



## **Arts and Science Faculty Council Bylaws**

### ***1. Purpose and Rationale***

- 1.1 These bylaws are a set of rules governing Arts and Science Faculty Council (Faculty Council). Faculty Council is the senior academic governance body of the Faculty of Arts and Science, and its purpose is to provide a forum in order to exercise self-governance in academic matters.
- 1.2 In the event of a conflict between these bylaws and the bylaws of General Faculties Council (GFC) or the Postsecondary Learning Act (PSLA), or other statute, then the bylaws of GFC or the Postsecondary Learning Act or other statute shall prevail.
- 1.3 In pursuing its purposes and in all its activities, Faculty Council shall promote inclusion, diversity, and equity.

### ***2. Definitions***

- 2.1 Academic Staff: A person who is employed by MacEwan University in an academic staff appointment pursuant to the PSLA section 1(b). This term is used interchangeably with the term “faculty member(s)” for the purposes of these bylaws.
- 2.2 Academic Unit: A department or equivalent entity.
- 2.3 *Ad Hoc* Committee: A Committee established for a limited period in order to execute a specific task or deal with a specific issue and that reports and makes recommendations to Faculty Council.
- 2.4 *Ex-Officio* Member: A member who holds membership on Faculty Council by virtue of an office or position held. *Ex-Officio* members have all the privileges of other members, unless specifically limited in the bylaws.
- 2.5 Non-Voting Member: A member who participates fully in the activities of Faculty Council but who does not have voting privileges.
- 2.6 Quorum: The number or percentage of voting members required to be present to conduct a meeting.
- 2.7 Standing Committee: A Committee with formal status, terms of reference, unlimited lifespan, and a fixed cycle of membership changes and renewals. Standing Committees are subsidiary to Faculty Council and report regularly to Faculty Council.

### ***3. Functions***

- 3.1 Faculty Council:
  - 3.1.1 Provides a forum for discussion and considers endorsements of relevant academic matters;



- 3.1.2 Approves recommendations from its committees regarding academic issues within the Faculty of Arts and Science;
- 3.1.3 Recommends to General Faculties Council and/or appropriate bodies actions on program and curriculum items as outlined in the Curriculum Policy. See Program and Curriculum Approval Matrix for details;
- 3.1.4 Approves matters related to program and curriculum items as delegated by the General Faculties Council. See Program and Curriculum Approval Matrix for details;
- 3.1.5 Reviews and responds to program reviews and similar reports;
- 3.1.6 Acts on business brought forward from its committees;
- 3.1.7 Addresses matters of governance referred to it by other University bodies;
- 3.1.8 Delegates any of its powers, duties and functions as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function.

#### **4. *Membership***

- 4.1 Faculty Council is composed of the following voting members:
  - 4.1.1 The Dean of the Faculty (*ex-officio*), as Chair;
  - 4.1.2 The University President (*ex-officio*);
  - 4.1.3 The Associate Dean(s) of the Faculty of Arts and Science (*ex-officio*);
  - 4.1.4 The Director, Programs and Curricular Planning, Faculty of Arts and Science (*ex-officio*);
  - 4.1.5 The Director, Finance, Faculty of Arts and Science (*ex-officio*);
  - 4.1.6 All academic staff holding tenure-track, tenured, or full-time limited term appointments in the Faculty of Arts and Science;
  - 4.1.7 All academic staff holding continuing appointments in the Faculty of Arts and Science but serving administrative secondments;
  - 4.1.8 One librarian, on a one-year, renewable term, chosen by the University Library;
  - 4.1.9 One MacEwan Staff Association member from the Faculty of Arts and Science, on a one-year renewable term, chosen by the MacEwan Staff Association;
  - 4.1.10 Up to four students enrolled in any program offered by the Faculty of Arts and Science, on one-year renewable terms, chosen by the Students' Association of MacEwan University;
  - 4.1.11 A cohort of sessional instructors from the Faculty of Arts and Science, serving one-year renewable terms, chosen by sessional instructors in the Faculty of Arts and Science. Rounded down to the nearest whole number, the size of this cohort will be equivalent in number to 10% of the academic staff identified in 4.1.6.

- 4.2 Quorum for Faculty Council will be one-third of the academic staff identified in 4.1.6, excluding those identified in 4.1.7.
- 4.3 The following *ex-officio* members will be non-voting, and do not count towards quorum:
  - 4.3.1 The Provost and Vice-President Academic, or designate;
  - 4.3.2 The Deans of all other Faculties, Schools, and the University Library, or designates;
  - 4.3.3 The University Registrar, or designate;
  - 4.3.4 The Director, kihêw waciston Indigenous Centre, or designate;
- 4.4 Members in 4.3. who are also identified in 4.1.7, will retain their voting membership from 4.1.7.
- 4.5 Members in 4.3. may each delegate membership, on an annual basis, or choose to send an alternate to individual meetings. Delegates or alternates must be members of the University community.

## ***5. Chair and Vice-Chair***

- 5.1 The Chair of Faculty Council:
  - 5.1.1 Prepares the agenda for Faculty Council meetings, in collaboration with Faculty of Arts and Science Executive Committee;
  - 5.1.2 Presides over all meetings of the Faculty Council;
  - 5.1.3 Provides Faculty Council, at each meeting, a report of work undertaken and planned from the Dean's Office or other pertinent information;
  - 5.1.4 Represents Faculty Council and acts as liaison with General Faculties Council and with other Faculties and Schools.
- 5.2 The Chair has voting privileges but, customarily, makes limited use of them.
- 5.3 The Vice-Chair of Faculty Council will be the Co-Chair of Executive Committee, chosen for a one-year, non-renewable term by voting members of Executive Committee.
  - 5.3.1 The Vice-Chair will bring to Faculty Council material on behalf of Executive Committee;
  - 5.3.2 The Vice-Chair will fulfill the duties of the Chair, at the Chair's request, and will assist the Chair in the performance of these duties.
- 5.4 The Faculty Governance Administrator will serve as Secretary of Faculty Council and its Standing Committees.

## ***6. Meetings of Faculty Council***

- 6.1 Meetings will be guided by Robert's Rules of Order, except where otherwise provided in these bylaws.



- 6.2 Faculty Council will meet at least five times each academic year.
  - 6.2.1 Notice of meetings, agendas, and supporting materials will be circulated, normally at least one week in advance, so as to ensure Faculty Council members have an opportunity to prepare for meetings;
  - 6.2.2 Meetings will be called by the Chair, on the advice of Executive Committee. In exceptional circumstances, a special meeting may be called if a meeting is requested by one-third of the members in 4.1.6;
  - 6.2.3 The Chair may call a special meeting should it be deemed required;
  - 6.2.4 Faculty Council members and other members of the University community may bring business to the attention of Faculty Council by writing the Co-Chairs of Executive Committee.
- 6.3 Faculty Council membership numbers will be established on July 1, in anticipation of the academic year beginning September 1.
- 6.4 A membership roster will be prepared and updated each year. Attendance at Faculty Council meetings will be registered, formally, by a member's signature or electronic sign in. Members of Faculty Council who are unable to attend a meeting should provide regrets to the Secretary of Faculty Council at least twenty-four hours in advance.
- 6.5 Motions are carried by a simple majority of voting members present and voting.
  - 6.5.1 Abstentions are accommodated, but do not count as votes cast.
  - 6.5.2 Voting is normally conducted by a show of hands or electronic poll, unless a ballot is requested by any member of Faculty Council;
  - 6.5.3 Amendments to these bylaws require a two-thirds majority of voting members present and voting.
- 6.6 In the interest of transparency, meetings of Faculty Council will normally be open to all members of the University community.
  - 6.6.1 The Chair may recognize visitors to Faculty Council on any item of business;
  - 6.6.2 When a matter deemed confidential by Faculty Council is to be considered, the part of the meeting concerning the confidential matter will be held in-camera, and any visitors will be required to leave. Material distributed to members for in-camera items will remain confidential. In all instances, discussions at Faculty Council meetings will be conducted in accordance with the Freedom of Information and Protection of Privacy Act.
- 6.7 Minutes of Faculty Council meetings will be recorded, distributed to members, and approved at the next meeting. Approved minutes will be published to the University website.

## **7. *Committees of Council***

- 7.1 The following Standing Committees of Faculty Council are established:
  - 7.1.1 Faculty of Arts and Science Executive Committee;



- 7.1.2 Faculty of Arts and Science Program and Curriculum Committee;
- 7.1.3 Faculty of Arts and Science Teaching and Scholarship Committee;
- 7.1.4 Faculty of Arts and Science Funding and Awards Committee
- 7.2 Elections to Standing Committees for the subsequent academic year will be held in Winter Semester, using a secret ballot in a process approved, annually, by Executive Committee and outlined in advance to Faculty Council members.
- 7.3 Eligible members of academic staff will have access to a Faculty-wide nomination process for Standing Committees, unrestricted by any formal or informal process adopted in an Academic Unit.
- 7.4 Eligible members of academic staff will be appointed by Executive Committee to serve terms vacated by members elected to Standing Committees and for seats left vacant due to a lack of nominees.
- 7.5 Terms of Reference of all Standing and *ad hoc* Committees will be determined by Faculty Council, in accordance with the following principles:
  - 7.5.1 Committees will have equal numbers of elected members from the Humanities, the Social Sciences, and the Natural Sciences;
  - 7.5.2 Members voted to Standing Committees will have two-year terms, and membership from each constituency will be staggered, in order to maintain continuity;
  - 7.5.3 The Dean will appoint a member of academic staff to each Standing Committee for a one-year, non-renewable term. The purpose of these appointments is to encourage professional development, and each appointee is usually drawn from the list of candidates who stood, unsuccessfully, for the most recent election to this committee.
  - 7.5.4 Faculty and Administrative Co-Chairs of a Standing Committee:
    - 7.5.4.1 On an annual basis, standing committees shall elect a faculty Co-Chair from among the academic staff elected to the committee;
    - 7.5.4.2 Faculty Co-Chairs will normally preside of committee meetings;
    - 7.5.4.3 One of the Dean's designates will be the Administrative Co-Chair;
    - 7.5.4.4 The specific roles for each Co-Chair will be outlined in the Terms of Reference for each Committee.
- 7.6 Should a Standing Committee fail to execute its mandate, its responsibilities may be assumed by Executive Committee for the remainder of the Academic Year; should Executive Committee fail to execute its mandate, its responsibilities may be assumed by Faculty Council, acting as Committee of the Whole.
- 7.7 Standing Committees will, when requested, report their activities to Faculty Council.
- 7.8 Standing Committees will, in general, follow the same meeting procedures as Faculty Council.

- 7.9 Faculty Council may establish standing or *ad hoc* committees and working groups as it determines necessary.
- 7.10 The Dean may strike *ad hoc* committees, as needed, and for specific lengths of time, in order to help conduct Faculty business.

### **8. *Department Councils***

- 8.1 Each Academic Unit in the Faculty of Arts and Science will create a Department Council that is subsidiary to Faculty Council.
- 8.2 The Terms of Reference of a Department Council will be determined by that Academic Unit using the Faculty Council approved template and approved by Faculty Council.

### **9. *Review of Faculty Council Bylaws***

- 9.1 Faculty Council bylaws will be reviewed, at minimum, every five years or at the request of Executive Committee.
- 9.2 At least three weeks' written notice of proposed amendments to the bylaws is required.
- 9.3 Following approval by Faculty Council, amendments to the bylaws are subject to the approval of General Faculties Council.

#### **Approved by Faculty of Arts and Science Council**

- March 6, 2023 – Comprehensive Review – Revision approved with motion # 471
- April 25, 2016 – Revision
- December 8, 2012 – Textual Revisions by Faculty of Arts and Science Council
- March 8, 2012

#### **Approved by General Faculties Council**

- April 17, 2023 – Approved (Motion # GFC-06-04-17-2022/23)
- May 17, 2016 – Amendments approved Academic Governance Council  
(Motion # AGC-15-05-17-2016)
- February 19, 2013 – Textual Revisions approved by AGC Executive Committee
- April 24, 2012 – Approval Academic Governance Council (Motion # AGC-15-04-24-2012)