

ACADIA UNIVERSITY FACULTY OF ARTS COUNCIL CONSTITUTION

NAME:

The council shall be known as the Faculty of Arts Council of Acadia University, hereinafter the 'Council'.

MEMBERSHIP:

Members of the Faculty of Arts Council who shall be entitled to the rights defined under 'Procedure' include: members of the academic staff of Acadia University holding full-time, half-time, and part-time appointments within the Faculty of Arts and/or holding a tenured appointment in the Faculty of Arts; two student representatives (one graduate, one undergraduate) named by Acadia Students' Union; librarians with liaison appointments to Departments and/or Schools within the Faculty of Arts; archivists; and the Director of the Art Gallery. In addition, the following bodies will be invited to be represented by one member who shall have a voice but no vote: the Faculty of Pure and Applied Science; the Faculty of Professional Studies, the Registrar's Office; and the Secretarial and Custodial Staff in the Faculty of Arts.

PURPOSES:

Generally, the Council shall consider, and, as it sees fit, make its view known to whomsoever it pleases on any matter pertaining to the academic and/or intellectual and/or cultural interests or causes of Acadia University, the academic community in Nova Scotia and/or in Canada. In particular, but without limitation to the generality of the above, the Council will carry out, or arrange to be performed:

- Such duties as may be referred to Council by the Board of Governors, the Senate, and the Faculty of Acadia University;
- Such actions as Council may decide to conduct by resolution, provided these fall within the purview of the general purposes stated above.

PROCEDURE:

Council shall develop its own rules of procedure guided by Robert's Rules of Order. In particular, without limitation to the above and subject to amendment by resolution as Council may see fit, acknowledged parliamentary practices are recognized as including:

- I. That any member will enjoy the right to have his or her views heard on any matter under discussion provided such views are pertinent, and provided that the opportunity to reply to any question or comment on a member's statement(s) shall not be taken to be a violation of this right;
- II. That discussion and/or debate shall always be conducted in an orderly fashion with respect for all members of the Council;

III. That every member shall be afforded a reasonable opportunity to be informed of the intended proceedings and the outcomes of any discussion by the receipt of notice and minutes of proceedings;

IV. That any voting member of Faculty shall be eligible for election to the Chair of the Council;

V. That the Chair shall call a meeting of Council on receiving a request from 10 voting members of Council.

OFFICERS, COMMITTEES AND MEETINGS:

I. There shall be three officers of Council: namely, the Chair, the Secretary, and the Elections Officer.

II. There are nine standing committees of Council:

A. Faculty of Arts (FAC) Steering Committee

B. FAC Strategic Committee

C. FAC Heads Committee

D. FAC Nominating Committee

E. FAC By-Laws Committee

F. FAC Curriculum Committee

G. FAC Honours Awards Committee

H. FAC Graduate Research Awards Committee

I. FAC Interdisciplinary Committee

III. Notwithstanding the above list, ad hoc committees may be established to deal with particular matters of concern to Council.

IV. Plenary meetings of Council should take place at least once during each of the Fall and Winter terms, but will normally meet twice per term, on the last Tuesday of September, November, January, and March.

V. The quorum for a properly constituted meeting shall be twenty members.

VI. All committees shall report to Council once yearly at the March meeting and at other meetings where appropriate.

AMENDMENT:

Constitutional amendments shall require approval of two-thirds of those members present and voting after a 14-day notice of motion.

Adopted October, 1987

Amended Summer, 2009

FACULTY OF ARTS BY-LAWS**I. COMMITTEES OF THE FACULTY OF ARTS****PREAMBLE****GUIDING PRINCIPLES FOR FACULTY OF ARTS COMMITTEES:**

A. All academic matters relating to the Faculty of Arts come under the purview of the Faculty of Arts Council. All committees within the Arts Faculty are accountable to the Council.

B. Structures in the Arts Faculty are based on and encourage the active participation of members of the Faculty.

C. Officers and Committee members are elected or appointed depending on the mandate and requirements as set out by these By-Laws or by Council. Nominations, election or appointment procedures, the number of members and the length of their terms should be clearly defined. All three-year terms are to be staggered where appropriate. All terms coincide with the academic year, beginning on July 1st.

D. Issues of academic policy are the responsibility of the Faculty of Arts Council. Important matters of day-to-day administration should be brought to the Faculty of Arts Council for information.

I. I OFFICES OF CHAIR, THE SECRETARY, AND THE ELECTIONS OFFICER OF THE FACULTY OF ARTS COUNCIL

The Chairperson, Secretary, and the Elections Officer of the FAC shall be elected for a one-year term.

A. The mandate of the Chairperson is:

i. To convene, organize and conduct to orderly conclusions regular and special meetings of the FAC (i.e. Chair will identify and notify all representatives of the FAC regarding meetings).

ii. To convene, organize and conduct to orderly conclusions regular and special meetings of the Faculty of Arts Steering Committee.

iii. To nominate, receive nominations and supervise the election of members of the Nominating Committee as needed.

iv. To coordinate meeting times with the Chairs of FPAS and FPS to attempt to ensure that Faculty meetings do not coincide so that the representatives from other faculties are not faced with conflicts of schedule (i.e. can attend both their own faculty meeting and the one for which they serve as faculty representative).

B. The mandate of the Secretary is:

To maintain and circulate records of meetings and to send out agendas and notices of motion for meetings of both the FAC and Faculty of Arts Steering Committee.

C. The mandate of the Elections Officer is:

To conduct all Council elections by secret ballot as prescribed by this Constitution and as directed by the Council. Proxy votes are not valid.

i. It will be the duty of the Elections Officer to set all the necessary dates for elections and to perform such other duties as may be necessary. He or she may co-opt assistance whenever he or she so desires.

ii. The Elections Officer is responsible for election of the following:

a. FAC By-laws Committee

b. FAC Curriculum Committee

c. FAC Honours Awards Committee

d. FAC Graduate Research Awards Committee

e. FAC Interdisciplinary Committee

f. Faculty representatives on standing committees of the Faculty of Arts Council,

g. Arts Senators

h. Arts representatives on Senate committees as defined by these By-Laws. The Elections Officer shall also be responsible for the election of Faculty representatives on ad hoc committees as deemed necessary by Council.

Note:

- Members of Committees that are filled through departmental or committee elections should be appointed by the appropriate bodies before the end of the winter term.
- The Nominating Committee elections are to be taken care of by the FAC Chair.

- iii. The Elections Officer shall ensure that the Council elect a representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any capacity, regularly attend meetings of the Board of Governors (including the Executive Committee of the Board).
- iv. In addition, the Elections Officer shall ensure that the Council elects two representatives and an alternate to the University Review Committee. (The terms and conditions of the Prevailing Collective Agreement between the Board of Governors and the Acadia University Faculty Association shall determine the eligibility for membership on the University Review Committee).
- v. Faculty elections will be by secret ballot and normally will be held in March and April of each year.
- vi. The nomination of any and all candidates must be supported in writing by at least one full time member of Faculty. Furthermore, all candidates must state in writing their willingness to offer, and if elected, to serve.
- vii. If a member goes on leave or is otherwise unable to complete her or his term, a vacancy shall exist, and an election will be carried out with the winning candidate serving until the incumbent returns.
- viii. Nominations shall not close until at least one week after the call for nominations has been circulated. Elections shall then proceed.
- ix. Arts Faculty members of Council shall be eligible to vote in elections for their respective representative to the Board of Governors.
- x. Each member of Arts Faculty shall have as many votes as there are vacancies to be filled, but no Arts Faculty member may give more than one vote to any one candidate. Where voters cast fewer than the number of vacancies to be filled, such ballots will still be counted.
- xi. Where there is a single vacancy to be filled, the winning candidate must receive a majority of the votes cast.
 - a. Where there is only a single nominee for the vacancy, that nominee is elected by acclamation.
 - b. Where there are two nominees, there shall be a single ballot to determine the winner.
 - c. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner.

- d. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.
- xii. Where there are two or more vacancies to be filled, the winning candidate must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition of one to the result. If this final total is not a whole number, the next higher whole number is taken.
- a. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots.
- b. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies still to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.
- c. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
- d. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.
- xiii. The Elections Officer shall not vote in Council elections except in order to break ties.
- xvi. Electronic nominations and election processes under the auspices of the Elections Officer constitute sufficient means for nominations and secret ballots.

I.II THE FACULTY OF ARTS STEERING COMMITTEE

The committee shall be constituted of one representative from each department and one representative from IDST. Members of the committee shall be elected by their respective departments and the IDST committee to serve for three years. As these terms need to be staggered, appropriate measures should be taken to ensure this at the inception of the committee in the fall of 2009. These measures shall be minuted. An ASU Arts Representative and a member of the Secretarial Staff in the Faculty of Arts are members of the committee with voice but no vote. The committee is chaired by the same elected chair as that of the FAC. The secretary of the FAC shall record the minutes and distribute them via email or by posting to the entire FAC membership.

A. The mandate of the Steering Committee is:

- i. To deal with ongoing matters of concern to the FAC. It serves an executive role to the FAC, primarily to forward its concerns to Senate (through Arts Senators and the Dean) and the Administration (via the Dean on the Presidential Advisory Council).
- ii. To create ad hoc committees as needed.

B. Meetings of the Steering Committee

- i. Will be held monthly, on the last Monday of the month.
- ii. Arts Senators shall attend the meetings of the Faculty of Arts Steering Committee.
- iii. Steering Committee members and Arts Senators should consult the Senate agenda on the website in advance of this meeting.

I. III THE FACULTY OF ARTS STRATEGIC COMMITTEE

The committee shall be constituted of one representative from each department (not normally Heads) and one representative from IDST. The IDST representative will represent all the Programs, multidisciplinary minors, and single IDST courses. Members of the committee shall be elected by their respective departments or the IDST committee to serve for three years. An ASU Arts Representative and a member of the Secretarial Staff in the Faculty of Arts are members of the committee with voice but no vote. The committee will choose its own Chair and Secretary.

A. The mandate of the Strategic Committee is:

- i. Long-term strategy
- ii. To work on initiatives delegated to it by FAC or initiatives it can propose to FAC.

B. Meetings of the Strategic Committee

- i. To be determined by the Strategic Committee; minimally once per term.

I. IV THE HEADS COMMITTEE

- A. Membership and terms of office of the Heads Committee are determined by Administrative appointments.
- B. The Dean chairs the Heads Committee.
- C. The mandate of the Heads Committee is:

- i. To deal with the issues arising from day-to-day administration of the Faculty of Arts.
- ii. To raise issues of policy or programs with the Steering Committee.
- iii. To implement the decisions worked out by the Steering Committee or give advice to the Steering and/or Strategic Committee(s).

I.V THE NOMINATING COMMITTEE

- A. The Nominating Committee shall consist of three members. Their terms of office shall be three years. These terms shall be staggered.
- B. Elected committee members shall choose their chairperson. The mandate of the Nominating Committee is:
 - i. To nominate and solicit appointments.
 - ii. To nominate the Elections Officer, who shall conduct elections as required.

I.VI THE FACULTY OF ARTS BY-LAWS COMMITTEE

- A. The By-Laws Committee shall consist of three members. Their terms of office shall be three years. These terms shall be staggered.
- B. Committee members shall choose their chairperson. The mandate of the By-Laws Committee is:
 - i. To prepare and propose amendments to the By-Laws of the FAC.
 - ii. To offer advice to the FAC on matters relating to By-Laws.
 - iii. To liaise with the Senate By-Laws Committee.

I.VII THE FACULTY OF ARTS CURRICULUM COMMITTEE

- A. The Curriculum Committee shall be constituted of three members. Their terms of office shall be three years. These terms shall be staggered.
- B. Committee members choose their chairperson.
- C. The mandate of the Curriculum Committee is:
 - i. To examine for consistency and coherence curriculum changes and change to degree requirements proposed by departments or other bodies of the Faculty of Arts.

- ii. To consider proposals relating to curriculum changes or degree changes initiated by bodies of the Faculty of Arts other than FAC.
- iii. All proposals shall be submitted to the Curriculum Committee prior to the last Tuesday of October.
- iv. The FAC shall meet no later than the fourth Tuesday of November to consider the Curriculum Committee's report on each proposal, although the agenda need not be limited to these reports.
- v. Matters relating to curriculum changes shall be classified and treated by the FAC in the following manner:
 - a. Course title of content changes, course prerequisites, additions, deletions, divisions or mergers which do not concern more than one department, or which concern departments that are in agreement on the matter. In such cases, the Curriculum Committee's report will be received for information only.
 - b. Changes to a department's major and honours requirements which do not concern more than one department, or which concern departments (e.g. double major) that are in agreement on the matter. In such cases, the Curriculum Committee's report will be received for information only.
 - c. Course and program changes which concern more than one department where the concerned departments are not in agreement on the matter, changes to requirements which affect a department's non-majors (e.g., changing a course grade needed to satisfy a prerequisite), or changes or overall degree requirements. Such changes must be approved by FAC.

Should any question arise regarding which of (a), (b), or (c) above is applicable or appropriate in the case of a particular proposal, the FAC shall have final authority to determine the appropriate classification. In the Senate each department shall present its own curriculum proposals. The Dean shall present curriculum proposals for departments or units that do not have a representative on Senate.

I.IX THE HONOURS AWARDS

COMMITTEE The Honours Awards

Committee shall consist of:

A. The Dean of Arts, who shall convene and chair the committee;

B. Three members of the Faculty of Arts appointed by the Nominating Committee of the Faculty of Arts;

The term of Faculty of Arts members shall be three years. These terms shall be staggered. The mandate of the Honours Committee is:

- i. To evaluate the applicant's proposed research project, and its relevance to the thesis.
- ii. To determine the size of the awards up to a maximum of \$1,000 for any individual student.

The Dean shall report annually in December to the department heads in the Faculty of Arts and to the FAC upon the awards granted.

I.X GRADUATE RESEARCH AWARDS COMMITTEE

A. The Graduate Research Awards Committee shall consist of:

- i. The Dean of Arts, who shall convene and chair the committee;
- ii. One member of the Faculty of Arts from each graduate program, appointed by the Nominating Committee of the Faculty of Arts;

The term of the Faculty of Arts representatives shall be three years. These terms shall be staggered.

B. The mandate of the Graduate Award is:

- i. To evaluate the applicant's proposed research project, and its relevance to the thesis.
- ii. To determine the size of the awards up to a maximum of \$1,000 for any individual student.

The Dean shall report annually in December to the department heads in the Faculty of Arts and to the FAC upon the awards granted.

XI. FACULTY OF ARTS INTERDISCIPLINARY STUDIES COMMITTEE

A. The chair of the Interdisciplinary Studies Committee or his/her delegate be appointed as an ex officio member of the Faculty of Arts Curriculum Committee. His/her role will be to identify potential interdisciplinary links between courses and programs such as opportunities for cross-listings that are before the Curriculum Committee; one representative from IDST shall also be elected by the committee to each of the Steering and the Strategic committees.

B. Members of the Committee shall be appointed by the Nominating Committee of the Faculty of Arts and serve for a term of three years. Committee members shall choose their chairperson.

C. The membership of the committee will include 7 faculty members designated as follows:

- i. 2 members of the FA who teach IDST courses or courses that have an interdisciplinary dimension (not necessarily listed as IDST) or/and who are active in interdisciplinary research
- ii. 5 members of the FA (or their delegates) who are coordinating IDST programs: Canadian Studies (CDNS), CREL, ESST, SOPT and WGST (for flexibility, the number of such representatives should reflect the deletion or addition of IDST programs)

D. The mandate of the Interdisciplinary Committee shall be:

- i. To raise the profile of interdisciplinary studies within the Faculty of Arts and the University community at large;
- ii. To give advice through their elected representative to the Steering Committee and the Strategic Committee on all matters relating to interdisciplinary studies within the Faculty of Arts;
- iii. To offer advice to the FAC on the impact on interdisciplinary studies of curriculum changes or degree changes initiated by bodies of the Faculty of Arts other than the FAC.

I.XII AD HOC COMMITTEES

The FAC can create Ad Hoc Committees either through the nominating procedure or by election during a FAC meeting. The terms of reference, membership, and duration of such committees are determined by FAC.

II.I SENATE & PAC REPRESENTATION OF THE FACULTY OF ARTS

- i. There shall be nine senators.
- ii. All nine Senators shall be elected by members of the Faculty of Arts.
- iii. They shall attend all meetings of the Steering Committee.
- iv. With respect to any matter being taken from the Arts Faculty Council to Senate and the Presidential Advisory Council, the Dean and the members of Senate elected by the Arts Faculty have an obligation to ensure that the general consensus of Council is accurately reported, recognizing that their votes in Senate and on the Presidential Advisory Council will reflect both the debate in Council and the debate in the Senate and PAC.