Number & Title

O-2: Faculty Councils

Effective Date:

1 January 2011 (original)
1 May 2012 (revised)

Approval Date:

27 October 2010 (original)
28 March 2012 (revised)

Review Date:

This policy shall be reviewed 5 (five) years after approval and thereafter as deemed necessary by the responsible committee.

Responsible Committee:

Academic Policy

Authority:

University Act

S. 37(1)

“The academic governance of the university is vested in the senate and it has the following powers:

(k) to determine the members of the teaching and administrative staffs who are to be members of each faculty”

S. 40

“A faculty has the following powers and duties:

(a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
b) to provide for student representation in the meetings and proceedings of the faculty;

(c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business.

(h) generally, to deal with all matters assigned to it by the board or the senate.”

S. 41

“A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.”

S. 63

“The President

(d) is a member of each faculty”

Purpose and Goals:

This policy is designed to:

1) Provide direction to faculties on the structure and contents of proposals related to Faculty Councils; and

2) Set out the composition of Faculty Councils.

Applicability:

All faculties established by the Board of Governors with the approval of the Okanagan Senate under S. 27(2)(j) of the University Act.

Exclusions:

This policy does not apply to dual-campus faculties except as set out in Section 6.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- Faculty Council shall mean the faculty sitting as a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the Okanagan Senate.
Policy:

1) Each faculty shall meet regularly – but no less than once per term each Winter Session - as a Faculty Council.

2) The composition of a Faculty Council shall be as follows:

   a. The Dean of the Faculty, who shall serve as chair of the Faculty Council;
   b. The President or his or her nominee;
   c. The Dean of the College of Graduate Studies;
   d. The Chief Librarian or his or her nominee;
   e. All Professors, Associate Professors, Assistant Professors, Professors of Teaching, Senior Instructors, Instructor Is, Instructor IIs, and 12-Month and Continuing Sessional Lecturers provided for in the budget of the faculty;
   f. Such other members of the teaching or administrative staffs of the faculty or the University recommended by the Faculty Council and approved by the Okanagan Senate under this Policy, including if necessary representatives from other faculties; and
   g. Student members, apportioned in a manner recommended by the Faculty Council and approved by the Okanagan Senate under this policy with the proviso that student representation must be specified for each undergraduate year level and for graduates students registered in the faculty.

3) The initial membership of a Faculty Council shall be those members specified by Section 2 (a) through (e) above; additions to the membership approved under Section 2 (f) and (g) shall only take effect upon approval of the Senate.

4) Each Faculty Council shall submit to Senate in a timely manner proposals relating to:

   a. Faculty Council composition;
   b. the necessary quorum for transaction of business by the Faculty Council;
   c. Procedures for calling regular and special meetings, including for notification of members;
   d. Standing committees of the Faculty Council, specifying committee name, composition, quorum, terms of reference, any delegations of authority from the Faculty Council to a committee, and any regular reporting requirements.
   e. Procedures for the establishment of ad hoc committees of the Faculty Council.
f. Rules for the conduct of in camera meetings (or portions thereof) of the **Faculty Council** and its committees and the confidentiality of any documents prepared for or considered therein, as well as any records of in camera proceedings.

g. Any other rules or procedures pertaining to the transaction of business by the **Faculty Council**.

5) In the absence of another parliamentary authority being adopted by a **Faculty Council** under Section 4 of this policy, the current edition of Robert’s *Rules of Order Newly Revised* shall govern the transaction of business together with such special rules as may be adopted by the **Faculty Council** from time to time.

6) For the purposes of this policy, the School of Engineering shall be treated as a faculty provided that it abides and is bound by all decisions made by the **Faculty Council** of the Faculty of Applied Science.

**Academic Calendar Statement:**

There are no Academic Calendar statements under this policy.

**Consultations:**

The following groups will be consulted during the development of this policy:

- President
- Deputy Vice-Chancellor
- Provost, UBC Okanagan
- University Counsel
- Deans of Okanagan Faculties
- Dean of College of Graduate Studies
- Heads of Okanagan Academic Units
- University Librarian
- Registrar
- Faculty Relations
- Faculty Association

**History:**

This is the second version of this policy. The first version was approved 27 October 2010. An early draft was labeled “Governance of Faculties”.

**Related Policies:** None.
Appendix:
There is no appendix to this policy.

Procedures:
There are no procedures under this policy.