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**UNIVERSITY OF TORONTO**  
**COUNCIL OF THE FACULTY OF NURSING**

**CONSTITUTION**



The Council of the Faculty of Nursing exercises its powers and duties under the University of Toronto Act 1971 as amended.

**POWERS, DUTIES AND  
RESPONSIBILITIES  
OF COUNCIL**

1. Council has the final authority for the academic policies of the Faculty, subject to the approval of such policies, as required by Governing Council and the School of Graduate Studies. Council advises the Dean with regard to policies for the government and management of the Faculty.

The specific power and duties of the Council are the following:

- a) Council shall determine the content and requirements of the teaching programs and courses of study which lead to degrees, diplomas, certificates and credits over which the Faculty has authority;
- b) Council shall determine the rules and regulations for governing its procedures and the method of appointment or election of its members;
- c) Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has the final authority, be that in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees;
- d) Subject to the provisions of the above, Council may delegate its authority over teaching programs and courses of study to various committees, to make minor changes without obtaining the approval of Council. All such changes shall be reported for information to Council. Major changes to any program require the approval of Council;
- e) Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty;

- f) There will be an Appeals Committee of Council which shall, with the approval of Council, establish policies and procedures with respect to appeals by students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. The Committee shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council;
- g) To consider and report to the Governing Council upon such matters affecting the Faculty as the Faculty sees fit.

**POWERS, DUTIES AND  
RESPONSIBILITIES  
OF THE DEAN**

- 2. Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointments of Academic Administrators" which states that " the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost." In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources. According to the "Policy on Appointments of Academic Administrators," the Dean shall consult with the members of the Division on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority. In general, such matters as program changes should be discussed and approved by Council, while the Dean retains responsibility for the overall direction of the Division and, in particular, for authority over the budget, appointments and promotions. The Dean shall advise Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Council of major management proposals that may have a significant impact on the academic programs of the Faculty.

**TERM OF OFFICE**

- 3.
  - a) The term of office for the Council shall be from July 1 – June 30.
  - b) The term of office for Council Committees shall be September 1 - August 31.

## MEMBERSHIP OF THE COUNCIL

4. The membership of the Council shall be composed of:
- (a) *ex officio*:
- The President of the University,  
The Vice-President and Provost, or designate,  
The Dean of the School of Graduate Studies, or designate,  
The University Librarian, or designate,  
The Dean of the Faculty of Nursing,  
The Associate Dean-Academic Programs of the Faculty of Nursing,  
The Associate Dean-Research of the Faculty of Nursing,  
The Assistant Dean of the Faculty,  
The Registrar of the Faculty of Nursing  
The President of the Nursing Undergraduate Society,  
The President of the Graduate Nurses Student Union.
- (b) additional members as follows:
- i) all full-time and part-time academic staff (with 50% or greater annual appointments);
- ii) one member elected by and from the Administrative staff;
- iii) two undergraduate students from each year nominated and appointed by the Nursing Undergraduate Society of the Faculty;
- iv) five graduate students composed of three masters students and two Ph.D., students enrolled in the School of Graduate Studies, Graduate Department of Nursing Science, nominated and appointed by the Graduate Nurses Student Union;
- v) two members from the Alumni, appointed by the Alumni, who are not members of the teaching staff or students in the Faculty;
- vi) up to five members who are teaching staff of other faculties, schools, departments, or staff of clinical agencies as may be recommended by the Dean of the Faculty;



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**CHAIR**

5. (a) The Council shall elect at its final meeting, from among its members for that year who will be continuing members, a chair and a vice-chair for the succeeding year.
- (b) The chair shall preside at all meetings of the Council for the term of office of the new Council.
- (c) In the absence of the chair, the vice- chair shall preside.

**SECRETARY**

6. (a) The Secretary of Council shall be appointed by the Dean in consultation with the chair.

**MEETINGS**

7. (a) Council shall meet at least three times during its term of office.
- (b) Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.
- (c) A special meeting may be called by the Chair of the Council, the Dean of the Faculty of Nursing, or upon the written request of six members of the Council, and shall be convened within ten days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one week prior to the meeting.
- (d) One third of the total members shall constitute a quorum for all meetings provided the number of Faculty members present exceeds the number of non-Faculty members. This number will be determined each year.
- (e) Normally, items requiring a vote of Council will be distributed to members not less than one week prior to a meeting. Confidential items will not be circulated in advance.
- (f) Committee meetings shall be held regularly or at the call of the chair.
- (g) Meetings of Council shall be open to all staff and students of the Faculty.

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## GENERAL PROCEDURES

8.
  - (a) The Chair shall conduct the proceedings in conformity with Robert's Rules of Order.
  - (b) At its final meeting each year the council shall elect for the subsequent year the Chair and Vice-Chair.
  - (c) By July 1 of each year, the Executive Committee shall appoint the Chairs, Vice-chairs, and members of all Council Committees for the subsequent year and inform the Faculty of its decision.
  - (d) The term of office of such a committee shall coincide with the term of Council unless otherwise specified in the bylaws.
  - (e) Except in the case of special meetings, notice of motion from an individual shall be forwarded to the Secretary of Council two weeks before a meeting of Council in order to have it included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations to be forthcoming from committees.)
  - (f) Unless otherwise provided for, all questions which come before Council or a committee shall be decided by a majority of members present and voting. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.
  - (g) Undergraduate student representatives will be nominated and appointed by the Nursing Undergraduate Society.
  - (h) Graduate student representatives will be nominated and appointed by the Graduate Nurses Student Union.

## BY-LAWS

9. The Council shall pass by-laws regulating the exercise of its powers and the calling and conduct of its meetings, and its decisions shall be made by resolutions passed at its meetings.

## AMENDMENT

10. The Council may request the Governing Council of the University of Toronto to amend the Constitution on the recommendation of two-thirds of the voting members of the Council. Voting shall take place at a regularly constituted meeting to which there has been fourteen days' notice of the proposed amendment.

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## **DEFINITIONS**

- 11.** In this constitution and the accompanying by-laws:
- (a) Faculty means Faculty of Nursing and Graduate Department of Nursing Science;
  - (b) Administrative Staff means a member of the Faculty who is not academic staff.
  - (c) All undergraduate students of the Faculty are members of the Nursing Undergraduate Society;
  - (d) All graduate students of the Faculty are members of the Graduate Nurses Student Union;
  - (e) The Alumni means Alumni of the Faculty of Nursing.

**Revised: November 2004**

**Approved by Faculty Council: November 24, 2004**