FACULTY COUNCIL OF ARTS

By-Laws

I. Membership:

1. **Student Representatives**

   There shall be three student constituencies: (a) Graduate (b) Undergraduate Humanities (c) Undergraduate Social Sciences. The number of seats shall be determined by the Dean of the Faculty prior to every election according to Article 2 of the Constitution. The Office of the Dean of Arts shall apportion these seats among the three constituencies according to the number of students registered in each constituency, in the case of the undergraduate constituencies on the basis of declared majors. The Office of the Dean of Arts shall transmit these findings to the Director of Advocacy of MUNSU and to the President of the Graduate Students’ Union upon request. The time and method of selection of student representatives shall be determined by MUNSU in the case of the undergraduate constituencies, and by the Graduate Students’ Union in the case of the graduate constituency.

   The term of membership of a student representative shall be one year.

2. **Departments of Mathematics and Statistics, Psychology and Computer Science**

   The Departments of Mathematics and Statistics, Psychology and Computer Science, in as much as they offer programs leading to degrees in Arts, shall be invited to nominate four (4) delegates each, who shall be members of the Faculty Council of Arts.

3. **Other Faculties**

   a. The Faculty Council may, on the recommendation of the Dean of Arts, invite members of other faculties to serve as members of the Faculty Council of Arts.

   b. The Faculty Council may invite other Councils to nominate one or more delegates who shall be non-voting observers on the Faculty Council of Arts.

II. Meetings:

1. Normally, regular meetings of the Council shall take place once each month on the first Wednesday of the month, unless the Council determines
otherwise. Under exceptional circumstances the date of the regular meeting may be changed by the officers of the Faculty Council.

2. Special meetings of the Council may be called by the Dean, or upon the petition of at least twenty (20) members of the Council.

3. The office of the Dean shall be responsible for the preparation and circulation of the Agenda for meetings.

4. Joint meetings of the Council may be held with any of the Councils of other Faculties or Divisions in the University when deemed desirable by the officers of the Faculty Council of Arts and the appropriate officials of the other Faculty or Division.

5. The use of photographic or recording equipment at meetings of the Faculty Council is prohibited.

III. Standing Committees:

1. Committee on Graduate Studies

   a. There shall be a Standing Committee on Graduate Studies which shall make recommendations to Council on questions related to graduate studies referred to it by the Dean of the Faculty of Arts or delegate, the Dean of Graduate Studies, the Faculty Council of Arts, or any of the Standing Committees of the Faculty Council of Arts.

   b. The membership of the Committee on Graduate Studies shall be the Associate Dean of Arts (Research and Graduate), the Dean of the School of Graduate Studies or delegate, seven members of the Faculty Council including a Chair, (who shall be, *ex officio*, a member of the Academic Council of the School of Graduate Studies) and two graduate students.

2. Committee on Undergraduate Studies

   a. There shall be a Standing Committee on Undergraduate Studies charged with such functions as are assigned to it by the Council through University Regulations, and with the approval for recommendation to the Council of all changes in course offerings and programmes, the addition of new courses and programmes, and new or amended Departmental or Faculty Regulations. Within the policies
established by the Council the Committee shall function jointly with the Office of the Registrar as the principal executive, advisory and appellate body. The Committee shall be responsible for developing adequate liaison with the Undergraduate Studies Committees of other Councils and of the Senate.

b. The membership of the Committee on Undergraduate Studies shall be the Associate Dean of Arts (Undergraduate), the Registrar or delegate, nine members (no more than two of whom may be from the same department) including a chair from disciplines offering a B.A. programme, and two undergraduate students.

3. Academic Planning Committee

a. There shall be a Standing Academic Planning Committee which shall make recommendations to the Council on major questions of academic planning and policy referred to it by the Dean of the Faculty, the Faculty Council, or any of the Standing Committees of the Faculty Council.

b. The Academic Planning Committee shall scrutinize proposals for new programmes in light of their academic and financial implications.

c. The membership of the Academic Planning Committee shall be the Dean of Arts or delegate, six members of the Faculty Council including a Chair, one undergraduate student, one graduate student, the Senior Faculty Advisor (Arts) ex officio, and a representative from the Library ex officio.

4. Research Committee

a. There shall be a Standing Research Committee which shall advise on the formulation and review of the Faculty policy on research, with particular reference to the stimulation of inter-disciplinary research activities.

b. The membership of the Research Committee shall be the Associate Dean of Arts (Research and Graduate), six members of the Faculty Council including a Chair, and one graduate student.
5. **Formation of Committees**

   a. By May 31 each year at the latest, the Office of the Dean of Arts will advise all members of the Council eligible to serve on one of the Council’s Standing Committees of the number of seats available on each committee and invite offers to serve.

   b. If the number of members of Council offering to serve on a committee exceeds the number of seats available, the Office of the Dean of Arts will arrange an election and distribute ballots to all voting members of the Council.

   c. Each year, the names of all those named or elected to serve on committees of the Council will be distributed at least two weeks prior to the regular September meeting of the Council.

   d. At the same September meeting of Council, any remaining vacancies on committees will be announced and expressions of interest welcomed.

6. **Student Representation**

   Student members of Standing Committees of the Council shall be recommended by the Graduate Students’ Union in the case of graduate student representation and by MUNSU in the case of undergraduate student representation; in both cases, only members of the Faculty Council shall be eligible to be so recommended.