2.1  

**FACULTY COUNCIL**

**TERMS OF REFERENCE**

(approved December 15, 1994)

Mandated by GFC Policy 55.5 and 55.5.9.

Statutory Authority and Composition/Relevant GFC Policies

2.1.1 **MEMBERSHIP**

a) the Dean of the Faculty,

b) the President,

c) all academic staff of the Faculty, as defined by Category A1.0 (GFC Policy Manual 55.1.2),

d) additional members

i) 1 representative from Faculty of Arts

ii) 1 representative from Faculty of Business

iii) 1 representative from Faculty of Education

iv) 1 representative from Faculty of Engineering

v) 1 representative from Faculty of Extension

vi) 1 representative from Faculty of Science

vii) 1 representative from Alberta Institute of Agrologists

viii) 1 representative from ARPFA

ix) 1 representative from Alberta Registered Dieticians' Assoc

x) 1 representative from Alberta Home Economics Association

xi) such other persons as may be appointed thereto by the General Faculties Council on the recommendation of the Faculty Council

xii) 1 representative from Alberta Society of Biologists (for the Environmental and Conservation area)

xiii) 1 rotating representative from Health Sciences area (Pharmacy, Rehabilitation Medicine, Nursing)

e) The student representation on the Council:

i) Students from each of the undergraduate degree programs are to be elected on the basis of one representative to Faculty Council for each degree program by the students in that program.

ii) Pre-Veterinary Medicine students will be considered with the BSc Agriculture students for the purposes of representation;

iii) Graduate student representatives are to be elected from among all those pursuing graduate studies in each department in the Faculty.
f) Non- Academic Staff representation on the Council:

i) Three representatives from non-academic staff from Category B1.0, with no more than one member drawn from any one unit of the Faculty.

2.1.2 COUNCIL CHAIR

Dean of the Faculty.

2.1.3 POWERS OF COUNCIL

Subject to the control of the General Faculties Council, a Faculty Council is empowered to:

a) Determine the programs of study in any branch of learning for instruction in which the Faculty is established;

b) Appoint the examiners for examinations in the Faculty, conduct the examinations and determine the results thereof;

c) Provide for the admission of students to the Faculty, subject to the admission standards and policies determined by the General Faculties Council;

d) Determine the conditions under which a student must withdraw from or may continue his or her progress of studies in the Faculty; and

e) Authorize the granting of degrees ‘in course’ to persons in any branch of learning for instruction in which the Faculty is established.

(Universities Act)

Subject to challenge by General Faculties Council, the GFC Executive Committee has accorded to Faculty Councils the authority to deal with special arrangements regarding final examinations.

(GFC EXEC 15 FEB 1967)

2.1.4 PROCEDURES

a) Quorum

The quorum for each Faculty Council shall be 40% of the persons eligible to attend, with the proviso that, in the summer, the members of the Faculty who are available shall have power to deal with matters that arise.

(GFC 09 May 1922)

b) All committee elections should be held by mail ballot.
2.1.5  **POLICIES**

a) Faculty members on leave.

Faculty members on leave may not sit on Councils or committees of the Faculty.

*(GFC EXEC 17 FEB 1975)*

b) Representation on committees external to the Faculty.

Representation on Council of other Faculties shall be restricted to continuing Faculty, as defined by Category A1.1 or A1.6 (GFC Policy Manual 55.1.2).

c) Visitors to Faculty Council.

The Faculty Council meetings are open to visitors subject to the following regulations:

i) Priority will be given to visitors who have a special interest in a particular agenda items.

ii) If a visitor wishes to speak, he/she shall request permission from the Dean prior to a Faculty Council meeting. Permission to speak would then be given on passage of a motion by Council. Visitors who request and receive permission to speak may make a statement, and may answer direct questions from Faculty Council members, but may not take part in Council debate.

iii) Where groups wish to make a submission to Faculty Council, one of their number shall be designated as the spokesperson. An additional spokesperson may be permitted, on approval of a motion by Faculty Council.

iv) Where individual student cases are discussed, no visitors will be permitted.

v) Council may in exceptional circumstances, on a majority vote, close a Council meeting to visitors.