

I GENERAL

In this document Faculty means the Faculty of Social Sciences; any reference to Departments shall also apply to the Schools and the Programs within the Faculty, and any reference to Chairs of Departments shall also include the Directors of Schools and Programs.

II THE GENERAL FACULTY

(i) Membership:

Ex Officio: President
Provost
Vice-President (Research and International Affairs)
Associate Vice-President and Dean of Graduate Studies
Associate Vice-President (Academic)
Dean of the Faculty (Chair)
Associate Dean (Academic) of the Faculty
Associate Dean (Graduate Studies and Research) of the Faculty
Assistant Dean (Academic)
Director of the Centre for Continuing Education
University Librarian
Registrar

Faculty: All full-time, part-time and associate members at the rank of lecturer or higher, of the Departments of Anthropology; Economics; Health, Aging and Society; Indigenous Studies Program; Institute on Globalization and the Human Condition¹; Political Science; Religious Studies; and Sociology; the School of Social Work; the School of Labour Studies; the Department of Psychology, Neuroscience and Behaviour; and the School of Geography and Earth Sciences; including those who hold joint appointments in one or more of these Departments, Schools and Programs, and including those members of the Faculty without departmental affiliation. One member from each of the other Faculties of the University.

¹ Members of the School of Geography and Earth Sciences, the Department of Psychology, Neuroscience and Behaviour, the Indigenous Studies Program and/or the Institute on Globalization and Human Condition who are not also members of a Department in the Faculty of Social Sciences are not eligible to participate in the Faculty Tenure and Promotion Committee, or in Faculty elections outlined in VI (i), (ii), and (iii).

Two part-time instructors, elected by and from the Social Sciences members of CUPE, Local #3906, Unit #2, for one-year terms.

Students: One undergraduate student, to be selected by and from the undergraduate students in each of the aforementioned Departments, Schools and Programs; and (where applicable) one graduate student to be selected by and from the graduate students in each of the aforementioned Departments and Schools; and two students selected by the Dean from the students in Level I Social Sciences.

Staff: Three members, elected by and from the regular full-time, non-teaching staff of the Faculty, for staggered two-year renewable terms.

Secretary: Secretary of the Senate and/or delegate
(non-voting)

(ii) Functions:

The General Faculty shall hold regular meetings twice a year, at which the rules of procedure of the Senate shall apply. A quorum for a regular meeting shall consist of those present at the meeting, provided that the meeting has been properly called and that regrets have not been received by the Secretary from more than fifty per cent of the members. In the absence of the Dean of the Faculty, the Chair shall be the Associate Dean, or in his/her absence, a member of the Faculty designated by the Dean.

The General Faculty may, within its area of jurisdiction and subject to the constraints imposed by its By-laws, determine the various levels of responsibility within the Faculty and establish appropriate standing and *ad hoc* committees of the Faculty. Under the authority of its By-laws, the General Faculty may determine the functions and powers that may be delegated to subordinate bodies.

The General Faculty delegates to the Faculty Council responsibility for the conduct of regular Faculty business subject to the following conditions and constraints.

- (a) The agenda and minutes of the Faculty Council, as well as summaries of minutes of the Faculty Council and of the standing committees of Faculty (excluding the Tenure and Promotion Committee, and the Budget and Planning Advisory Committee), shall be available to all members of the General Faculty.

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- (b) Meetings of the Faculty Council shall be open to all members of the General Faculty as observers.
 - (c) At the request of the Dean of the Faculty, or of the General Faculty, or of the Faculty Council, or of any ten members of the General Faculty, an issue can be reserved for action at a special meeting of the General Faculty, for which the quorum shall be fifty members.
 - (d) A special meeting of the General Faculty with power to override either the Faculty Council, or any Committee of the Faculty (with the exception of the Tenure and Promotion Committee, and the Budget and Planning Advisory Committee), shall be called at the written request of ten members of the General Faculty. The quorum for such a special meeting shall be fifty members.
 - (e) A notice of a General Faculty meeting and an agenda shall normally be circulated to all members at least one week prior to the meeting. Any substantive change in the agenda shall be brought to the attention of members at least forty-eight hours prior to the meeting.

III FACULTY COUNCIL

(i) **Composition:**

Ex Officio: President
Provost
Dean of the Faculty (Chair)
Associate Dean (Academic)
Associate Dean (Graduate Studies and Research)
Assistant Dean (Academic)
Associate Vice-President and Dean of Graduate Studies, or delegate
Chair, or delegate, from each of the Departments of Anthropology; Economics; Health, Aging, and Society; Political Science; Psychology, Neuroscience and Behaviour; Religious Studies; and Sociology
Director of the School of Geography and Earth Sciences, or delegate
Director of the Indigenous Studies Program, or delegate
Director of the Institute on Globalization and the Human Condition, or delegate
Director of the School of Social Work, or delegate
Director of the School of Labour Studies, or delegate
Members of the Senate elected by the Faculty

Chairs of Standing Committees of the Faculty.

- Faculty: At least one, and no more than two, representatives, elected annually by and from each of the Departments, Schools and Programs (see definition on p.1) that report to the Dean of the Faculty on matters administrative.
- Students: Five students elected annually by and from the student members of the General Faculty. Student members shall withdraw from meetings when the cases of specific students are under consideration.
- Staff: One non-teaching staff member from the General Faculty elected by the non-teaching staff members of the General Faculty
- Secretary: Secretary of the Senate and/or delegate.
(non-voting)

(ii) Functions:

To conduct the business of the Faculty subject to the conditions and constraints specified in Section II (ii).

(iii) Procedures:

In the absence of the Dean of the Faculty, the Chair shall be the Associate Dean or, in his/her absence, a member of the Faculty designated by the Dean.

A quorum shall consist of one third of the members.

IV DEAN'S OPERATING COMMITTEES

The Dean of the Faculty may appoint Dean's Operating Committees for assistance and advice in the operation of the Faculty, or as requested by the Faculty, and the Faculty shall be informed regarding the function and composition of any such committee. Such committees shall report, at least annually, to the Faculty.

All such committees shall annually review and update their operating procedures and file a copy in the Office of the Dean.

V STANDING COMMITTEES

General

- (a) The President, the Provost and the Dean of the Faculty are *ex officio* members of all Standing Committees, except that the President is not an *ex officio* member of the Tenure and Promotion Committee and the Associate Dean (Academic), rather than the Dean, is an *ex officio* member of the Graduate Curriculum and Policy Committee.
- (b) The Committees listed below, and such other committees as the General Faculty or Faculty Council shall establish, shall meet at the call of the Chair; unless otherwise specified in these By-laws, three voting faculty members, in addition to the Chair, and not including the President, the Provost, or the Dean of the Faculty, shall constitute a quorum.
- (c) Student members of committees shall withdraw from meetings when the cases of specific students are under consideration.
- (d) The Committees listed below shall report at least annually to the General Faculty.
- (e) Where the Chair of a Standing Committee is to be elected from among the members, the Dean or delegate shall call the first meeting and preside until a Chair has been elected.
- (i) **Undergraduate Academic Planning and Policy Committee**

Functions:

To advise the Associate Dean (Academic) on policy related to undergraduate academic planning, enrolment management, and student awards.

Composition:

Chair: Associate Dean (Academic)

Ex Officio: President
Provost
Dean of Faculty
Assistant Dean (Academic)

Faculty: Undergraduate Chairs of each Department, School, and Program (see definition in Section I) offering programs in which there are students who are counselled by the Associate Dean (Academic)

Students: One undergraduate student from each Department, School, and Program (see definition in Section I) offering programs in which there are students who are counselled by the Associate Dean (Academic)

Consultants: Manager of Experiential Education
(non-voting) Others as necessary

(ii) Undergraduate Admissions, Study and Reviewing Committee

Functions:

To make recommendations to the Faculty Council on admissions policy; to review and approve in-course results on behalf of the Faculty; to establish and review guidelines related to the adjudication of petitions for special consideration including applications for reinstatement and requests for deferred examinations; and to adjudicate the results of formal re-readings in accordance with Section 15 of the *Student Appeal Procedures*.

Composition:

Chair: Associate Dean (Academic)

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean and/or Assistant Dean (Academic)

Faculty: One member appointed by and from each Department, School and Program (see definition on p.1) offering programs in which there are students who are counselled by the Associate Dean (Academic), for staggered two-year terms

Consultants: Assistant Dean (Academic)
(non-voting)

(iii) Graduate Curriculum and Policy Committee

Functions:

To make recommendations to the Faculty/Faculty Council on matters of graduate policy, on curriculum changes arising from consideration of departmental proposals and from the curriculum policies adopted by the Faculty, and on new

programs and fields of study arising from departmental proposals; and to deal with matters referred to it by the Committee on Graduate Admissions and Study. To report to both Faculty Council and Graduate Council at least annually. To review and update regularly its operating procedures, and file a copy with the Dean's Office and with the School of Graduate Studies.

Composition:

Chair: Associate Dean (Graduate Studies and Research)

Ex-Officio: President
Provost
Associate Vice-President and Dean of Graduate Studies
Associate Dean (Academic)

Faculty: One representative from each Department, School and Program offering Social Sciences graduate work (normally, the graduate chair or other faculty member responsible for graduate matters in the Department, School or Program). Each of these representatives has one vote.

Students: Two full-time graduate students, one Ph.D. student and one master's student, elected annually by and from the Ph.D. and master's students respectively. Each student representative has one vote.

Consultants: Faculty representatives to Graduate Council (non-voting)

Quorum: Two voting faculty members in addition to the Chair, and not including the President, Provost or Faculty Deans

Secretary: Graduate Registrar and Secretary of the School of Graduate (non-voting) Studies or delegate.

(iv) Graduate Admissions and Study Committee

Functions:

To determine the admissibility to graduate study of any applicant, on the recommendation of a department, program, school, unit or institute;

To approve each student's course program, to determine action on the recommendation of departments in instances of failure in a course, and to recommend to the Graduate Council students to receive graduate degrees;

To handle re-reads and formal inquiries as stated in the *Student Appeal Procedures* and to handle appeals and Petitions for Special Consideration as stated in the General Regulations of the Graduate Calendar;

To refer through the Graduate Curriculum and Policy Committee any matter to the General Faculty/Faculty Council or to the Graduate Council before taking action if either the Associate Vice-President and Dean of Graduate Studies or the Committee considers the matter of precedent or policy to be involved.

Composition:

Chair: Associate Dean (Graduate Studies and Research)

Ex Officio: President
Provost
Dean of the Faculty
Chair of the Graduate Curriculum and Policy Committee
Associate Dean of Social Sciences

Faculty: Two faculty members (who shall be members of Graduate Council) appointed by the Associate Vice-President and Dean of Graduate Studies in consultation with the Dean of the Faculty.
One member appointed by the Graduate Council to represent departments outside the Faculty.

Secretary: Graduate Registrar and Secretary of the School of Graduate
(non-voting) Studies or delegate

(v) Tenure and Promotion Committee

Functions:

To receive from Chairs of Departments, the Director of the School of Social Work, the Director of the School of Labour Studies, and, where appropriate, the Director of the Indigenous Studies Program or Director of the Institute on Globalization and the Human Condition, and to consider, all recommendations for the granting or withholding of tenure or permanence. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that tenure or permanence be granted, or that the tenure- or teaching-track appointment

be allowed to lapse, or that the period of the tenure- or teaching- track appointment be extended, or that no action be taken on the case.

To consider all recommendations for promotion received from Department Chairs, the Director of the School of Social Work, the Director of the School of Labour Studies, and, where appropriate, the Director of the Indigenous Studies Program or Director of the Institute on Globalization and the Human Condition. For each candidate, the Committee shall recommend to the Senate Committee on Appointments that promotion be granted or not be granted at this time.

The Chair shall convey the Committee's recommendations to the Senate Committee on Appointments.

Composition:

Chair: Dean of the Faculty

Faculty: Seven tenured members of the full-time faculty who are also members of the Departments and Schools which report to the Dean of the Faculty on matters administrative, elected from those holding the rank of Professor or Associate Professor. Of these at least three shall be Professors and at least one shall be an Associate Professor. They shall be elected for staggered three-year terms.

Quorum: All members but one.

vi) Multi-Media, Computing and Electronic Communication Committee

Functions:

To review and evaluate the contribution of the Faculty's computing facilities toward fulfilling the teaching, research, and administrative needs of its faculty, staff and students;

To recommend to the Dean purchases of new computing equipment to meet the requirements of the Faculty;

To consider alternative uses of the existing computing equipment better to meet the requirements of the Faculty;

To define, review and evaluate the role and responsibilities of any relevant staff under Faculty jurisdiction; and

To review and evaluate the contribution of the University's computing resources and policies toward meeting the needs of the Faculty, and propose any changes to the appropriate officer or committee.

To inform the Faculty about, and promote, appropriate use of technology in the research, teaching and administration undertaken by its faculty, staff and students.

Composition:

Chair: To be appointed by the Dean

Ex Officio: President
Provost
Dean of the Faculty

Faculty: Four faculty members selected by the Nominating Committee, for staggered three-year terms, from the Departments, Schools, and Programs (see definition on p.1) offering programs in which there are students who are counselled by the Associate Dean.

One Faculty Instructional Assistant, selected by the Nominating Committee.

(vii) Budget and Planning Advisory Committee

Function:

To advise the Dean of the Faculty on matters of budget and related questions of short-term and long-term planning for the Faculty.

Composition:

Chair: Dean of the Faculty (Chair)

Ex Officio: President
Provost
Dean of the Faculty
Associate Dean (Academic)
Chairs of Departments that report to the Dean of the Faculty on matters administrative, the Director of the School of Social Work, the Director of the School of Labour Studies, the Director of the Indigenous Studies Program and the

Director of the Institute on Globalization and the Human Condition.

Director, School of Geography and Earth Sciences (for discussion of matters relating to the Faculty's undergraduate programs)

Chair, Department of Psychology, Neuroscience and Behaviour (for discussion of matters relating to the Faculty's undergraduate programs)

(viii) Committee to Recommend the Appointment of a Departmental Chair or a Director of a School or Program

To be constituted no later than September of the final year of the term of a chair of an academic department or of a director of a school or program. In the event of a premature vacancy, the Committee shall be constituted as soon as possible.

Function:

To recommend to the Senate Committee on Appointments the appointment of a chair of a department or a director of a school or program.

Composition:

Chair: Dean of the Faculty (Chair)

Ex Officio:

Provost

Associate Vice-President and Dean of Graduate Studies

Faculty: Three faculty members from the department, school or program concerned, one from each rank of professor, associate professor and assistant professor or lecturer, elected by and from the full-time members of that rank in the department or school or program. Representation by rank may, with the approval of the Dean of the Faculty, be varied when the composition of the department or school so warrants. An incumbent chair is not eligible for election to the Committee.

One faculty member from the Faculty, but outside the department school or program concerned, appointed by the Chair of the Committee.

Students: For departments, schools or programs offering undergraduate work only, two undergraduate students who are in Levels III or

IV of programs offered by the department, school or program, elected by the undergraduate students in those programs.

For departments, schools or programs offering both graduate and undergraduate work, one undergraduate student who is in Level III or IV of programs offered by the department, school or program, elected by the undergraduate students in those programs, and one full-time graduate student elected by and from the students registered in graduate degree programs in the department, school or program concerned.

Staff: One staff member from the department, school or program concerned, elected by and from the staff members in the department, school or program. To be eligible for election, a staff member should normally have at least one year of service within the department, school or program or at least two years of service within the Faculty and, in either case, there should be the expectation of continued service within the department, school or program for a year or more beyond the start of the term of the new or re-appointed department chair or director of the school or program. For this purpose, a staff member is defined as any full-time employee of the University who is not a member of the teaching staff. The election of the staff member shall be by secret ballot. Should such an election result in a tie, the tie will be resolved by random selection. The election and its resolution, when required, will be the responsibility of the Dean's Office.

Other: One additional member may be appointed by the Chair of the Committee to reflect the interests of alumni or other external groups.

Additional Faculty: In addition, the Chair of the Committee may appoint one extra faculty member from within the department, school or program to provide representation from an unrepresented group.

Additional Staff: The Chair of the Committee may also appoint one extra staff member to the Committee, not necessarily from within the department, school or program concerned.

(ix) Nominating Committee

Functions:

To make nominations sufficient to ensure an election for representatives of the Faculty on the Graduate Council, the Undergraduate Council, and the Senate, and for members of the Tenure and Promotion Committee; to make nominations to Faculty Standing Committees, as required; to select members of the Undergraduate Hearings Committee, the Research Funding and Priorities Committee and the Teaching and Learning Committee; and to nominate Social Sciences faculty members to other Faculties in which the Faculty has representation.

Composition:

Chair: Dean of the Faculty

Ex Officio: President

Provost

Associate Dean (Academic)

Chairs of Departments that report to the Dean of the Faculty on matters administrative, the Director of the School of Social Work, the Director of the School of Labour Studies, the Director of the Indigenous Studies Program, and the Director of the Institute on Globalization and the Human Condition.

Note: A call for nominations shall be issued to all faculty members each February, and faculty members shall be invited to make suggestions for nominations to the members of the Nominating Committee in advance of its annual meeting, which shall replace a meeting of the Budget and Planning Advisory Committee.

VI ELECTIONS

- (i) Elections shall be held before the end of April each year to fill vacancies on Faculty Standing Committees, as required, and on the Faculty Tenure and Promotion Committee. The Nominating Committee's nominations for these positions shall be mailed to the eligible voters, at their University addresses, giving them the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to have the consent of the nominee and to be supported by five eligible voters. The elections shall be conducted by the Secretary of the Senate by means of ballots mailed to the

University address of each eligible voter. The electorate for the Tenure and Promotion Committee shall consist of all full-time members of the Faculty (see definition II(i)).

- (ii) The Nominating Committee shall nominate a representative of the Faculty of Social Sciences, for a three-year renewable term, to each of the other Faculties in which the Faculty of Social Sciences has representation. Additional nominations may be made by members of the Faculty of Social Sciences, within a designated period, any such nomination to be supported by five members of the Faculty of Social Sciences. If an election for any of these representatives should be necessary, it shall be held concurrently with the elections alluded to in Section VI(i) above.
- (iii) Elections shall be held before the end of April each year to fill Faculty vacancies on the Graduate Council, the Undergraduate Council and the Senate. The Nominating Committee's nominations for these positions shall be provided to the eligible voters, giving them the opportunity to nominate, within a designated period, additional candidates for any vacancy, any such nomination to have the consent of the nominee and to be supported by five eligible voters. The elections shall be conducted by the Secretary of the Senate by means of ballots provided to each eligible voter. The electorate shall consist of all part-time and full-time members, at the rank of lecturer or higher of each Department, Program and School that reports to the Dean of the Faculty on matters administrative (see definition II(i)).
- (iv) All elections (unless otherwise specified) shall be conducted in accordance with the single transferable vote procedure.
- (v) If any of the elected positions referred to in VI(i) and VI(ii), except a position on the Tenure and Promotion Committee, becomes vacant, the Faculty Council shall have the power to fill this position for the remainder of the session.
- (vi) In the election of members to the Faculty Tenure and Promotion Committee and the Senate, eligible voters shall be provided with a modified *curriculum vitae* of each candidate, which should not exceed one page, and should include degrees, dates and ranks of appointments, lists of representative publications or other scholarly works, and relevant experience.
- (vii) Retiring members of all Standing Committees shall be replaced by newly-elected or appointed members on July 1 of each year, except for the Undergraduate Awards and Scholarships Committee. For this Committee, retiring members shall be replaced by newly-appointed members on November 1 of each year.

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- (viii) The conduct of the election of the regular full-time, non-teaching staff members of the Faculty shall be carried out by the Office of the Dean. Any member of the non-teaching staff who is eligible to vote may be nominated as a candidate for election, provided written consent has been filed with the Office of the Dean and the nomination paper has been signed by two members of the non-teaching staff eligible to vote. The election, if necessary, shall be conducted by means of ballots mailed to the University address of each regular full-time, non-teaching staff member of the Faculty. The candidate(s) receiving the most ballots shall be declared elected.

VII AMENDMENTS TO THE BY-LAWS

- (i) Any amendment to these By-laws shall require the approval of the Senate.
- (ii) A recommendation to the Senate for any amendment to the By-laws or for any new By-law, shall be made only after the proposed change in the By-laws has been approved at a Faculty meeting. Notice of motion to request such amendment shall be given at a previous meeting of the Faculty, or in writing to all members of the Faculty at least four weeks before the Faculty meeting.

Revised: February 9, 1983; May 8, 1989; June 13, 1990; June 12, 1991; February 8, 1995; November 5, 1997; September 9, 1998; October 10, 2002; November 12, 2003; June 15, 2005; June 14, 2006; June 3, 2009; June 2, 2010; June 6, 2012; June 25, 2014; October 14, 2015