

**CONSTITUTION OF THE
FACULTY OF ENVIRONMENT
AT THE
UNIVERSITY OF WATERLOO**

The Faculty of Environment at the University of Waterloo (the “University”) is constituted to (i) foster a collaborative community of engaged students, staff, faculty and alumni who are empowered and supported to contribute to impactful research that transcends disciplinary boundaries in addressing complex environmental and societal issues, (ii) build the University’s reputation as a national and global leader by offering a brand of unique and highly regarded educational programs related to environment and sustainability.

I

FACULTY AND FACULTY COUNCIL

- I.1 There shall be a unit of the University called the Faculty of Environment (the “Faculty”).
- I.2 The following departments and schools (called “Sub-Units” in the balance of this Constitution) shall form the Faculty: Department of Geography and Environmental Management; Department of Knowledge Integration; School of Environment, Enterprise and Development; School of Environment, Resources and Sustainability; School of Planning; and any such department or school as may be approved by the University and accepted by Faculty Council.
- I.3 The plenary organ of the Faculty shall be the Faculty of Environment Faculty Council (“Faculty Council”).
- I.3.i Faculty Council shall consist of the following, all as voting members:
- a) Ex-officio from the University
The President of the University
The Vice-President, Academic & Provost
The Associate Vice-President, Academic
The Associate Vice-President, Graduate Studies and Postdoctoral Affairs
The University Registrar or delegate
The University Librarian or delegate
The Faculty Relations Manager (Environment) in the Department of Co-operative Education or delegate
 - b) From other Faculties
One representative from each of the other Faculties in the University
 - c) From the Faculty
Executive Officer

Director of Advancement of the Faculty
Director of Computing of the Faculty
two staff members elected from among all staff employed in the Faculty or any Sub-Unit
President of the Faculty of Environment Student Society
President of the Faculty of Environment Graduate Student Association or Association of
Graduate Planners, for a one year term and alternating from year to year

d) From each Sub-Unit

All Professors, Associate Professors, Assistant Professors and Lecturers holding a regular, full-time faculty appointment in the Faculty
One full-time graduate student from each Sub-Unit, chosen by their peers for a term of one year
One full-time undergraduate student from each Sub-Unit, chosen by their peers for a term of one year

- I.3.ii Faculty Council may invite representatives of other units and sub-units of the University to attend and participate in meetings of Faculty Council on such terms as Faculty Council may determine.
- I.4 Except as may otherwise be determined by Faculty Council, meetings of Faculty Council shall be open. However, only members of Faculty Council shall have the privilege of the floor or shall vote. Observers may be given the privilege of the floor at the discretion of the chair of the meeting. Faculty Council may, with reasonable advance 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.
- I.5 Faculty Council shall meet at least four times annually, normally in September, November, January and March. Additional meetings may be held either at the call of the Administrative Committee, established pursuant to Clause III.1 below, or within 15 working days of receipt by either the Chair or the Secretary of Faculty Council of the written request of one of the following:
- the Dean
 - the Chair of Faculty Council
 - a petition of 20% or more of any of
 - faculty members with regular full-time appointments in the Faculty, or
 - full-time staff in the Faculty, or
 - full-time graduate students in the Faculty, or
 - full-time undergraduate students in the Faculty.
- I.6 A quorum at all meetings shall consist of 20% of Faculty Council members. For the purposes of identifying the members of Faculty Council so as to calculate quorum, *ex officio* members of Faculty Council representing the University as listed in paragraph I.3.i a) above, and representatives from other faculties as listed in paragraph 1.3.i b) above, shall not be counted. Proxy votes shall not be permitted.

- I.7 Meetings of Faculty Council shall be conducted in accordance with Roberts Rules of Order and Procedure (to the extent that those Rules are not inconsistent with this Constitution) and such bylaws as may be adopted by Faculty Council. Except as otherwise provided for in this Constitution, notices of meetings with agenda and all relevant documentation shall be circulated to members of Faculty Council at least 5 working days in advance of its meetings.
- I.8.i Faculty Council shall have the following powers and duties:
- a) Subject to the approval of the Senate of the University (the “Senate”), to determine the course of study in the Faculty and the conditions of admission into, and continuation within, these courses of study;
 - b) To appoint such standing and *ad hoc* committees of Faculty Council as it shall determine, and to delegate to such committees the powers and responsibilities that Faculty Council itself possesses; and
 - c) To consider and report to Senate upon such matters affecting the Faculty as Faculty Council may deem appropriate.

II

OFFICERS

II.1 The Dean

- II.1.1 The senior executive officer of the Faculty shall have the title "Dean of Environment" (the “Dean”).
- II.1.ii 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.
- II.1.iii In 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 with advice from the Faculty Council and other relevant committees and performs such other duties or functions as required for the academic program of the Faculty.
- II.1.iv On the recommendation of the Administrative Committee established pursuant to Clause III.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.

II.2 The Chair of Faculty Council

- II.2.i The Chair shall be appointed, in rotation, by Faculty Council from among each of the Sub-Units for a one year term. Only members of Faculty Council holding a regular, full-time faculty appointment in the Faculty shall be eligible to be appointed as Chair. The

Chair/Director of the relevant Sub-Unit shall be responsible for submitting a name for consideration by Faculty Council to the last meeting of the Faculty Council in the year before the term is to commence. If, however, the incumbent Faculty Council Chair is willing, and Faculty Council is in favour, a second term may be served.

II.2.ii The duties of the Chair shall consist of:

- a) Calling and chairing meetings of Faculty Council in accordance with Clause I.5 above; and
- b) Such other duties as may be assigned to the Chair by this Constitution or through bylaws or resolutions of Faculty Council.

II.3 The Secretary of Faculty Council

II.3.i The Faculty Services Manager & Executive Assistant shall serve as secretary of Faculty Council.

II.3.ii The duties of the secretary shall consist of:

- a) Giving notice of and recording the proceedings of Faculty Council meetings and keeping the attendance roll;
- b) Giving notice of and recording proceedings of meetings of the Administrative Committee established pursuant to Clause III.1 below; and
- c) Such other duties as may be assigned to the secretary by this Constitution or through bylaws or resolutions of Faculty Council.

III

STANDING COMMITTEES

III.0 Quorum

Unless otherwise established by resolution of Faculty Council, the quorum for the proper conduct of business at a meeting of any of the standing committees established by Faculty Council, including the standing committees referred to in this Constitution, shall be a majority of the members of such committee, present either in person, by telephone or by teleconference.

III.1 Administrative Committee (the "AC")

III.1.i The AC shall:

- a) Plan the forthcoming business of Faculty Council and arrange the agenda of its meetings;
- b) Act on behalf of Faculty Council between meetings of Faculty Council;
- c) Receive reports from standing and *ad hoc* committees of Faculty Council;
- d) Assign matters to appropriate committees of Faculty Council and manage matters that do not otherwise fall within the mandates of committees of Faculty Council;

- e) Report all decisions taken by the AC under paragraph III.1.i.b) above to Faculty Council at the next meeting of Faculty Council.
- III.1.i. The AC may consider any questions related to the guidelines, administration, or general well-being of the Faculty. Recommendations arising as a result of any such considerations shall be sent by the AC to Faculty Council for consideration.
- III.1.ii The AC shall consist of the following members, all of whom shall be voting members unless otherwise noted:
- a) Dean, who shall be Chair;
 - b) Associate Deans;
 - c) Chair or Director of each Sub-Unit;
 - d) Chair of the Faculty Council;
 - e) Secretary of Faculty Council (non-voting);
 - f) President of the Faculty of Environment Students Society;
 - g) President of the Faculty of Environment Graduate Student Association or Association of Graduate Planners, for a one year term and alternating from year to year;
 - h) Executive Officer of the Faculty;
 - i) the two elected staff members referred to in paragraph I.1.i c) above;
 - j) Director of Advancement of the Faculty; and
 - k) Director of Computing of the Faculty.
- III.1.iii The secretary of Faculty Council shall act as secretary of the AC. Meetings of the AC shall be closed to everyone other than members of AC and those invited to attend at the request of the AC. A simple majority of the voting members shall constitute quorum.
- III.1.iv Meetings of the AC will normally take place in advance of each meeting of Faculty Council for the purpose of setting the agenda for meetings of Faculty Council. Other meetings of AC will be held as required to allow it to execute its responsibilities.
- III.2 Undergraduate Studies Committee (the “UGSC”)
- III.2.i Subject always as required to the approval of Senate, Senate committees, Senate councils and other bodies and offices with mandated responsibility for development and operation of undergraduate studies at the University, the UGSC shall:
- a) Provide general academic oversight on proposals concerning curricula, courses, academic policies, academic standards, continuation conditions, and general undergraduate affairs, and make recommendations on those matters to Faculty Council;
 - b) Define and oversee the functioning of the core curriculum in the Faculty, and make recommendations in that respect to Faculty Council;
 - c) Establish and oversee policies relating to admission of undergraduates to the Faculty, including policies governing advanced standing;
 - d) Oversee and coordinate the preparation of calendar and other informational material relating to undergraduate programs and plans in the Faculty;
 - e) Implement existing policies concerning examination results, standings, promotions, withdrawals, and related matters; and

- f) Consult representatives of groups that do not have permanent representation on the UGSC whenever those groups may be affected by proposals to be considered by the UGSC, and, in the discretion of the UGSC, invite representatives of such groups to attend UGSC meetings at which such proposals are to be discussed.
- III.2.ii The UGSC shall consist of the following as members, all of whom shall be voting members of the UGSC unless otherwise noted:
- (a) the Associate Dean, Undergraduate Studies;
 - (b) the Assistant Registrar, Environment or delegate;
 - (c) one faculty member representing each Sub-Unit;
 - (d) the President of the Environment Students Society;
 - (e) one student representative of each Sub-Unit (non-voting);
 - (f) one undergraduate advisor representing each Sub-Unit, who may vote only on non-academic matters;
 - (g) one representative of the Department of Co-operative Education; and
 - (h) the Faculty Undergraduate Co-ordinator, who may vote only on non-academic matters.
- III.2.iii The chair of the UGSC shall be the Associate Dean, Undergraduate Studies and the secretary of the UGSC shall be the Assistant to the Associate Dean, Undergraduate Studies. Meetings of the UGSC shall be closed to everyone other than members of the UGSC and those invited to attend at the request of the UGSC. Meetings of the UGSC shall be held at the call of the Chair.
- III.2.iv Except as otherwise provided in this Article III.2, the recommendations of the UGSC shall be referred to Faculty Council for consideration.
- III.2.v The Faculty Council may, by resolution, delegate to the UGSC the responsibility for decision on any specific question or issue relating to undergraduate studies, including matters of academic discipline and grade or standing appeals.
- III.3 Graduate Studies Committee (the "GSC")
- III.3.i Subject always as required to the approval of Senate, Senate committee, Senate councils and other bodies and offices with mandated responsibility for development and operation of graduate studies at the University, the GSC shall:
- a) Be responsible for the development and operation of graduate studies in the Faculty, and make recommendations on those matters where required to Faculty Council;
 - b) Consider all proposed new graduate courses and programs and all proposed changes in existing graduate courses and programs, and to make recommendations to Faculty Council in those respects;
 - c) Ensure the requirements for minimum qualifications as approved doctoral dissertation supervisors within the Faculty are met;
 - d) Approve the committees for doctoral thesis examinations;
 - e) Oversee the preparation of calendar and other informational material related to the graduate programs of the Faculty, and to coordinate such material prepared by Sub-Units;

- f) Make recommendations to the appropriate bodies on the financial requirements for graduate student support; and
 - g) Have responsibility for the admissions policies and procedures for graduate students, subject to approval by Faculty Council.
- III.3.ii The GSC shall consist of the following as members, all of whom shall be voting members of the GSC unless otherwise noted:
- (a) the Associate Dean, Graduate Studies;
 - (b) one faculty member representing each Sub-Unit with graduate programs;
 - (c) all graduate program assistants representing graduate programs in the Faculty, who may vote only on non-academic matters;
 - (d) one graduate student representative from each Sub-Unit, each of whom shall be non-voting;
 - (e) one graduate student representing each of the Faculty of Environment Graduate Student Association and the Association of Graduate Planners, each of whom shall be non-voting; and
 - (f) the Assistant to the Associate Dean, Graduate Studies, who may vote whenever non-academic matters are involved.
- III.3.iii The chair of the GSC shall be the Associate Dean, Graduate Studies, and the secretary of the GSC shall be the Assistant to the Associate Dean, Graduate Studies. Meetings of the GSC shall be closed to everyone other than members of the GSC and those invited to attend at the request of the GSC. Meetings of the GSC shall be held at the call of the Chair.
- III.3.iv Except as may otherwise be provided in this Article III.3, the recommendations of the GSC shall be referred to Faculty Council for consideration.
- III.3.v The Faculty Council may, by resolution, delegate to the GSC the responsibility for decisions on any specific question or issue relating to graduate studies.
- III.4 Faculty Tenure and Promotion Committee (the “FTPC”)
- III.4.i The FTPC shall serve as the faculty tenure and promotion committee as outlined in University Policy #77, Tenure and Promotion of Faculty Members (“Policy 77”).
- III.4.ii Membership on the FTPC shall be as provided for faculty tenure and promotion committees in Policy 77.
- III.5 Faculty Committee on Student Appeals (the “FCSA”)
- III.5.i The FCSA shall:
- a) Exercise the jurisdiction vested in faculty committees on student appeals by section 3 of University Policy 72, Student Appeals (“Policy 72”); and
 - b) Advise Faculty Council on matters referred to in paragraph III.5.i.a) as appropriate.
- III.5.ii The FCSA shall consist of the following as members:

- a) the Chair;
- b) the Secretary;
- c) one faculty member to be selected by the Dean from a Sub-Unit on a case-by-case basis; and
- d) one full-time graduate or undergraduate student in the Faculty, selected by the FCSA Chair from recommendations made by the President of the Faculty of Environment Graduate Student Association or by the President of the Faculty of Environment Student Society, and determined on a case-by-case basis.

III.5.iii The chair of the FCSA shall be appointed by the Dean (for a term of at least two years) from among regular full-time faculty members in the Faculty. Meetings of the FCSA shall be closed to everyone other than members of the FCSA and those invited to attend at the request of the FCSA.

III.5.iv The Faculty Services Manager & Executive Assistant shall serve as secretary of FCSA

III.5.v If any provision of this Clause III.5 is inconsistent with or contradictory to the provisions of Policy 72, then the provisions of Policy 72 shall prevail.

IV

AD HOC COMMITTEES

IV.1.i Faculty Council shall be entitled to establish such other standing or *ad hoc* committees as it sees fit, to determine the composition and terms of reference of such committees, and to appoint the initial members of such committees, provided that:

- a) no such committee 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 in this Constitution.

IV.2 Quorum

Unless otherwise established by resolution of Faculty Council, the quorum for the proper conduct of business at a meeting of any *ad hoc* committee established by Faculty Council pursuant to this Constitution shall be a majority of the members of such committee, present either in person, by telephone or by teleconference.

V

VACANCIES

V.1 Vacancies on Committees of Faculty Council

V.1.i Should the office of chair or secretary (as the case may be) of Faculty Council become vacant for any reason whatsoever, then the remaining members of the AC shall appoint a faculty member of Faculty Council to serve in that office until a replacement is identified in

accordance with the provisions of sub-Clause V.1.i. Normally, any replacement chair shall be selected from the Sub-Unit from which the former chair was selected, and shall serve as chair for the balance of the term of the former chair.

- V.1.ii Any elected member of a committee of Faculty Council shall be deemed to have vacated the position should the incumbent be absent from the University for longer than six consecutive months.
- V.1.iii Should a vacancy occur for any reason whatsoever in any elected position on a committee of Faculty Council, then the remaining members of that committee shall appoint another member to serve in that position until a replacement is identified in accordance with the provisions of this Constitution by which the relevant committee is established.

VI

BYLAWS AND CONSTITUTIONAL AMENDMENTS

- VI.1 Bylaws of Faculty Council shall be adopted by a simple majority 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 must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.
- VI.2 Subject to approval of Senate, this Constitution may be adopted or amended by a vote of 2/3 of the votes cast at a regularly scheduled meeting of Faculty Council at which a quorum is present. Notice of proposed constitutional amendments must be given in writing not less than 30 days prior to the meeting at which those proposals are intended to be considered.

Approved at a meeting of Faculty Council held September 28, 2017.
Approved at a meeting of Senate held January 15, 2018.