

**FACULTY COUNCIL
TERMS OF REFERENCE**

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 a 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;
- c. Vote on recommendations as related to the above;
- d. Transmit recommendations to Senate;
- e. Pass policies related to the functioning of the Faculty Council;
- f. Act on matters assigned by the Board or Senate.

4. MEMBERSHIP

4.1. Voting Membership

Voting membership of each Faculty Council shall be comprised of the following from each Faculty:

- a. All permanent faculty members in the Faculty
- b. Instructors with limited term appointments within the Faculty
- c. Two student representatives elected by students in the Faculty, for one year

- d. Two support staff representatives employed within the Faculty, elected by support staff for a two-year term
- e. A maximum of one sessional instructor representative for each School, elected by sessional instructors for a one-year term
- f. Dean of the Faculty
- g. Associate Dean of the Faculty
- h. President
- i. One academic advisor from the Advising Centre, recommended by the Director of Advising;

4.2. Ex-Officio and Non-Voting Members

Non-voting membership:

- a. Provost & Vice-President Academic
- b. University Secretary
- c. Registrar
- d. One member of Senate;
- e. One representative each from other Faculty Councils;
- f. Those invited by the Dean in consultation with the Faculty Council;
- g. University Librarian or designate;
- h. Indigenous Community Member / Knowledge Giver

4.3. Voting

Under normal circumstances, voting takes place during council meetings, and decisions are made by a simple majority of voters present. In the event of extenuating circumstances or unforeseen events which cause disruptions to regular meeting schedules, such as school closures due to weather or urgent business that requires a decision prior to the next scheduled meeting, voting may be conducted by email or other electronic technologies, at the discretion of the chair and vice-chair. In this case, all council members must be polled for a minimum of three business days, and the number of votes cast must be equivalent to or exceed the council's quorum in order for the decision to be valid. The results of electronic votes shall be reported via email, as well as at the next council meeting, and recorded in its minutes.

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 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 Faculty Council members elected by the Council and members appointed by the Dean to a maximum of 50% of the committee 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.
- Ad Hoc Committees may be struck by the Faculty Council for specific purposes and dissolved upon completion of task.
- Chairs of Standing Committees will provide an annual report of activities to the Faculty Council.
- The Dean’s Office will provide staff support to Standing Committees, staff availability permitting.

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 Faculty Council. A Vice-Chair will be elected from the voting membership by the Council using the Faculty’s nomination and election procedure. The Vice-Chair will be elected for a two-year term. In the event the Chair is unable to chair a meeting, the Vice-Chair will serve as chair.

8. ELECTION PROCEDURES

Election of the Vice-Chair will normally be held at the April FHS meeting. The call for nominations will be communicated electronically to all FHS Faculty Council members four weeks prior to the April meeting, and nominations will be due two weeks prior to the April meeting. Nominations of a co-chair shall be endorsed by two faculty members and include a short expression of interest (150 words maximum) by the nominee.

Nominations for the elected members of Council (student, staff and Sessional faculty) will be solicited by the Dean’s office in August. The Dean’s office will be responsible for the conduct of elections for these positions, as needed.

9. AGENDA AND MINUTES

- a. Council’s agenda will be set by the Chair or Vice-Chair with support from the Dean’s office, or designate
- b. Minutes will be kept by the Dean’s office or designate 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.

10. MEETING TIMES

Meetings will be held at least six times per academic 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.

The Chair may call virtual meetings and determine how to effectively utilize available technology to facilitate a smoothly run meeting.

11. REVIEW OF TERMS OF REFERENCE

The terms of reference shall be reviewed at least every three years.