

BY-LAWS OF THE ACADEMIC COUNCIL SCHOOL OF ARTS AND SOCIAL SCIENCE

1.0 MEETINGS

1.1 The Academic Council shall ordinarily meet six times each academic year on a schedule that assures that the necessary business of the School be completed in a timely manner.

1.2 Special meetings may be called by the Dean or upon petition in writing of at least five members of the Council. Notice and agenda for a special meeting must be circulated at least four days in advance of the meeting.

1.3 In consultation with the Secretary, the office of the Dean shall be responsible for the preparation, circulation, and preservation of the minutes and agendas for all meetings. Minutes and agenda shall be circulated at least four days in advance of the meeting.

1.4 Joint meetings of the Academic Council may be held with any or all of the Councils of other Schools of the Campus when deemed desirable by the officers of the Academic Council of SASS and the appropriate officials of the other School(s).

1.5 Except with special leave of the Academic Council, all documents and motions for discussion at a regular meeting shall be circulated to members at least five business days prior to the meeting.

1.6 The first meeting of the academic year shall be designated as the meeting for election of members to Standing Committees and the election of Officers of the Academic Council. The first regular meeting shall take place in September of each academic year.

1.7 Attendance shall be recorded at each meeting for the purpose of determining quorum.

1.8 The use of photographic and/or recording equipment during meetings of Academic Council is prohibited.

2.0 ADMISSION OF OTHERS AND OBSERVERS

2.1 For admission of Others (as referred to in Section II (E) of the Constitution), notice of motion shall be given at least 14 days prior to the meeting. Admission is granted based on a minimum two-thirds majority vote of those present and voting in favour of the motion and shall be for the academic year.

2.2 For admission of Observers (as referred to in Section II (E) of the Constitution), notice of motion shall be from the floor or from the Nominating Officer and shall stipulate a defined period

for admission. Admission is granted based on a simple majority of those present and voting in favour of the motion and shall be for no more than the academic year.

3.0 STANDING COMMITTEES

3.1 There shall be a Standing Nominating Officer charged with the responsibility of preparing: (1) lists of nominees for all elective offices and standing committees of the Academic Council and (2) lists of nominees to serve as representatives of Council on such University bodies as require SASS representation in other than an *ex officio* capacity.

3.2 The Nominating Officer shall be elected by Council at the last regular meeting of Academic Council each year. A Nominating Officer may serve two consecutive terms.

3.3 The Nominating Officer shall ask members of the Academic Council for nominees to standing committees at least one month before presenting nominations to the Council. Members of Council may nominate themselves or other Council members for seats on specific standing committees.

3.4 The written consent of all nominees for committee positions, excluding those nominated from the floor if verbal acceptance is provided at the time of nomination, shall be secured before their names shall be put forward.

3.5 The Nominating Officer shall circulate its list of nominees for committees to all members of the Academic Council at least one week before the meeting of Council at which they are to be presented.

3.6 Election to all standing committees shall be by secret ballot. A simple count of the votes shall determine the results.

3.7 Members of all standing committees who are elected by Academic Council shall serve for a term of two consecutive years. Standing Committees remain in place until the new committee is elected at the first September meeting of Council.

3.8 Vacancies on committees shall be announced to members of the Council as they occur, be entered in the minutes, and dealt with in the same manner as original nominations, except that the Nominating Officer shall ask members of the Council for nominations at least two weeks before presenting nominations in Council.

3.9 The Dean of the School shall be *ex officio* member of all standing committees.

3.10 Special committees and ad hoc committees may be appointed by the Academic Council and/or the Dean from time to time as may be deemed desirable or necessary.

3.11 Each standing committee shall elect a Chair from its elected membership at its first meeting.

4.0 STANDING COMMITTEES – TERMS OF REFERENCE

4.1 Committee on Student Academic Affairs (CSAA) – Terms of Reference

4.1.1 Purpose. The CSAA shall consider and act upon special academic issues or requests from students.

4.1.2 Membership. Membership of the CSAA shall consist of:

- a) two faculty members from Arts, two from Social Science, and one from Business,
- b) the Registrar or delegate (*ex officio*),
- c) one undergraduate student, and
- d) the Dean or delegate.

4.1.3 Terms of Membership. The term of membership shall be two years for all faculty/staff members and a one year for students, with the possibility of one consecutive renewal.

4.1.4 Duties and Responsibilities. The Committee shall:

- a) consider and recommend solutions to the Dean for special requests from students regarding:
 - i. waivers of calendar regulations,
 - ii. special academic requests,
 - iii. student appeals, and
 - iv. other matters.
- b) ensure consistency and fairness to all students with respect to special requests.

4.1.5 Meetings. The Committee shall meet weekly, as needed, between September and April. Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

4.2 Committee on Academic Programming (CAP) – Terms of Reference

4.2.1 Purpose. The CAP shall be responsible for facilitating course and program development, modifications, and/or deletions, requirements, as well as addressing other academic regulations governing the School.

4.2.2. Membership. Membership of the CAP shall consist of:

- a) two faculty members from Arts, two from Social Science, and one from Business,
- b) one undergraduate student,
- c) the Registrar or delegate (*ex officio*), and
- d) the Dean or delegate.

4.2.3 Terms of Membership. The term of membership shall be two years for all faculty/staff members and one year for students, with the possibility of one consecutive renewal.

4.2.4 Duties and Responsibilities. The Committee shall evaluate all proposals concerning the introduction, modification, and/or deletion of programs, curricula, and/or courses based on:

- a) need and alignment of any proposed program or course change with strategic plans and frameworks of the School, Grenfell Campus, and Memorial University,
- b) resource implications, and
- c) the effect of the proposal on other existing programs.

4.2.5 Meetings. The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

4.3 Committee on Strategic Planning (CSP) – Terms of Reference

4.3.1 Purpose. The CSP shall consider the strategic planning of the School.

4.3.2 Membership. Membership of the CSP shall consist of:

- a) two faculty members from Arts, two from Social Science, and one from Business,
- b) one staff member from within the School,
- c) one undergraduate student, and
- d) the Dean or delegate.

4.3.3 Terms of Membership. The term of membership shall be two years for all faculty/staff members and one year for students, with the possibility of one consecutive renewal.

4.3.4 Duties and Responsibilities. The Committee shall:

- a) develop, for approval by the School Academic Council, a five-year strategic plan,
- b) re-evaluate the strategic plan annually to offer insight into its accuracy, relevance, and effectiveness and recommend changes, if any, for approval by the School Academic Council,
- c) meet with each discipline yearly regarding any plans for new programming and/or new courses and generate a consolidated report for discussion at Academic Council, and
- d) evaluate plans for new academic programs and/or new courses for alignment with strategic plans and frameworks of the School, Grenfell Campus, and Memorial University before proposals are submitted to CAP.

4.3.5 Meetings. The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

4.4 Committee on Community Engagement (CCE) – Terms of Reference

4.4.1 Purpose. The CCE shall facilitate connections between the community at large and faculty, staff, and students within the School for academic programs and research directions; monitor effectiveness and provide recommendations to Academic Council on student experiential learning and community engagement initiatives; and facilitate identification of partnerships for academic and research opportunities.

4.4.2 Membership. Membership of the CCE shall consist of:

- a) two faculty members from Arts, two from Social Science, and one from Business,
- b) two representatives from the community at large,
- c) one staff member from within the School,
- d) one undergraduate student,
- e) the Director of Grenfell Office of Engagement or delegate (*ex officio*), and
- f) the Dean or delegate.

4.4.3 Terms of Membership. The term of membership shall be two years for all faculty/staff members, one year for students, and one year for community representatives, with the possibility of one consecutive renewal.

4.4.4 Duties and Responsibilities. The Committee shall:

- a) facilitate connections between community (at large) and faculty, staff, and students by:
 - i. developing relationships with the community,
 - ii. monitoring effectiveness of student experiential learning and community engagement initiatives,
 - iii. facilitating identification of engagement opportunities,
 - iv. inviting relevant stakeholders to meetings, and
 - v. providing recommendations to Academic Council.
- b) liaise with the Grenfell Office of Engagement,
- c) ensure alignment, as appropriate, with general regulations and across programs and non-academic departments.

4.4.5 Meetings. The Committee shall meet at least monthly between September and April and shall ensure that the community at large is invited to attend one such meeting. Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

4.5 Committee on Teaching and Learning (CTL) – Terms of Reference

4.5.1 Purpose. The CTL shall consider all matters relating to teaching, teaching development, application of educational technology, and curriculum design.

4.5.2 Membership. Membership of the CTL shall consist of:

- a) two faculty members from Arts, two from Social Science, and one from Business,
- b) one staff member from within the School,
- c) one undergraduate student, and
- d) the Dean or delegate.

4.5.3 Terms of Membership. The term of membership shall be two years for all faculty/staff members and one year for students, with the possibility of one consecutive renewal.

4.5.4 Duties and Responsibilities. The Committee shall:

- a) plan and develop regular events to foster improvements in teaching (e.g. teaching workshops, panel discussions), and
- b) liaise with the Centre for Institutional Teaching and Learning.

4.5.5 Meetings. The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.

4.6 Committee on Recruitment and Retention (CRR) – Terms of Reference

4.6.1 Purpose. The CRR shall consider all elements of recruitment and retention within the School.

4.6.2 Membership. Membership of the CRR shall consist of:

- a) two faculty members from Arts, two from Social Science, and one from Business,
- b) one undergraduate student,
- c) the Registrar or delegate (*ex officio*),
- d) the Manager of Student Recruitment (*ex officio*), and
- e) the Dean or delegate.

4.6.3 Terms of Membership. The term of membership shall be two years for all faculty/staff members and one year for students, with the possibility of one consecutive renewal.

4.6.4 Duties and Responsibilities. The Committee shall:

- a) liaise with the Grenfell Strategic Enrolment Management Committee,
- b) collect, analyze, and communicate relevant recruitment and retention data,
- c) facilitate discussion of recruitment and retention issues within the School, and
- d) provide support and information, as requested, to members of the School.

4.6.5 Meetings. The Committee shall meet monthly between September and April. Other meetings may be called at the discretion of the Chair. The quorum shall be 50% of the voting membership plus one. The Chair votes only to break a tie.