

Faculty Council of Humanities and Social Sciences

CONSTITUTION

1. Purpose of the Faculty Council

The Faculty Council of the Humanities and Social Sciences (HSS) is the primary forum for deliberating academic governance issues within the Faculty.

2. Functions of the Faculty Council

Faculty Council meetings are open to all members of the University community. The functions of the Council are to approve, for recommendation to the Senate, all regulations, courses and programmes of study in Humanities and Social Sciences, and to discuss and make recommendations pertaining to any other academic matter affecting the Faculty.

3. Voting Membership of the Faculty Council

3.1 Voting membership of the Faculty Council is limited to:

- a) the Dean of Humanities and Social Sciences, any Associate Dean of HSS, the Heads of departments in the Faculty of HSS and all members of the Memorial University of Newfoundland Faculty Association (MUNFA) holding a full-time appointment as an Academic Staff Member in the Faculty of HSS;
- b) 1 Per Course Instructor (or designated alternate) per department in the Faculty who shall be nominated by the Department Head after collegial consultation in the department;
- c) 1 graduate student (or designated alternate) per department in the Faculty who shall be nominated by the Department Head after collegial consultation in the department; and,
- d) 1 undergraduate student (or designated alternate) per department in the Faculty who shall be nominated by the Department Head after collegial consultation in the department.

3.2 A motion introduced at Faculty Council shall not carry if a majority of those in 3.1(a) who are present are opposed.

3.3 The Dean shall only cast a vote in the event of a tie.

3.4. Non-voting membership of the Faculty Council includes:

- a) representatives from all other Faculties and Schools, including those that offer programming within the Faculty of Humanities and Social Sciences;
- b) persons holding the position of Professor Emeritus, Honorary Research Professor, Adjunct Professor, or equivalent within HSS;
- c) persons other than Academic Staff Members in HSS whose primary (contractual) responsibility pertains to research, teaching and/or advising students;
- d) all other Per-Course Instructors in the Faculty of HSS;
- e) all other students who have declared a program of study in the Faculty of HSS;
- f) a minimum of one (1) Assistant Registrar with responsibility for HSS, or delegate;
- g) a minimum of one (1) representative of the QEII library;
- h) a minimum of one (1) representative of the School of Graduate Studies; and
- i) others whom the Faculty Council may decide to admit.

3.5 Meeting attendance, voting and committee membership is voluntary.

4. Committees of the Faculty Council

The Faculty Council has the power to establish committees and to delegate to these committees whatever functions it deems appropriate. The Council establishes such Standing Committees as it deems appropriate and determines the Terms of Reference of such Standing Committees.

5. Officers of the Faculty Council

The officers of the Faculty Council are responsible for convening meetings, preparing meeting agendas, preparing minutes of Council and its committees, archiving minutes online, managing the transmission of documents, ensuring that committee membership positions are filled, and other applicable duties related to the functioning of the Council and its committees. The Dean of the Faculty (or delegate) shall Chair the Council. The secretary to the Associate Deans (or delegate) shall be the Secretary to Council

The Assistant Registrar (or delegate) is responsible for providing impartial, expert advice to members of the Council and its committees; works with the Secretary, the Dean's Office and others to coordinate the transmission of Calendar change proposals to University bodies; and generally ensures that Calendar entries are of the highest quality and consistent with University norms.

6. Meetings of the Faculty Council and Quorum

Meetings of the Faculty Council are scheduled and held as stated in the by-laws. A minimum of 20 members of the eligible voting membership of the Council as defined in Clause 3, including a minimum of 10 voting members identified in 3.1(a), constitutes quorum.

7. Amendments to the Faculty Council Constitution

Any proposed amendment to this Constitution must be submitted in writing and circulated to all voting members not less than 21 days prior to the next scheduled meeting of the Faculty Council. An amendment to the Constitution requires approval by a two-thirds majority of those eligible voting members present. As per the *Memorial University Act*, changes to the Constitution also require approval by Senate and ratification by the University Board of Regents.

7. Amendments to By-Laws of the Faculty Council

Any proposed by-law or amendment to an existing by-law shall follow the process for amending the Faculty Council Constitution, but does not require approval by Senate or ratification by the Board of Regents.

FACULTY COUNCIL BY-LAWS

I. Meetings of Faculty Council

1. Normally, regular meetings of the Council take place on the first Wednesday of the month from September to June. Under exceptional circumstances, and with appropriate notice, the date of the regular meeting may be changed by the Dean or Secretary 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) voting members of the Council, with appropriate notice.
3. The Dean and Secretary (or delegates) are responsible for the preparation and circulation of the agenda for meetings. The agenda shall be available to anyone upon request. In particular it must be provided electronically to all voting members and to the non-voting members identified in 3.4(a), (f), (g) of the Constitution. Department Heads are encouraged to ensure that departmental representatives are aware of an upcoming Faculty Council meeting. Normally, the agenda is circulated no later than the Friday immediately prior to the meeting.
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 Dean of HSS and the appropriate officials of the other Faculty or Division.
5. The use of photographic or recording equipment at meetings of the Faculty Council requires prior and unanimous approval of all those present.

II. Committees of Faculty Council

The Faculty Council may establish both standing and ad hoc committees, to delegate to these committees whatever functions it deems appropriate, and to determine those committees' Terms of Reference, including a requirement to report back to the Council.

III. Standing Committees of Faculty Council

Standing Committees of Faculty Council are permanent bodies that are tasked with deliberating issues and making recommendations to the Council for a decision. Members are encouraged to keep colleagues in their department informed about applicable committee business.

1. Process for Filling Committee Membership

- a. The Dean, on behalf of Council, is responsible for ensuring that the membership of committees is filled in accordance with these by-laws.
- b. Membership on a committee is normally for a full academic year (September 1 to August 31). Members are identified by the first Wednesday in the Fall semester.
- c. Unless otherwise specified, membership on a committee is reserved for voting members of Council. A committee member who is unable to attend a given meeting may send a departmental designate.
- d. In the April meeting of Faculty Council, the Dean will give notice of a call for nominations for the next academic year (i.e., for service beginning September 1).
- e. Soon after the April meeting, the Office of the Dean shall issue a call for nominations through its email list. The Secretary of Council shall contact department Heads to initiate collegial consultation within the department to designate a nominee to serve on the Curriculum and Programs Committee. The Secretary shall also contact other members (or their representatives) who are eligible to serve, but who are not currently members of a department. A preliminary schedule of meetings for the upcoming academic year shall be provided when the call for nominations is issued.

- f. By the June meeting of Faculty Council, the Dean shall make known the names of those eligible members of the Faculty who have agreed to serve, and identify any remaining vacancies to be filled.
- g. The Dean is responsible for filling any remaining vacancies through collegial consultation with Heads of departments to identify members of Faculty who are willing to serve.
- h. An election shall be held if more candidates express interest than there are seats on a standing committee or standing subcommittee. The election will be arranged by the Dean who will follow a process for the conduct of elections that includes all eligible voting members.
- i. By the September meeting of Faculty Council, committee membership for the upcoming academic year shall be included on the meeting agenda for ratification by Council.

2. Planning and Research Committee

- a. There shall be a Planning and Research Committee responsible for:
 - making recommendations to Council on questions of academic planning, pedagogy, communications, research, awards, and/or scholarships;
 - on behalf of Council, generally noting the allocation of university resources, and periodically offering comment on the impact of the University's policies and procedures on the Faculty; and,
 - making recommendations to Council on questions referred to it by the Dean of the Faculty or delegate, the Dean of Graduate Studies or delegate, the Faculty Council, by any other Standing Committee of the Faculty, or on questions initiated by a member of the Committee.
- b. The membership of the Planning and Research Committee shall be:
 - five (5) voting members, or delegate, elected from 3.1(a) each of whom is affiliated with a different academic department. Ideally, one of the five members will hold membership on a University-level budgetary committee. One of these members shall be elected as Chair;
 - one (1) graduate student from the Faculty, as recommended by the Graduate Students' Union (GSU);
 - one (1) undergraduate student from the Faculty, as recommended by the Memorial University Undergraduate Students Union (MUNSU);
 - at least one Associate Dean of Humanities and Social Sciences (*ex officio*);
 - at least one academic advisor or research officer (non-voting); and,
 - a Secretary, normally the secretary to the Associate Deans (*ex officio*, non-voting).
- c. Meetings shall be convened by the Secretary at the direction of the Chair.
- d. Quorum shall be 50% of voting members, including the Chair.
- e. The Chair or delegate shall provide information updates at each meeting of the Faculty Council.

3. Curriculum and Programs Committee

- a. There shall be a Curriculum and Programs Committee responsible for reviewing for recommendation to Council all proposed Calendar changes in undergraduate and graduate course offerings and programs, the addition of new courses and programs, and related new or amended Faculty regulations.
- b. A proposal to create a new program shall normally be referred to an *ad hoc* subcommittee for review, which will report back to the main Committee.
- c. On undergraduate matters, 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.

- d. On graduate matters, within the policies established by the Council, the Committee shall function in consultation with the School of Graduate Studies and the Office of the Registrar, as applicable.
- e. The membership of the Curriculum and Programs Committee shall be:
 - one (1) voting member, or delegate, from each department in the Faculty as recommended by the Head after collegial consultation within the unit. In the absence of volunteers this should normally be a faculty member, other than the Head, who is involved with maintaining curriculum in the University Calendar. One of these members shall be elected as Chair;
 - one (1) Academic Staff Member from Co-operative Education;
 - one (1) graduate student from the Faculty, as recommended by the Graduate Students' Union (GSU);
 - one (1) undergraduate student from the Faculty, as recommended by the Memorial University Undergraduate Students Union (MUNSU);
 - at least one Associate Dean of Humanities and Social Sciences (*ex officio*);
 - an academic advisor in the Faculty (non-voting);
 - an Assistant Registrar for the Faculty (*ex officio*, non-voting); and
 - a Committee Secretary and/or a Recording Secretary, who shall be appointed by the Dean in consultation with the Registrar's Office (*ex officio*, non-voting).
- f. Meetings shall be convened by the Secretary at the direction of the Chair.
- g. A schedule of meetings of the Curriculum and Programs Committee for the next academic year shall normally be made known at the time that the Dean invites a call for nominations. Within any given month, the Committee shall not normally meet after the final Tuesday, in order to enable preparation and circulation of the agenda for the next meeting of Faculty Council.
- h. Quorum shall be 50% of voting members, including the Chair.

**4. Undergraduate Waivers and Appeals Committee
(Standing Subcommittee of Curriculum and Programs)**

- a. A standing subcommittee of the Curriculum and Programs Committee shall be known as the Undergraduate Waivers and Appeals subcommittee. The subcommittee shall be charged with adjudicating requests for waivers of undergraduate academic program regulations, course substitutions, and other student-related cases involving undergraduate academic programs, brought forward by the Assistant Registrar.
- b. The authority of the subcommittee is grounded in University regulations (including but not limited to "Waiver of Regulations" in the University Calendar) and Faculty regulations (including, but not limited to, "Waiver of Regulations for Undergraduate Studies" in the Calendar).
- c. The Undergraduate Waivers and Appeals subcommittee must ensure that when a decision concerning waiver of undergraduate academic regulations or course substitution is granted, this decision will be applied equitably and in a consistent manner to all students in similar circumstances.
- d. When appropriate, a decision may be conditional on the Head of the department that is initiating discussion within the unit to revise program regulations and/or formalize course substitutions to ensure equitable and consistent application to all students in similar circumstances.
- e. Membership of the Undergraduate Waivers and Appeals subcommittee shall be:
 - the chair of the Curriculum and Programs Committee, who shall serve as Chair of the Subcommittee;
 - the Associate Dean of Humanities and Social Sciences whose portfolio includes undergraduate curriculum matters (*ex officio*);

- an undergraduate student from the Faculty, as recommended by the Memorial University Undergraduate Students Union (MUNSU);
 - the Assistant Registrar for the Faculty, who shall be the Subcommittee Secretary (*ex officio*, non-voting);
 - a Recording Secretary, who shall be appointed by the Dean in consultation with the Registrar's Office (*ex officio*, non-voting); and
 - two other Academic Staff Members from different departments, other than members of the Dean's Office, elected by the Faculty Council. These individuals need not be members of the Curriculum and Programs Committee.
- f. Meetings shall be convened by the Subcommittee Secretary at the direction of the Chair.
- g. Quorum shall be 50% of voting members, including the Chair.

IV. Ad Hoc Committees of Faculty Council

From time-to-time and in the manner of its choosing the Council may create temporary committees to investigate specific issues.

V. Standing Committee Subcommittees

Standing Committees may establish temporary and/or permanent subcommittees to undertake specific tasks and report to the main Committee.