

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



OKANAGAN SENATE SECRETARIAT

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October 27, 2010

To: Okanagan Senate

From: Academic Policy Committee

Subject: *Policy O-2: Faculty Councils (approval)*

The Academic Policy Committee is pleased to recommend the following to Senate:

Motion: That the Senate approve Policy O-2: Faculty Councils.



THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY:

O-2

DRAFT VERSION 1.8

Number & Title

O-2: *Faculty Councils*

Effective Date:

Proposed for implementation 01 January 2011

Approval Date:

Consideration expected October 2010

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, 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.

Calendar Statement:

There are no calendar statements under this policy.

Consultations:

The following groups have been 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 first version of this policy. 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.