

Approved at Senate November 13, 2009

F. C. Terms of Reference, as distinct from the UFV Terms of Reference

UNIVERSITY OF THE FRASER VALLEY

TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION OF THE ARTS FACULTY COUNCIL

1. Preamble

In accordance with *the University Act of British Columbia, c. 468 RSBC (1996)* faculties of universities are required to make rules for the governance, direction and management of their affairs and to ensure that such affairs are conducted with representation from their membership. In accordance with the *Act* and with the *University of the Fraser Valley Terms of References for the Structure and Function of Faculty Councils*, the Faculty of Arts shall have a Faculty council referred to as the Arts Faculty Council (AFC).

2. Establishment of Faculty Councils

In accordance with the *University Act* and with the *University Amendment Act, 2008*, the Arts Faculty Council is hereby established as the senior academic governance body of the Faculty of Arts at the University of the Fraser Valley. The AFC shall be responsible for the governance and management of academic affairs of the Faculty of Arts.

3. Mandate

The AFC shall:

- (a) serve as the forum for sharing information and the discussion of academic matters
- (b) receive recommendations related to academic programs, including but not limited to: development of new programs, program changes, new courses, discontinuation of courses, course changes
- (c) vote on recommendations as related to the above
- (d) transmit recommendations to senate
- (e) pass policies related to the functioning of the AFC
- (f) deal with matters assigned by the Board or Senate.

4. Membership

4.1 Voting Membership

Voting membership of the AFC shall be comprised of the following members:

- (a) all Type B Faculty in the Faculty of Arts

- (b) four student representatives elected by students in the Faculty of Arts
- (c) Faculty academic advisors
- (d) two support staff representatives employed within the Faculty of Arts, elected by support staff for a two-year term
- (e) two Arts' sessional instructors' representatives, elected by sessional instructors for a one-year term
- (f) The Dean of the Faculty of Arts
- (g) The President of the university.

4.2 Ex-Officio and Non-voting Members

Non-voting membership:

- (h) the Secretary to the AFC
- (i) the Vice-President Academic and Provost
- (j) the Registrar
- (k) one member of Senate
- (l) one representative each from other Faculty Councils
- (m) one representative from the Writing Centre
- (n) one representative from the Library
- (o) those invited by the Dean in consultation with the AFC.

4.3 Representative Attendance at AFC Meetings

To encourage participation and the achievement of quorum, departments will observe the following principles of attendance:

- (a) each department comprised of 6 or less Type B Faculty will send **at least 1** member to each regularly held Faculty Council meeting.
- (b) each department comprised of 7 or more Type B Faculty will send **at least 2** members to each regularly held Faculty Council meeting.

5. Faculty Business

5.1 Faculty Business will normally be carried out at regularly scheduled Council meetings where there is a quorum. The FC has the right to delegate business to Standing Committees and Ad Hoc committees, which may make recommendations to the Council for consideration. The Dean of the Faculty will assume the role of Chair on these committees, until such time as a Chair may be elected by the committee.

- Standing Committees – Standing Committees will report to the Faculty Council. Standing Committees will consist of FC members elected by the Council and members appointed by the Dean to a maximum of 50% - 1 of the committee members. Members appointed by the Dean need not be members of the FC. The Dean is a non-voting Ex-officio member of all Standing Committees.

5.1.1 Nominating and Election Committee – 3 elected FC members, Dean Ex-officio

- ensures nomination and election procedures are adhered to

- receives nominations for Standing and Ad Hoc Committees within the Faculty and other University Committees
- reviews composition of committees
- oversees elections

5.1.2 Curriculum Committee – Dean; 1 Advisor each from the B.A., B.G.S., B.F.A., and B.A. Crim; and 8 elected FC members

- Reviews course programs, requests and changes in a timely manner under the Terms of Reference specified by the Faculty Council.

5.1.3 Student Recruitment, Retention, and Success Committee –

- develops strategies for student recruitment, retention, and success.

5.2 Ad Hoc Committees – may be struck by the FC for specific purposes and dissolved upon completion of task.

6. Quorum

A quorum will consist of at least twenty percent (20%) of the voting members of Council.

7. Chair and Vice-Chair

The Dean of the Faculty shall serve as Chair of its Faculty Council. A Vice-Chair will be elected by the Council using the Faculty's nomination and election procedure. The Vice-Chair will be elected for a two-year term.

8. Agenda and Minutes

- (a) Council's agenda will be set by the Dean (or Vice-Chair) in consultation with the Secretary (Registrar) and the members of the Faculty Council
- (b) Minutes will be kept by a secretary appointed by the Dean
- (c) Agenda, minutes and written reports will be circulated to Council members at least twenty-four hours prior to meetings, though normally Council members will be given at least seven days advanced notice on voting matters.

9. Meeting Times

The AFC will determine the frequency of its meetings. However, meetings will be held at least three times per year. Notwithstanding, the Dean has the right to call a Council meeting at any time if there is urgent business that requires the attention of the Faculty Council.

10. Review of Terms of Reference

These Terms of Reference shall be subject to review one year following their ratification at Senate.