

**UNIVERSITY OF TORONTO  
THE COUNCIL OF THE FACULTY OF ARTS AND SCIENCE  
AND ITS STANDING COMMITTEES**

Derivation of Authority from the U of T Act	I. The Council of the Faculty of Arts and Science (FAS) exercises its powers and duties under the provisions of the University of Toronto Act, 1971, as amended.
Definitions	In this constitution and the accompanying by-laws:
	“Faculty” means the Faculty of Arts and Science and “Council” means the properly composed council of the Faculty of Arts and Science of the University of Toronto. It will be known as the “Arts and Science Council”.
	“College” means one of the seven St. George Colleges that register undergraduate students in the Faculty of Arts and Science: Innis College, New College, St. Michael’s College, Trinity College, University College, Victoria College and Woodsworth College.
	“Teaching Staff” means a member of the Faculty of Arts and Science who holds an academic appointment.
	“Administrative and technical staff” means any on-academic employee of a department, college or extra-departmental unit.
	“Undergraduate student” means any student registered in a program of study leading to a Bachelor’s degree in the Faculty of Arts and Science.
	“Graduate student” means any student registered with the School of Graduate Studies and in a department or institute within the Faculty of Arts and Science in a program of study.
Council’s General Powers, Duties and Responsibilities	II. Subject to the provisions of the University of Toronto Act 1971, and the approval, as required and appropriate, of the Governing Council of the University.  The Arts and Science Council considers policy for the Faculty of Arts and Science.
	a) It formulates policy for the Faculty e.g. in the areas of admissions and curriculum development.
	b) Specifies regulations governing evaluation and standing.
	c) Determines the schedule of dates and general nature of the timetable.
	d) Coordinates the work of the Curriculum Committees and approves courses of study and programs.
	The responsibilities of the Council are not extended into areas that are, according to the University of Toronto Act, the responsibility of other bodies (e.g. budget, hiring, promotion, tenure).
Council’s Specific Powers and Duties	III. The specific power and duties of the Council are the following:
Determine its rules and regulations	a) Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at the meetings.
By-Laws	b) The Council shall pass by-laws regulating the exercise of its powers and the calling and conduct of its meetings, and the method of appointment or elections of its members.
Establish committees	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 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.

Determine teaching programs	d) Council shall determine the content and requirements of the teaching programs and courses of study that lead to degrees, diplomas, certificates and credits over which the Faculty has authority, and shall monitor the quality and standards of the programs.
Delegation of authority	e) Subject to the provisions 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 the Council. All such changes shall be reported for information to Council. Major changes to any program require the approval of Council. The decision of whether a matter is major or minor may be made by the Dean in consultation with the Chair of the Council and in accordance with University policies and guidelines. .
Awards	f) 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.
	g) Council shall 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, subject to the policies and procedures regarding academic appeals established by the Governing Council.
Powers, Duties and Responsibilities of the Dean	IV. a) Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointment 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.
	b) While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget, appointments, and promotions. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.
	c) According to the "Policy on Appointments of Academic administrators", the Dean shall consult with the members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
	d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.
	e) The Dean shall seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
Membership of the Council	<p><i>Voting Members:</i></p> <p>One member of the teaching staff from each department (not the Chair)</p> <p>One member of the teaching staff from each college (not the Principal)</p> <p>One member of the teaching staff from each extra-departmental units (not the Director)</p> <p>Three full-time undergraduate students, Humanities (elected by FAS undergraduate students)</p> <p>Three full-time undergraduate students, Social Sciences (elected by FAS undergraduate students)</p> <p>Three full-time undergraduate students, Sciences (elected by FAS undergraduate students)</p> <p>Three full-time undergraduate students in first-year (elected by FAS undergraduate students)</p> <p>Two part-time undergraduate students (elected by FAS undergraduate students)</p> <p>Six graduate students (elected by graduate students)</p> <p>Five administrative and technical staff including at least one College Registrar</p> <p><i>Non-Voting ex-officio members</i></p> <p>President of the University</p>

	<p>Vice-President and Provost of the University  Dean of the Faculty of Arts and Science  Vice-Deans of the Faculty of Arts and Science  Chairs of each Department  Principals of the St. George Colleges  Registrars of the St. George Colleges  Directors of extra-departmental units that involve the Faculty  President of Arts and Science Students' Union  President of Association of Part-Time Undergraduate Students  President of Graduate Students' Union  Vice-Principal (Academic), UTM  Vice-Principal (Academic), UTSC  Dean of the School of Graduate Studies  See Appendix 1 for complete membership listing.</p>
<b>Chair</b>	<p>There shall be a Chair and Vice-Chair of the Arts and Science Council who shall Be elected by the members of the Council, and by virtue of this election have and enjoy the authority and respect of the Council.</p>
	<p>At all meetings of the Council, save as specifically provided elsewhere in these articles, the Chair shall preside or, if the Chair be absent, the Vice-Chair shall preside. In the event that both are absent, the meeting shall elect a Chair pro tempore for that meeting by a majority of the members present and voting.</p>
	<p>If the Chair of the Council is chosen from among the members of the Council, that member shall vacate his or her seat thereon and be replaced according to the original procedures of his or her election or appointment. If the member is ex-officio, he or she shall designate a replacement as a member of the Council.</p>
	<p>At the first meeting of the Council held in the fall term, the first item of business shall be the election of the Chair, Vice-Chair and Proctors, with the Dean of the Faculty in the Chair pro tempore, or if the Dean be not present, the Secretary of the Faculty.</p>
<b>Secretary</b>	<p>The Secretary of the Council shall be the Secretary of the Faculty of Arts and Science. He or she shall attend all meetings of the Council, and keep regular minutes of all the proceedings thereat. The Secretary shall prepare and maintain a record of the current membership (including alternates, if there be any) with their email addresses. The Secretary may use such means as he or she deems necessary to record the proceedings of the Council; the Secretary shall attend, as far as possible, all meetings of committees, and keep minutes of the proceedings. The Secretary shall prepare all resolutions, reports or other papers, which the Council may direct, and all copies which may be required of any such documents or papers. He or she shall prepare and countersign all official documents, and generally discharge such other duties as may be assigned by the Council or, when the Council is not in session, by the President.</p>
<b>Proctors</b>	<p>a) There shall be four members of the Arts and Science Council chosen by the Council to be known as Proctors of whom one shall be designated Chief Proctor.  b) The duties of the Proctors shall be:  (i) to ensure the groupings of members and of observers in such a manner that the counting of votes can be carried out without undue delay;  (ii) to assist in the counting of votes;  (iii) to assist the Chair in any way that the Chair may direct to ensure that the business of the Council is effectively and properly done.  c) The Proctors retain their rights as members and may speak freely in debate and cast their own votes.</p>

Meetings	Regular meetings of the Arts and Science Council shall be held in the months of October, November, December, February, March and April on the dates as the Dean shall determine and publish in the Calendar of the Faculty of Arts and Science. Other meetings can be held at the call of the Secretary at the direction of the Agenda Committee. Meetings shall be held the first Monday of the month except when this Monday is a public holiday, in which case the meeting shall be held on the Tuesday following.
	Notice of time and place of any regular meeting of the Council shall be given not less than four clear days before the day on which the meeting is to be held. The day of giving notice and the day of the meeting shall not be counted when computing said four clear days.
	All meetings of the Council shall be open to observers, but only members present at the meeting will be permitted to participate in the debate. Observers may address the meeting at the discretion of the Chair.
	The Council may move into closed session to consider a specific item of business at the request of the majority of members present and voting. At any meeting of the Council, the members may decide to hold the next meeting of the Council in closed session, but such a decision shall require a two-thirds majority of the members present and voting.
Special Meetings	A Special Meeting of the Council may and on the requisition of not fewer than 1/3 of the voting members of the Council shall, at any time, be called by the Secretary at the direction of the Agenda Committee for the transaction of such business as may be specified in the notice of such meeting.
Voting	Each voting member is entitled to one vote, and only the members present may vote on any question.
	The Chair of the Council shall have no vote while he or she occupies the Chair.
Quorum	At all meetings of the Council 25 of the voting members shall form a quorum.
Referendum	A Faculty-wide referendum may be held to solicit the views of the teaching staff in the Faculty of Arts and Science. This referendum could be initiated by agreement of at least 10% of all teaching staff in the Faculty. In order to make the results of this referendum binding at least 33% of teaching staff should have voted. The referendum would pass if supported by more than 50% of voters.
Amendment	The constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.
Revised, Reviews	The structure of the Council of the Faculty of Arts and Science and its standing Committees was first approved at a meeting held in May 1971 and was amended at subsequent meetings in 1972, 1973, 1977, 1980, 1983, 1985, 1989, 1990, 1992, 1994, 2000, 2001, 2002, 2006.
Approved	This Constitution was approved by the Arts and Science Council on <b>(DATE)</b> and by Governing Council on <b>(DATE)</b> .

## By-laws of the Arts and Science Council

### Rules for the Election/Appointment of members to the Arts and Science Council

1. The voting members of the Council shall be elected to the Council for one-year terms in the following manners:
  - Faculty members from departments, colleges and programs will be elected from their home units in March for positions that will come open as of the first Fall meeting of the Council.
  - Undergraduate and graduate students will be elected by the students of the Faculty of Arts and Science in an election held before the end of classes in the spring semester. The election will be organized by the Faculty Secretary. **Three full-time undergraduate positions will be held for first year students and elected in the fall session prior to the first meeting of the Council.**
  - Administrative and technical staff positions will be elected in March in an election organized by the Faculty Secretary.
2. The names of the persons nominated by the Agenda Committee for the positions of the Chair, Vice-Chair and members of the Agenda Committee for the upcoming academic year, shall be declared at the first Council meeting in the fall of each academic year, and if no other nominations are put forward by members at the meeting, the nominees of the Agenda Committee shall be declared elected. If other nominations are put forward by the members at the meeting, the officers shall be chosen by the majority of those present and voting.
3. When the election of these officers shall be completed, the Chair shall be taken by the officer chosen by the Council.
4. The officers so chosen shall hold office until the election of their successors is completed at the October meeting of the Council of the academic year following.
5. The Dean shall appoint a member of the staff of the Faculty who shall be given the responsibility of making himself/herself thoroughly familiar with the Rules of Procedure, and who shall be available at all meetings as a Parliamentarian to assist the Chair as required by him/her in the interpretation and application of the Rules of Procedure.

### Notice of Meetings and Distribution of Materials

1. All communication shall take place via email or paper correspondence. Any notice of meeting shall be sufficiently given if it is sent to the member's email address as clearly registered with that year's current University of Toronto Directory, and if it has an email stamp marked four business days prior to the meeting date. In the case of student members, the email address provided on election nomination forms shall be used. Should any members wish to use an email address other than that published in the Directory, notice must be sent to the Secretary of the Council.
2. A copy of the Agenda shall accompany the Notice of Meeting. The Agenda shall be observed by the Chair in bringing matters before the Arts and Science Council at all meetings, and no variation from it shall be allowed, except by a two-thirds vote of the members present and voting, which shall be taken without debate.
3. No substantive motion shall be considered at any meeting of the Council unless it appears explicitly on the Agenda.
4. All substantive motions, including reports of Committees, must be received by the Secretary at least ten days in advance of the day of the meeting at which they are to be discussed. They shall be considered by the Agenda Committee and the form of the motions shall be set out on the Agenda.

## Rules of Procedure

1. It is the duty of the Chair to maintain order and decorum, read motions to the meeting so that they may be debated, decide questions of order and procedure, submit motions or other proposals to the meeting for its decision by a vote, and to adjourn the meeting when its business is concluded. The Chair has the responsibility of ensuring that the rights of individuals as members are upheld and respected. He or she also has the responsibility and authority of ensuring, as far as possible, that the business before the meeting is expedited and facilitated, and that deliberate systematic dilatory efforts on the part of a member or small group are ruled out of order.
2. The Chair of each meeting shall conduct the proceedings in conformity with the rules of order enacted by the Council. In matters that arise that are not provided by Council, proceeding shall be in conformity with the rules given in Bourinot's Rules of Order, revised by J.G. Dubroy (McClelland and Stewart Ltd., Toronto, Second Ed., 1963).*{there is a more up-to-date version available}*
3. The Chair shall rule on all points of order. The Chair's ruling may be challenged by any member, and in such case the meeting shall decide by the majority of the members present and voting, but without amendment to the debate.
4. The Chair may at any time call any member, including the member who is speaking, to order. Save as aforesaid, no member shall interrupt any other member while the latter is speaking. A member called to order by the Chair shall sit down.
5. Any member who indicates lack of respect for the authority or dignity of the Chair or of the meeting shall be first called to order by the Chair. If the indication of this lack of respect persists the Chair shall name the member and the member so named shall thereby be suspended from participation in the balance of the meeting and in such further meetings as the Chair may direct. While so suspended a member may not be recognized by the Chair to speak in a debate and may not vote. The ruling of the Chair that a member is named may be challenged immediately after it is given, and the challenge of the ruling shall be decided by the majority of the members present and voting without amendment and without debate.
6. Any members desiring to speak during a meeting of the Council should signify their intention to the Chair. No member shall speak until recognized by the Chair, and, when so recognized, the member shall then stand and address the Chair.
7. A member may speak more than once to a motion at the discretion of the Chair; the Chair's decision shall be conclusive.
8. Any member may require the question under discussion to be stated at any time during the debate, but not so as to interrupt a member while speaking.
9. No member shall speak to a question after it has been put to a vote by the Chair.
10. All questions which come before the Council shall be decided by a majority of members present and voting unless otherwise specifically provided herein; but in the case of equality of votes, the question shall be deemed to be negative.
11. When a question is put to vote by the Chair, the Chair shall ask the yeas and the nays to indicate their vote in such a manner as the Chair may direct. The Chair shall immediately declare the result of the vote, stating that the motion was carried or defeated (as the case may be); the said declaration shall be conclusive.
12. In those cases where the Chair decides that a count of the vote is required, then the number of yeas and nays shall be counted by the Proctors. The Chief Proctor shall then inform the Chair of the tally. The Chair shall immediately declare the result of the vote, the said declaration to be conclusive. No record of the vote of individual members may be called for.

13. Save as elsewhere may be specifically provided, no matter once disposed of shall be reconsidered in the same academic year by the same body except by a two-thirds vote of the members present and voting. A motion to reconsider is a substantive motion, and thus subject to the rules pertaining to such motions.
14. All motions, except those for adjournment of the meeting or of a debate shall be seconded before being debated or put from the Chair. At the discretion of the Chair, a motion may be required to be put in writing before debated or being put from the Chair.
15. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be given:
  - To adjourn the meeting. A motion to adjourn the meeting shall always be in order, and shall be decided without amendment to the debate.
  - To adjourn the debate. A motion to adjourn the debate shall always be in order, and shall be decided without amendment and without debate. The motion concerned shall appear as of course on the Agenda of the next regular meeting.
  - To put the previous question. The "previous question" motion shall be used to decide whether to vote forthwith on the question then under debate and shall be moved with the following words: "That the question under debate be now put" and this motion shall be put forthwith and decided without amendment and without debate. If the motion for the previous question is resolved in the affirmative by two-thirds of the members present and voting, the question under debate shall be put forthwith without amendment and without debate. If it is not carried by a two-thirds majority, debate on the question shall continue.
  - To withdraw the motion. When a motion has been made and seconded, it shall be disposed of unless, at the request of the mover and with the consent of the meeting, it be allowed to be withdrawn. In this case, consent is understood if no objection to the motion being withdrawn is made, but if objection is made, the Chair shall put the question "that this motion be withdrawn" which shall be decided without debate by the majority vote of the members present and voting. A motion so withdrawn may be placed on the Agenda of another meeting of the same body in the same academic year.
  - To refer or commit. A motion to refer the question back to a Standing Committee or Special Committee, or to commit it to the consideration of a Standing Committee or Special Committee for report, shall, until it is disposed of, preclude all amendments to the main question. The motion is debatable.
  - To amend. If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments is disposed of.
  - To divide. A motion to divide the question under consideration into parts that can be considered and voted on separately, takes precedence over the question but may not be introduced while an amendment to the question is being considered. When proposed, it must be disposed of without debate.
16. No proposal to amend any of the foregoing rules of procedure so as to apply to meetings of the Council shall be considered except at a regular meeting of the Council and unless notice of the proposed amendment has appeared on the agenda of its preceding regular meeting.
17. The affirmative vote of at least two-thirds of the members present and voting is required in order that an amendment to the rules of procedure be adopted.
18. If the Council should at any time permit alternates to substitute for members, then the following rule shall apply: Each member is entitled to one vote, and the members present may vote on any question. Members may, however, appoint their respective named alternates to represent them at a specified meeting and to exercise their vote at a meeting. Alternates so appointed may only be recognized by the Chair and have their votes counted if written notice of the appointment of each alternate is received by the Secretary prior to the call to order to the meeting for which the alternate is appointed as representative. There shall be no substitution of an alternate for a member (or vice-versa) during the course of the meeting without the permission of the Chair being given. There shall be no appeal against the exercise of the Chair's discretion on ruling whether such substitution will be permitted.
19. None of the foregoing rules of procedure shall be suspended at any meeting if any member expresses objection to the suspension.

20. All written communications on any subject coming properly within cognizance of any Standing Committee shall stand referred as of course to that committee, which shall report thereon if possible, at the next meeting of the Council. Upon receipt of any such communication, the Secretary shall forthwith, after acknowledging its receipt, submit it under the direction of the President or Dean to the Chair of the appropriate committee for consideration.

### **Standing Committees of the Arts and Science Council**

All Committees of the Council shall determine and set their own rules regarding the attendance and participation of observers. Any committee may move into closed session to consider a specific item of business at the request of the majority of those present and voting. All Committees have the power to co-opt additional voting members, but this requires the unanimous voting of the original membership. There are no alternates allowed for members of the Committees. A quorum is one-third of the voting members unless otherwise stated.

#### **1. THE AGENDA COMMITTEE**

##### ***Responsibilities***

Sets the agenda for Council Meetings and may accept suggestions from any member of the Faculty and, at its own discretion put them on the agenda. The Agenda Committee can also function as an Executive Committee when it is not feasible for the Council to meet. Makes recommendations to Council of committee membership where not specified. A quorum of four members is required when acting as an Executive Committee.

##### ***Membership***

The Dean	01
Chair of the Arts and Science Council	01
Vice-Chair of the Arts and Science Council	01
President of the Arts and Science Students' Union	01
3 Council members (elected by Arts and Science Council)	03
<b>TOTAL</b>	<b>07</b>

#### **2. THE UNDERGRADUATE CURRICULUM COMMITTEES**

There are three Faculty Undergraduate Curriculum Committees: the Humanities Curriculum Committee; the Sciences Curriculum Committee; and the Social Sciences Curriculum Committee.

##### ***Responsibilities***

Each Curriculum Committee monitors new courses, programs and breadth requirements proposed by a College or a Department or a Faculty in its respective area. Where suitable, it may also suggest new courses, programs and breadth requirements. Each Curriculum Committee forwards its recommendations directly to Council for approval. A joint meeting may be held of all or some of the various committees to consider matters of Faculty-wide importance. The Curriculum Committees shall meet by early November to allow sufficient time for curriculum changes to be published in the Calendar.

##### ***Membership of the Humanities Curriculum Committee***

Chair (a Vice-Dean of the Faculty)	01
The Chair/Director from each of the following Departments/Programs: Classics, East Asian Studies, English, Fine Art, French, German, History, Italian Studies, Linguistics, Near & Middle Eastern Civilizations, Philosophy, Study of Religion, Slavic, Spanish & Portuguese, Centre for Comparative Literature, Centre for Environment, Centre for Medieval Studies, Institute for the History and Philosophy of Science and Technology, Women and Gender Studies Institute	19
2 College Principals	02
9 students, Humanities (elected by FAS undergraduate students)	09
<b>TOTAL</b>	<b>31</b>

##### ***Membership of the Sciences Curriculum Committee***

Chair (a Vice-Dean of the Faculty)	01
The Chair/Director from each of the following Departments/Programs: Anthropology, Astronomy, Cell and Systems Biology, Chemistry, Computer Science, Ecology and evolutionary Biology, Geography, Geology, Mathematics, Physics, Psychology, Statistics, Centre for Environment, Human Biology Program	14



4 Faculty Members from Science disciplines in the Faculty of Medicine, chosen by and from among the Discipline Representatives	04
2 College Principals	02
9 students, Sciences (elected by FAS undergraduate students)	09
<b>TOTAL</b>	<b>30</b>

#### ***Membership of the Social Sciences Curriculum Committee***

Chair (a Vice-Dean of the Faculty)	01
The Chair/Director from each of the following Departments/Programs: Anthropology, Commerce, Economics, Geography, Political Science, Sociology., Centre for Environment , Women and Gender Studies Institute	07
2 College Principals	02
5 students, Social Sciences (elected by FAS undergraduate students)	05
<b>TOTAL</b>	<b>16</b>

\*To be eligible to stand, full-time students must be intending to enroll in three courses “within the group” in their year in office. One of the student members of the Committee on Social Sciences must be registered for the degree of Bachelor of Commerce.

### **3. THE THREE-CAMPUS GRADUATE CURRICULUM COMMITTEE**

#### ***Responsibilities***

Reviews and approves minor and major changes to existing three-campus doctoral-stream and St. George-based professional and non-doctoral-stream graduate programs, as well as proposals for new multi-campus and St. George-based graduate programs, in Arts and Science graduate units. The Committee will review and approve all minor changes and review, approve and recommend to the Graduate Education Council of the School of Graduate Studies (SGS) all major changes to graduate curriculum, including changes in program policy, course descriptions and grading practices (minor and major changes as determined by SGS). The Arts and Science Council delegates its decision-making authority to this committee in all matters pertaining to graduate programs subject to the approval of Governing Council. Its decisions will subsequently be reported to the Arts and Science Council for information. The powers and duties of Graduate Units and Graduate Chairs, are unaffected by the establishment of this Committee, and remain, as prescribed in the SGS Constitution. The Committee will meet at minimum twice a year.

#### ***Membership***

*Dean, Faculty of Arts and Science (or designate)	01
*Vice-Principal (Academic) and Dean, UTM (or designate)	01
*Vice-Principal (Academic) and Dean, UTSC (or designate)	01
Dean, School of Graduate Studies (or designate, ex officio non-voting)	01
Chairs and Directors of Graduate Units in Arts and Science (or designates)	35
Directors of multi-campus masters programs in which Arts and Science disciplines/ faculty members participate (MBiotech, UTM and MEnvSci, UTSC)	02
Graduate students (those serving on the Arts and Science Council)	06
Graduate administrators	03

\*The Chair of the Committee will rotate annually between the Dean of Arts and Science, the Vice-Principal and Dean, UTM and the Vice-Principal and Dean, UTSC.

### **4. THE ACADEMIC APPEALS BOARD (UNDERGRADUATE)**

#### ***Responsibilities***

Considers appeals against decisions of the respective Committee on Standing and other Committees relating to petitions from students for exemptions from the application of academic regulations or of academic standards. (The Committee on Standing must consider a case twice before it can be appealed to the Board. An appeal must be launched as soon as possible and no later than ninety days after the second decision.) In appeals involving specific courses, the Academic Appeals Board of the division where the course is being offered shall resume jurisdiction of the case. Their respective decisions are final, but they may be appealed within ninety days to the Academic Appeals Committee of the Governing Council.

**Board Membership**

5 Faculty members (of whom one shall be Chair)	05
2 student members (elected by FAS undergraduate students)	02
<b>TOTAL</b>	<b>07</b>

Note: A quorum for any hearing shall be four members; of whom at least one shall be a student member.

**5. COMMITTEE ON STANDING****Responsibilities**

Applies regulations governing standing in the courses and the undergraduate programs of the Faculty. Examines recommendations from Departments concerning a student's standing in specific courses. Considers all "petitions".

Note: If a particular petition requires a policy decision, the Chair of the Committee will submit the details of the case, without the name of the student, to the Council. May recommend to Arts and Science Council changes in policy and regulation.

**Membership**

Chair (a Vice-Dean of the Faculty)	01
4 Faculty members appointed by the Agenda Committee	04
4 College Registrars appointed by the Agenda Committee	04
2 students (elected by FAS undergraduate students)	02
<b>TOTAL</b>	<b>11</b>

**6. THE COMMITTEE ON ADMISSIONS****Responsibilities**

To consider all issues relating to undergraduate admission requirements and undergraduate admissions policy in the Faculty of Arts and Science, including such matters as, for instance, admission standards for students from outside Ontario, admission of students from other Faculties in the University of Toronto, transfer credits, policy on college admissions, and the possibility of appeals against non-admission.

**Membership**

Chair (a Vice-Dean of the Faculty)	01
The Faculty Registrar	01
2 College Principals, one of a constituent College, one of a Federated College	02
3 College Registrars	03
3 Department Chairs and 3 other faculty members chosen so as to provide between them representatives of the physical sciences, life sciences, social sciences, the language humanities, other humanities and commerce	06
1 representative of the Office of Admissions and Awards	01
2 students (elected by FAS undergraduate students)	02
<b>TOTAL</b>	<b>16</b>

## Appendix 1 – Membership of the Arts and Science Council

<b>Voting Members:</b>	<b>Number</b>
One member of the teaching staff from each department (not the Chair)	29
One member of the teaching staff from each college (not the Principal)	07
One member of the teaching staff from each of the following extra-departmental units (not the Director): Human Biology Program, Centre for Environment, Women and Gender Studies Institute, Centre for Comparative Literature, Commerce Program, Centre for Medieval Studies, Canadian Institute for Theoretical Astrophysics, Institute for History and Philosophy of Science	08
Three full-time undergraduate students, Humanities (elected by FAS undergraduate students)	03
Three full-time undergraduate students, Social Sciences (elected by FAS undergraduate students)	03
Three full-time undergraduate students, Sciences (elected by FAS undergraduate students)	03
Three full-time undergraduate students in first-year (elected by FAS undergraduate students)	03
Two part-time undergraduate students (elected by FAS undergraduate students)	02
Six graduate students (elected by graduate students)	06
Five administrative and technical staff including at least one College Registrar	05
<b>TOTAL (Voting Members)</b>	<b>69</b>
<b>Non-Voting ex-officio members:</b>	
President of the University	01
Vice-President and Provost of the University	01
Dean of the Faculty of Arts and Science	01
Vice-Deans of the Faculty of Arts and Science	04
Chairs of each Department	29
Principals of the Colleges	07
Registrars of the Colleges	07
Directors from each of the following extra-departmental units: Human Biology Program, Centre for Environment, Women and Gender Studies Institute, Centre for Comparative Literature, Commerce Program, Centre for Medieval Studies, Canadian Institute for Theoretical Astrophysics, Institute for History and Philosophy of Science	08
President of Arts and Science Students' Union	01
President of Association of Part-Time Undergraduate Students	01
President of Graduate Students' Union	01
Vice-Principal (Academic) and Dean, UTM	01
Vice-Principal (Academic) and Dean, UTSC	01
Dean of the School of Graduate Studies	01
<b>TOTAL</b>	<b>133</b>