



TO: Members of the Academic Board

SPONSOR: Louis Charpentier, Secretary of the Governing Council

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DATE: February 28, 2012 for March 14, 2012

AGENDA ITEM: 7d

TITLE OF ITEM OF BUSINESS: Constitutional Amendments: Factor-Inwentash
Faculty of Social Work

ACTION: For Approval

JURISDICTIONAL INFORMATION:

The Governing Council has the authority to establish faculty and college councils and to determine the composition, powers, and duties of those councils under the provisions of the *University of Toronto Act, 1971*, Section 2 (14)(i).

Section 5.2.2 of the Academic Board's terms of reference calls for amended divisional constitutions to be considered by the Board and confirmed by the Executive Committee. Amendments to By-laws are approved by divisional councils.

PREVIOUS ACTION TAKEN:

On October 28, 2010, the Governing Council approved in principle the [*Report of the Task Force on Governance*](#) and the 32 recommendations outlined in the *Report*. Recommendation 15 provides for the re-distribution of and greater delegation of responsibilities. Specifically, the Task Force recommended that, as a guiding principle, transactional matters be delegated to either the lowest appropriate level within governance, or where appropriate, to the administration, with reporting back of decisions to a suitable level of governance.

An Implementation Committee, established by the Governing Council in October 2010 and led by then Vice-Chair Richard Nunn, was charged with overseeing and coordinating implementation of the Task Force's recommendations, ensuring appropriate participation among relevant bodies of governance, administrative offices and the Secretariat.

At the same time, and in line with the work of the Task Force on Governance, the University approved a new policy governing the Approval and Review of Academic Programs and Units

PREVIOUS ACTION TAKEN (cont'd)

(June 24, 2010) and developed the University of Toronto Quality Assurance Process (UTQAP) which was approved by the Ontario Universities Council on Quality Assurance on March 31, 2011. The UTQAP reflects the delegation to universities of an important degree of responsibility and authority over the quality of their academic programs. At the same time it provided a new definition of categories of academic change and envisaged the delegation to Faculty Councils of an important degree of authority and responsibility for that academic change.

Together, these two processes culminated in revisions to Board and Committee Terms of Reference and led to Governing Council approval in May 2011 of the re-alignment of responsibilities among the Committee on Academic Policy and Programs, the Planning and Budget Committee, the Academic Board and the divisional councils with respect to academic program review and approval.

In June, 2011, Principals and Deans were advised of the need for amendments to the constitutions of the academic divisions arising from changes to the approval processes for proposals for new academic programs and modification of existing programs. During the summer and early fall, 2011, representatives from the Office of the Governing Council and the Office of the Vice-President and Provost met with divisional representatives to discuss the required constitutional and related by-laws changes as well as the implications for divisional processes. Updated templates for divisional constitutions and by-laws were provided in order to enable greater consistency across the University, and divisional representatives were encouraged to draw freely from the templates when drafting revisions to their documents.

Amendments to the Factor-Inwentash Faculty of Social Work were previously approved by the Faculty Council on December 5, 2006 and confirmed by the Executive Committee of the Governing Council on January 18, 2007.

In late August 2011, the Chair of Social Work's Faculty Council began the process of revising Social Work's 2011 proposed Constitution and By-Laws to align with Governing Council's June 2011 templates for Divisional Councils' Constitution and By-Laws. This continued until the end of November. An information session on the proposed changes was held at the November 22, 2011 meeting of the Factor-Inwentash Faculty of Social Work Council. No additional suggested revisions arose from the discussion and members were supportive of the changes. The Faculty's proposed constitutional and by-laws revisions were presented to the Provost's Advisory Group on January 16, 2012 and were approved by Faculty Council on January 31, 2012.

HIGHLIGHTS:

All divisions were asked to incorporate into their constitutions provisions for the following powers and duties of Council and this was done in the case of the Faculty of Social Work.

- **Academic Programs**
 - Council shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.
 - Council's authority to recommend for approval to the appropriate body of Governing Council proposals for new academic programs.
 - Council's delegated authority to approve proposals for major and minor modifications to existing academic programs. (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.)
 - Council's 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*.
- **Delegation of Authority**

Council's ability to delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes must 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.
- **Academic and Interdisciplinary Units**

Council's responsibility to review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.
- **Review of Academic Programs and Units**

Council's responsibility to consider and discuss a review report of an academic program and/or unit of the Faculty, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.
- **Transcript Notations**

Council's delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, must be provided for information to the appropriate body of Governing Council.

Additional amendments to the Factor-Inwentash Faculty of Social Work's constitution represent a re-organization and updating of the document in order to follow more closely the constitutional template provided by the Office of the Governing Council to all divisions. As well, the opportunity was taken to make simple housekeeping and editorial changes.

Other substantive amendments are as follows.

Section II – Definitions

- The teaching staff and alumni definitions were updated and an external stakeholder constituency was defined, encompassing existing community representatives.

Section VI - Membership of Council

- Two *ex-officio* membership categories were added: the Registrar of the Faculty (one) and the Assistant Deans of the Faculty (currently two, but may vary)

Section VII – Term of Council

- The term of office of members of Council and its Committees, with the exception of Student members who begin in September, was changed to July 1 - June 30 to align with common practice across the University.

Section VIII – Term of Chair

- The term of Chair was changed to a two-year term from July 1 to June 30.

Section IX-1 – Summer Authority

- Summer Authority is now specified in the By-Laws.

Section IX-2 – Schedule of Special Meeting

- Details regarding special meeting were added to this section: “Special meetings shall be convened within 14 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least 10 days prior to the meeting.”

Section IX-3 – Voting

- The protocol in the case of a tie vote was removed from the By-Laws and added to the Constitution.
- A motion to remove the *Call for Second Vote* was carried unanimously at the January 31, 2012 meeting of Faculty Council.

Section XII-2 – Amendment of By-Laws

- A provision for amendment of the By-Laws was added: “The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting providing that the proposed amendment has been submitted in writing at the previous regular meeting.”

By-Laws Section IV.4.2 – Review of Constitution and By-Laws

- The provision for the period of review of the Constitution was changed from ten to five years following the By-Laws template.

BUDGETARY/FINANCIAL IMPLICATIONS:

N/A

ACTION:

Be It Recommended

THAT, subject to confirmation by the Executive Committee, the amended Constitution of the Factor-Inwentash Faculty of Social Work, which was approved by the Council of the Factor-Inwentash Faculty of Social Work on January 31, 2012, be approved.