



## Faculty of Information Council

### Constitution

#### Article 1 Name

Art. 1, Sec. 1 The name of this body shall be the Council of the Faculty of Information of the University of Toronto (referred to hereafter as the Council, the Faculty and the University).

Art. 1, Sec. 2 In this Constitution and in the accompanying Bylaws:

“Teaching Staff” means one who holds a teaching appointment of 50% or more in the Faculty and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor;

“Other Academic Appointment” means one who is a current University of Toronto employee who is not a member of the Teaching Staff and who teaches at least one course per year in the Faculty; or a member of the Faculty who holds a position of Sessional Lecturer I, II, or III;

"Information Services" means the over-arching unit at the iSchool that encompasses information facilities, resources, services and staff, including library, information technology, web and digital services.

“Professional Librarian” means one who holds a librarian appointment of 40% or more in Information Services and who holds the rank of Librarian I, II, III, or IV;

“Senior Administrative Officer” means one who holds an administrative staff appointment of 40% or more in the Faculty and whose designation as “Senior Administrative Officer” is determined by the Dean in consultation with the Council’s Executive Committee;

“Administrative Staff” means one who holds an administrative staff or a Senior Research Associate appointment of 40% or more in the Faculty, who is not a Senior Administrative Officer, and who is not a member of the Teaching Staff;

“Student” means one who is registered with the University of Toronto and

who is enrolled in a program of study leading to a diploma or degree in the Faculty;

“Alumni/Alumnae” means those who are graduates of any diploma or degree program currently offered or once offered at the Faculty (or predecessor schools), but who are not currently employed in the Faculty, - nor enrolled as diploma or degree students in the Faculty.

“External Member” means one who is a member of a profession or organization related to the programs of the Faculty and who is not currently employed in the Faculty nor enrolled - with the School of Graduate Studies as a diploma or degree student in the Faculty;

“University Member” means one who is a member of the Faculty of the University and who is not a member of the Faculty of Information, with an interest in the programs of the Faculty; and

“Programs” means the degrees, diplomas, certificates, and credits over which the Faculty has authority.

## **Article 2 Powers and Duties**

Art. 2, Sec. 1 The Council exercises its powers and duties under the authority of the *University of Toronto Act 1971* of the Province of Ontario, as amended (the Act);

Art. 2, Sec. 2 Subject to the provisions of the Act, and the approval, as required or as appropriate, of the Governing Council of the University, the Council shall have the following powers and duties:

- a) To determine policy regarding the academic affairs of the Faculty;
- b) To determine the content and requirements of the Programs.
- c) To monitor the quality and standards of the Programs;
- d) To consider, and if appropriate, to approve proposals for the closure of any Programs;
- e) To recommend for approval to the appropriate body of Governing Council proposals for new Programs;
- f) To have delegated authority to approve proposals for major and minor modifications to existing Programs. All major modifications shall be reported annually for information to the appropriate body

of Governing Council;<sup>1</sup>

- g) Council shall have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University's Policy on Diploma and Certificate Programs. An annual report on such actions as required by the Policy shall be provided for information to the appropriate body of Governing Council;
- h) Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate;
- i) To award, or to delegate to Committee(s) or officers of the Faculty to award, scholarships, bursaries, prizes and other awards over which the Faculty has responsibility;
- j) To determine the rules and regulations for governing the procedures of Council and the method of appointment or election of Council members;
- k) To establish, alter, or disband Standing Committees of Council as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;
- l) To establish, alter, or disband Special Committees of Council to consider particular issues, as deemed necessary, and to determine their composition, authority, quorum, and method of appointment of members and chairs;
- m) To consider and approve policy matters of units within the Faculty when such matters are not within the purview of Standing or Special Committees;
- n) To determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to

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<sup>1</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

the appropriate body of Governing Council for approval;

- o) To review and approve proposals concerning Extra-Departmental Units in the Faculty, pursuant to and as defined in the *Policy on Interdisciplinary Education and Research Planning*, as amended from time to time;
- p) To consider and discuss review reports of Programs and/or units, consistent with protocols outlined in the *University of Toronto Quality Assurance Process* as amended from time to time; and
- q) To have delegated authority to approve transcript notations within degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.

### **Article 3      Membership**

Art. 3, Sec. 1      The membership of Council shall be as follows:

- a)      ***Ex-Officio* members with voting privileges**
  - 1. The President of the University or designate;
  - 2. The Vice-President and Provost of the University, or designate;
  - 3. The Chief Librarian of the University, or designate;
  - 4. The Dean of the School of Graduate Studies, or designate; and
  - 5. The Dean of the Faculty.
- b)      **Elected and appointed members with voting privileges**
  - 1. All Teaching Staff of the Faculty;
  - 2. All Senior Research Associates of the Faculty;
  - 3. All Professional Librarians of the Faculty;
  - 4. All Senior Administrative Officers of the Faculty;
  - 5. The Director or head of any unit affiliated with the Faculty, as

determined by the Dean in consultation with the Executive Committee;

6. One Other Academic Appointment member, appointed by the Dean in consultation with those holding Other Academic Appointments within the Faculty, for a two-year term. Renewable once;

7. Administrative Staff.  
One Administrative Staff person in the Faculty, appointed by the Dean for a two-year term. Renewable once;

8. Students.

i) One Student from each degree program of the Faculty, plus one additional Student for each full group of 35 students beyond the first 18 students enrolled in each degree program, enrollment being determined by the Registrar based on enrollment data on or near September 21, and elected by the students for a one-year term;

ii) Student members of Council and of its Committees and sub-committees shall be elected by the students, in ways to be determined by the student constituencies, so as to be representative of areas of study of the Faculty, with appropriate provision for full-time, part-time, and new students;

9. Alumni/Alumnae.  
Two Alumni/Alumnae of the Faculty, appointed by the Dean in consultation with the Faculty's alumni association(s) for a two-year term. Renewable once;

10. External Members.  
Four External Members, appointed by the Dean in consultation with professions and organizations for a two-year term. Renewable once; and

11. University Member.  
One University Member, appointed by the Dean for a two-year term. Renewable once.

c) **Non-voting members**

1. Non-voting Members of Council are other Sessional Lecturers of the Faculty; other Associated Instructors of the Faculty;

other Administrative Staff of the Faculty; the members of Council Committees who are not members of Council; and other individuals appointed by the Executive Committee. Non-Voting Member status is accorded at each meeting of Council. Non-Voting Members shall have the right to speak at meetings of Council when recognized by the Chair, and shall not vote.

2. Observers are other interested persons who are not members or Non-Voting Members of Council. Observers do not have the right to speak at meetings unless invited by the Chair, and shall not vote.

Art. 3, Sec. 2 In the case of a vacancy in elected or appointed membership which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean to fill the unexpired term, in consultation with the appropriate constituency.

#### **Article 4      Officers**

Art. 4, Sec. 1 The Chief Executive Officer of the Faculty is the Dean, who has sole responsibility for the general administration of the Faculty, including policy execution, budget and other financial matters, personnel matters including appointments and promotions, physical resources, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources. The Dean may delegate responsibility to appropriate administrative officers, according to the policies and practices of the University. The Dean has the responsibility to ensure that all appropriate matters are brought before Council and its Committees. The Dean reports directly to the Vice-President and Provost.

Art. 4, Sec. 2 At the last regularly scheduled Council meeting every two years, the Chair of Council shall be elected by those members of Council present and voting, for a two-year term. Renewable.

Art. 4, Sec. 3 In the absence of the Chair any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present.

Art. 4, Sec. 4 The Secretary of Council shall be appointed by the Dean as an *ex officio* non-voting member.

**Article 5        Terms of Office**

Art. 5, Sec. 1    Terms of office of non-student members of Council and its Committees shall correspond to the Council year. Terms of office of student members shall be determined by the relevant student associations.

**Article 6        Meetings**

Art. 6, Sec. 1    The Council year shall be from September 1 to August 31.

Art. 6, Sec. 2    There shall normally be four regular meetings of Council in each academic year, two in the September Session and two in the January Session, to be held on dates and at times and places to be stated in the notices calling the meetings.

Art. 6, Sec. 3    Special meetings may be called by the Chair, the Dean, or by request of ten members of Council, with at least seven days' notice. Meetings must be convened within 30 days to consider the matter(s) requiring the meeting. The purpose of such meetings shall be stated in the notice.

Art. 6, Sec. 4    Thirty-three per cent of the voting members of Council shall constitute a quorum.

**Article 7        Bylaws**

Art. 7, Sec. 1    The procedures of Council will be set forth in the Bylaws of Council.

Art. 7, Sec. 2    The powers, duties and composition of Standing and Special Committees shall be those set forth in the Bylaws of Council.

Art. 7, Sec. 3    The Bylaws of Council shall be approved by Council.

Art. 7, Sec. 4    The Bylaws of Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting.

**Article 8        Parliamentary Authority**

Art. 8, Sec. 1    The rules contained in the most recent edition of Alice Sturgis, *The Standard Code of Parliamentary Procedure*, shall govern the Council in all cases to which they are applicable and in which they are not

inconsistent with the Bylaws and any special rules of order the Council may adopt.



## **Article 9      Amendment of Constitution**

Art. 9, Sec. 1      This Constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting. Such amendment shall constitute a recommendation to the Governing Council, and this Constitution shall not be considered amended until approved by the Governing Council.

### **End of Constitution**

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#### **First approval, subsequent amendments and approvals:**

First approved 1 April, 1972; amended 21 July, 1995, approved by Governing Council 11 April, 1996; amended 19 March, 1999, approved by Governing Council 14 June, 1999; amended 5 October, 2001, approved by Governing Council 11 December, 2001; last amended November 21, 2006, approved by Governing Council January 18, 2007; minor edits completed July 1, 2008, after name change to Faculty of Information approved by Governing Council, June 16, 2008.