

NOTICE OF MEETING

38th Meeting of Faculty Council
Thursday June 12, 2014
3:00 pm – 5:00 pm; Senate Chamber, N940 Ross

A Year-end Reception will begin at 2:15pm.

Agenda

1. Call to Order and Approval of the Agenda
2. Chair's Remarks
3. Minutes of the **May 8, 2014** meeting.....1
4. Business Arising from the Minutes
5. Dean's Remarks
6. Question Period
7. Reports of Standing Committees of Council
 - a. Executive Committee
 - **Rules and Procedures of Council** (item for action).....4
 - **Election Results Council and Senate** (items for information).....29
8. Presentation: Rhonda Lenton, Provost
Updates on Academic Initiatives
Decanal Search Process
9. Other Business

2014 - 2015 Liberal Arts & Professional Studies Faculty Council Meetings are normally on the second Thursday of the month at 3:00pm in the Senate Chamber, N940 Ross.

September 11, 2014
October 9, 2014
November 13, 2014
*December 4, 2014**
January 15, 2015

February 12, 2015
March 12, 2015
April 9, 2015
May 14, 2015
June 11, 2015

*The December meeting of Faculty Council will
be held the first Thursday of the Month*

All are welcome and encouraged to attend!

York University
Faculty of Liberal Arts & Professional Studies
LA&PS Faculty Council

Senate Chamber
Minutes of the 37th Meeting of Council
May 8, 2014
#140508

Attendance: T. Abdullah, S. Abraham, N. Adelson, M. Adriaen, M. Anam, U. Best, K. Bhatia, K. Birch, K. Bird, I. Boran, M. Buccheri, M. Budworth, E. Cohen, G. Colussi-Arthur, G. Comninel, S. Dimock, M. Dodman, D. Doorey, C. Ehrlich, P. Giordan, B. Heron, M. Hoffman, X. Huang, T. Hwong, C. Innes, M. Keall, A. Khandwala, D. Koffman, C. Kraenzle, S. Lino, M. Lockshin, B. Luk, A. Lunny, J. Marcus, C. Marjollet, A. Matsuoka, B. McComb, K. McPherson, G. Mianda, K. Michasiw, G. Mueller, R. Myers, L. Myrie, J. Newton, P. Ng, M. Peacock, J. Pearce, A. Redding, M. Reisenleitner, K. Reynolds, L. Ripley, C. Sanchez-Rodriguez, L. Sanders, R. Saunders, A. Schrauwers, M. Schwartz, K. Sheibani, J. Sheptycki, D. Spokiene, B. Spotton Visano, G. Spraakman, L. Steinman, W.S. Tufts, A. Valeo, P. Walsh, J. Wang, A. Weiss, R. Wellen, K. White, E. Winslow, P. Wood, D. Woody

Guest: D. Pomerleau, V. Olender, B. Sharon, Z. DiFranco

1. Call to Order and Approval of Agenda

The Chair of Council called the meeting to order.

It was moved, seconded and carried to approve the agenda.

2. Chair of Council's Remarks

The Chair welcomed everyone to the 37th meeting of Faculty Council.

The Chair of Council welcomed back L. Cozzi as the Secretary of Council who had returned from leave and thanked M. Harper for filling in the role in her absence.

The Chair alerted members that there will be a June meeting of Faculty Council as the Provost will be in attendance to speak about University academic initiatives. The meeting date is June 12 and

encouraged members to attend this meeting for this important discussion. He announced that convocation ceremonies begin on June 13 and encouraged members to attend where possible to support and congratulate our students.

The Executive Committee report was updated in the hard copy agenda package to reflect the most recent nominees for Council and its Standing Committees and Senate and its Standing Committees.

Since there was no request to move the consent agenda items onto the regular agenda, they were deemed approved.

The reports of the March and April Senate meetings have been added to the hard copy agenda package and will also be posted on the Faculty Council website.

3. Minutes of the March 13, 2014 Meeting

It was moved, seconded, and carried that the minutes of the March 13, 2014 meeting of Council be approved.

4. Business Arising from the Minutes

There was none.

5. Dean's Remarks

Dean Singer thanked M. Harper for his role as Secretary of Council and welcomed back L. Cozzi from her leave.

Dean Singer discussed the enrolment numbers for the summer term. He noted that the numbers are similar to that of last summer, and there are some concerns regarding the second part of the term. It was noted that there is a decline in admissions for 101 students for Fall 2014 about 13% while there has been an increase in Visa students by about 28%. Additionally with the new budget model it would be beneficial for the Faculty to not only maintain the numbers but to add additional students.

Dean Singer announced a number of Faculty events on campus:

- On April 30 in complex 1 the celebration of Liberal Arts & Professional Studies Experiential Education took place;

- On May 1 the Summit on the First Year Experience with Vincent Tinto was very well attended;
- Hosted the annual meeting of Canadian Anthropology Society. At this year's meeting there was the highest number of registrants. The Dean congratulated Professor Schrauwers, Professor Hirji and the Department of Anthropology for all their hard work and dedication to making the annual meeting a great success;
- On May 7 the Equity & Social Justice High School event @ York took place with over 1,000 High School students participating. He congratulated both Professor Derayeh and the Department of Equity Studies for their success;
- The 13th International Centre for Research on the French 17th Century took place on May 8. He congratulated Professor Piofett on this, and noted that Associate Dean Adelson represented him at the event;
- Social Media: Implications for Politics, Religion and Gender, 2nd Annual Conference took place. He congratulated Professor Iannicito-Provenzano for its success;
- Ongoing is the "Scholarship of Socially Engaged Research" in Political Science and Sociology. He encouraged members to attend.

It was noted that the York Abroad courses are currently underway, they include:

- Research Skills in Athens, Greece
- Intermediate Spanish Abroad in Avila, Spain
- Intermediate German, Berlin, Germany
- French Language and Society, Chambéry, France
- Literary London, London, England
- Advanced Modern Chinese & Culture, Nanjing, China
- Childhood in Context, Limpopo, South Africa
- Italian Medieval & Renaissance, Florence, Italy
- Modern & Contemporary Italian Culture, Rome, Italy

An announcement was made regarding Asian Heritage Month. Events will begin on May 12 with a roundtable on Multiculturalism, Education & Youth. A visit of the Amity University delegation from India on June 2 is also expected.

Dean Singer discussed the Academic and Administrative Program Review and that further communication on this will take place at the

June meeting of Council. The annual planning exercise has been ongoing and will continue to the end of May as planned.

On the subject of retirements and resignations, it was noted that there is an unusually high number of retirements (18) for which most of them are for July 1, 2014. There was also mention of those who had resigned were provided with an opportunity to take a leave of absence without pay.

Dean Singer congratulated the Faculty on its impressive array of research information on colleagues' curriculum vitae, which have been submitted and posted to date. The snapshot of the Faculty illustrates the depth and breadth of the research taking place and it is breathtaking. He noted that that we must use this information to change the perceptions of the University.

6. Question Period

There were none.

7. Reports of Standing Committees of Council

a) Executive

It was moved and seconded that the nominations for Council and its standing committees be approved.

There was one additional nomination: I. Boran for Vice-Chair of Council.

The motion carried.

It was moved and seconded that the nominations to Senate and Senate Committees be approved.

There were no additional nominations.

The motion carried.

b) Teaching and Learning

C. Popvic presented on the Teaching Commons. Her presentation may be found here: http://www.yorku.ca/laps/council/faculty/documents/PDFPresentation_TeachingCommons.pdf

More information regarding the Teaching Common may be found at <http://teachingcommons.yorku.ca/>

c) Academic Policy and Planning

It was move and seconded that the Faculty Council approve the proposal for the administrative move of the graduate program in Interdisciplinary Studies from the Faculty of Graduate Studies to the Faculty of Liberal Arts and Professional Studies.

A question was raised regarding the physical location of the program. It was noted that this is an administrative question regarding geographical location and that it will be referred to the appropriate personnel within the Dean's Office and University.

The motion was approved.

It was moved, seconded, and carried that the Faculty Council approve the proposal for the administrative move of the graduate program in Social and Political Thought from the Faculty of Graduate Studies to the Faculty of Liberal Arts and Professional Studies.

It was moved, seconded, and carried that the Faculty Council approve the proposal for the administrative move of the graduate program in Communication and Culture from the Faculty of Graduate Studies to the Faculty of Liberal Arts and Professional Studies.

The item for information response to the University's Strategic Mandate Agreement proposal was received.

d) Curriculum, Curricular Policy and Standards

It was moved, seconded, and carried that the that Faculty Council approve a new course rubric, ISS, for the Interdisciplinary Social Science Degree Program.

e) Research Policy and Planning

The item for information the Student Council of Liberal Arts & Professional Studies (SCOLAPS) Report on Undergraduate Engagement in Research was received.

8. Other Business For Which Due Notice Has Been Given

It was moved, seconded, and carried that the Faculty express the grave concerns and serious doubts of its members that the concept, method, data collection and analysis associated with this review will provide either reliable or valid information upon which sound academic/administrative decisions concerning the future of the Faculty can be made.

9. Other Business

There was none.

It was moved, seconded and carried to adjourn.

G. Comninel, Chair of Council

L. Cozzi, Secretary of Council

Executive Committee Report to Council

Report 8
May 2014

ITEM FOR ACTION (1)

1. Changes to the Rules and Procedures of Faculty Council

The Executive Committee recommends that the Faculty Council approve the changes to the rules and procedures of Council effective July 1, 2015.

The Executive Committee has been working with the liberal arts and professional studies community to revise the rules and procedures of Council. From the Faculty's onset, it had been determined that the rules and procedures were workable but were not necessarily those that reflect the function and composition of the Faculty and that shortly after July 1, 2010 (one year after the launch of the new Faculty) a revised set of rules would be brought forward for approval. Provisional rules were put in place June 2011 to assist with this process.

In the 2012-2013 academic year the Executive undertook consultations with each of the standing committees, asked for feedback from members of the community through the Secretary of Council, and developed a Faculty governance participation poll, (the results of the poll were posted at the February 14, 2013 meeting of Faculty Council). Each of these asked members what could be done to encourage more participation and what could be done differently and more effectively. Following the consultation phase the Executive began to work through each of the recommendations made and discussed in great detail how to best align the functions of Council and its Committee structures.

The Executive is pleased to present the final changes to the Liberal Arts and Professional Studies Faculty Council Rules and Procedures effective July 2015.

The Executive would like to thank all those who provided feedback and recommendations throughout this process.

The changes to the rules and procedures (appendix A) reflect both substantive and editorial recommendations.

The substantive changes in summary format are as follows:

Membership of Council (1.1)

- **CUPE I, CUPE II, and CUPE – Exempt:** Change from 5% of total number (which were listed in two categories) to 30 standing members elected at-large. This change reflects the opening of the category to ensure broad representation of the three groups.
- **Undergraduate students:** Change from 5% of total number to 35. 5% of the total number of students is approximately 33 to 35 students, by having a designated number of seats ensures that the students are able to populate an exact number each year prior the first Council meeting.
- **CPM and YUSA staff:** Change from 5% of total number to 5 CPM and 5 YUSA members elected at-large. By having designated numbers of 5 in each will ensure members of the two constituencies will be able to effectively participate in Council.

Non Succession (1.4)

- As previously approved, as part of the procedures to ensure broad representation across disciplines and un/tenured faculty the Executive Committee was encouraged to consider a non-succession rule which would apply to all committees except for tenure and promotion, petitions, and senate as they require at least 16 full-time faculty members with an overlap of experience.

Conflict of Interest (1.5)

- As previously approved, inclusion of a conflict of interest section to ensure that all members of Council are not placed in a difficult situation to where their application is being adjudicated and/or recommended for approval by the committee or sub-committee for which they are participating on. This will ensure that principle of equity and transparency is applied in the adjudicative processes within the Faculty.

Nominations process (1.6)

- As previously approved, inclusion of a nominations process will ensure transparency in the elections process within the Faculty.

Council Meetings (3.1)

- As previously approved, updated to reflect a September meeting of Council. By adding the September meeting, council meetings have increased by one additional meeting in September, this will ensure that the length of time between meetings does not exceed three months and that any approvals that are required prior to October are made by Council rather than under the provision of summer authority.

Standing Committees of Council

Executive Committee (6.1)

- Minor editorial changes to reflect the current practice (refer to detailed document for further rationale)

Academic Policy and Planning Committee (6.2)

- Minor editorial changes to reflect the current practice (refer to detailed document for further rationale)

Committee on Curriculum, Curricular Policy and Standards (6.3)

- Change in mandate to better reflect current practices including the inclusion of quality assurance protocols as the committee is responsible for ensuring that the procedures are adhered to.
- Additional minor editorial changes to reflect the current practice (see document for further information)

Tenure and Promotions Committee (6.4)

- Change in the composition of the committee for full-time faculty members who serve to have received tenure prior to joining the committee. Members who have served in the past on the committee feel strongly about the untenured members serving as the nature of the work places untenured faculty in a difficult and sometimes conflicting position. Further untenured faculty members may not be able to serve out the term of three years as once they enter their Candidacy years their file may be subject to review at the faculty level, as per section 1.5 of the rules and procedures. It is also essential that committee members have gone through the process to ensure that they are familiar with all the stages of review.
- Minor editorial changes to reflect the current practice (refer to detailed document for further rationale)

Committee on Research Policy and Planning (6.5)

- Revised mandate to allow for greater flexibility in the initiatives and goals that the Committee may undertake. It seeks to accommodate the changing culture of research within the Faculty, and to ensure that the initiatives and goals set by the Committee are attainable during the course of any given year.
- Minor editorial changes to reflect the current practice (refer to detailed document for further rationale)

Committee on Teaching, Learning, and Student Success (6.6)

- Revised mandate to better reflect the current practices. In particular, the mandate was re-written to clarify the Committee's policy role, and leaving the issues on implementation to the administration.
- Inclusion of Academic Integrity as an essential role in the student learning strategic objectives of the Faculty.
- By working to enhance the teaching culture and addressing student learning needs the committee will fulfil a mandate to promote student success through learning communities.
- The title of the Committee has been updated to reflect the changes in the mandate

Committee on Student Appeals and Academic Integrity (6.7)

- Remove the Committee and harmonize activities of committee on teaching, learning and student success- There is a clear alignment of academic integrity with teaching and learning. The Petitions Committee could reasonably incorporate the adjudication of grade reappraisal appeals in its mandate as there are less than 10 per year.

Committee on Student Academic Petitions and Appeals (6.7)

- The title of the Committee has been updated to reflect that it will now also consider grade reappraisal appeals (moved from the mandate of the Committee on Student Appeals and Academic Integrity).

Appendix A: Rules and Procedures Legislative Changes

LA&PS Current Rules and Regulations	Proposed Changes Rules and Regulations 2014 (changes in green font)
<p>Subject to approval of Senate, of which the Council is a sub-committee, the Council shall be composed of:</p> <p>i. The Dean and Associate Deans;</p> <p>ii. Full-time members of the Faculty and cross-appointed members of the Faculty;</p> <p>iii. Emeriti faculty (retirees) for the year during which they hold a teaching and/or administrative appointment;</p> <p>iv. Six alumni representatives, two appointed each from the former Faculties of Arts and Atkinson Alumni Associations and two from the Faculty of Liberal Arts & Professional Studies Alumni Association. The Alumni Associations will report to the Council on the names of the appointed members;</p> <p>v. A number of representatives of contract faculty members including CUPE Unit II, CUPE Unit 1, and CUPE-Exempt Course Directors, during the year they hold a Course Directorship, or are on a leave for which they accrue applicable prior experience under the CUPE Unit II collective agreement equal to 5% of the total number (rounded to the next highest integer);</p> <p>vi. A number of representatives of CUPE Unit I Teaching Assistants appointed to LA&PS courses, equal to 5% of the total number (rounded to the next highest integer) of persons appointed to such positions as of the first day of classes of that academic year elected by CUPE Unit I Teaching Assistants;</p> <p>vii. A number of undergraduate students registered on October 15, equal to 5% of the total membership of Council (rounded to the next highest integer) and elected by the students. The Student Council of the Liberal Arts & Professional Studies (SCOLAPS) will report to the Council on the names of the elected students including the process by which they were chosen;</p> <p>viii. Professional and Managerial staff (CPMs) and members of the Faculty support staff (YUSA) equal to 5% percent of their total number (rounded to the next highest</p>	<p>Subject to approval of Senate, of which the Council is a sub-committee, the Council shall be composed of:</p> <p>i. The Dean, Vice Dean, and Associate Deans;</p> <p>ii. Full-time members of the Faculty and cross-appointed members of the Faculty;</p> <p>iii. Emeriti faculty (retirees) for the year during which they hold a teaching and/or administrative appointment;</p> <p>iv. Six alumni representatives from the Faculty of Liberal Arts & Professional Studies Alumni Association. The Alumni Associations will report to the Council on the names of the appointed members;</p> <p>v. Thirty representatives of contract faculty members including CUPE Unit 1, CUPE Unit II, and CUPE-Exempt Course Directors, during the year they hold a Course Directorship/Teaching Assistantship, or are on a leave for which they accrue applicable prior experience under the CUPE Unit II collective agreement.</p> <p>vi. Thirty-five undergraduate students registered on October 15 of each year. The Student Council of the Liberal Arts & Professional Studies (SCOLAPS) will report to the Council on the names of the elected students including the process by which they were chosen;</p> <p>vii. Five Professional and LA&PS Managerial staff (CPMs) and five members of the Faculty support staff (YUSA) to be elected annually by the respective constituencies. The YUSA and CPM groups will report to the Council on the names of the elected members including the process by which they were chosen.</p> <p>1.1 Ex-Officio Non-Voting Members of the Council i. The President, Vice-Presidents, and Associate Vice-Presidents of the University, the Deans and Principals of other Faculties of the University, the University Librarian, Chair and the Secretary of the Senate, and the Secretary of the Council.</p> <p>1.2 Eligibility for Council Committee, Senate and Senate Committee Membership</p>

integer) to be elected annually by the respective constituencies. The YUSA and CPM groups will report to the Council on the names of the elected members including the process by which they were chosen.

1.1 Ex-Officio Non-Voting Members of the Council

i. The President, Vice-Presidents, and Associate Vice-Presidents of the University, the Deans and Principals of other Faculties of the University, the Chair and the Secretary of the Senate, and the Secretary of the Council.

1.2 Delegates to Council

i. Each School/Department shall annually designate from among its full-time and contract faculty ~~at least two~~ delegates to the Council who, along with the Chair and Director of the Undergraduate Program of the School/Department, shall have the responsibility for attending meetings of the Council and reporting to the School/Department on Council business as appropriate. Names are to be reported each year to the Council Office by September 20.

1.3 Eligibility for Council Committee, Senate and Senate Committee Membership

No individual shall serve simultaneously on more than one Council committee with the exception of ex-officio members.

1.4 Nomination Process

Executive Committee is responsible for developing and recommending to Council slates of candidates for election to Council committees, sub-committees, Senate, and Senate Committees on which there is a Faculty designate.

No individual shall be nominated for more than two Council committees. In the event that an individual is elected to both committees, the Executive Committee will assign the individual to the committee where there is the greatest need.

Additional candidates not included in the recommendations made by the Executive Committee may be nominated by Councilors at Council meetings. Such candidates must be eligible for membership, willing to serve and available at the standing meeting time of the committee. Ideally, the names of individuals nominated from the floor shall be communicated to the Secretary of Council in advance of the meeting in order to determine if the prospective additional candidates are eligible. In the event that individuals are nominated from the floor during a Council meeting, they must be present at Council to attest to their eligibility.

The Executive Committee shall establish and publish guidelines and procedures for nominations.

No individual shall serve simultaneously on more than one Council Standing Committee with the exception of ex-officio members.

1.3 LA&PS Vacancies on Standing Committees of Council and Senate

a) Vacancies on Standing Committees of Council and Liberal Arts & Professional Studies Representatives on Senate are normally filled prior to July 1 each year. Vacancies are established by membership terms expiring and resignations.

b) If a member goes on leave or is otherwise unable to complete their term, a normal vacancy shall exist and an election shall be called.

c) Term membership on Council, Standing Committees of Council and Senate normally begins July 1 and ends June 30.

d) Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office.

e) Each School/Department shall annually designate from among its full-time and contract faculty **one or more** delegates to the Council who, along with the Chair and Director of the Undergraduate Program of the School/Department, shall have the responsibility for attending meetings of the Council and reporting to the School/Department on Council business as appropriate. Names are to be reported each year to the Council Office by September 20.

1.4 Non-Succession

a) Normally, elected at-large faculty members shall not serve for more than three consecutive years on the same Council committee or legislated sub-committee. Under extraordinary circumstances, the Executive Committee may request that the membership of one or more individuals be extended beyond three years.

b) Non-succession does not apply to Faculty Representatives on Senate, the Committee on Student Academic Petitions, the Committee on Tenure and Promotions.

1.5 Conflict of Interest

No individual shall serve on a legislated sub-committee at a time when they would be the subject of adjudication (e.g., for an award, tenure or promotion) by the sub-

The election of members to Senate and Senate Committees is restricted to members of Council whose home Faculty is Liberal Arts & Professional Studies.

1.5 Non-Succession

Normally, no elected faculty member shall serve for more than three consecutive years on a Council committee or legislated sub-committee. The Executive Committee shall provide a rationale for any recommendation that would have the effect of extending the membership of an individual beyond three years. Non-succession does not apply to Faculty Representatives on Senate.

1.6 Conflict of Interest

No individual shall serve on a Council committee or legislated sub-committee at a time when they would be the subject of adjudication (e.g., for an award, tenure or promotion) by that Council committee.

2. Officers of Council

2.1 Chair

i. The outgoing Vice-Chair will normally assume the Chair in the following year. If the Vice-Chair is not able or prepared to do so, the Chair of the Council shall be elected from the members of the Council for a one-year term ~~after at least two nominations have been submitted by the Executive Committee.~~

ii. Should the position of Chair become vacant prior to the end of the normal term, the Vice-Chair shall assume the position and the Executive Committee shall hold an election for Vice-Chair as soon as possible.

iii. Should the Chair-elect resign prior to the beginning of her/his term of office, the Vice-Chair-elect shall normally become Chair-elect and the Executive Committee shall hold an election for Vice-Chair as soon as possible.

2.2 Vice-Chair

committees.

1.6 Nomination Process

a) The Executive Committee shall establish and publish guidelines and procedures for nominations.

b) The Executive Committee is responsible for developing and recommending to Council a slate of candidates for election to Council standing committees, sub-committees, Senate, and Senate Committees on which there is a Faculty designate.

c) No individual shall be nominated for more than two Council committees. In the event that an individual is elected to both committees, the Executive Committee will assign the individual to the committee where there is the greatest need.

d) Additional candidates not included in the recommendations made by the Executive Committee may be nominated by any members at Council meetings. Such candidates must be eligible for membership, willing to serve and available at the standing meeting time of the committee. Ideally, the names of individuals nominated from the floor shall be communicated to the Secretary of Council in advance of the meeting in order to determine if the prospective additional candidates are eligible. In the event that individuals are nominated from the floor during a Council meeting, they must be present at Council to attest to their eligibility.

e) Election results shall be posted and reported on at Council.

f) The election of members to Senate and Senate Committees is restricted to members of Council whose home Faculty is Liberal Arts & Professional Studies.

2. Officers of Council

2.1 Chair

i. **The outgoing Vice-Chair will normally assume the Chair in the following year. If the Vice-Chair is not able or prepared to do so, the Chair of the Council shall be elected from the members of the Council for a one-year term.**

ii. Should the position of Chair become vacant prior to the end of the normal term, the Vice-Chair shall assume the position and the Executive Committee shall hold an election for Vice-Chair as soon as possible.

iii. Should the Chair-elect resign prior to the beginning of her/his term of office, the Vice-Chair-elect shall normally become Chair-elect and the Executive Committee shall hold an election for Vice-Chair as soon as possible.

2.2 Vice-Chair

i. The Vice-Chair of the Council shall be elected from the members of the Council for a one-year term ~~after at least two nominations have been submitted by the Executive Committee.~~ The Vice-Chair is the Chief Teller and Chief Returning Officer for all elections.

ii. The Vice-Chair normally assumes the Chair in the following year.

iii. Should the position of Vice-Chair become vacant prior to the end of the normal term, an election shall be called.

iv. Should the Vice-Chair-elect resign prior to the beginning of her/his term of office, an election for Vice-Chair shall be called.

v. The Vice-Chair presides over meetings of the Committee of the Whole.

2.3 Secretary of the Council

i. The Secretary of the Council shall be appointed by the Dean of the Faculty. Duties include:

a. To take charge of the records and papers of the Council and its committees and to keep the same properly arranged for convenient reference.

b. To attend all meetings of the Council and Council committees and to keep regular minutes of all proceedings.

c. To prepare all resolutions, reports or other papers, which the Council may direct, and all copies that may be required of any such documents or papers.

d. To prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council, the Dean, or when the Council is not in session, by the Chair of the Executive Committee.

3. Council Meetings

3.1 Monthly meetings

i. Meetings of the Council shall be held from 3:00 p.m. – 5:00 p.m., the second Thursday of each month, from ~~October~~ to June inclusive. Notice of meetings shall be sent six days in advance

3.2 Special meetings

i. At least three days' notice must be given. The meeting may deal only with business specified in the notice;

ii. Special Council meetings may be called by:

a. The Dean of the Faculty; or

b. The Chair of the Council; or

c. At the request of no fewer than 25 Council members.

3.3 Quorum

i. Fifty voting members of Council, the majority of whom are full-time faculty members, constitutes a quorum.

4. Conduct of Proceedings

i. The Vice-Chair of the Council shall be elected from the members of the Council for a one-year term. The Vice-Chair is the Chief Teller and Chief Returning Officer for all elections.

ii. The Vice-Chair normally assumes the Chair in the following year.

iii. Should the position of Vice-Chair become vacant prior to the end of the normal term, an election shall be called.

iv. Should the Vice-Chair-elect resign prior to the beginning of her/his term of office, an election for Vice-Chair shall be called.

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d. To prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council, the Dean, or when the Council is not in session, by the Chair of the Executive Committee.

3. Council Meetings

3.1 Monthly meetings

i. Meetings of the Council shall be held from 3:00 p.m. – 5:00 p.m., the second Thursday of each month, **from September to June**, if required inclusive. Notice of meetings shall be sent six days in advance

3.2 Special meetings

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b. The Chair of the Council; or

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3.3 Quorum

i. Fifty voting members of Council, the majority of whom are full-time faculty members, constitutes a quorum.

4. Conduct of Proceedings

i. The Chair shall conduct the proceedings of the

i. The Chair shall conduct the proceedings of the Council in conformity with the Rules and Procedures enacted by the Council.

4.1 Order of Business

- i. Chair's Remarks
- ii. Minutes of the previous meeting
- iii. Business Arising from the Minutes
- iv. Inquiries
- v. Communications
- vi. Report of the Dean
- vii. Report of the Chair of the Council Masters
- viii. Report of the Faculty Representative on Senate

Executive

- ix. Question Period
- x. Reports of Standing Committees
- xi. Reports of Special Committees
- xii. Unfinished Business
- xiii. Other Business for Which Due Notice Has Been Given
- xiv. Other Business

4.2 Notices of Motion and Meetings

i. Normally, notices of motion shall be deposited with the Secretary of the Council at least 14 days in advance of the meeting.

4.3 Meeting Cancellation

i. If the Executive Committee determines that there is insufficient business ready for consideration by Council, it may agree not to hold a regular meeting.

4.4 Motions

i. No motion introducing new matters other than matters of privilege shall be taken into consideration at any meeting of the Council unless notice in writing has previously been given to the Secretary for circulation with the notice of the meeting, or unless a motion to permit the introduction of a new motion has been approved by a two-thirds majority of members present and voting. A motion so introduced must be submitted to the Secretary in writing for inclusion in the Council records.

ii. When a motion has been made and seconded it shall be disposed of, unless the mover and the seconder, with the consent of the Council, withdraw it.

iii. When a question is under debate, no motion shall be received by the Chair except for one of the following:

- a. To adjourn Council (Not debatable)
- b. To recess Council (Not debatable)
- c. Points of Order (Not debatable unless the Chair wishes; may be made while someone else has the floor.)
- d. Appeal against a decision of the Chair (Only appellant and Chair may speak to the challenge.)
- e. To amend (Debatable; the report of a Committee may be amended in Council.)
- f. To withdraw a motion being considered (Not debatable; may be made only by the original mover and

Council in conformity with the Rules and Procedures enacted by the Council.

4.1 Order of Business

- i. Chair's Remarks
- ii. Minutes of the previous meeting
- iii. Business Arising from the Minutes
- iv. Inquiries & Communications
- v. Dean's Remarks
- vi. Question Period
- vii. Reports of Standing Committees
- viii. Other Business for Which Due Notice Has Been Given

4.2 Notices of Motion and Meetings

i. Normally, notices of motion shall be deposited with the Secretary of the Council at least 14 days in advance of the meeting.

4.3 Meeting Cancellation

i. If the Executive Committee determines that there is insufficient business ready for consideration by Council, it may agree not to hold a regular meeting.

4.4 Motions

i. No motion introducing new matters other than matters of privilege shall be taken into consideration at any meeting of the Council unless notice in writing has previously been given to the Secretary for circulation with the notice of the meeting, or unless a motion to permit the introduction of a new motion has been approved by a two-thirds majority of members present and voting. A motion so introduced must be submitted to the Secretary in writing for inclusion in the Council records.

ii. When a motion has been made and seconded it shall be disposed of, unless the mover and the seconder, with the consent of the Council, withdraw it.

iii. When a question is under debate, no motion shall be received by the Chair except for one of the following:

- a. To adjourn Council (Not debatable)
- b. To recess Council (Not debatable)
- c. Points of Order (Not debatable unless the Chair wishes; may be made while someone else has the floor.)
- d. Appeal against a decision of the Chair (Only appellant and Chair may speak to the challenge.)
- e. To amend (Debatable; the report of a Committee may be amended in Council.)
- f. To withdraw a motion being considered (Not debatable; may be made only by the original mover and seconder.)
- g. To suspend rules and procedures (Not debatable; requires agreement by two-thirds of the members present.)
- h. To put the question (Not debatable)
- i. To limit debate (Not debatable)
- j. To refer back (Not debatable, but the mover of the motion and the Chair of the reporting Committee may speak

seconder.)

- g. To suspend rules and procedures (Not debatable; requires agreement by two-thirds of the members present.)
- h. To put the question (Not debatable)
- i. To limit debate (Not debatable)
- j. To refer back (Not debatable, but the mover of the motion and the Chair of the reporting Committee may speak briefly to the motion.)
- k. To refer the matter to an appropriate committee (Debatable as to instructions and precludes amendments to the main question.)
- l. To move into a Committee of the Whole (Not debatable.)
- m. To rise and report (Not debatable; used to terminate a Committee of the Whole.)
- n. To adjourn the debate (Not debatable)
- o. To adjourn Council (Not debatable)
- iv. There will not be any motions made from the floor to rescind or reconsider.

4.5 Voting

- i. All questions that come before the Council shall be decided by a majority vote of the members present and voting unless otherwise indicated or specified;
- ii. The Chair of the Council, the Chair of the Committee of the Whole, and the Standing Committee Chair while chairing a meeting may not vote;
- iii. In the event of a tie, the motion will be defeated;
- iv. A count of the vote may be recorded at the request of the Chair or any member on any motion except one to adjourn Council or to adjourn debate.

4.6 General Authority

- i. In cases not covered by the rules and procedures, meetings shall be conducted in conformity with the rules set be the University Senate Rules and Procedures.

4.7 Openness of Council Meetings

- i. The meetings of the Council shall be open to all members of the Faculty of Liberal Arts & Professional Studies, with the following provisos:
 - a. That any member of the Council may recommend that any meeting or part of a meeting may be held in camera, with the approval of the majority present and voting;
 - b. That only voting members of the Council shall be allowed to vote and introduce motions;
 - c. That all members of the Faculty who are present at a Council meeting shall be permitted to speak when granted permission by the Chair to do so, and that such persons shall follow the Rules and Procedures of the Council.
- ii. The meetings of the Council of the Faculty shall be open to the general public (including the Press) except when the meeting is to be in camera or closed to the public, under the conditions specified in a. with the additional proviso that such observers shall not be permitted to speak unless a majority of the members present and voting agree. These observers may not vote.

briefly to the motion.)

- k. To refer the matter to an appropriate committee (Debatable as to instructions and precludes amendments to the main question.)
- l. To move into a Committee of the Whole (Not debatable.)
- m. To rise and report (Not debatable; used to terminate a Committee of the Whole.)
- n. To adjourn the debate (Not debatable)
- o. To adjourn Council (Not debatable)
- iv. There will not be any motions made from the floor to rescind or reconsider.

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- ii. The meetings of the Council of the Faculty shall be open to the general public (including the Press) except when the meeting is to be in camera or closed to the public, under the conditions specified in a. with the additional proviso that such observers shall not be permitted to speak unless a majority of the members present and voting agree. These observers may not vote.

5. Amendments to Rules and Procedures

- i. A motion to amend the Rules and Procedures shall be circulated with the notice of meeting. Approval of a motion to amend the Rules and Procedures requires a two-thirds majority of members present and voting.

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6.1 Executive Committee

In discharging its functions the Committee shall:

- i. Co-ordinate the work of the Council and its committees by:
 - a. Directing the flow of Council business including, where appropriate, referring matters to Council committees;
 - b. Maintaining oversight of the work of Council committees;
 - c. ~~Administering the process of nominating and electing members to serve on the Council and its committees, and as Liberal Arts and Professional Studies members on Senate and Liberal Arts and Professional Studies members on Faculty representative Senate committees; and~~
 - d. Scheduling the agenda of the Council and approving all matters going before the Council.
- ii. Advise and make recommendations to the Council on all matters pertaining to:
 - a. The organization of the Council and its committees;
 - b. The organization and function of academic governance in the Faculty.
- iii. Authorize altering the order of business for any meeting of the Council, provided that the order to be followed is shown on the Notice of Meeting;
- iv. **Be responsible for the nomination and elections of officers of the Council, members of Council committees, and Faculty representatives on Senate Executive and any other Senate committees; regulate the election of students, contract faculty members, CUPE Unit 1 Teaching Assistants, and Professional and Managerial Staff (CPMs) and members of the Faculty support staff (YUSA) to the Council; delegate the nomination and elections to a sub-committee and/or Council staff;**
- v. Periodically review the Rules and Procedures and governance structure of the Council or its committee system, and recommend amendments to the above for the approval of the Council;
- vi. In the case of the absence or illness of the Chair and the Vice-Chair, appoint one of the members of the Council to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair;
- vii. Serve as a summer authority following Senate practice, and act on behalf of the Council from the last meeting of the Council in the spring, to the first meeting of the Council in the fall;
- viii. Establish special committees to deal with matters of

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 - a. The organization of the Council and its committees;
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- vi. In the case of the absence or illness of the Chair and the Vice-Chair, appoint one of the members of the Council to act as Chair pro tempore and for such period the member so appointed shall act as, and have all the powers of, the Chair;
- vii. Serve as a summer authority following Senate practice, and act on behalf of the Council from the last meeting of the Council in the spring, to the first meeting of the Council in the fall;
- viii. Establish special committees to deal with matters of general concern that do not fall within the accepted area of jurisdiction of an existing committee, with the approval of the Council; perform oversight and report to the Council on the creation of ad hoc sub-committees by Council committees. When such special or ad-hoc committees are formed regularly, consider recommending that they be approved as committees of the Council or sub-committees of a committee of Council;
- ix. Negotiate with the President the procedures for Decanal searches in the Faculty.

<p>general concern that do not fall within the accepted area of jurisdiction of an existing committee, with the approval of the Council; perform oversight and report to the Council on the creation of ad hoc sub-committees by Council committees. When such special or ad-hoc committees are formed regularly, consider recommending that they be approved as committees of the Council or sub-committees of a committee of Council;</p> <p>ix. Negotiate with the President the procedures for Decanal searches in the Faculty.</p> <p>Membership: Chair of Faculty Council (who shall Chair the meetings) for a one-year term</p> <p>Vice-Chair of Council Seven faculty members elected at-large for a three-year term Three students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis Ex-officio (non-voting) members Dean or dean's designate Faculty of Liberal Arts & Professional Studies representative on the Executive Committee of Senate, Secretary of Council or designate Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. Units will self identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1. At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.</p>	<p>Membership: Chair of Faculty Council (who shall Chair the meetings) for a one-year term</p> <p>Vice-Chair of Council Six faculty members elected at-large for a three-year term Three students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis Ex-officio (non-voting) members Dean or dean's designate Faculty of Liberal Arts & Professional Studies representative on the Executive Committee of Senate, Secretary of Council or designate</p> <p>Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools.</p> <p>At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.</p>
<p>6.2 Academic Policy and Planning Committee Examines, formulates, and reviews long-term and short-term academic planning as well as comprehensive policies for the Faculty, including degree and non-degree credit studies.</p> <p>In discharging its functions the Committee shall: i. In tandem with the Dean and in close consultation with Departments/Schools develop the Faculty Academic</p>	<p>6.2 Academic Policy and Planning Committee Examines, formulates, and reviews long-term and short-term academic planning as well as comprehensive policies for the Faculty, including degree and non-degree credit studies.</p> <p>In discharging its functions the Committee shall: i. In tandem with the Dean and in close consultation with Departments/Schools & Colleges,</p>

Plan, oversee coordination/implementation of the plan, and report to the Council on activities.

- ii. Make recommendations to the Council on the feasibility of new Departments /Schools, Programs, Research Centres;
- iii. Make recommendations to the Council on reviews of existing Departments/ Schools, Programs, Research Centres;
- iv. Direct advice on the employment of resources within the Faculty to the Dean;
- v. Make recommendations to the Dean ~~via the Council~~ on budgetary matters that affect academic programs;
- vi. Advise the Dean on evening education, part-time and full-time studies, graduate education, and Faculty fundraising;
- vii. Advise the Dean on the interplay of academic and budget issues in the development of the Integrated Resource Plan;
- viii. Through the Non-Degree Studies Sub-Committee, receive proposals and set policy with respect to the institutional development in areas of non-degree programming and the relationship between degree and non-degree studies;
- ix. Advise the Dean on matters related to the allocation of appointments of faculty members to the tenure stream (but not individual appointees) each year, preferably within the context of comprehensive budget proposals and in light of the Faculty Academic Plan and developmental plans of the various Schools/Departments within the Faculty;
- x. Access all relevant information through the Office of the Dean and report to the Council regularly on all advice given to the Dean.

Membership:

- Seven faculty members elected at-large for a three-year term
- Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis
- Ex-officio (non-voting) members
- Dean or dean's designate
- Faculty of Liberal Arts & Professional Studies Representative on the Academic Policy & Planning Committee of Senate

~~Director for the Division of Continuing Education~~

- Chair of Faculty Council or designate
- Staff Representative from the Academic Planning Unit
- Secretary of Council or designate
- Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same Departments /Schools. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Departments

oversee the development of the Faculty Academic Plan, oversee coordination/implementation of the plan, and report to the Council on activities.

- ii. Make recommendations to the Council on the feasibility of new Departments/Schools, Programs, Research Centres;
- iii. Make recommendations to the Council on reviews of existing Departments/Schools, Programs, Research Centres;
- iv. Direct advice on the employment of resources within the Faculty to the Dean;
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- vi. Advise the Dean on evening education, part-time and full-time studies, graduate education, and Faculty fundraising;
- vii. Advise the Dean on the interplay of academic and budget issues in the development of the Integrated Resource Plan;
- viii. Set policy with respect to the institutional development in areas of non-degree programming and the relationship between degree and non-degree studies**
- ix. Through the Non-Degree Studies Sub-Committee, receive proposals for non-degree studies new programs and/or certificates.**
- x. Advise the Dean on matters related to the allocation of appointments of faculty members to the tenure stream (but not individual appointees) each year, preferably within the context of comprehensive budget proposals and in light of the Faculty Academic Plan and developmental plans of the various Schools/Departments within the Faculty;
- xi. Access all relevant information through the Office of the Dean and report to the Council regularly on all advice given to the Dean.

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- Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis
- Ex-officio (non-voting) members
- Dean or dean's designate
- Faculty of Liberal Arts & Professional Studies Representative on the **Academic Policy, Planning & Research Committee of Senate**

Chair of Faculty Council or designate

- Staff Representative from the Strategic Planning Unit
- Secretary of Council or designate
- Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same Department/School. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from Departments/Schools who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences

<p>/Schools who are not already represented on the Committee. At all times there shall be at least one member from the professional, humanities, and social sciences Departments/Schools, and at least one member from an interdisciplinary program. Units will self-identify as one of the following: humanities, social science, professional studies, or interdisciplinary, reported to the Council Office by January 1.</p> <p>The Chair of the Committee is selected by the voting members of the Committee for a two-year term. At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.</p>	<p>Departments/Schools</p> <p>The Chair of the Committee is selected by the voting members of the Committee for a two-year term. At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.</p>
<p>6.3 Committee on Curriculum, Curricular Policy and Standards</p> <p>COMMITTEE MANDATE In discharging its functions the Committee shall:</p> <ul style="list-style-type: none"> i. Review, annually, a summary of the notice of intentions filed by units in the Faculty of Liberal Arts and Professional Studies; ii. Review, report and recommend for approval or other appropriate action, Faculty regulations and practices regarding academic standards; admissions policy; General Education; University Undergraduate Degree Level Expectations (UUDLEs); degree and program requirements including policies on part-time, visiting, and evening study students; and non-degree courses, certificates and programs; iii. Make recommendations on all matters concerning examinations and academic standards, including the rules and regulations, and oversee Faculty-level academic grades exercises and reappraisals, examinations, student honours, and the application of the Senate Policy on Academic Honesty. The Committee may initiate reviews on academic standards as necessary. iv. Facilitate the development of interdisciplinary, multidisciplinary, and inter-Faculty programs with support from the appropriate decanal offices; v. Make informed recommendations to the Council on the academic implications of curriculum policy with respect to ancillary curriculum matters arising out of reports; vi. Constitute sub-committees on Curriculum, Non-Degree Studies, General Education, and from time to time establish ad-hoc working groups to deal with emerging priorities in relation to curriculum, curricular policy and standards. <ol style="list-style-type: none"> 1. Curriculum Review Sub-committee (chaired by a member of CCPS), reviews curriculum 	<p>6.3 Committee on Curriculum, Curricular Policy and Standards</p> <p>COMMITTEE MANDATE In discharging its functions the Committee shall:</p> <ul style="list-style-type: none"> i. Review and recommend to the Council via the Academic Policy and Planning Committee the approval of new academic initiatives including new certificates, new degrees, new programs of study, major changes to existing program requirements and matters related to curricular policy and standards; ii. Review, report and recommend for approval or other appropriate action, Faculty regulations and practices regarding academic standards; admissions policy; General Education; University Undergraduate Degree Level Expectations (UUDLEs); quality assurance protocols, degree and program requirements including policies on part-time, visiting, and evening study students; and the curriculum, including non-degree courses, certificates and programs; iii. Make recommendations on all matters concerning examinations and academic standards, including the rules and regulations, and oversee Faculty-level academic grades exercises and reappraisals, examinations, student honours, and the application of the Senate Policy on Academic Honesty. The Committee may initiate reviews on academic standards as necessary. iv. Facilitate the development of interdisciplinary, multidisciplinary, and inter-Faculty programs with support from the appropriate decanal offices; v. Constitute sub-committees on Curriculum, Non-Degree Studies, General Education, and from time to time establish ad-hoc working groups to deal with emerging priorities in relation to curriculum, curricular

submissions for new course proposals, changes to existing course proposals, and minor changes to degrees/certificates from Schools/Departments. The Sub-Committee recommendations will be submitted to the Council as consent agenda items.

2. Non-Degree Studies Sub-Committee (chaired by a member of CCPS) reviews and examines proposals for non-degree programs, certificates, and courses, and recommends to the Academic Policy and Planning Committee for concurrence, flagging for attention areas of concern bearing on academic policy prior to approval.
3. General Education Sub-Committee (chaired by a member of CCPS) provides coordination, oversight, and governance over the Faculty's General Education Requirements. In discharging this function, the Sub-Committee shall:
 - a. Develop, and from time to time review and propose changes in, common criteria to which every General Education course should conform;
 - b. Review and approve new (or substantive changes to existing) Humanities, Modes of Reasoning and/or Social Science General Education courses offered by the Faculty where these proposals have already received area approval;
 - c. Receive proposals from Faculties that wish to develop and/or deliver General Education courses that would be made available to Faculty of Liberal Arts and Professional Studies students, and will consider and direct to the appropriate area level Committee requests from Faculties that wish to have a General Education course developed for their students;
 - d. Liaise with any pan-university General Education Committee that may be established by Senate and the General Education Committee of Faculties whose courses serve Faculty of Liberal Arts & Professional Studies students.

Membership:

Seven faculty members elected at-large for a three-year term

Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members

Dean or dean's designate

policy and standards.

1. Curriculum Review Sub-committee (chaired by a member of CCPS), reviews curriculum submissions for new course proposals, changes to existing course proposals, and minor changes to degrees/certificates from Schools/Departments. The **Sub-Committee's** recommendations will be submitted to the Council as consent agenda items.
2. Non-Degree Studies Sub-Committee (chaired by a member of CCPS) reviews and examines proposals for non-degree programs, certificates, and courses, and recommends to the Academic Policy and Planning Committee for concurrence, flagging for attention areas of concern bearing on academic policy prior to approval.
3. General Education Sub-Committee (chaired by a member of CCPS) provides coordination, oversight, and governance over the Faculty's General Education Requirements. In discharging this function, the Sub-Committee shall:
 - a. Develop, and from time to time review and propose changes in, common criteria to which every General Education course should conform;
 - b. Review and approve new (or substantive changes to existing) Humanities, Modes of Reasoning and/or Social Science General Education courses offered by the Faculty where these proposals have already received area approval;
 - c. Receive proposals from Faculties that wish to develop and/or deliver General Education courses that would be made available to Faculty of Liberal Arts and Professional Studies students, and will consider and direct to the appropriate area level Committee requests from Faculties that wish to have a General Education course developed for their students;
 - d. Liaise with any pan-university General Education Committee that may be established by Senate and the General Education Committee of Faculties whose courses serve Faculty of Liberal Arts & Professional Studies students.

Membership:

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Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members

Staff Representative(s) from the Centre for Student Success
 Chair of Faculty Council or designate
 Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. ~~Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1.~~

The Chair of the Committee is selected by the voting members of the Committee for a two-year term. At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

Curriculum Review Sub-Committee Membership:

~~Dean or dean's designate
 Three faculty members from the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Curriculum, Curricular Policy and Standards (to the extent possible, ensuring that each of the three areas — Humanities, Professional Studies and Social Sciences — are represented)
 Staff Representative from the Centre for Student Success
 Secretary of Council or designate~~

Non-Degree Studies Sub-Committee Membership:

Dean or dean's designate
 One faculty member elected by and from the Committee on Curriculum, Curricular Policy and Standards
 One faculty member elected by and from the Committee on Academic Policy and Planning
 Director for the Division of Continuing Education
~~Chair of Faculty Council or designate~~
 Secretary of Council or designate

General Education Sub-Committee Membership:

Dean or dean's designate
 Staff Representative(s) from the Centre for Student Success
 Chair of Faculty Council or designate
 Secretary of Council or designate

Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools.

The Chair of the Committee is selected by the voting members of the Committee for a two-year term. At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

Curriculum Review Sub-Committee Membership:

All elected-at-large faculty members of the Committee on Curriculum, Curricular Policy and Standards are voting members and participate on the Curriculum Review Sub-Committee on a rotational basis, normally in panels of three.

Curriculum Review Sub-Committee panels will normally consist of three voting members (to the extent possible, ensuring that each of the three areas – Humanities, Professional Studies and Social Sciences – are represented). The Dean or dean's designate, Representative from the Centre for Student Success and Secretary of Council or designate are ex-officio members of the Committee. Quorums for the committee are the three voting members.

Non-Degree Studies Sub-Committee Membership:

Dean or dean's designate
 One faculty member elected by and from the Committee on Curriculum, Curricular Policy and Standards
 One faculty member elected by and from the Committee on Academic Policy and Planning
 Director for the Division of Continuing Education
 Secretary of Council or designate

General Education Sub-Committee Membership:

One faculty member elected by and from the Committee on

<p>Dean or dean's designate One faculty member elected by and from the Committee on Curriculum, Curricular Policy and Standards One faculty representative elected at-large from each of the four General Education areas: Humanities, Modes of Reasoning, Natural Science and Social Science Two faculty representatives elected at-large, one from the professional programs and one from the liberal arts programs One student elected by and from the Committee on Curriculum, Curricular Policy and Standards Chair of the Writing Department Staff Representative from the Centre for Student Success Staff Representative from the Academic Planning Unit Chair of Faculty Council or designate Secretary of Council or designate</p>	<p>Curriculum, Curricular Policy and Standards One faculty representative elected at-large from each of the four General Education areas: Humanities, Modes of Reasoning, Natural Science and Social Science Two faculty representatives elected at-large, one from the professional programs and one from the liberal arts programs One student elected by and from the Committee on Curriculum, Curricular Policy and Standards</p> <p>Ex-officio members (non-voting): Dean or dean's designate; Chair of the Writing Department Staff Representative from the Centre for Student Success Chair of Faculty Council or designate Secretary of Council or designate.</p>
<p>6.4 Tenure and Promotions Committee</p> <p>The procedures of the Tenure and Promotions Committee are governed by the Senate Policy on Tenure and Promotions and the Tenure and Promotions Policy, Criteria and Procedures document.</p> <p>When constituted as the Tenure and Promotions Committee, the Committee shall:</p> <ol style="list-style-type: none"> Liaise with the Senate Committee on Tenure and Promotions to confirm the list of tenure and/or promotion candidates scheduled for consideration, ensuring that timelines are adhered to and making regular reports to the Council on the disposition of files by category; Make recommendations to the appropriate bodies, as required, on Faculty and University policy concerning tenure and promotion; Review and report to the Council on tenure and promotion activities at least three times per year; Review and provide oversight of unit Tenure and Promotion Standards when appropriate; <p>Membership:</p> <p>15 faculty members elected at-large, at least nine of whom shall have tenure, normally at least three of whom are full professors or senior lecturers for a three-year term.</p> <p>Six students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis.</p> <p>Ex-officio (non-voting) members: Dean or dean's designate Chair of Faculty Council or designate Secretary of Council or designate</p> <p>Faculty members will be elected at-large for a three-year</p>	<p>6.4 Tenure and Promotions Committee</p> <p>The procedures of the Tenure and Promotions Committee are governed by the University's Tenure and Promotions Policy, Criteria and Procedures document.</p> <p>When constituted as the Tenure and Promotions Committee, the Committee shall:</p> <ol style="list-style-type: none"> Liaise with the Senate Committee on Tenure and Promotions to confirm the list of tenure and/or promotion candidates scheduled for consideration, ensuring that timelines are adhered to and making regular reports to the Council on the disposition of files by category; Make recommendations to the appropriate bodies, as required, on Faculty and University policy concerning tenure and promotion; Review and report to the Council on tenure and promotion activities. Review and provide oversight of unit Tenure and Promotion Standards when appropriate; <p>Membership:</p> <p>15 faculty members elected at-large, all of whom shall have tenure, normally at least three of whom are professors or senior lecturers for a three-year term.</p> <p>Six students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis.</p> <p>Ex-officio (non-voting) members: Dean or dean's designate Chair of Faculty Council or designate Secretary of Council or designate</p>

rolling cycle. Members elected at-large will not be from the same School/Department. Each year, half of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from the professional, humanities, and social sciences Departments/Schools, ~~and at least one member from an interdisciplinary program. Units will self-identify as one of the following: humanities, social science, professional studies, or interdisciplinary, reported to the Council Office by January 1.~~

The Faculty Committee will elect a Chair from among its ~~tenured faculty~~ members. The Committee will meet at least twice per year. At least one from each of the three areas humanities, social science, and professional studies and is at least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

When constituted as the Senate Review Committee, the Committee shall:

- i. Review applications for tenure and/or promotion and will divide into three panels each augmented by two members from the Senate Tenure and Promotion Committee. The Senate Review Committee panels will review the recommendations of School/Department Adjudicating Committees to ensure that procedures set out have been followed and that the criteria used in the evaluation of files have been applied fairly and in accordance with University criteria. Senate Review Committees are constituted as sub-committees of the Senate Tenure and Promotion Committee.
- ii. Hear substantive appeals of denial of Advancement to Candidacy;

All meetings of the Senate Review Committees shall be restricted to the members of the panel unless candidates whose files are being considered and/or their representatives request to appear before it. Deliberations of the panel when reviewing candidate files shall be in camera.

Senate Review Committee Membership:

Panels each consisting of at least five faculty members, the majority of whom have tenure and normally at least one of whom is a full professor or senior lecturer, two representatives from the Senate Committee on Tenure and Promotions, and normally two students. At all times there shall be at least one member from the professional, humanities, and social sciences Departments/Schools, ~~and at least one member from an interdisciplinary program. Units will self-identify as one of the following: humanities, social science, professional studies, or interdisciplinary,~~

Faculty members will be elected at-large for a three-year rolling cycle. Normally, members elected at-large will not be from the same School/Department. Each year, half of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from the professional, humanities, and social sciences Departments/Schools

The Faculty Committee will elect a Chair from among its members for a two-year term. The Committee of the Whole will meet at least twice per year. At least half of the voting members of the Committee constitutes a quorum.

When constituted as the Senate Review Committee, the Committee shall:

- i. Review applications for tenure and/or promotion and will divide into panels each augmented by two members from the Senate Tenure and Promotion Committee. The Senate Review Committee panels will review the recommendations of School/Department Adjudicating Committees to ensure that procedures set out have been followed and that the criteria used in the evaluation of files have been applied fairly and in accordance with University criteria. Senate Review Committees are constituted as sub-committees of the Senate Tenure and Promotion Committee.
- ii. Hear substantive appeals of denial of Advancement to Candidacy;

All meetings of the Senate Review Committees shall be restricted to the members of the panel unless candidates whose files are being considered and/or their representative request to appear before it. Deliberations of the panel when reviewing candidate files shall be in camera.

Senate Review Committee Membership:

Panels will consist of at least five faculty members, two representatives from the Senate Committee on Tenure and Promotions, and normally two students. Normally, there shall be at least one member from the professional, humanities, and social sciences Departments/Schools on the panel.

Panel quorum is three elected at-large faculty members plus the two representatives from the Senate Committee. When

<p>reported to the Council Office by January 1.</p> <p>Panel quorum is three elected at-large faculty members plus the two representatives from the Senate Committee. When quorum cannot be met, membership for one panel may be supplemented by members of another panel. Each panel shall select its own Chair from among its tenured faculty members. The Secretary of Council or designate will be the ex-officio member.</p>	<p>quorum cannot be met, membership for one panel may be supplemented by members of another panel. Each panel shall select its own Chair from among its tenured faculty members. The Secretary of Council or designate will be the ex-officio member.</p>
<p>6.5 Committee on Research Policy and Planning In discharging its functions the Committee shall:</p> <ul style="list-style-type: none"> i Enhance the scholarly climate by developing overarching faculty strategies for advancing research scholarship and creative work; and by generating ideas and approaches for implementing these strategies. ii Create policy and establish application procedures for research resources designated to the committee for adjudication, and make recommendations to Council. iii Facilitate connections and communications between CRPP and other research bodies of the university. iv Liaise with any Senate committee(s) that have research planning and policy functions to ensure a free flow of ideas and information between the Faculty and the University level on matters of research and scholarship. v Liaise with any research committee(s) in units, encourage and exchange research/scholarly ideas, enhance the scholarly climate of the faculty, and discuss the development of research, scholarship, and creative work within and across the units. vi Constitute sub-committees for research adjudications, and from time to time establish ad hoc working groups to deal with emerging priorities in relation to research and scholarship. vii Grant Adjudication Sub-Committee (chaired by a member of CRPP), reviews applications for minor research grants and other grants or awards, according to policy and procedures established by the CRPP and approved in Council, and disburses funds as available and appropriate. viii Awards and Celebrations Sub-Committee (chaired by a member of CRPP) reviews and adjudicates nominations for any awards for research excellence and scholarly creative excellence, and any other prizes that shall be approved by the Faculty Council. ix Committee Secretary prepares final report for submission to the Office of Research Ethics. CRPP reviews the year-end undergraduate research ethics summaries from all academic unit Research Ethics 	<p>6.5 Committee on Research Policy and Planning In discharging its functions the Committee shall:</p> <ul style="list-style-type: none"> i In tandem with the Dean and in close consultation with Departments/Schools oversee the implementation/coordination of the Faculty Research Plan. ii Enhance the scholarly climate by developing overarching faculty strategies for advancing research scholarship and creative work; and by generating ideas and approaches for implementing these strategies. iii Examine policies related to research grant /award adjudications and provide oversight of the procedures. iv Facilitate connections and communications between the Committee and other research bodies of the university. v Liaise with any Senate committee(s) that have research planning and policy functions to ensure a free flow of ideas and information between the Faculty and the University level on matters of research and scholarship. vi Liaise with any research committee(s) in units, encourage and exchange research/scholarly ideas, enhance the scholarly climate of the faculty, and discuss the development of research, scholarship, and creative work within and across the units. vii Constitute sub-committees for research adjudications, and from time to time establish ad hoc working groups to deal with emerging priorities in relation to research and scholarship. viii Grant Adjudication Sub-Committee (chaired by a member of CRPP), reviews applications for minor research grants and other grants or awards, according to policy and procedures established by the CRPP and approved in Council, and disburses funds as available and appropriate. ix Awards and Celebrations Sub-Committee (chaired by a member of CRPP) reviews and adjudicates nominations for any awards for research excellence and scholarly creative excellence, and any other prizes that shall be approved by the Faculty Council. x Committee Secretary prepares final report for submission to the Office of Research Ethics. CRPP reviews the year-end undergraduate research ethics summaries from all academic unit Research Ethics Boards.

<p>Boards.</p> <p>Membership: Nine faculty members elected at-large for a three-year term Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis</p> <p>Ex-officio (non-voting) members Dean or dean's designate Liberal Arts and Professional Representative on the Senate Academic Policy, Planning and Research Committee (APPRC) Representative from the Libraries One Research Officer Chair of Faculty Council or designate Secretary of Council or designate</p> <p>Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one each from the professional, humanities, and social sciences Departments/Schools. For the purposes of membership, faculty from the humanities, social science, and professional studies will be defined by Unit self-designation reported to Council Office by January 1.</p> <p>Quorum will be at least half of its voting members, the majority of whom are faculty members. The Chair of the Committee is selected by the voting members of the Committee for a two-year term.</p> <p>Grant Adjudication Sub-Committee Membership:</p> <p>Dean or dean's designate Five faculty members with at least one from each of the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Research Policy and Planning, One Research Officer, Secretary of Council or designate.</p> <p>Awards and Celebrations Sub-Committee Membership:</p> <p>Dean or Dean's designate, Five faculty members with at least one from each of the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Research Policy and Planning, One Research Officer, Secretary of Council or designate.</p>	<p>Membership: Seven faculty members elected at-large for a three-year term. Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis.</p> <p>Ex-officio (non-voting) members Dean or Dean's designate, Liberal Arts and Professional Studies Representative on Senate Academic Policy, Planning and Research Committee (APPRC) the Representative from the Libraries, One Research Officer Representative from the Communications Unit Chair of Faculty Council or designate, Secretary of Council or designate.</p> <p>Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall members from the professional, humanities, and social sciences Departments/Schools.</p> <p>Quorum will be at least half of its voting members, the majority of whom are faculty members. The Chair of the Committee is selected by the voting members of the Committee for a two-year term.</p> <p>Grant Adjudication Sub-Committee Membership:</p> <p>Dean or dean's designate Five faculty members with at least one from each of the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Research Policy and Planning, One Research Officer, Secretary of Council or designate.</p> <p>Awards and Celebrations Sub-Committee Membership:</p> <p>Dean or Dean's designate, Five faculty members with at least one from each of the professional, humanities, and social sciences Departments/Schools elected annually by and from the Committee on Research Policy and Planning, One Research Officer, Secretary of Council or designate.</p>
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6.6 Committee on Teaching and Learning

In discharging its functions the Committee shall:

Establish and review policies in support of this mandate, and advocate the implementation of policies to:

- i. ~~Review and recommend a meaningful educational mission statement and strategies for the Faculty including:~~
 - a. ~~Identify the implications of this mission for academic policy, standards, curriculum and planning in collaboration with other Council committees;~~
 - b. ~~Advocate and supporting the development of appropriate course and program-specific teaching objectives;~~
 - c. ~~Monitor and assess the implementation of the Faculty's educational mission;~~
 - d. ~~Publish the educational mission statement within LA&PS and ensure this mission is an integral part of LA&PS culture and a prominent part of LA&PS' profile in the wider community;~~
 - e. ~~Monitor and assess LA&PS academic policies to reflect changes in the higher education environment, significant developments in research on learning and teaching in higher education, and changes in student preparedness.~~
- ii. Support a culture of effective and excellent teaching:
 - a. ~~Monitor the assessment of teaching in the hiring and tenure and promotion process and make recommendations as needed to this process;~~
 - b. ~~Promote evidence-based best practices that foster deep learning, including those tailored to specific constituencies (mature students, English as a second language [ESL] students, students with special needs) and in non-traditional formats (e.g. Internet, evening, compressed semesters, hybrid);~~
 - c. ~~Advocate the development of appropriate resources to enhance teaching and learning among all teaching staff in LA&PS;~~
 - d. ~~Promote faculty and graduate student's participation in teaching and learning activities and their access to teaching and learning resources.~~

6.6 Committee on Teaching, Learning and Student Success

In discharging its functions the Committee shall:

- i. **In tandem with the Dean and in close consultation with Departments/Schools oversee the implementation/coordination of support of teaching and learning within the Faculty.**
 - a. **Recommend a statement of meaningful learning outcomes in LA&PS.**
 - b. **Develop policies to ensure learning goals and outcomes become an integral part of LA&PS culture and a prominent part of LA&PS' profile in the wider community.**
 - c. **In collaboration with other Council committees on issues of joint concern, ensure alignment among Degree-level Expectations, other Faculty policies and the overall teaching and learning goals of LA&PS.**
 - d. **Monitor and assess LA&PS academic policies to reflect changes in the higher education environment, significant developments in research on learning and teaching in higher education, and changes in student preparedness.**
 - e. **Report annually to the Faculty Council on priorities and policy recommendation to enhance the teaching and learning in LA&PS.**
- ii. Support a culture of effective and excellent teaching and learning:
 - a. **Promote best practices that foster effective teaching and deep learning that are appropriate to different teaching and learning formats, including those tailored to specific constituencies (mature students, English as a second language [ESL] students, students with special needs) and in non-traditional formats (e.g. Internet, evening, compressed semesters, hybrid, experiential education);**
 - b. **Recommend policies for disseminating information about best teaching practices.**
 - c. **Identify emerging priorities in relation to student learning.**
 - d. **Monitor major research and publications on student learning for significant findings that might improve current LA&PS policies.**
 - e. **Advocate the development of appropriate resources and programs to enhance**

- iii Promote effective assessment and enhancement of teaching and learning by:
 - a. Develop validated course evaluations that yield high quality information to support ongoing teaching development and decision-making;
 - ~~b. Monitor and assess the administration of course evaluation each term;~~
 - ~~c. Recommend changes for the administration of course evaluations as necessary;~~
 - ~~d. Assess overall patterns in course evaluation results to identify areas of excellence as well as areas that need improvement, and develop policies to address these issues;~~
 - ~~e. Advocate the development of course, unit or program specific methods of assessment, including both formative and summative assessments;~~
 - ~~f. Advocate appropriate retention of and accessibility to evaluation results by the University administration;~~
 - ~~g. Promote the appropriate dissemination of evaluation results~~

- ~~iv Recognize teaching and learning excellence within the Faculty: :~~
 - ~~a. Developing and improving strategies, such as awards, to encourage and honour effective teaching and other contributions that strengthen the learning and teaching environment;~~
 - ~~b. Link in teaching awards to teaching development;~~
 - ~~c. Publicize LA&PS teaching excellence widely;~~
 - ~~d. Make policy recommendations to the LA&PS and university administration on matters related to Student Awards, Scholarships, Bursaries and Prizes;~~
 - ~~e. Appoint members to the Dean's Awards for Teaching Excellence Adjudication Sub-Committee who will recommend candidates to the Dean~~

- ~~v Monitor the Student Experience by constituting a Sub-Committee on Student Experience and from time to time establish ad hoc working groups to deal with emerging priorities in relation to teaching and learning. The Sub-Committee on Student Experience (Co-chaired by a member of CTL and a student) shall:~~

teaching and learning among all teaching staff, including teaching assistants, contract faculty, and tenure-stream faculty.

- f. Promote faculty and **graduate students'** participation in teaching and learning activities and their access to teaching and learning resources.

- iii. Recommend policies that promote effective assessment of teaching and learning:
 - a. Encourage the development of validated course evaluations that yield high-quality information to support ongoing teaching development and decision-making.
 - b. Recommend protocols for monitoring and assessing the administration of course evaluations and recommend changes as necessary.**
 - c. In consultation with the Dean's office, identify broad patterns in course evaluation results to identify areas of excellence as well as areas that need improvement and recommend appropriate policies.**
 - d. Recommend best practices in the development of formative and summative assessments.**
 - e. Recommend policies for the appropriate dissemination of evaluation results.**

- iv. **Develop policies to give recognition for effective teaching and other contributions that strengthen the learning and teaching environment in the Faculty:**

- a. **Periodically review teaching awards and grants.**
- b. Publicize LA&PS teaching excellence widely and encourage LA&PS faculty members to apply for other teaching awards.**
- c. Appoint members to the Dean's Awards for Teaching Excellence Adjudication Sub-Committee who will recommend candidates to the Dean.

- v. **Promote academic integrity within LA&PS and adjudicate academic honesty cases that are unresolved at the unit level:**

- a. **Review on an annual basis policies and procedures on Academic Honesty at the School/Departmental and Faculty level, and act in accordance with the Senate policies to promote academic integrity**

- a. Monitor the National Survey of Student Engagement (NSSE) and other measures of student experience in the Faculty;
- b. Recommend policies to enhance academic support for students, including day, evening, commuter and in-residence students;
- c. Promote awareness of Faculty and School/Department based Student Awards, Scholarship, Bursaries, and Prizes, including adjudicating Faculty level competitions;
- d. Report annually to the Faculty Council on priorities and policy recommendations to enhance the student experience.

Membership:

~~Six full-time faculty members, including four representatives from the liberal arts Schools/Departments and two from professional studies Schools/Departments elected at-large for a three-year term~~

~~Two graduate teaching assistants elected at-large on an annual basis~~

~~One contract faculty member elected at-large on an annual basis~~

~~Two students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis~~

~~Faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1.~~

~~The Chair of the Committee is selected by the voting members of the Committee for a two-year term.~~

~~At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.~~

~~Ex-officio (non-voting) members~~

~~Dean or dean's designate~~

~~Faculty of Liberal Arts & Professional Studies~~

~~Representative on the Libraries and Information Technology Committee on Senate~~

within the Faculty;

- b. Give direction in accordance with the Senate Policy on Academic Honesty on procedures to Schools/Departments so that their procedures embody the appropriate standard of fairness and natural justice;
- c. Collaborate with the Curriculum, Curricular Policy and Standards Committee on issues of joint concern and recommend as appropriate proactive, educative, and policy measures at the Faculty and School/Departmental levels.
- d. Hearing Panels will be constituted by members from the full Committee to adjudicate cases of academic honesty that are unresolved at the unit level in accordance with the Senate Policy on Academic Honesty.

Membership:

Nine full-time faculty members elected-at large for a three-year term

Two graduate teaching assistants elected at-large on an annual basis

One contract faculty member elected at-large on an annual basis

Three students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Full-time faculty members will be elected at-large for a three-year rolling cycle. Members elected at-large will not be from the same School/Department. Each year, one-third of the membership turns over and will be replaced on a rotational basis by other faculty members from different Schools/Departments who are not already represented on the Committee.

The Chair of the Committee is selected by the voting members of the Committee for a two-year term.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

Ex-officio (non-voting) members

Dean or dean's designate

Representative from E-services

Director of the Teaching Commons or designate

Director of the Learning Commons or designate

Chair of Faculty Council or designate

<p>Dean's Advisory on Information Technology Representative or designate Director of the Centre for Support of Teaching (CST) or designate Representative from the Libraries Representative from the Communications Unit Chair of Faculty Council or designate Secretary of Council or designate</p> <p>Sub-Committee on Student Experience Membership:</p> <p>Four additional faculty members elected at large of whom one must be from the Committee on Teaching and Learning (one of whom will Co-chair the meetings) Four students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis (one of whom will Co-chair the meetings) Dean or dean's designate Chair of Faculty Council or designate Secretary of Council or designate</p> <p>Dean's Awards for Teaching Excellence Adjudication Sub-Committee Membership:</p> <p>Faculty members who have distinguished themselves in teaching including:</p> <p>One YUFA from the humanities One YUFA from the social sciences One YUFA from professional studies One contract faculty member Two student representatives recommended by the LA&PS Student Council. One ex-officio representative from the Teaching and Learning Committee who will report on the process of deliberation.</p>	<p>Secretary of Council or designate</p> <p>Dean's Awards for Teaching Excellence Adjudication Sub-Committee Membership:</p> <p>Faculty members who have distinguished themselves in teaching including:</p> <p>One full-time faculty member from the humanities One full-time faculty member from the social sciences One full-time faculty member from professional studies One contract faculty member Two student representatives recommended by the LA&PS Student Council. One ex-officio representative from the Teaching and Learning Committee who will report on the process of deliberation.</p> <p>Academic Honesty Hearing Panel Membership: Panels will have three voting members of whom two are full-time faculty members and one is an undergraduate student. An Associate Dean acts as the Faculty Presenter during these hearings and presents the allegations and evidence of breach(es) of the Senate Policy on Academic Honesty.</p>
<p>6.7 Committee on Student Appeals and Academic Integrity When constituted as the Committee on Student Appeals and Academic Integrity, the Committee shall: i. Review on an annual basis policies and procedures on Academic Honesty and grade re-appraisals at the School/Departmental and Faculty level, and act in accordance with the Senate policies to promote academic integrity within the Faculty; ii. Give direction on procedures to</p>	<p>Removed</p>

Schools/Departments so that their procedures embody the appropriate standard of fairness and natural justice;

iii. Collaborate with the Curriculum, Curricular Policy and Standards Committee on issues of joint concern and recommend as appropriate proactive, educative, and policy measures at the Faculty and School/Departmental levels.

Membership:

Nine faculty members elected at large for a two-year term

Three students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis

Ex-officio (non-voting) members

Dean or dean's designate

Chair of Council or designate

Secretary of Council or designate

Faculty members will be elected at large for two-year rolling cycle. Each year, half of the membership turns over and will be replaced on a rotational basis. The Chair of the Committee is selected by the voting members of the Committee for a one-year term. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

When constituted as a Student Hearings and Appeals Committee, the Committee shall:

i. Hear cases of breach of academic honesty in any of the following circumstances:

a. The student does not admit a breach of academic honesty; the student admits a breach but no agreement is reached on the appropriate penalty;

b. The student admits a breach and an agreement is reached on the appropriate penalty, but proposed penalty is not accepted by the full Committee; and

c. If the student fails to attend a meeting at the Department/School level and the Department/School forwards a summary of the matter for hearing at the Faculty level.

ii. Hear appeals from members of the Faculty regarding decisions of School/Departmental level Committees in respect of grade re-appraisals and charges of breach(es) of academic honesty;

iii. Follow the provisions of the Senate Policy on Academic Honesty governing formal hearings at the Faculty level, including the order of Faculty Hearing on Academic Honesty.

Student Hearings and Appeals Committee membership: Panels will have three voting members of whom one is a student, elected by and from the Committee on Student Appeals and Academic Integrity to hear grade appeals and breach(es) of the Senate Policy on Academic Honesty cases at the Faculty level. The Associate Dean, Students acts as

the Faculty Presenter during these hearings and presents the allegations and evidence of breach(es) of the Senate Policy on Academic Honesty.

6.8 Committee on Student Academic Petitions

When constituted as the Petitions Committee, the Committee shall:

- i. Track statistical data and, in light of them, make recommendations to Council on policy matters and procedures relating to student academic petitions.

Membership:
 16 faculty members elected at-large for a two-year term
 Eight students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis
 Ex-officio (non-voting) members
 Dean or dean's designate
 Chair of Faculty Council or designate
 Secretary of Council or designate

Faculty members will be elected at-large for two-year rolling cycle. Each year, half of the membership turns over and will be replaced on a rotational basis. The Chair of the Committee is selected by the voting members of the Committee for a one-year term. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

When constituted as the Petitions Adjudications Committee, the Committee shall:

- i. Receive and act on student academic petitions, including petitions against the application of Faculty, Departmental and School rules and regulations;
- ii. Meet in panels for consideration of cases for the adjudication of petitions and appeals against previous committee decisions.

Petitions Adjudication Committee Membership:
 Panels will consist of six voting members of whom two are students, elected by and from the Committee on Student Academic Petitions. Normally, a panel will have at least three members to adjudicate student academic petitions, of whom one must be a student. During the summer months, or when quorum requirements cannot otherwise be met, membership may be supplemented by a reserve membership drawn from among former members of the Committee. There shall be no ex-officio members.

6.7 Committee on Student Academic Petitions and Appeals

When constituted as the Petitions Committee, the Committee shall:

- i. Track statistical data and, in light of them, make recommendations to Council on policy matters and procedures relating to student academic petitions.

Membership:
 16 faculty members elected at-large for a two-year term
 Eight students appointed by the Student Council of the Liberal Arts & Professional Studies on an annual basis
 Ex-officio (non-voting) members
 Dean or dean's designate
 Chair of Faculty Council or designate
 Secretary of Council or designate

Faculty members will be elected at-large for two-year rolling cycle. Each year, half of the membership turns over and will be replaced on a rotational basis. The Chair of the Committee is selected by the voting members of the Committee for a one-year term. At all times there shall be at least one member from each of the professional, humanities, and social sciences Departments/Schools. Units will self-identify as one of the following: humanities, social science, or professional studies, reported to the Council Office by January 1.

At least half of the voting members of the Committee, the majority of whom are full-time faculty members, constitutes a quorum.

When constituted as the Petitions Adjudications Committee, the Committee shall:

- i. Receive and act on student academic petitions **and grade reappraisal appeals**, including petitions against the application of Faculty, Departmental and School rules and regulations;
- ii. Meet in panels for consideration of cases for the adjudication of petitions and appeals against previous committee decisions.

Petitions Adjudication Committee Membership:
 Panels will consist of six voting members of whom two are students, elected by and from the Committee on Student Academic Petitions. Normally, a panel will have at least three members to adjudicate student academic petitions, of whom one must be a student. During the summer months, or when quorum requirements cannot otherwise be met, membership may be supplemented by a reserve membership drawn from among former members of the Committee. There shall be no ex-officio members

ITEMS FOR INFORMATION (2)

1. Election Results: Faculty Council and Standing Committee

Elections for membership of Vice-chair of Council and Council Standing Committees opened on May 16, 2014 and closed on May 23, 2014. In accordance with its responsibilities, the Executive Committee reviewed the election results and, in cases where nominees had been elected to more than one committee, assigned these faculty members to the committee with the greatest need. A further request for nominations for additional vacancies on Council Committees will be issued in the Fall 2014 term.

The Executive Committee is pleased to announce the results of the 2014-2015 Faculty Council and Standing Committee Elections. The list below contains the new (bolded) and continuing members for each committee.

2014-2015 Faculty Council Committees and LA&PS Representative on Senate Compositions

Vice Chair of Council (1)

Last Name	First Name	Department	Area	Term Start	Term End
Boran	Idil	PHIL	Humanities	July 1, 2014	June 30, 2015

Executive Committee (7)

Last Name	First Name	Department	Area	Term Start	Term End
Ferrara	Ida	ECON	Social Science	July 1, 2013	June 30, 2016
Naddaf	Gerard	PHIL	Humanities	Nov. 1, 2013	June 30, 2016
Redding	Arthur	EN	Humanities	Nov. 1, 2012	June 30, 2015
Sheptycki	James	SOSC	Social Science	Nov 1, 2012	June 30, 2015
Spotton Visano	Brenda	PPA/ECON	Social Science	July 1, 2012	June 30, 2015
Asgary	Ali	ADMS	Professional Studies	July 1, 2014	June 30, 2017
Ingram	Susan	HUMA	Humanities	July 1, 2014	June 30, 2017

Academic Policy and Planning Committee (7)

Last Name	First Name	Department	Area	Term Start	Term End
Bird	Kymerley	HUMA	Humanities	July 1, 2013	June 30, 2016
Ducharme	Mary Jo	HRM	Professional Studies	Nov 1, 2012	June 30, 2015
Hwong	Thaddeus	PPA/ADMS	Social Science	July 1, 2012	June 30, 2015
Innes	Christopher	EN	Humanities	July 1, 2013	June 30, 2016
Mule	Nick	SOWK	Professional Studies	July 1, 2012	June 30, 2015
Dimock	Susan	PHIL	Humanities	July 1, 2014	June 30, 2017
Karakul	Mustafa	ADMS	Professional Studies	July 1, 2014	June 30, 2017

Committee on Curriculum, Curricular Policy and Standards (7)

Last Name	First Name	Department	Area	Term Start	Term End
Colaguori	Claudio	EQST	Social Science	July 1, 2012	June 30, 2015
Patroni	Viviana	SOSC	Social Science	Nov. 1, 2013	June 30, 2016
Slowey	Gabrielle	POLS	Social Science	July 1, 2012	June 30, 2015
Solis	Adriano	ADMS	Professional Studies	July 1, 2013	June 30, 2016
Weiss	Allan	EN	Humanities	Jan. 1, 2012	June 30, 2015
Ojo	Tokunbo	COMN	Social Science	July 1, 2014	June 30, 2017
Tordoff	Robert	HUMA	Humanities	July 1, 2014	June 30, 2017

Tenure and Promotions Committee (15)

Last Name	First Name	Department	Area	Term Start	Term End
Bohn	Simone	POLS	Social Science	Aug. 1. 2012	June 30, 2015
Brzozowski	Matthew	ECON	Social Science	Aug. 1. 2012	June 30, 2015
Cohn	Daniel	PPA	Social Science	July 1, 2013	June 30, 2016
Daley	Andrea	SOWK	Professional Studies	Aug. 1. 2012	June 30, 2015
Ezzedeen	Souha	HRM	Professional Studies	Aug. 1. 2012	June 30, 2015
Marjollet	Christian	FR	Humanities	Aug. 1. 2012	June 30, 2015
Mykhalovski	Eric	SOCI	Social Science	Nov. 1, 2013	June 30, 2016
O'Reilly	Andrea	GWST	Humanities	July 1, 2012	June 30, 2015
Shea	Victor	HUMA	Humanities	Aug. 1. 2012	June 30, 2015
Trevett	Jeremy	HIST	Humanities	July 1, 2013	June 30, 2016
Williams	Deanne	EN	Humanities	Aug. 1. 2012	June 30, 2015
Xu	Xueqing	DLLL	Humanities	July 1, 2012	June 30, 2015
Bain	Alison	GEOG	Social Science	July 1, 2014	June 30, 2017
Vacancy			Professional Studies	July 1, 2014	June 30, 2017
Vacancy				July 1, 2014	June 30, 2017

Committee on Teaching and Learning (6 full-time faculty + 1 contract faculty + 2 TAs)

Last Name	First Name	Department	Area	Term Start	Term End
Khaiter	Peter	ITEC	Professional Studies	Nov 1, 2012	June 30, 2015
Lunny	Allyson	SOSC	Social Science	July 1, 2013	June 30, 2016
Newton	Janice	POLS	Social Science	July 1, 2012	June 30, 2015
Roth	Robin	GEOG	Social Science	July 1, 2013	June 30, 2016
Cohen	Tom	HUMA	Humanities	July 1, 2014	June 30, 2017
Chapman	Chris	SOWK	Professional Studies	July 1, 2014	June 30, 2017
Vacancy			contract faculty	Sept 1, 2014	June 30, 2015
Vacancy		Teaching Assistant		Sept 1, 2014	June 30, 2015
Vacancy		Teaching Assistant		Sept 1, 2014	June 30, 2015

Committee on Research Policy and Planning (9)

Last Name	First Name	Department	Area	Term Start	Term End
Burke	Tony	HUMA	Humanities	July 1, 2012	June 30, 2015
Canefe	Nergis	POLS/PPA	Social Science	Nov 1, 2012	June 30, 2015
Hayward	Mark	COMN	Social Science	July 1, 2013	June 30, 2016
Heron	Barbara	SOWK	Professional Studies	Nov 1, 2012	June 30, 2015
Huang	Jimmy	ITEC	Professional Studies	July 1, 2012	June 30, 2015
Khalidi	Mohammad Ali	PHIL	Humanities	Nov. 1, 2013	June 30, 2016
Lawrence	Geoff	DLLL	Humanities	Nov. 1, 2013	June 30, 2016
Peacock	Mark	SOSC	Social Science	July 1, 2012	June 30, 2015
Wicken	William	HIST	Humanities	July 1, 2013	June 30, 2016

Committee on Student Appeals and Academic Integrity (9)

Last Name	First Name	Department	Area	Term Start	Term End
Campbell	Heather	EN	Humanities	July 1, 2013	June 30, 2015
Erechtchoukova	Marina	ITEC	Professional Studies	July 1, 2013	June 30, 2015
McKenzie	Andrea	WRIT	Humanities	July 1, 2013	June 30, 2015
Couto	Naomi	PPA	Social Science	July 1, 2014	June 30, 2016
Carbonell	Pilar	ADMS	Professional Studies	July 1, 2014	June 30, 2016
Ma	Mary	ADMS	Professional Studies	July 1, 2014	June 30, 2016
Martinez-Osorio	Emiro	DLLL	Humanities	July 1, 2014	June 30, 2016
Wang	Jing	HRM	Professional Studies	July 1, 2014	June 30, 2016
Wilkin	Christa	HRM	Professional Studies	July 1, 2014	June 30, 2016

Committee on Student Academic Petitions (16)

Last Name	First Name	Department	Area	Term Start	Term End
Cowdy	Cheryl	HUMA	Humanities	July 1, 2013	June 30, 2015
Ceccheto	David	HUMA	Humanities	Nov. 1, 2013	June 30, 2015
Davidson	Deborah	SOCI	Social Science	Nov. 1, 2013	June 30, 2015
Elliott	Denielle	SOSC	Social Science	July 1, 2013	June 30, 2015
Iannacito-Provenzano	Roberta	DLLL	Humanities	July 1, 2013	June 30, 2015
Valeo	Antonella	DLLL	Humanities	July 1, 2013	June 30, 2015
Zimmerman	Brett	EN	Humanities	July 1, 2013	June 30, 2015
Maiter	Sarah	SOWK	Professional Studies	July 1, 2014	June 30, 2016
Koffman	David	HIST	Humanities	July 1, 2014	June 30, 2016
Mekouar	Merouan	SOSC	Social Science	July 1, 2014	June 30, 2016
Vacancy				July 1, 2014	June 30, 2016
Vacancy				July 1, 2014	June 30, 2016

Last Name	First Name	Department	Area	Term Start	Term End
Vacancy				July 1, 2014	June 30, 2016
Vacancy				July 1, 2014	June 30, 2016
Vacancy				July 1, 2014	June 30, 2016
Vacancy				July 1, 2014	June 30, 2016

2. Election Results: Senate and Standing Committees

Elections for membership of Faculty Representatives on Senate opened on May 16, 2014 and closed on May 23, 2014. The Executive Committee is pleased to announce the new and continuing 2014-2015 Liberal Arts & Professional Studies Faculty Representatives elected-at-large members on Senate as follows (new members in bold):

Elected-At-Large LA&PS Faculty Representatives on Senate (16 full-time faculty + 2 contract faculty)

Last Name	First Name	Department	Term Start	Term End
Anderson	Karen	Sociology	July 1, 2013	June 30, 2016
Bird	Kymerley	Humanities	July 1, 2012	June 30, 2015
Campbell	Heather	English	July 1, 2013	June 30, 2016
Comninel	George	Political Science	July 1, 2012	June 30, 2016
Dimock	Susan	Philosophy	July 1, 2013	June 30, 2016
Ehrlich	Susan	DLLL	Jan. 1, 2014	June 30, 2016
Heron	Craig	History	July 1, 2013	June 30, 2016
Leyton-Brown	David	Political Science	July 1, 2012	June 30, 2015
Little	William Kenneth	Anthropology	Nov. 1, 2012	June 30, 2015
Michasiw	Kim	English	Nov. 1, 2012	June 30, 2015
Robson	Karen	Sociology	Nov 1, 2012	June 30, 2016
Sanders	Leslie	Humanities/Writing Department	July 1, 2012	June 30, 2015
Spotton Visano	Brenda	Public Policy and Administration/Economics	July 1, 2012	June 30, 2015
Vanstone	Gail	Humanities	July 1, 2013	June 30, 2016
Weir	Lorna	Sociology	July 1, 2013	June 30, 2016
Lightman	Bernard	Humanities	July 1, 2014	June 30, 2017
Vacancy	Contract Faculty		Sept. 1, 2014	June 30, 2015
Vacancy	Contract Faculty		Sept. 1, 2014	June 30, 2015

Faculty Based Representatives on Senate Committees

Committee of Senate	Name	Department	Term Start	Term End
APPRC	Susan Dimock	Philosophy	July 1, 2014	June 30, 2017
Executive	Vacant		July 1, 2014	June 30, 2017
Honorary Degrees	Gabrielle Slowey	Political Science	July 1, 2012	June 30, 2015