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REVISIONS APPROVED BY OISE/UT FACULTY
COUNCIL ON APRIL 26, 2006

Constitution of OISE/UT Faculty Council

<p>Authority from UofT Act —1.</p>	<p>I. The Council of OISE/UT exercises its powers and duties responsibilities under the provisions authority of the University of Toronto Act, 1971, as amended.—the Governing Council of the University of Toronto and the Council of the School of Graduate Studies.</p>
<p>Definitions2.—</p>	<p>In this constitution and the accompanying by-laws:</p>
	<p>“OISE/UT”, or “the Faculty” means the Ontario Institute for Studies in Education of the University of Toronto.</p>
	<p>“ Faculty member” means a member of the teaching staff of OISE/UT at the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer or Lecturer, Senior Tutor, and Tutor who holds a continuing academic appointment at OISE/UT of 50% or more.</p>
	<p>“Librarian” means one who holds a continuing professional librarian appointment at OISE/UT of 50% or more.</p>
	<p>“Instructor” means one who teaches 3 or more courses in the current academic year on a contract of less than 3 years duration or on secondment.</p>
	<p>“Student” means any person registered in a post secondary degree or diploma program of OISE/UT, or in another OISE/UT program recognized by the Governing Council as a program of post secondary study.</p>
	<p>““Initial Teacher Education student” means any student registered in the consecutive Bachelor of Education and Diploma in Technological Studies program at OISE/UT or in Years 4 and 5 of the Concurrent Teacher Education Program.</p>
	<p>“Graduate student” means any student registered with the School of Graduate Studies in a OISE/UT program of study leading to a Master’s (including the Master of Teaching and MA-Child Studies), EdD or PhD degree.</p>
	<p>“Staff” means any employee with an appointment of at</p>

	least 50% who is employed at OISE/UT who is not a faculty member, librarian or graduate assistant a full-time student.
	“Alumni” means graduates of post secondary degree or diploma in technological studies programs of OISE/UT and its antecedents who are not currently faculty members, staff or students.
	“Council” means the Faculty Council of OISE/UT.
	The “Agreement” refers to “A Proposal for Integrating OISE and FEUT within the University of Toronto”, dated December 16, 1994 between the Board of Governors of the Ontario Institute for Studies in Education and the Governing Council of the University of Toronto.
	“Advisory Board” refers to the Board established under section 9 of the Agreement between the Board of Governors of the Ontario Institute for Studies in Education and the Governing Council of the University of Toronto.
Mandate of Council Council’s General Powers and Responsibilities	Council has responsibilities which may be categorized as: II. a) Council shall determine its composition, including the number, composition and authority of committees of Council, subject to the provisions of the <i>University of Toronto Act 1971</i> , as amended, and with the approval of the Governing Council of the University, as required.
	(a) policy and planning matters, which shall be decided by Council, subject to Governing Council approval where necessary. b) Council has authority for the academic policies of the Faculty, subject to the approval of such policies by Governing Council, as required. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty. Recommendations on divisional academic policy shall be referred to Council for discussion, advice and approval
	(b) routine matters, which may be delegated as deemed appropriate by Council; however,

	<p>all decisions made by any subcommittees of Council, must be reported to Council.</p> <p>c) Council may delegate authority to a committee of Council, however, decisions of committees of Council must be reported to Council.</p>
	<p>(e) advisory, where Council or its representatives are tendering advice to the administration, other bodies in the University or other external bodies.</p> <p>d) Council plays an advisory role, tendering advice to the divisional administration, other bodies in the University, or bodies external to the University.</p>
<p>Powers and Duties of OISE/UT Faculty Council</p> <p>5.</p> <p>Councils' Specific Powers and Duties</p>	<p>The Council exercises its powers and duties under the authority of the University of Toronto Act, 1971, as amended, the Governing Council of the University of Toronto and the Council of the School of Graduate Studies. These powers and duties shall be subject to the approval of the Council of the School of Graduate Studies and/or the Governing Council as required or as appropriate and shall be:</p> <p>III. The specific power and duties of the Council are the following:</p>
	<p>(a) subject to the University of Toronto Act, 1971, as amended, and approval of the Governing Council where required, to make rules and regulations for the government and direction of OISE/UT, and the affairs and business thereof;</p>
<p><i>Determine its rules and regulations</i></p>	<p>(b) to make rules and regulations for governing its procedures, including the determination of the membership and quorum necessary for the transaction of business;</p> <p>a) Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.</p>

<p>By-Laws</p>	<p>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 election of its members.</p>
<p>Establish committees</p>	<p>(h) to establish the committees that are deemed necessary and determine their composition and authority, except those <i>ad hoc</i> committees established by the Dean. However, it is understood that all such <i>ad hoc</i> committees of the Dean and of the Council will not abrogate the powers and duties of Standing Committees of the Council;</p> <p>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.</p>
	<p>(i) to determine the policies regarding the academic affairs of OISE/UT, subject to the approval of such policies by the Governing Council, where required;</p>
<p>Determine teaching programs</p>	<p>(j) subject to the approval of the Council of the School of Graduate Studies and/or the Governing Council where required, to approve the course of study, the content and curricula of all programs and the requirements for graduation;</p> <p>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.</p>
	<p>(k) subject to the approval of the Council of the School of Graduate Studies and/or the Governing</p>

	<p>Council to approve and regulate the standards for admission of students to OISE/UT;</p>
Delegation of authority	<p>e) 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. The decision of whether a matter is major or minor may be made by the Dean in consultation with the Chair of the Faculty Council.</p>
Awards	<p>(l) to award scholarships, bursaries, prizes and other awards in the gift of OISE/UT;</p> <p>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.</p>
<i>Petitions and appeals</i>	<p>(m) to deal with and decide upon all appeals by students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with marks or grades, subject to an appeal to the School of Graduate Studies (if appropriate), and the Governing Council. Council may delegate this responsibility to a committee or committees.</p> <p>g) Council shall establish policies and procedures as per University of Toronto policies and guidelines, with respect to petitions and appeals by students in connection with the application of academic rules and regulations by officers of the Faculty or by other teaching staff 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.</p>
	<p>(n) to consider reports by the committees and subcommittees of the Council, as appropriate;</p>
	<p>(o) to receive for information other reports;</p>

	<p>(p) to consider and report to the Governing Council and the School of Graduate Studies upon such matters affecting OISE/UT as the members of OISE/UT see fit;</p>
<p>Authority of Dean Powers, Duties and Responsibilities of the Dean</p>	<p>(l) Notwithstanding the above, Council recognizes that the Dean exercises powers under the authority of the “Policy on Appointment of Academic Administrators” as amended from time to time as follows: IV. a) 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.”</p>
	<p>(a) The Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost or delegate.</p>
	<p>(b) While the Dean may elect to 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.</p>
	<p>(iii) The Dean, who is ultimately responsible for all administrative decisions within her/his jurisdiction and authority, will seek the advice of Council in developing academic policy. 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.</p>
	<p>d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.</p>

	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.

<p>Membership—4. Membership of the Council</p>	<p>The voting members of Council shall be:</p>
	<p>a) Voting Members</p> <ul style="list-style-type: none"> 30 Faculty members & Librarians 5 Instructors 5 Initial Teacher Education Students 10 Graduate students 10 Staff <p><i>ex-officio</i></p> <ul style="list-style-type: none"> 1 President of the University, or designate 1 Vice-President and Provost of the University, or designate 1 Dean of the School of Graduate Studies, or designate 4 Dean and Associate Deans 7 Chairs of Standing Committees 5 Department Chairs <p>79 Total</p> <p>Non-voting <i>ex-officio</i></p> <ul style="list-style-type: none"> 1 The Registrar of OISE/UT 1 The Chief Information Officer of OISE/UT 1 The Chief Administrative Officer of OISE/UT 1 The Director of SUPO/Student Services of OISE/UT 1 The Director of Continuing Education 1 The Director of the Institute of Child Study 1 The Governing Council member representing the Constituency of the Faculty 1 President of the Alumni Association 1 Secretary of Faculty Council <p>9 Total</p> <p>b) Voting members (except <i>ex-officio</i>) shall be elected by their own constituencies.</p> <p>(a) All faculty members and librarians who hold continuing appointments of 50% or more.</p>
	<p>(b) All seconded and contracted teaching staff with an appointment of at least 50%, and who have held such an appointment for at least one year.</p>

	(e) Twenty-five preservice students and twenty-five graduate students elected by students.
	(d) Thirty-five staff members elected by staff.
	(e) Five members from the Advisory Board, including the Chair, or designate.
	(f) ex officio voting members of Council will be: The President of the University The Vice President and Provost, or designate The Dean of OISE/UT The Associate Deans of OISE/UT The Registrar of OISE/UT The Chief Librarian of OISE/UT The Co-Director, Education Commons, Technology The Department Chairs of OISE/UT The Principal of the Institute of Child Study Laboratory School The Dean of the School of Graduate Studies, or designate The representative(s) of OISE/UT on SGS Council.
	(g) Four members of the academic staff from other Divisions of the University, appointed annually by the Dean.
	(h) Two members of the Alumni Association chosen by the Alumni Association.
Term of Office	(i) Staggered timing of membership terms will be handled by By-law.
Vacancy <i>Moved to by-laws</i>	(j) Should a vacancy occur during a term of office in any elected position, the constituency in which the vacancy occurs shall elect at its earliest opportunity an eligible person to fill the vacancy for the balance of the original term.
Resignation <i>Moved to by-laws</i>	(k) Should a member of Council cease to be a member of the Constituency from which he/she was elected during a term of office, the constituency in which the vacancy occurs shall elect at its earliest opportunity an eligible

	person to fill the vacancy for the balance of the original term.
Faculty Position <i>Substance covered in earlier sections of duties...</i>	m) Authority to express formally a position as that of the Faculty shall rest:
	(i) in academic matters, in Council;
	(ii) in matters of personnel, and financial or physical resources, in the Dean.
Organization — 6.	Council shall be organized as follows:
Term	(a) The term of office of the Council shall be from July 1 to June 30.
Chair <i>Left unchanged</i>	The Chair of the Council shall be elected by voting members from within its membership for a two-year term by the Council.
Vice-Chair <i>Left unchanged</i>	The Vice-Chair of the Council shall be elected by voting members from within its membership for a two-year term by the Council.
	The Chair shall preside at all meetings of the Council In the absence of the Chair, the Vice-Chair shall preside.
Secretary	The Secretary of Council shall be appointed by the Dean, and will be the recording and corresponding officer of the Council. The secretary shall be a non-voting <i>ex officio</i> member of Council.
Schedule of Meetings <i>Left unchanged but the minimum of four requirement seems to have been dropped.</i>	There shall be a minimum of four meetings of Council in each academic year (July 1-June 30). A schedule of meetings shall be set at the commencement of the academic year. Additional meetings may be called by the Chair/Vice-Chair, or shall be called on request of ten members of the Council, on not less than three working days' notice. The purpose of such additional meetings must be stated in the notice.
Quorum	Fifty percent of the voting members shall be regarded as a quorum. Faculty on approved leaves shall be excluded from the count of Council members used to

	establish quorum.
Notice of Meetings	Notice of each meeting, including a proposed agenda, shall be given to members at least 2 week(s) in advance of the meeting.
Special Meetings	A special meeting may be called by the Chair of the Council, the Dean of the Faculty, or upon the written request of 10 members of the Council, and shall be convened within 5 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least 1 week(s) prior to the meeting.
Town Hall Meeting	Council shall host at least one annual Town Hall meeting, normally chaired by the Dean or designate, to discuss issues of relevance to the OISE/UT community. The Town Hall may recommend items arising to Faculty Council Executive for inclusion in the Council agenda at the next meeting.
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 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	This Constitution was revised on April 26, 2006. It is subject to a review within 2 years.
Approved	This Constitution was approved by Faculty Council on April 26, 2006 and by Governing Council on [date]
Conduct of Meetings	(g) Meetings of Council
	<u>Open Meetings</u>
	i) Normally, meetings of the Council shall be open.
	ii) Anyone may attend an open meeting.
	<u>Closed Meetings</u>
	i) The Chair, with the agreement of the Vice Chair, when calling a meeting, may indicate that the

	meeting, or a portion thereof, will be conducted in closed session. This ruling shall be communicated in the Notice of the Meeting.
	ii) Members of Council and members of Committees reporting to Council may attend a closed meeting.
	<u><i>In-Camera Meetings</i></u>
	i) The Council may move <i>in-camera</i> in the course of a meeting by an affirmative vote by the majority of Council members present.
	ii) Only members of Council may attend an <i>in-camera</i> session. Non-members may be present if named in a motion passed by a majority of Council members present.
<i>Following section moved to by-laws.</i>	
Voting	(h) Each member of Council present, including the Chair, is entitled to one vote. Only the members present may vote on any question.
Speaking Rights	(i) Members of Council may speak to any matter before Council. Members of Council committees who are not also members of Council shall have the right to address Council on matters within the jurisdiction of the committee of which he or she is a member and to participate in the discussion of such matters. Observers may speak at Council if invited to do so by the Chair.
Rules of Order	(j) In the absence of Council's adopting an alternative parliamentary guide, <u>Bourinot's Rules of Order</u> will be the guidelines to the conduct of the business of the Council.
Executive Committee	(k) There will be an Executive Committee of the Council composed of the Chair and Vice Chair of the Council, Chairs of Standing Committees, and four faculty, two students (the President of the STU or designate and the President of the GSA or designate) and one staff member elected at large by the Council. All members of the Executive Committee shall be

	drawn from the membership of the Council. The Dean or designate is an <i>ex officio</i> member.
Chair and Vice-Chair	(i) The Chair and Vice-Chair of the Council will be the Chair and Vice-Chair of the Executive Committee.
Quorum	(ii) Twenty five percent of the voting members shall be regarded as a quorum.
Functions	(iii) The Executive Committee shall receive submissions from Standing Committees and from individual members of Council. The Committee shall assist the Chair of Council in preparing the Agenda for Council by ensuring that all items are of sufficient clarity and supported by all required background information to allow debate and decision making by Council.
	(iv) For the period between the last Council meeting of one academic year to the first Council meeting of the next academic year, the Executive Committee shall, in exceptional circumstances, have the authority to act on behalf of the full Council. The Executive Committee will provide the Council with a complete report of all decisions made during this period at the next scheduled meeting.
Standing Committees 7.	In addition to the Executive Committee, the Council will establish Standing Committees as appropriate, including the following.
Program Committee	(a) There will be a Program Committee of Council which shall be responsible for making recommendations regarding all programs and courses of study offered by OISE/UT.

Admissions Committee	(b) There will be an Admissions Committee of Council which shall, with the approval of Council, establish admission policies for the Division.
Appeals Committee	(c) 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 marks or grades. The Committee or (if authorized by policy) a panel chosen from the Committee shall make rulings on all such appeals and such rulings shall be final and binding as far as the Faculty is concerned.
Awards Committee	(d) There will be an Awards Committee of Council which shall, with the approval of Council, establish policies on all matters relating to the awarding and recording of awards and prizes offered by OISE/UT.
Research, Field Activities & Continuing Education Committee	(e) There will be a Research, Field Activities and Continuing Education Committee of Council which shall, with the approval of Council, establish policies concerning sponsored research, field activities, and continuing education programs.
Nominations & Elections Committee	(f) There will be a Nominations and Elections Committee of Council which shall provide for nominations and election procedures for the Council, the Executive Committee, and other Standing Committees as established by the Council.
Other Committees	(g) (i) Each Committee of Council may appoint from among its members, or from elsewhere, such subcommittees as it deems expedient. Each subcommittee shall carry on such business under such conditions as the Committee shall determine from time to time.
	(ii) Council may establish ad hoc committees from time to time as it deems expedient.

<p>Meetings</p>	<p>(h) The Executive Committee shall meet at least four times during each academic year. Other Standing Committees shall meet at least three times during the academic year.</p>
<p>Amendment Procedures: 8. Constitution and By laws</p>	<p>(a) The Constitution of Council may only be amended on the recommendation to the Governing Council of two thirds of the members present and voting at the relevant Council meeting. Notice of any proposed amendment(s) to the Constitution shall be given to Council members fourteen days prior to the date of the meeting at which the amendment(s) will be considered.</p>
	<p>(b) By laws respecting structure, composition, and responsibilities of Standing Committees, and procedures and rules of order governing Council and Committees may be created and amended from time to time following due notice of motion, on the approval of a simple majority of those members present at a duly constituted meeting.</p>