

**CONSTITUTION**  
**of the**  
**FACULTY OF ARTS**  
**at the**  
**UNIVERSITY OF WATERLOO**

**I. PREAMBLE**

The Faculty of Arts at the University of Waterloo (the “University”) is committed to the discovery, application, and communication of knowledge and creativity across the humanities, social sciences, and creative arts to benefit the peoples, economies, and cultures of Canada and the world.

**II. FACULTY and FACULTY COUNCIL**

1. There shall be a unit of the University called the Faculty of Arts (the “Faculty”).
2. The Faculty shall consist of such departments and schools as may be approved in accordance with the Act.
3. The plenary organ of the Faculty shall be the Faculty of Arts Faculty Council (“Faculty Council”).
4. The principal officers of the Faculty are the Dean and the Chairs/Directors of its Departments and Schools as defined by university policies 40 and 45
5. Faculty Council shall consist of the following, all as voting members except as may otherwise be provided in this Constitution:

(a) *ex officio* from the University

The President of the University  
The Vice-President, Academic & Provost  
The Associate Vice President, Graduate and Postdoctoral Studies  
The Associate Vice-President, Academic  
The Academic Deans of each of the Affiliated and Federated Institutions of Waterloo (“AFIW”)  
The Dean of the Faculty  
The Faculty Relations Manager (Arts) in the Department of Co-operative Education and Career Action (non-voting)  
The University Librarian or delegate  
The University Registrar or delegate

The Executive Officer of the Faculty of Arts  
The Chair of the Arts Staff Advisory Council

(b) From other faculties

One representative from each of the other faculties in the University

(c) From each Department or School

All professors, associate professors, assistant professors, and lecturers holding a regular, full-time faculty appointment in the Faculty

(d) From AFIW

All professors, associate professors, assistant professors, and lecturers holding a regular, full-time faculty appointment in a program in any of the AFIW institution that is accountable to Arts Faculty Council for academic oversight

(e) Students

Three full-time undergraduate students registered in a program offered through the Faculty, appointed by the Arts Student Union

Three full-time graduate students registered in a program offered through the Faculty, appointed by the Graduate Student Association

AFIW Academic Deans and members of Faculty Council identified in paragraph II.4(d) above shall vote at meetings of Faculty Council only on matters related to academic programs and plans, and not on matters related to administrative and operational considerations in the Faculty (including, without limitation, personnel management issues including appointments, tenure and promotions; structural changes in the Faculty; and Department and School name changes). The agenda for each meeting will explicitly indicate those matters upon which AFIW may not vote. The decision as to whether they can speak to any matters will be up to the chair. Notwithstanding this, deans, chairs, and directors of academic units in the Faculty of Arts and in the AFIW will consult with each other on those administrative and operational considerations that have a bearing on those academic programs and plans in which there is a shared interest.

6. In addition to the members of Faculty Council named in section II.4 above, Faculty Council may invite representatives of other departments and schools of the University to attend and participate in meetings of Faculty Council on such terms as Faculty Council may determine.
7. Except as may otherwise be determined by Faculty Council, meetings of Faculty Council shall be open. Observers may be given the privilege of the floor at the discretion of the chair of the meeting. Faculty Council may, on 48 hours' notice, close a meeting to any or all categories of

spectators. Student members of Faculty Council shall not participate in meetings or parts of meetings in which individual student cases are discussed.

8. Faculty Council shall meet at least three times annually (“Regular Meetings”), normally on the third Tuesday in November, March, and May, at such time as may be determined by the Dean, the Chair of Faculty Council, and the Deputy Chair of Faculty Council, acting together. The March meeting (the “AGM”) shall be the annual general meeting of Faculty Council. Elections to Council positions will be held at and annual reports will be delivered to the Annual General Meeting.
9. Additional meetings (“Special Meetings”) may be held either at the joint call of the Dean, Chair of Faculty Council, and Deputy Chair of Faculty Council, or within 15 working days of receipt by either the Chair or Secretary of Faculty Council of one of the following, indicating the proposed purpose of such Special Meeting:
  - (a) the written request of the Dean of the Faculty,
  - (b) the written request of the Chair of Faculty Council, or
  - (c) a petition signed by not less than 15 members of Faculty Council, at least half of whom shall hold regular full-time continuing appointments in departments or schools of the University of Waterloo.

Items on the agenda for any Special Meeting shall be restricted to those matters that cannot be postponed until the next Regular Meeting.

10. A quorum at all meetings of Faculty Council shall consist of 25 members of Faculty Council, present either in person, by teleconference, or by videoconference. For the purposes of identifying the members of Faculty Council so as to calculate quorum, *ex officio* members of Faculty Council as listed in paragraph II.4(a) above, AFIW members, and representatives from other faculties as listed in paragraph II.4(b) above, shall not be counted. Except as otherwise provided in this Constitution, all members of Faculty Council shall have one vote on any matter coming before Faculty Council for determination. Proxy votes shall not be permitted.
11. Meetings of Faculty Council shall be conducted in accordance with Robert’s Rules of Order (to the extent that Robert’s Rules of Order is not inconsistent with this Constitution) and such bylaws as may be adopted by Faculty Council pursuant to section XII.1 below. Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation (including without limitation the full text of any major motions to be made at the meeting, full reports from any standing or *ad hoc* committees that wish to report or make recommendations to Faculty Council together with the text of such recommendations, and written reports from any other body or individual wishing to raise a matter for discussion at the meeting) shall be circulated to members of Faculty Council by email, and posted to the website of the Dean of the Faculty, at least 5 working days in advance of its meetings.
12. Faculty Council shall have the following powers, duties and responsibilities:

- (a) Subject to the approval of the Senate of the University (the "Senate"), to approve general principles and standards with respect to the programs and courses of study in the Faculty and the conditions of admission into, and continuation within, these courses of study.
- (b) To consider and approve new academic programs and courses, and changes to existing curriculum.
- (c) To consider and report to Senate upon such matters related to academics or scholarship affecting the Faculty as the Faculty Council may consider appropriate.

To appoint such standing and *ad hoc* committees of Faculty Council as it shall determine, to establish the terms of reference of such committees, to populate such committees, and to delegate to such committees the powers and responsibilities that Faculty Council itself possesses.

- (d) To conduct long range academic planning within the Faculty
  - (e) To recommend to Senate any changes in the departmental structure including departmental and school names
  - (f) To formulate and express opinions in the name of the Faculty Council on matters deemed by Faculty Council to be of concern to it, and to forward such expressions of opinion to the appropriate body within the University.
  - (g) To review and approve Faculty Performance Evaluation Guidelines.
  - (h) To make rules and regulations governing its proceedings and the proceedings of any standing or *ad hoc* committees of Faculty Council.
13. The agenda for any meeting of Faculty Council will be prepared jointly by the Dean, the Chair of Faculty Council, and the Deputy Chair of Faculty Council. Relying on historical patterns and in anticipation of routine business, the Dean, the Chair of Faculty Council, and the Deputy Chair of Faculty Council will use their best efforts to generate a work plan for Faculty Council, that will include agendas for each regular meeting of Faculty Council for the ensuing year, to be tabled at the AGM. Provided that notice is given to the Chair of Faculty Council not less than fourteen calendar days before any Regular Meeting of Faculty Council, any member of Faculty Council may request that an additional item be placed on the agenda for any Regular Meeting. Any anticipated motions that are submitted are to be accompanied by supporting materials. The chair will determine whether such a request will be entertained.
14. The Secretary of Faculty Council shall maintain a complete file of all minutes of meetings of Faculty Council and each of its standing and *ad hoc* committees, and, subject to such exceptions as may be established through University policy or at law, such file shall be open to inspection by any member of Faculty Council on request.

### III. OFFICERS

#### The Dean

1. The senior executive officer of the Faculty shall have the title “Dean of Arts” (the “Dean”).
2. The Dean is an officer of the University and is appointed in accordance with University Policy 45, The Dean of a Faculty, as it may be amended from time to time, or any document in substitution therefor.
3. Reporting to the Vice-President, Academic & Provost, the Dean leads the Faculty with respect to curriculum development, teaching, learning, research, and fostering its best interests. The Dean represents the Faculty and acts on its behalf in any administrative and ceremonial matters pertaining to the Faculty as a whole. The Dean manages the Faculty, including matters relating to resourcing, resource allocation and Faculty development, and performs such other duties or functions as required for the academic program of the Faculty.
4. On the recommendation of the Honours and Awards Committee established pursuant to section VIII.1 below, the Dean has the authority to submit names to the Senate Honorary Degrees Committee for the awarding of honorary degrees and for distinguished professor *emeritus* appointments, and to the Senate Honorary Member of the University Committee for awarding of the designation “honorary member of the university.”

#### The Chair and Deputy Chair of Faculty Council

5. At the AGM in each year, Faculty Council shall elect one of its members to serve as Chair (the “Chair”) and one of its members to serve as Deputy Chair (the “Deputy Chair”). The Chair and Deputy Chair shall serve for two years and may be re-elected for an additional two year term.
6. In the case of all elections required to be held pursuant to section III.5 above, the Secretary of Faculty Council will conduct the election. With respect to elections of Chair and Deputy Chair to be held at the AGM, the Secretary of Faculty Council shall conduct the elections in accordance with the following rules:
  - (a) Nominations for Chair and Deputy Chair shall be solicited by the Secretary from members of Faculty Council for presentation at the AGM.
  - (b) Each candidate nominated for either Chair or Deputy Chair must indicate to Faculty Council their willingness to stand or, if they are not in attendance, must provide their nominator with written consent to stand.
  - (c) In the case of a contest for the position of either Chair or Deputy Chair, balloting will proceed by secret ballot at the AGM, and the Secretary of Faculty Council shall act as sole scrutineer.
7. The duties of the Chair shall consist of chairing all meetings of Faculty Council, and such other duties as may be assigned to the Chair by this Constitution, or by the bylaws and resolutions of

Faculty Council. In the absence of the Chair, the Deputy Chair shall assume all duties of the Chair. In the absence of both the Chair and the Deputy Chair, Faculty Council will elect a presiding officer for the meeting from among those members of Faculty Council in attendance at that meeting

#### The Secretary of Faculty Council

8. The Secretary of Faculty Council (the “Secretary”) is appointed by the Dean from among staff members in the Faculty, and is a non-voting member of Faculty Council. In the absence of the Secretary, the Chair will appoint an acting Secretary from among the membership of Faculty Council in attendance at the meeting, on the express understanding that an acting Secretary in such a situation will not lose their voting rights at the meeting at which they serve.
9. The duties of the Secretary shall consist of:
  - (a) Giving notice of all meetings of Faculty Council in accordance with section II.9 above, including circulation of all required documentation and arranging for posting such documentation to the Dean’s web site.
  - (b) Maintaining the attendance roll for all meetings of Faculty Council.
  - (c) Recording the minutes of all meetings of Faculty Council, and maintaining a file of minutes of all meetings of Faculty Council and its standing and *ad hoc* committees in accordance with section II.12 above.
  - (d) Such other duties as may be assigned to the Secretary by this Constitution, or by the bylaws and resolutions of Faculty Council.

#### **IV. STANDING and AD HOC COMMITTEES – GENERAL**

1. Except as may otherwise be provided in this Constitution and subject always to the bylaws of Senate as they may be established from time to time, Faculty Council shall have the power, pursuant to paragraphs II.10(c) and (f) above, to appoint such standing and *ad hoc* committees of Faculty Council as it shall determine, to delegate to such committees the powers and responsibilities that Faculty Council itself possesses, and to make rules and regulations governing the proceedings of such committees.
2. Without limiting the generality of section IV.1 above, Faculty Council shall have the power to determine the composition and terms of reference of any standing or *ad hoc* committee it may establish, and to appoint the initial members of such committees.
3. No *ad hoc* committee of Faculty Council shall remain a committee of Faculty Council for more than two years from the date of the meeting of Faculty Council at which it was established, unless its composition and terms of reference are incorporated into this Constitution by amendment.

4. Unless otherwise determined by a resolution of Faculty Council, the quorum at any meeting of a standing or *ad hoc* committee of Faculty Council shall be a simple majority, present in person, by teleconference or by videoconference. All members of any standing or *ad hoc* committee of Faculty Council shall have one vote on any matter coming before such committee for determination. Proxy votes shall not be permitted. Except as may otherwise be determined by the relevant standing or *ad hoc* committee of Faculty Council, all committee meetings shall be open.
5. Except as may otherwise be provided in this Constitution, and unless otherwise determined by resolution of Faculty Council, any standing or *ad hoc* committee of Faculty Council shall, at its first meeting, elect from among its membership a chair and a secretary, both of whom shall retain all rights of participation in and voting at all meetings of such committee. Except as may otherwise be provided in this Constitution, such chair and secretary shall serve two year terms in their respective positions, and shall be eligible for re-election.
6. The chair of any standing or *ad hoc* committee shall set the agenda for, and call and preside at, all meetings. The secretary of any standing or *ad hoc* committee shall give notice of all meetings, circulate all meeting materials (including the agenda and any reports and proposed motions) by email to all members of the committee at least 5 working days in advance of its meetings, and keep the minutes and attendance roll for all committee meetings. So as to allow the Secretary to fulfill the responsibility referred to in paragraph II.12 above, the secretary of any standing or *ad hoc* committee shall provide a true copy of all minutes of meetings of the committee to the Secretary as soon as reasonably practicable after such minutes are approved by the committee.
7. It shall be inherent in the powers of every standing committee of Faculty Council that it may appoint such sub-committees as it shall in its discretion determine, to establish the terms of reference for such sub-committees, to populate such sub-committees, and to delegate to such sub-committees the powers and responsibilities that such standing committee itself possesses.

## **V. UNDERGRADUATE AFFAIRS GROUP**

1. There shall be a standing committee of Faculty Council to be called the “Undergraduate Affairs Group” (the “UGAG”).
2. The UGAG shall be composed of the following as members:
  - (a) The Associate Dean, Undergraduate Programs in the Faculty, *ex officio*, who shall be chair
  - (b) The Associate Dean, Undergraduate Students in the Faculty, *ex officio*
  - (c) The Associate Dean, Planning & Co-op in the Faculty, *ex officio*.
  - (d) The chair of the Examinations and Standings Committee established pursuant to section XI.1 below, *ex officio*, unless such chair already holds an *ex officio* seat on UGAG.

- (e) The chair of the Admissions Committee established pursuant to section X.1 below, *ex officio*, unless such chair already holds an *ex officio* seat on UGAG.
  - (f) The Academic Deans or designates from each of the AFIW, *ex officio*
  - (g) The Associate Chair, Undergraduate from each Department or School in the Faculty of Arts at the University of Waterloo, *ex officio*. In instances where a department may host more than one academic plan, additional non-voting representatives may attend meetings but the principle remains that there is one vote for each department, school, affiliated college or university
  - (h) The academic directors or equivalents of undergraduate students in interdisciplinary or non-departmentalized academic plans offering the Bachelor of Arts degree ( e.g. Arts and Business), *ex officio*
  - (i) The Assistant Registrar, Admissions for the Faculty in the Office of the Registrar for the University, *ex officio*.
  - (j) As many as three full-time undergraduate students appointed by the Arts Student Union and registered in a program offered through the Faculty, the number of such students to be determined by the Arts Student Union.
  - (k) Student representatives shall serve one year terms, and are eligible for renewal.
3. In addition to the members of UGAG named in section V.2 above, UGAG may invite representatives of other departments and schools of the University to attend and participate in meetings of UGAG on such terms as UGAG may determine.
  4. UGAG shall have the following powers, duties and responsibilities:
    - (a) To receive submissions from departments and schools, sub-committees of UGAG, and individual members of Faculty Council on any matter related to undergraduates and undergraduate study in the Faculty, including without limitation, examinations and promotions, curriculum, program development, and undergraduate advising, and to make recommendations to Faculty Council on any such matter.
    - (b) To prepare and promulgate such policies, rules, regulations, procedures, and guidelines as it may consider appropriate for the development, submission, consideration and re-consideration of any submissions contemplated under paragraph V.4(a) above.
    - (c) To conduct preliminary investigations and make reports and recommendations to Faculty Council on anything within the mandate of UGAG where such is implicated on the agenda for any meeting of Faculty Council, or where such is requested by the Dean or any Associate Dean in the Faculty.

## **VI. GRADUATE AFFAIRS GROUP**

1. There shall be a standing committee of Faculty Council to be called the “Graduate Affairs Group” (the “GAG”).

2. The GAG shall be composed of the following as members:
  - (a) The Associate Dean, Graduate Studies in the Faculty, *ex officio*, who shall be chair
  - (b) The Associate Chair, Graduate from each Sub-Unit offering graduate programs, *ex officio*. In instances where a department may host more than one academic program or plan, additional non-voting representatives may attend meetings but the principle remains that there is one vote for each department, school, affiliated college or university
  - (c) As many as three full-time graduate students appointed by the Graduate Student Association and registered in a program offered through the Faculty, the number of such students to be determined by the Graduate Student Association. Student members shall serve a one year term, and are eligible for renewal.
3. In addition to the members of GAG named in section VI.2 above, GAG may invite representatives of other units and sub-units of the University to attend and participate in meetings of GAG on such terms as GAG may determine.
4. GAG shall have the following powers, duties, and responsibilities:
  - (a) To receive submissions from Sub-Units, sub-committees of GAG, and individual members of Faculty Council on any matter related to graduate students and graduate study in the Faculty, including without limitation admissions, examinations and promotions, curriculum, program development, and graduate student advising, and to make recommendations to Faculty Council on any such matter.
  - (b) To prepare and promulgate such policies, rules, regulations, procedures, and guidelines as it may consider appropriate for the development, submission, consideration, and re-consideration of any submissions contemplated under paragraph VI.4(a) above.
  - (c) To conduct preliminary investigations and make reports and recommendations to Faculty Council on anything within the mandate of GAG where such is implicated on the agenda for any meeting of Faculty Council, or where such is requested by the Dean or any Associate Dean in the Faculty.

## **VII. FACULTY COMMITTEE on STUDENT APPEALS**

1. There shall be a standing committee of Faculty Council to be called the “Faculty Committee on Student Appeals” (the “FCSA”).
2. The FCSA, from which members of the tribunals shall be drawn, shall be composed of the following as members:
  - (a) One faculty member of Faculty Council who shall be chair, appointed by the Dean.
  - (b) Five faculty members of Faculty Council, appointed by the Dean, one of whom shall be designated vice-chair in case of a conflict.

- (c) As many as two full-time undergraduate students appointed by the Arts Student Union and registered in a program offered through the Faculty, the number of such students to be determined by the Arts Student Union.
- (d) As many as two full-time graduate students appointed by the Graduate Student Association and registered in a program offered through the Faculty, the number of such students to be determined by the Graduate Student Association.

All faculty members of the FCSA shall serve two year terms, and are eligible for renewal.

- 3. The FCSA shall have the following powers, duties and responsibilities:
  - (a) To exercise the powers, duties and responsibilities vested in faculty committees on student appeals pursuant to Policy 72 of the University, Student Appeals.
  - (b) To make reports and recommendations to Faculty Council on anything within the mandate of the FCSA.

#### **VIII. HONOURS and AWARDS COMMITTEE**

- 1. There shall be a standing committee of Faculty Council to be called the “Honours and Awards Committee.”
- 2. The Honours and Awards Committee shall be composed of the following as members:
  - (a) The Dean, *ex officio*, as chair.
  - (b) The Associate Dean, Research in the Faculty, *ex officio*.
  - (c) The Executive Officer in the Office of the Dean, *ex officio*.
  - (d) The chair of Arts Staff Advisory Council
  - (d) The Research Development Officer in the Office of the Dean, *ex officio*.
  - (e) One faculty member of Faculty Council appointed by the Dean from among Sub-Units offering programs in the fine and creative arts.
  - (f) One faculty member of Faculty Council appointed by the Dean from among Sub-Units offering programs in the social sciences.
  - (g) One faculty member of Faculty Council appointed by the Dean from among Sub-Units offering programs in languages and culture.
  - (h) One faculty member of Faculty Council appointed by the Dean from among Sub-Units offering programs in the humanities.
  - (i) One faculty member of Faculty Council appointed by the Dean from the School of Accounting and Finance.
  - (j) One full-time undergraduate student appointed by the Arts Student Union and registered in a program offered through the Faculty.
  - (k) One full-time graduate student appointed by the Graduate Student Association and registered in a program offered through the Faculty.

All faculty members of the Honours and Awards Committee, other than *ex officio* members, shall serve two year terms, and are eligible for renewal. Student representatives shall serve one year terms, and are eligible for renewal.

3. The Honours and Awards Committee shall have the following powers, duties, and responsibilities:
  - (a) To recommend to Faculty Council the establishment of such honors and awards to be based in the Faculty as the Honours and Awards Committee may consider appropriate, and to make recommendations to Faculty Council on the terms and conditions on which such honors and awards might be granted. This committee may also be adjudicating those awards
  - (b) To provide input and guidance to the Dean on names to be considered for recommendation for internal and external awards.
  - (c) To consider and make recommendations to the Dean on names to be submitted to the Senate Honorary Degrees Committee for the award of honorary degrees.
  - (d) To consider and make recommendations to the Dean on names to be submitted to the Senate Honorary Degrees Committee for conferring of the title “Distinguished Professor *Emeritus*.”
  - (e) To consider and make recommendations to the Dean on names to be submitted to the Senate Honorary Member of the University Committee for conferring of the title “Honorary Member of the University.”

#### **IX. FACULTY TENURE and PROMOTIONS COMMITTEE**

1. There shall be a standing committee of Faculty Council to be called the “Faculty Tenure and Promotions Committee” (the “FTPC”).
2. The FTPC shall be composed of the following as members:
  - (a) The Dean, *ex officio*, who shall be chair.
  - (b) At least five faculty members of Faculty Council identified in paragraph II.4(c) above, elected in accordance with the provisions of University Policy 77, Tenure and Promotion of Faculty Members (“Policy 77”), and serving subject to the conditions and restrictions set forth in Policy 77.
  - (c) One tenured member of faculty at the University who is not a member of Faculty Council, appointed by the Vice-President, Academic & Provost of the University.
  - (d) One member of the University Tenure and Promotion Advisory Committee to be appointed by that committee, to serve as a non-voting advisor to the FTPC.

All members of the FTPC, other than *ex officio* members, shall serve three year terms, and are eligible for one renewal.

3. The FTPC shall have the following powers, duties and responsibilities:
  - (a) To exercise the powers, duties and responsibilities vested in faculty committees on tenure and promotion of faculty members pursuant to Policy 77.
  - (b) To make reports and recommendations to Faculty Council on anything within the mandate of the FTPC.

#### **X. ADMISSIONS COMMITTEE**

1. There shall be a standing sub-committee of Arts Faculty Council to be called the “Admissions Committee.”
2. The Admissions Committee shall be composed of the following as members:
  - (a) The Associate Dean, Undergraduate Students in the Faculty, *ex officio*, who shall be chair.
  - (b) Director, Arts & Business, *ex officio*
  - (c) Director GBDA, *ex officio*
  - (d) Assistant Registrar Admissions, *ex officio*
  - (e) Academic Dean (or designate), St Jerome’s University
  - (f) Academic Dean (or designate), Renison University(g)Registrar’s Office admissions officers
  - (h) Registrar’s Office Pathways Manager
  - (i) Manager Academic Advising Arts Undergraduate Office, *ex officio*
  - (j) representative from the School of Accounting and Finance
  - (k) representative from Centre for Extended Learning
  - (l) representative from Centre for Cooperative Education and Career Action
  - (m) Advising Staff from Arts Undergraduate Office
  - (n) Arts Recruitment Team Members

All members of the Admissions Committee, other than *ex officio* members, shall serve one year terms, and are eligible for renewal.

3. The Admissions Committee shall have the following powers, duties and responsibilities:
  - (a) To develop and implement regulations and procedures for the admission of all undergraduate applicants to the Faculty.
  - (b) To develop and implement regulations and procedures for evaluating transfer credits.
  - (c) To initiate and undertake research on undergraduate admissions as such may be required to support the work of the Admissions Committee, UGAG, Faculty Council, or the Dean.

- (d) To advise in the preparation of admission booklets and information statements for the Faculty.
- (e) To advise UGAG on matters pertaining to University-wide admissions policies.
- (f) To set minimum academic standards for admission considering the Faculty's admission projections and enrolment levels.
- (g) To appraise individual admissions cases, and to hear and appraise appeals from admissions decisions.
- (h) To prepare an annual report for presentation to UGAG and Arts Faculty Council.

#### **XI. EXAMINATIONS and STANDINGS COMMITTEE**

1. There shall be a standing sub-committee of UGAG to be called the "Examinations and Standings Committee" ("E&S"). The Dean shall name either the Associate Dean, Undergraduate Students or the Associate Dean, Undergraduate Programs to be responsible for of the operations of E&S.
2. E&S shall be composed of the following as members:
  - (a) A faculty member of Faculty Council who shall act as chair, to be appointed by the responsible Associate Dean.
  - (b) The Associate Dean, Undergraduate Students or the Associate Dean, Undergraduate Programs who does not have principal responsibility, *ex officio*.
  - (c) The Manager of Academic Advising in the Arts Undergraduate Office, *ex officio*.
  - (d) The Assistant Registrar, Records Operations on the Office of the Registrar for the University, *ex officio*.
  - (e) One faculty member of Faculty Council representing Renison University College, to be appointed by the Academic Dean of Renison University College.
  - (f) One faculty member of Faculty Council representing St. Jerome's University, to be appointed by the Academic Dean of St. Jerome's University.
  - (g) Five faculty members of Faculty Council from among those identified in paragraph II.4(c) above, appointed by the Overseer.

All members of E&S, other than *ex officio* members, shall serve one year terms, and are eligible for renewal.

3. The E&S shall have the following powers, duties and responsibilities:
  - (a) To hear undergraduate student petitions for exception to or relief from Faculty academic regulations, including without limitation dropping or adding courses outside the prescribed drop or add period, registering for courses beyond the normal course load, and changing

academic decisions, all in accordance with University Policy 70, Student Petitions and Grievances.

- (b) On the request of any of Faculty Council, UGAG, the Dean, an associate dean, or the chair or director of any Sub-Unit, to review any academic decision related to undergraduate students made in the Faculty and to report the results of such review to UGAG.
- (c) To devise and recommend to UGAG such policies, procedures and guidelines with respect to undergraduate student academic standing and promotion as the E&S may consider appropriate.
- (d) To prepare an annual report for presentation to UGAG.

## **XII. GENERAL**

1. Bylaws of Faculty Council shall be adopted by a super majority ( 2/3 ) of the votes cast at a duly constituted meeting of Faculty Council at which a quorum is present. Notice of proposed amendment, repeal or adoption of bylaws of Faculty Council must be given in writing to members of Faculty Council not less than 30 days prior to the meeting at which those proposals are intended to be considered.
2. This Constitution, and any amendments thereto, shall come into force and effect following approval by a two-thirds majority of those present with at least half of those voting holding regular full time appointments in the Faculty of Arts and voting at a duly constituted meeting of Faculty Council called for such purpose and at which a quorum is present, and following subsequent approval by Senate in accordance with its bylaws. Notice of proposed amendments to this Constitution must be given to members of Faculty Council not less than 30 days prior to the meeting at which those proposals are intended to be considered.
3. Once approved pursuant to section XII.2 above, this Constitution shall repeal and replace any and all versions of the Faculty constitution previously in force.

*Approved at a meeting of Faculty Council held March 13<sup>th</sup>, 2018.*

*Approved at a meeting of Senate held \*\* \*\*\* 2018.*