (b) The Chair, in consultation with the Dean, shall prepare a draft agenda for each meeting of Faculty Council and shall present it for approval at the meeting.

- (c) The Chair shall ensure the maintenance of an archive of the proceedings of Faculty Council meetings including inter alia approved minutes. The Dean shall provide administrative support for this task.
- (d) The Chair shall be the spokesperson for Faculty Council. In this respect, the role of the Chair is to explain the decisions, activities and procedures of Faculty Council.
- (e) The Chair may seek the guidance and assistance of the Bylaws Committee with respect to matters of Faculty Council procedure.
- (f) The duties of the Chair shall be carried out by a Vice-Chair when, for any reason, the Chair is unavailable. The Chair of one of the Faculty Council's Standing Committees shall serve as Vice-Chair. When neither the Chair nor one of the Standing Committee Chairs is available, the meeting shall be deferred to another day. The Vice-Chair shall have all the powers and perform all the duties of the Chair. The Vice-Chair will preside at meetings in place of the Chair if the Chair declares a conflict of interest in any matter.
- (g) The Chair shall transmit to the University Council for consideration all matters of scholarship and discipline which belong to the care of the University Council or which from their nature concern another College or a School.

### 3. Election of the Chair

- (a) Thirty (30) days prior to the conclusion of the term of the current Chair of the Faculty Council, the Nominations Committee shall inform all members of the Faculty Council that nominations for the position of Chair are being requested and shall provide a nomination form for this purpose.
- (b) A Faculty Council member shall be nominated for the position of Chair when the nomination form referred to in (a) containing the consent of the nominee is endorsed by three (3) members of the Faculty Council and returned to the Nominations Committee on or before the date specified by the Committee. The nomination form will contain a brief description of the nominee stating the nominee's qualifications for the position of Chair of the Faculty Council.
- (c) Ten days prior to the date of the election, the Nominations Committee shall provide to all members of the Faculty Council a ballot setting out the names of the nominees and the brief description of each nominee referred to in (b). Information accompanying the ballot shall indicate that the ballot is to be returned to the Nominations Committee on or before the specified date.
- (d) The results of the balloting shall be reported by the Chair of the Nominations Committee to the next meeting of the Faculty Council. The Chair of the Nominations Committee shall rule on any election irregularities. The Chair's decision shall be final.
- (e) In the event that the two or more nominees with the most votes receive the same number of votes, the Chair of the Nominations Committee shall select the incoming Chair by lot.
- (f) In the event that no nominations are received by the deadline for nominations for Chair, a second call for nominations shall be sent. If the second call for nominations does not elicit a nomination, then the Nominations Committee shall nominate a member of the Faculty Council to serve as Chair for a one-year term, and a call for nominations for Chair will go out the following year.
- (g) The Chair shall normally hold office for a period of two (2) years, renewable for another term of two (2) years, unless removed by a vote of 2/3 of the members of the Faculty Council. A Chair shall be eligible for re-election to this position in the third year following a second term.

#### 4. Council Meetings

- (a) The Faculty Council shall meet at least three (3) times per academic year, in the fall, winter and spring.
- (b) Notice of regular meetings of the Faculty Council shall be provided in writing to all members no less than thirty (30) days in advance of the meeting.
- (c) A Special Meeting of the Faculty Council may be held at any time upon the call of the Chair, or in the Chair's absence, by the Vice-Chair, or by a petition of seventy (70) voting members of the Faculty Council. Where a Special Meeting is called, the business to be transacted must be specified in the notice of the meeting. Special Meetings require written notice of not less than seven (7) days.
- (d) The agenda and any minutes from previous Faculty Council meetings to be considered for approval at the meeting shall be circulated electronically not less than seven (7) days prior to the date of the meeting.
- (e) Except as provided in (e), (f) and Part VI herein, a motion shall be preceded by an electronic notice of motion presented to the members of Faculty Council not less than seven (7) days prior to the date of the meeting at which the motion is to be considered. This applies only to a motion dealing with a substantive matter that requires consideration by members of Faculty Council prior to the meeting at which the motion is presented. The Chair shall determine whether a motion falls within this clause.
- (f) A recommendation to Faculty Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.
- (g) The convocation lists of degrees, certificates, honours, and distinctions and the recommendations of convocation awards made by the Academic Affairs Committee may be circulated at the meeting at which these items are considered.

#### 5. Procedures and Voting

- (a) Meetings of the Faculty Council shall be presided over by the Chair, or in the absence of the Chair the designated Vice-Chair.
- (b) Meetings of the Faculty Council shall be open to all members of the University community, who may speak at the discretion of the Chair but who, unless they are members of the Faculty Council, are not entitled to vote.
- (c) Except as provided elsewhere in these Bylaws, all questions before the Faculty Council shall be decided by a simple majority of the votes of the members present.
- (d) The Chair shall not vote on a motion before the Faculty Council except in the case of a tie with the chair having a deciding vote.
- (e) Voting shall normally be done by a show of hands. A motion to require a vote by secret ballot on a noticed motion must be seconded and approved by a simple majority.
- (f) In matters requiring an urgent decision, and at the call of the Chair, a motion may be put to the members electronically.
- (g) Electronic approval of a motion by voting members of the Faculty Council will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly conveyed, and will be recorded in the minutes of the next regular meeting of the Faculty Council.
- (h) Any member of the Faculty Council may have his/her vote recorded in the meeting minutes on



request. At the call of any five (5) members, the number of members voting for or against a motion shall be recorded in the minutes.

- (i) Meetings of the Faculty Council and its committees shall be conducted in accordance with the rules of order contained in the 3rd edition of M. Kaye Kerr and Hubert W. King, *Procedures for Meetings and Organizations*, in cases where such rules are not covered in these Bylaws.

## V. COMMITTEES OF FACULTY COUNCIL

### 1. Role and Responsibilities

- (a) The Faculty Council shall establish committees to facilitate its work, without jeopardizing Council's authority.
- (b) Subject to the approval of the University Council, the Faculty Council may delegate decision-making powers to its Standing Committees.

### 2. Composition

- (a) Committees shall be composed of individuals who are voting members of the Faculty Council, but may invite experts to meetings to provide advice and assistance. Such experts shall not have a committee vote, except for the expert members on the Indigenous Course Committee, as prescribed in its terms of reference.
- (b) The Chair of the Faculty Council shall serve as an ex officio member of all committees of the Faculty Council.
- (c) ) The term of office for a faculty member serving on a standing committee of the Faculty Council is normally three (3) years, and one (1) year for Sessional Lecturers, regular ASPA teaching employees, undergraduate and graduate students and post-doctoral fellows.
- (d) The term of office of a chair of a standing committee is one (1) year, and may be renewed annually for up to two (2) additional years.
- (e) The term of office of a member of a standing committee shall begin on 1 July, except in the case of filling a vacancy; vacancies may be filled by the Nominations Committee, except where the vacancies occur on the Nominations Committee; these shall be filled by the Bylaws Committee. All vacancies shall be filled so as to meet the composition requirements of the standing committee, with the individual appointed serving until the end of the academic year. In all cases where vacancies are filled, the Nominations Committee shall forward the name of the new committee member to the next meeting of the Faculty Council.

### 3. Procedures

- (a) All questions before a standing committee shall be decided by a simple majority of the votes of those present. For the purposes of this document a simple majority is defined as fifty per cent plus one of the voting members, with the chair having a vote only in the case of a tie.
- (b) Committees may bring forward recommendations to the Faculty Council of their own accord, or they may be asked by the Faculty Council to bring forward such recommendations.
- (c) The Dean may seek the advice or assistance of a committee of the Faculty Council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of the Faculty Council, and the committee shall report to the Faculty Council on the nature of the advice given.

- (d) Standing committees may create sub-committees, which may invite experts to meetings to assist them with their work; however, such individuals shall not have a vote.
- (e) Committees shall ensure that minutes are taken at meetings, which, with the exception of the Academic Affairs Committee, shall be made available to all members of the Faculty Council.

#### 4. Election and Appointment of Committee Members

- (a) The Nominations Committee of Faculty Council shall nominate candidates to serve as members of committees of the Faculty Council, with the exception of the Nominations Committee, whose members shall be nominated by the Bylaws Committee. Unless otherwise prescribed in the terms of reference of these committees, or in these Bylaws, the chairs of all committees of the Faculty Council shall be elected by the committee members at the first committee meeting.
- (b) The Nominations Committee shall prepare a slate of candidates for the standing committees of the Faculty Council except the Nominations Committee. If an election is necessary, the Nominations Committee shall conduct a ballot and forward the results of the election to the Faculty Council for information. If an election is not necessary, the Nominations Committee shall forward the slate of candidates to the Faculty Council for approval.
- (c) The Faculty Council committees shall, where specified in these Bylaws, include members of the Biomedical Sciences departments of the College of Medicine, STM, the Sessional Lecturers and students who are members of the Faculty Council.

## PART TWO

### I. Definitions

In this part:

- i) “Department” means a department or the School for the Arts in the College of Arts and Science.
- ii) “Heads” mean Heads of all departments and the Director of the School for the Arts in the College of Arts and Science.

### II. STANDING COMMITTEES OF FACULTY COUNCIL

#### 1. Committee of Department Heads

##### (a) Role and Responsibilities

- i. To report to and advise Faculty Council on matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets and other administrative issues;
- ii. To discuss departmental matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets and other administrative issues;
- iii. To share strategies, knowledge and experience;
- iv. To mentor and support Department Heads;
- v. To discuss college matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets and other administrative issues;
- vi. To engage in regular communication with the Dean, Vice-Deans, and Associate Deans concerning the same either by receiving reports from them or requesting consultation;
- vii. To bring recommendations and motions for consideration to Faculty Council;
- viii. To receive matters for its consideration from Faculty Council or any of the standing committees of council.

##### (b) Composition

- i. Heads of all Departments in the College of Arts and Science, ex-officio or their designate
- ii. One (1) representative of Inter-disciplinary programs
- iii. College Secretary (non-voting)

##### (c) Procedures

- i. The Chair shall be elected by members of the Committee under most circumstances in the preceding year.
- ii. The term of the Chair shall be one (1) year and may be renewed for up two (2) additional years.
- iii. The term of office of the Chair shall begin on July 1, except in the case of filling a vacancy.
- iv. All questions before the Committee shall be determined by a simple majority of votes of members present.
- v. The Chair shall not vote on a motion except in the case of a tie.
- vi. In matters requiring an urgent decision and a call of the Chair a motion may be put electronically.
- vii. Quorum shall be 50% of the voting Committee membership.
- viii. The Committee Chair or designate shall report to and represent the committee at Faculty Council.
- ix. The Committee shall meet at least three times a year.

## 2. Committee of Interdisciplinary Program Chairs

### (a) Role and Responsibilities

- i. To report to and advise Faculty Council on matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets (as appropriate) and other administrative issues;
- ii. To discuss program matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets (as appropriate) and other administrative issues;
- iii. To share strategies, knowledge and experience;
- iv. To mentor and support new Interdisciplinary Program Chairs;
- v. To discuss college matters related to scholarship and discipline, teaching and programming, space and infrastructure, budgets (as appropriate) and other administrative issues;
- vi. To engage in regular communication with the Dean, Vice-Deans, and Associate Deans concerning the same either by receiving reports from them or requesting consultation;
- vii. To bring recommendations and motions for consideration to Faculty Council;
- viii. To receive matters for its consideration from Faculty Council or any of the standing committees of council.

### (b) Composition:

- i. Chairs of all Interdisciplinary Programs in the College of Arts and Sciences (ex officio) or their designates
- ii. One (1) representative of the Department Heads Committee
- iii. College Secretary (non-voting)

### (c) Procedures:

- i. The Chair shall be elected by members of the Committee under most circumstances in the preceding year.
- ii. The term of the Chair shall be one (1) year and may be renewed for up two (2) additional years.
- iii. The term of office of the Chair shall begin on July 1, except in the case of filling a vacancy.
- iv. All questions before the Committee shall be determined by a simple majority of votes of members present.
- v. The Chair shall not vote on a motion except in the case of a tie.
- vi. In matters requiring an urgent decision and a call of the Chair a motion may be put electronically.
- vii. Quorum shall be 50% of the voting Committee membership.
- viii. The Committee Chair or designate shall report to and represent the committee at Faculty Council.
- ix. The Committee shall meet at least three times a year.

### 3. Nominations Committee

#### (a) Role and Responsibilities

- i. To transmit to Faculty Council the names of the term-limited voting members of Faculty Council, from the constituents as listed and in a manner as prescribed in Part One, III, 3 of the College Bylaws, and as enumerated in Part One, III, 1 (b) of the College Bylaws.
- ii. To nominate candidates for election as members of the standing committees of the Faculty Council, with the exception of the Nominations Committee.
- iii. To nominate candidates for election as members or chairs of special committees of the Faculty Council.
- iv. To appoint persons to standing or special committees as required in the case of a vacancy or an unfilled position. Such action shall be reported at the next meeting of the Faculty Council.
- v. To nominate candidates for election as members of any other committee or body that requires representation from the Faculty Council.

#### (b) Composition

- Two (2) faculty members of academic disciplines in the College affiliated with each of the Sciences, Social Sciences, and Humanities and Fine Arts
- Chair of the Faculty Council (ex officio)
- College Secretary (non-voting)

#### (c) Procedures

- i. The Chair shall be elected by the Committee.
- ii. Quorum shall be four (4) voting members of the Committee
- iii. The Committee shall meet at least twice a year.

#### 4. Bylaws Committee

##### (a) Role and Responsibilities

- i. To develop, review and propose amendments to the College of Arts and Science's Faculty Council Bylaws.
- ii. To nominate members of the Nominations Committee of the Faculty Council.
- iii. To develop, propose and review policies for the Faculty Council and its committees, in consultation with those bodies.
- iv. To advise Faculty Council and the Dean on Bylaws-related issues.

##### (b) Composition

- Two (2) faculty members of academic disciplines in the College affiliated with each of the Sciences, Social Sciences, and Humanities and Fine Arts
- Dean of Arts and Science (ex officio) or designate
- Chair of Faculty Council (ex officio)
- Dean, STM or designate (ex officio)
- President, Arts and Science Students' Union (ASSU) or designate
- College Secretary (non-voting)

##### (c) Procedures

- i. The Chair shall be elected by the Committee.
- ii. Quorum shall be five (5) voting members of the Committee, including a minimum of three faculty members.
- iii. The Committee shall meet as required.

## 5. Academic Affairs Committee

### (a) Role and Responsibilities

- i. To recommend to the Faculty Council for forwarding to the Academic Programs Committee of the University Council:
  - requirements for admission to programs of the College;
  - candidates for degrees, diplomas and certificates;
  - candidates for scholarships, prizes and other awards and honours that are not dependent upon grade point average.
- ii. To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdrawal permanently for failure to meet the requirements for progression.
- iii. To approve admission to the honours program, based on recommendations from departments, program coordinators and other academic units.
- iv. To establish and maintain sub-committees or hearing boards (i) to hear and rule on allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct, and (ii) to rule in cases of student appeals and grievances.

### (b) Composition

- Two (2) faculty members of academic disciplines in the College affiliated with each of the Sciences, Social Sciences, and Humanities and Fine Arts
- One (1) faculty representative from STM or designate
- One (1) faculty representative from the departments of Anatomy, Physiology and Pharmacology or Biochemistry, Microbiology and Immunology in the College of Medicine or designate Dean of Arts and Science or designate (ex officio)
- Associate Dean, Students, Arts and Science
- Chair of the Faculty Council (ex officio)
- One (1) representative of the Sessional Lecturers
- Vice-President (Academic Affairs), ASSU or designate
- Manager of Undergraduate Services (non-voting)

### (c) Procedures

- i. The Chair shall be elected by the Committee.
- ii. Quorum shall be seven (7) voting members of the Committee, including a minimum of four (4) faculty members and the student representative.
- iii. The Committee shall normally meet two (2) or three (3) times each term.

## 6. Academic Programs Committees

### (a) Common Roles and Responsibilities

Each Academic Programs Committee has the following authority and responsibility for the course and program proposals which are assigned to it, as outlined in 5. (b) ...

#### i. To approve the following:

- All proposals which require only College-level approval, as described in the Curricular Changes Authority Chart, in the Course and Program Approvals Handbook, Office of the University Secretary, University of Saskatchewan;
- Automatic transfer credit for courses offered by other Colleges that are proposed for credit in an existing or proposed program.

#### ii. To review and recommend for approval by submission to the University Course Challenge (UCC) all proposals which require only UCC approval, as described in the Curricular Changes Authority Chart, in the Course and Program Approvals Handbook, Office of the University Secretary, University of Saskatchewan.

#### iii. To review and recommend to Faculty Council, for forwarding to the Academic Programs Committee of University Council, all proposals which require Academic Programs Committee of University Council approval, all proposals which require University Council approval, and all proposals which require Board of Governors approval, as described in the Curricular Changes Authority Chart, in the Course and Program Approvals Handbook, Office of the University Secretary, University of Saskatchewan and in the Bylaws of the Board of Governors.

### (b) Committee Name, Specific Roles, and Compositions

#### **Academic Programs Committee (B.A., B.F.A., B.Mus.)**

This committee has the following authority and responsibility, as outlined in 5(a) , for all Arts & Science proposals pertaining to courses that carry the fine arts (FNAR), humanities (HUM), and/or social sciences (SOCS) attribute, any additional courses in subjects for which any of these attributes is carried by the majority of courses, and any course in a subject under the academic authority of the Dean's or Vice-Dean's Office which carries the Arts and Science No Program Type (ARNP) attribute which has a focus in one or more areas that is currently assigned any of these attributes; for all proposals pertaining to Bachelor of Arts, Bachelor of Fine Arts, and Bachelor of Music programs; and for all proposals pertaining to Certificate, Minor, or Recognition programs comprised of a 4/5 majority of courses which carry one or a combination of the FNAR, HUM, and SOCS attributes.

#### (i) Composition

- Six (6) faculty from departments/units which are the academic home of a BA, BFA, or BMus program. The committee will comprise
  - One (1) faculty representative from the School for the Arts
  - Two (2) faculty representatives from departments which are home to a Humanities program
  - Two (2) faculty representatives from departments which are home to a Social Sciences program
  - One (1) faculty representative from any department which is home to a BA, BFA, or BMus program.
- One (1) faculty representative from departments which are not the academic home of a BA, BFA, or BMus program
- One (1) faculty representative from STM
- Vice-Dean Academic or designate (ex officio)



- One (1) representative of the Sessional Lecturers, who regularly teaches one or more courses that carry at least one of the fine arts (FNAR), humanities (HUM) and/or social sciences (SOCS) attributes
- Director, Programs Office, Arts and Science (non-voting)
- One (1) staff member from the Arts and Science Undergraduate Student Office, appointed by the Associate Dean, Students (non-voting)

(ii) Procedures

- The Chair shall be elected by the Committee.
- Quorum shall be 6 voting members of the Committee.
- The Committee shall meet regularly as required.

**Academic Programs Committee (B.Sc.)**

This committee has the authority and responsibility, as outlined in 5 (a) and below, for all Arts & Science proposals pertaining to courses that both carry the science attribute (SCIE) and for which the department with jurisdiction over the course is in the College of Arts & Science, any additional courses in subjects for which the SCIE attribute is carried by the majority of courses and the department with jurisdiction over the course is in the College of Arts & Science, and any course in a subject under the academic authority of the Dean's or Vice-Dean's Office which carries the Arts and Science No Program Type (ARNP) attribute which has a focus in one or more areas that is currently assigned the SCIE attribute and the department with jurisdiction over the course is in the College of Arts & Science; for all proposals pertaining to Bachelor of Science programs; and for all proposals pertaining to Certificate, Minor, or Recognition programs comprised of a 4/5 majority of courses which carry the SCIE attribute and the department with jurisdiction over the course is in the College of Arts & Science.

The committee will approve the following:

- Final exam exemptions for courses;

(i) Composition

- Six (6) faculty from departments which are the academic home of a BSc program and broadly representative of these programs
- One (1) faculty representative from departments which are not the academic home of a BSc program
- One (1) faculty representative from the departments of Anatomy, Physiology and Pharmacology or Biochemistry, Microbiology and Immunology
- Vice-Dean Academic or designate (ex officio)
- One (1) representative of the Sessional Lecturers, who regularly teaches one or more courses that carry the science (SCIE) attribute
- Director, Programs Office, Arts and Science (non-voting)
- One (1) staff member from the Arts and Science Undergraduate Student Office, appointed by the Associate Dean, Students (non-voting)

(ii) Procedures

- The Chair shall be elected by the Committee.
- Quorum shall be 6 voting members of the Committee.
- The Committee shall meet regularly as required.

### **Academic Programs Committee (B.Sc. [BMSC])**

This committee has the authority and responsibility, as outlined in 5 (a) and below, for all proposals pertaining to Bachelor of Science (Biomedical Science) programs, and for all proposals pertaining to courses that both carry the science (SCIE) attribute and for which the department with jurisdiction over the course is one of Anatomy, Physiology and Pharmacology; Biochemistry, Microbiology and Immunology; College of Medicine – Dean’s Office; and for all proposals pertaining to Certificate, Minor, or Recognition programs comprised of a 4/5th majority of courses which carry the SCIE attribute and for which the department with jurisdiction over the course is one of Anatomy, Physiology and Pharmacology; Biochemistry, Microbiology and Immunology, College of Medicine – Dean’s Office

The committee will approve the following:

- Final exam exemptions for the courses included above;

#### **(i) Composition**

- Two (2) faculty from the department of Biochemistry, Microbiology and Immunology in the College of Medicine
- Two (2) faculty from the department of Anatomy, Physiology and Pharmacology in the College of Medicine
- Two (2) faculty from departments in the College of Arts&Science which are the academic home of a BSc program
- One (1) faculty from departments in the College of Arts&Science which are not the academic home of a BSc program
- Vice-Dean Academic of the College of Arts&Science or designate (ex officio)
- Director, Programs Office, Arts & Science (non-voting)
- One (1) staff member from the Arts & Science Undergraduate Student Office, appointed by the Associate Dean, Students (non-voting)

#### **(ii) Procedures**

- The Chair shall be elected by the Committee.
- Quorum shall be 5 voting members of the Committee, with a minimum of 2 members from each college.
- The Committee shall meet regularly as required.

### **Academic Programs Joint Committee (B.A.&Sc.)**

This committee has the following authority and responsibility, as outlined in 5 (a), for all Arts & Science proposals pertaining to courses that carry the science (SCIE) attribute in addition to any one of the fine arts (FNAR), humanities (HUM), or social sciences (SOCS) attributes, and any course in a subject under the academic authority of the Dean’s or Vice-Dean’s Office which carries the Arts and Science No Program Type (ARNP) attribute which has a combined focus in science and any one of the areas of fine arts, humanities or social sciences; for all proposals pertaining to Bachelor of Arts and Science, in which fewer than 2/3 of the courses in the major are under the authority of only one of the above Academic Programs Committees; and for all proposals pertaining to Certificate, Minor, or Recognition programs for which fewer than 4/5 of the course requirements carry either the SCIE attribute, or one or a combination of the FNAR, HUM, and SOCS attributes.

#### **(i) Composition**

- Three (3) faculty representatives cross-appointed to the Academic Programs Committee (B.Sc.)



who represent College of Arts & Science departments which offer B.Sc. programs.

- Three (3) faculty representative cross-appointed to the Academic Programs Committee (B.A., B.F.A., and B.Mus.) who represent College of Arts & Science departments which offer B.A., B.F.A. and/or B.Mus. programs.
- One (1) faculty representative cross appointed to the Academic Programs Committee (B.Sc. [BMSC]) from the departments of Anatomy, Physiology and Pharmacology or Biochemistry, Microbiology and Immunology
- One (1) faculty representative cross-appointed to the Academic Programs Committee (B.A., B.F.A., and B.Mus.) from STM
- One (1) representative of the Sessional Lecturers, who regularly teaches courses under the academic authority of the College of Arts & Science or one of its Departments
- Vice-Dean Academic or designate (ex officio)
- Director, Programs Office, Arts and Science (non-voting)
- One (1) staff member from the Arts and Science Undergraduate Student Office, appointed by the Associate Dean, Students (non-voting)

(ii) Procedures

- The Chair shall be elected by the Committee.
- Quorum shall be 6 voting members of the Committee.
- The Committee shall meet regularly as required.

## 7. Indigenous Course Committee

### (a) Roles and Responsibilities

The Indigenous Course Committee will be charged with the following duties:

- i. Review, request revisions, and designate courses to be added to the Indigenous Learning Requirement list for the College of Arts & Science. This would include approving or declining content, assignments and the suggestions of possible instructors.
- ii. Review and update as necessary the procedure to designate courses for inclusion in the ILR.
- iii. Approve or deny requests for transfer credit for courses to meet the ILR, taken at other institutions.
- iv. Consult with Department Heads and Interdisciplinary Program Chairs regarding instructors for ILR courses.
- v. Provide support to the departments and faculty to encourage them to create ILR courses, through workshops, consultation, etc.
- vi. Assess the impacts and effectiveness of the ILR courses, based on student and faculty surveys/data which will be conducted separately from the SLEQ/teaching evaluations. These surveys will not be connected to the assessment of the instructor, but rather impact on student learning and perception.

### (b) Committee Composition

The Vice Dean Indigenous (VDI) will have the final authority of approval in the appointment of all committee members forwarded for consideration.

- Vice-Dean Indigenous (ex officio)
- Two (2) faculty representatives from the Department of Indigenous Studies
- Two (2) faculty representatives who are specialists in Indigenous RSAW and education from Arts & Science (outside of Indigenous Studies). Preference will be given to Indigenous faculty members
- One (1) faculty representative who is a specialist in Indigenous RSAW and education from the University of Saskatchewan (outside of Arts & Science, voting member). Preference will be given to Indigenous faculty members.
- One (1) representative from one of the following groups: Federation of Sovereign Indigenous Nations appointed by their Educational Secretariat or Saskatoon Tribal Council appointed by their Education unit (voting member).
- One (1) representative from one of the following groups: Gabriel Dumont Institute or the Saskatchewan Urban Native Teacher Education Program (voting member).
- One (1) Indigenous student from the College of Arts & Science who has completed the Indigenous Learning Requirement. (voting member).
- Manager, Indigenous Education Initiatives, Gwenna Moss Centre for Teaching and Learning (ex officio, non-voting).
- One (1) representative from the Gwenna Moss Centre for Teaching and Learning (ex officio, non-voting)
- Executive Assistant to the Vice-Dean Indigenous (ex officio, non-voting)

### (c) Procedures

- i. The Vice-Dean Indigenous will serve as the Chair of the Committee.
- ii. Quorum shall be any three (3) Arts & Science faculty members and the Vice-Dean Indigenous.
- iii. The Committee shall meet regularly as required.

## PART THREE

### CONFLICT OF INTEREST

#### 1. Faculty Council Proceedings

- (a) Members of the Faculty Council, and their committees shall have as their principal concern the welfare of the College community. They shall exercise independent judgment and may not act as agents of any person or organization.
- (b) There are no restrictions on the rights of a member of the Faculty Council to participate in debate and to vote on any matter that comes before the Council concerned. However, a member who has a conflict of interest with respect to a matter that comes before the Faculty Council shall disclose the conflict when speaking on the matter in the proceedings.

#### 2. Committees of the Faculty Council

- (a) A member of a committee of the Faculty Council shall conduct herself or himself so as to avoid conflict of interest or the appearance of conflict of interest.
- (b) A member of a committee of the Faculty Council shall disclose and identify a conflict of interest or perceived conflict of interest affecting that member.
- (c) A member of a committee of the Faculty Council shall abstain from voting in committee proceedings on matters in which the member has a conflict of interest. If necessary, the member shall withdraw from all committee deliberations with respect to the matter.
- (d) The chair or a member of a committee of the Faculty Council shall be entitled to raise the question as to whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
- (e) The chair or a member of a committee of the Faculty Council shall be entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee.
- (f) If a request referred to in paragraph (e) to withdraw from the deliberations of a committee of the Faculty Council or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee's report relating to the matter.

## PART FOUR

### AMENDMENT OF THE BYLAWS

1. Amendments to these Bylaws may only be made by a resolution of the Faculty Council supported by a two-thirds majority of those present and eligible to vote.
2. Notice of any proposed amendments to these Bylaws shall be given at the previous meeting of the Faculty Council.
3. Any proposed amendments to these Bylaws shall be sent to each Member of the Faculty Council not less than thirty (30) days prior to the date of the meeting at which the amendments are to be considered.
4. Any amendment to these Bylaws shall be effective immediately unless such amendment shall require the approval of University Council.