

UNIVERSITY OF THE FRASER VALLEY

**TERMS OF REFERENCE FOR THE STRUCTURE AND FUNCTION
OFFACULTY COUNCILS**

FACULTY OF PROFESSIONAL STUDIES

Approved by Senate: December 9, 2011

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.

2. ESTABLISHMENT OF FACULTY COUNCILS

In accordance with the University Act and with the amended University Act, 2008, Faculty Councils are hereby established as the senior academic governance bodies of the Faculties at the University of the Fraser Valley and each Council shall be responsible for its Faculty's respective governance and management of academic affairs.

3. MANDATE

Faculty Councils 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, and discontinuation of courses;
- c. vote on recommendations as related to the above;
- d. delegate such authority to Ad Hoc or Standing Committees of the Faculty Council as the Faculty Council may from time to time deem appropriate;
- e. transmit recommendations to Senate;
- f. pass policies related to the functioning of the Faculty Council and;
- g. deal with matters assigned by the Board or Senate;

4. MEMBERSHIP

4.1. Voting Membership

Voting membership of the Faculty of Professional Studies Faculty Council shall be comprised of the following:

- a. faculty members;
- b. student representatives elected by students in the Faculty, which number is to be determined by the Dean in consultation with the Faculty Council, normally for a one year term;
- c. academic advisors (if any) employed within the Faculty;
- d. two support staff representatives employed within the Faculty, elected by support staff for a two-year term;
- e. a maximum of two sessional instructor representatives, elected by sessional instructors for a one-year term;
- f. Departments which offer a major(s) that may be taken as part of a degree program in another faculty will have two designated representatives in that faculty council, with full voting rights in the faculty council, except that they may not stand for election to Senate or vote to elect a senator as member of that faculty council.
- g. Dean of the Faculty and;
- h. President.

4.2. Ex-Officio and Non-voting Members

Non-voting membership:

- i. Secretary to the Faculty Council;
- j. Vice-President Academic and Provost;
- k. Registrar;
- l. one representative each from other Faculty Councils;
- m. those invited by the Dean in consultation with the Faculty Council;
- n. University Librarian or designate.

5. FACULTY BUSINESS

Faculty business will normally be carried out at regularly scheduled Council meetings where there is a quorum. The Faculty Council 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 (or designate) will assume the role of Chair on these committees, until such time as a Chair may be elected by the committee.

- a. Standing Committees –will report to the Faculty Council. Standing Committees will consist of Faculty Council members elected by the Council and members appointed by the Dean, with the requirement that the majority of the committee members must be faculty members. Members appointed by the Dean need not be members of the Faculty Council. The Dean is a non-voting ex-officio member of all Standing Committees.
- b. Ad Hoc Committees – may be struck by the Faculty Council for specific purposes.
- c. The faculty will elect a Chair and Vice Chair for the conduct of Faculty Council meetings. The Chair and Vice Chair will serve two-year, staggered terms. Cancellation of meetings will be at the majority decision of the Chair, Vice Chair

- and Dean. The proposed meeting agenda should be approved prior to distribution by the Chair in consultation with the Dean or designate.
- d. Business will be conducted in accordance with Senate Rules of Order.

6. QUORUM

A quorum will consist of at least twenty-five percent (25%) of the voting members of Council.

7. AGENDA AND MINUTES

- a. Minutes will be kept by a Secretary appointed by the Dean;
- b. 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' advance notice on voting matters.

8. MEETING TIMES

Meetings will be held during the months of September, October, November, December, January, February, March, April and May unless cancelled. Notwithstanding, a majority of the Chair, Vice Chair and 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.

9. REVIEW OF TERMS OF REFERENCE

The terms of reference will be reviewed at the end of two years after the date of Senate approval.