

CONSTITUTION OF KING'S UNIVERSITY COLLEGE FACULTY COUNCIL (Revised October 2017)

1. There shall be a King's Faculty Council composed of Principal; Vice-Principal and Academic Dean; Associate Academic Dean; all full-time faculty, Vice-Principal, Enrolment Services and Strategic Partnerships, Director of Libraries; Associate Librarian and Head: Technical and Information Resources; Head: Research and Information Services; Dean of Students; Academic Counsellors; Communication Course Coordinator; Coordinator of Field Instruction, School of Social Work; two representatives of St. Peter's Seminary (appointed as the Seminary may determine); President of Students' Council; one student representative from each Department/School as chosen by Students' Council after consultation with the Department/School concerned. Part-time faculty will have voice, but no vote.
2. Observers may be present in such numbers as the King's Faculty Council may determine. Observers have neither voice nor vote, but may speak by leave of Council.
3. Subject to the provisions of any affiliation agreement entered into by the College, having regard for the provisions of the Conditions of Appointment for Faculty document; having regard for the maintenance of King's University College as a Catholic institution of higher learning; and having regard for the determinative power of the Board of Directors in non-academic matters.

The King's Faculty Council shall have power to:

- (a) develop appropriate academic plans, policies and procedures;
 - (b) review and approve modifications of academic programs and courses;
 - (c) take such action as may be necessary for the maintenance of academic standards;
 - (d) approve procedures for the selection of new faculty appointments to the College;
 - (e) take measures to provide for the evaluation of the teaching performance of faculty from time to time;
 - (f) recommend through the Promotions and Tenure Committee the promotion of faculty, granting of tenure, and termination of contracts;
 - (g) elect members of the faculty to the Board of Directors, in accordance with the practices of the Board;
 - (h) develop proposals for the instructional sections of the College budget;
 - (i) make recommendations to the College Council concerning the priorities of the overall budget; and
 - (j) establish such by-laws and committees as may be necessary for the conduct of business.
4. With the exception of 3 (i), above, Faculty Council shall report to College Council for information purposes only.
 5. The Chairperson of the King's Faculty Council shall ex officio be the Vice-Principal Academic Dean.
 6. The Council shall establish an Executive Committee composed of Chairperson, the Principal, two Vice-Chairpersons (faculty), Secretary (faculty), and one student, which shall act as an agenda and nominating committee and such other committees as it considers necessary.
 7. The Principal and the Vice-Principal and Academic Dean are ex officio members of all standing committees of King's Faculty Council and may appoint members of Council to represent them.

8. The Constitution may be amended by a two-thirds vote of the total membership of the King's Faculty Council in favour of proposed amendments, which must be tabled at the meeting preceding such vote at least seven (7) days. Amendments so adopted require ratification by the College Council.

PRACTICES OF FACULTY COUNCIL

1. The Council shall meet at least four times per year, and at such other times as the Council or the chairperson may prescribe. Twenty-two members of Council, with a minimum of eighteen being full-time members of faculty, shall constitute a quorum.
2. A quorum for committees and subcommittees, unless otherwise approved by Council, shall be fifty percent (50%) of the membership.
3. A special meeting of the Council shall be called on the written notice of ten (10) of its members, and shall be convened within seven (7) days thereafter, to consider matters set out in the notice of the meeting.
4. The Council may delegate authority to its committees but these shall be responsible to the Council. Unless otherwise approved by Council, subcommittees shall report to committees. All committees and subcommittees shall report in writing at least once each year.
5. The standing committees of the Council shall be such committees as the Council may from time to time determine. Unless otherwise specified, all members of committees and subcommittees shall be chosen from members of the Faculty Council from its own membership. The standing committees of the Faculty Council are:

A. APPOINTMENTS, PROMOTION AND TENURE COMMITTEE

Membership:

cf. Conditions of Appointment for Faculty.

Duties:

1. To recommend the promotion of faculty, granting of tenure, and termination of contracts in accord with the Conditions of Appointment for Faculty document; and
2. To make recommendations to the Principal concerning the rank of new full-time appointees to the College.

B. EDUCATIONAL POLICY COMMITTEE

Membership:

Vice-Principal and Academic Dean (ex officio, chairperson), the Associate Academic Dean (vice-chair), Principal, Vice-Principal, Enrolment Services and Strategic Partnerships, Director of Libraries; Chairperson of each Department, Director of the School of Social Work, President of Students' Council (or his/her representative), Dean of Studies at the Seminary, and the Dean of Students with voice only.

Duties:

EPC has the responsibility to provide strategic leadership for current and future academic programming at King's within the context of the academic and strategic plans. In this respect, EPC has the duty to

1. formulate and recommend to Council educational policy and programming;
2. recommend to Council new courses and modules and revisions of existing courses and modules;
3. ensure the participation of all our academic programs in cyclical reviews and to ensure that academic planning is informed by the recommendations arising from those reviews;
4. make recommendations concerning teaching evaluations and the improvement of instructional methods at the College;
5. review academic changes on other campuses at Western that may impact on academic planning at King's;
6. make recommendations to the Vice-Principal and Academic Dean concerning the instructional sections of the College budget;
7. recommend to Council the establishment of new academic positions; and
8. recommend to the Vice-Principal and Academic Dean policies concerning academic counselling.

A Virtual EPC has been employed to remove the flow of minor "housekeeping" items from the EPC Agenda. The Academic Counsellors have been invited to improve the vetting of policy proposals and revisions to courses and modules. An EPC OWL site has been created to facilitate the delivery and review of all materials related to Committee business.

The EPC Working Group meetings are meant to create a forum for open discussion among members without the structural restrictions of the formal meetings. These meetings serve to address immediate concerns, share information and enhance our collective capacity to manage our responsibilities.

Active Learning Subcommittee (EPC)**Membership:**

Associate Academic Dean (chair), Vice-Principal, Enrolment Services and Strategic Partnerships; Director of Libraries; President of Students' Council; one Academic Counsellor; one departmental representative from each Department/School who has an interest in Experiential Learning; Dean of Students.

Terms of Reference:

1. To report on initiatives the academic units are undertaking in accordance with the academic plan;
2. To recommend policy for experiential learning and work integrated learning in accordance with the Ministry of Advanced Education and Skills Development (Ministry) policies and in support of initiatives the academic units are undertaking in this area;
3. To review new active learning initiatives in the context of the academic plan and Ministry imperatives and recommend them for funding.

Academic Program Development Forum (new subcommittee of EPC)

Membership:

Academic Dean (chair); Associate Academic Dean (co-chair); Vice-Principal, Enrolment Services and Strategic Partnerships; President of Students' Council; and one departmental representative from each of the Department/School.

Terms of reference (not limited to the following):

1. To be a forum for academic visioning and program innovation;
2. To articulate and coordinate how academic units utilize College resources to deliver high quality experiences for students and faculty;
3. To recommend general College-wide standards without compromising disciplinary and programmatic variation in the planning and delivery of high quality academic experiences.

C. LIBRARY COMMITTEE

Membership:

Five faculty members: two from the Social Sciences; two from Arts; and one from Social Work (one of whom will be elected chair by Faculty Council), and the St. Peter's Seminary representative of Faculty Council; one undergraduate student representative (to be chosen by the student members of Faculty Council from among the student members on Faculty Council); one graduate student representative (to be elected from the SWSA); Director of Libraries (ex-officio); Principal (ex-officio); Vice-Principal and Academic Dean (ex-officio); Associate Librarian and Head: Technical and Information Resources (ex officio); Head: Research and Information Services (ex-officio).

Duties:

1. To provide input and play an advocacy role with policy and resource matters which relate to the quality and utilization of library collections and services;
2. To provide input re academic priorities and programs which have an impact on library collections and services;
3. To be informed about the strategic direction, goals and objectives of the G. Emmett Cardinal Carter and the A.P. Mahoney Libraries;

4. To be kept informed about relevant library services and partnerships across the Western university community;
5. To make appropriate recommendations on major policy matters to Faculty Council; Director of Libraries to make recommendations specific to the A.P. Mahoney Library to the Seminary's Faculty Council;
6. The Committee will meet at least twice a year.

D. RESEARCH GRANTS COMMITTEE

Membership:

A faculty representative of each department designated by the department, one of whom shall be elected chairperson, Principal, Vice-Principal and Academic Dean or the Associate Academic Dean.

Duties:

1. To make recommendations to the Vice-Principal and Academic Dean concerning the amount and allocation of research grants to faculty.

E. RESEARCH ETHICS REVIEW COMMITTEE

Membership:

The term for each newly constituted RERC shall commence on July 1 of each year. The length of term for all RERC's members is 3 years as approved by Faculty Council, except for the two student representatives, when the term is one year. It is recommended that any applications still under consideration on that date be the responsibility of the outgoing chair and committee.

The RERC shall consist of at least **nine members**, reflecting the university community's diversity, who have broad expertise in the methods or in the areas of research that are covered by the RERC with at least one member with expertise in research ethics. One member must be recruited from the broader community with experience in research, preferably as a research participant. Within the nine members: 5 from faculty [three from the Social Sciences Departments or Interdisciplinary Studies (one of whom should be from Psychology); one from Arts; and one from Social Work]; one student representative to be chosen by the student members of Faculty Council from among the student members of Faculty Council and one graduate student representative (to be chosen by the Graduate Student Body of the King's University College); one representative of the King's University College community (to be chosen after consultation with various bodies, for example, Staff Association and P.A.O.A.); and a volunteer expert consultant from the broader community to provide advice (e.g., legal expertise) regarding specific submissions as needed. A quorum will be three members including at least two faculty members. The Chairperson of the Committee will be elected by Faculty Council from among the tenured faculty members on the Committee, who have served at least one year on the Committee in the past five years. The term for Chairperson is one year. All members, including the Chairperson, will have a vote at all times, with the understanding that consensus is preferable to voting.

Duties:

1. A proportionate approach to research ethics review will be used. *TCPS 2* recognizes two levels of review, delegated and full board review. Research proposals that appear to be of minimal risk to participants are usually assigned to delegated review. Anything that appears to be greater than minimal risk is assigned to full-board review. A delegated review normally involves one or more members of the Research Ethics Review Committee who are assigned to assess the research proposal and recommend its approval or rejection to the Research Ethics Review Committee Chair
2. To review faculty research projects for consistency with *TCPS2* prior to the research being done. This applies to all research projects involving the use of human participants (whether non-funded or funded either extramurally or intramurally) [see *Conditions of Appointment for Faculty 2014*, Appendix E, "Guide to the Proper Conduct of Research at King's University College."]
3. Student research projects will undergo review by the RERC or somebody authorized by the RERC and approval will be provided on one of three levels:
 - a. A designated instructor or instructors within each department or School, who will have completed *TCPS 2* training, will provide an initial review of the student projects originating from that department or School. This initial review will either result in approval or referral to the RERC because of residual ethical concerns.
 - b. Three Faculty members and the Administrative Assistant to the RERC will constitute a subcommittee as needed. Since most proposals come from the Department of Psychology, a representative from Psychology shall be a member of the subcommittee. The RERC will delegate authority to approve submissions by students to the subcommittee.
 - c. When the subcommittee is unable to reach a unanimous decision, the Chair will be notified and a decision will be made whether to go with the majority decision or to refer to the whole committee.
4. To review policies for ethics review of research involving human participants, which shall be devised and submitted to the Committee by each department/school/ interdisciplinary program, and included in the respective statement of policies and procedures.
5. To ensure that up-to-date versions of the *TCPS2 - Tri-Council Policy Statement* be made available in the Library Reserve Collection and a link from the King's University College web site. A current statement of policy and instructions for submission shall be made available on the King's University College web site. Included on this website will be a link to the online module training (<http://tcps2core.ca/welcome>) and recommendation that researchers complete this training prior to submitting requests for research ethics review.
6. The Committee shall meet at regular intervals (at least thrice annually) to review submissions (insert link to meeting schedule). The Committee shall consider submissions from faculty or students of King's University College only. Failure to comply with research ethics guidelines shall be reported to the Academic Dean for appropriate consideration

F. FACULTY CHAIR SELECTION COMMITTEE

Membership:

The **eight** full-time Chairs of the Departments of King's University College, the President of Students' Council (or her/his representative), with the Committee Chair to be elected by the membership when it is called to function in the Chair Selection process.

Duties: See document on Departmental Structure.

1. The Chairperson shall rule on points of order during meetings, guided by Bourinot's Rules of Order, as well as special procedures agreed to by Faculty Council. The Chairperson's decision may be overruled by a seconded motion supported by a majority of those present.
2. Agendas must be circulated at least three (3) days prior to a meeting of Faculty Council. Items may be added to the agenda by leave of the majority of Faculty Council.
3. All reports to Faculty Council shall contain specific references to a recommended course of action. When the report is received, it will be understood that the recommendations of the report are motions put to Faculty Council for approval. This clause does not preclude a recommendation that no action be taken.
4. On all matters except elections, voting shall be by show of hands, unless Faculty Council adopts a motion to vote by secret ballot. All elections shall be conducted by secret ballot. Proxy voting is excluded.
5. These practices may be amended by a seconded motion approved by a majority vote of the members present after a notice of motion circulated seven (7) days prior.
6. The normal term of office of elected faculty members of Faculty Council committees and subcommittees, unless otherwise specified, shall be two years, the inability of a faculty member to serve for two years shall not preclude nomination for or election to a committee or subcommittee. Terms of office shall be staggered to create a turnover of approximately half the faculty members each year.
7. The term of office of faculty elected as chairpersons of committees or subcommittees shall be one year.
8. The Chaplain shall receive agendas and the minutes of all meetings of the standing committees and subcommittees of the Faculty Council, with the exception of the Appointments, Promotion and Tenure Committee.

G. FACULTY ORIENTATION COMMITTEE

Membership:

One Department Chair (from among the Departments/School that have hired a new faculty member), and two faculty members.

Duties:

1. To organize in the summer an Orientation Day for late August; and to revise annually the Information Guide booklet for all new faculty members.

H. FACULTY RESEARCH ACTIVITY COMMITTEE

Membership:

Vice-Principal and Academic Dean or the Associate Academic Dean, and one representative from each of the Academic units.

Duties:

To address some of the ongoing issues related to implementing the College's Research Plan. The Committee will

1. identify particular research 'niches' that are consistent with the College's overall mission which should be highlighted and supported;
2. explore the possibility of a rotating research fellow position and/or endowed research chair at the College;
3. review the current teaching-research balance at the College and make recommendations to Faculty Council on how the research profile of the College might be enhanced in order to enrich the College's Undergraduate and Graduate teaching obligations;
4. evaluate the feasibility of creating a Research Office at the College;
5. make recommendations to Faculty Council concerning the College's research plan; and
6. organize an annual series of seminars/presentations by members of the King's community.

Revised: October 2017 (E. Jacob)

Order of Precedence	Can Interrupt?	Requires second?	Debat-able?	Amend-able?	Vote required?	Applies to what other motion?	Can have what other motions applied to it (in addition to withdraw)?
PRIVILEGED MOTIONS							
1. Adjourn	no	yes	no	no	majority	none	none
2. Recess	no	yes	yes(r)	yes(r)	majority	none	amend (r)
3. Question of privilege	yes	no	no	no	none	none	none
SUBSIDIARY MOTIONS							
4. Postpone temporarily	no	yes	no	no	majority	main motion	none
5. Vote Immediately	no	yes	no	no	2/3	debatable	none
6. Limit debate	no	yes	yes (r)	yes (r)	2/3	motions	amend (r)
7. Postpone definitely	no	yes	yes (r)	yes (r)	majority	debatable	amend (r), vote imm, limit debate
8. Refer to committee	no	yes	yes (r)	yes (r)	majority	motions	imm, limit debate
9. Amend	no	yes	yes	yes	majority	main motion	amend (r), vote imm, limit debate
10. Postpone indefinitely	no	yes	yes	no	majority	main motion	imm, limit debate
						rewordable	vote imm., limit debate
						motions	debate
						main motion	vote imm., limit debate
MAIN MOTIONS							

11. (a) The main motion (b) Specific main motions Reconsider Rescind Resume consideration	no yes no no	yes yes yes yes	yes yes yes no	yes no no no	majority majority majority majority	none main motion main motion main motion	spec. main, subsid., obj. to cons. vote imm., limit debate vote imm., limit debate none
No Order of Precedence	Can Interrupt?	Requires second?	Debat-able?	Amend-able?	Vote required?	Applies to what other motion?	Can have what other motions applied to it (in addition to withdraw)?
INCIDENTAL MOTIONS							
(a) Motions Appeals Suspend rules object to consideration	yes no yes	yes yes yes	yes no no	no no no	majority 2/3 2/3 neg.	decision of chair none main motion	vote imm., limit debate none none
(b) Requests Point of order Withdraw a motion Division of question	yes yes no	no no yes	no no yes	no no yes	none none yes	any error all motions main motion	none none none

r = restricted

Four motions are open to restricted debate: recess, postpone definitely, refer to a committee and limit debate. Restricted debate means brief discussion of the advisability and time of the recess. Debate on postpone definitely is restricted to the advisability of postponing and the time of postponement. Debate on the motion to refer a motion to a committee is restricted to the advisability of referral, the selection, membership, and duties of the committee, or instructions to it. Debate on limited debate is restricted to the type and time of limitations. None of the motions subject to restricted debate opens the main question to debate.