

Proposed Revisions  
January 31, 2012



**FACTOR-INWENTASH**  
FACULTY OF SOCIAL WORK

**CONSTITUTION**  
**OF**  
**THE FACULTY COUNCIL**

**January 31, 2012**

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## **I. Derivation of Authority from the U of T Act**

The Council of the Factor-Inwentash Faculty of Social Work exercises its powers and duties under the provisions of the *University of Toronto Act, 1971*, as amended. The Council of the Factor-Inwentash Faculty of Social Work is the governing structure that brings together teaching staff, field instructors, students, alumni, social workers, the administration, and the University.

## **II. Definitions** – In this Constitution and the accompanying By-laws:

II-1 “Faculty” means the Factor-Inwentash Faculty of Social Work and “Council” means the properly composed Council of the Factor-Inwentash Faculty of Social Work of the University of Toronto.

II-2 “Teaching Staff” means a member of the Factor-Inwentash Faculty of Social Work who holds an academic appointment of 50% or more in the Factor-Inwentash Faculty of Social Work and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor.

II-3 “Administrative Staff” means an appointed staff member of the Factor-Inwentash Faculty of Social Work who is not a member of the teaching staff or a student and who holds an appointment of 50% or more.

II-4 “Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or certificate in the Factor-Inwentash Faculty of Social Work.

II-5 “Alumni” means anyone who has received a degree, post-secondary diploma, or certificate from the Factor-Inwentash Faculty of Social Work, or who has completed one year of full-time studies while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

II-6 "External Stakeholder" means a Teaching Staff member of a cognate division or department in the University of Toronto, a member of the Association of Teaching Centres, or a member of the Ontario Association of Social Workers.

### **III. Council's General Powers and Duties**

Subject to the provisions of the *University of Toronto Act, 1971*, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.

III-1 Council shall determine its composition, and the number, composition and authority of its committees.

#### *III-2 Academic policies*

Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.

#### *III-3 Advisory role*

Council plays an advisory role, tendering advice to the Faculty.

### **IV. Council's Specific Powers and Duties**

The specific powers and duties of Council are the following:

#### *IV-1 Determine its rules and regulations*

Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.

#### *IV-2 By-Laws*

Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

#### *IV-3 Establish committees*

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 authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.

#### *IV-4 Admissions*

Council shall 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 the appropriate body of Governing Council for approval.

#### *IV-5 Awards*

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. Council shall receive at

its first meeting of the year an annual report summarizing the disbursements of awards, scholarships and bursaries for the previous year.

#### *IV-6 Petitions and appeals*

Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the *Policy on Academic Appeals within Divisions*.

#### *IV-7 Academic programs*

Council shall consider the content, quality and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it 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 shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.

Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs<sup>1</sup>. All major modifications shall be reported annually for information to the appropriate body of Governing Council.

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.

#### *IV-8 Delegation of authority*

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.

#### *IV-9 Academic and Interdisciplinary units*

Council shall 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*.

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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.

**IV-10 Review of academic programs and units**

Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

**IV-11 Transcript notations**

Council shall have 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, shall be provided for information to the appropriate body of Governing Council.

**V. Powers, Duties and Responsibilities of the Dean**

V-1 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.”

V-2 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 and other financial matters, personnel matters, including appointments and promotions, 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.

V-3 The Dean shall consult with 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.

V-4 The Dean shall advise Council of the resource implications of proposed academic policies.

V-5 The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.

**VI. Membership of Council****VI-1 elected/appointed members**

Elected or appointed members (voting, unless otherwise noted):

- i) All Teaching Staff of the Faculty;
- ii) Two elected Administrative Staff;
- iii) Five elected M.S.W. Students, one of whom must be of a member of the graduate student association executive committee. It is recommended that there be representation from both the Year I and Year II levels of the M.S.W. program;
- iv) Two elected Ph.D. Students;
- v) Two elected members of the Alumni Association of the Faculty;

- vi) Four External Stakeholders, including:
  - a) One member of a cognate faculty appointed by the Dean in consultation with the Executive Committee;
  - b) Two members of the Association of Teaching Centres (ATC) whose names are provided by the ATC Chair; and
  - c) One member of the Ontario Association of Social Workers appointed by the OASW President.

#### VI-2 *ex-officio members*

Ex-officio members (voting, unless otherwise noted)

The President of the University, or designate  
 The Vice-President and Provost, or designate  
 The Dean of the School of Graduate Studies, or designate  
 The Registrar of the Faculty  
 Assistant Deans of the Faculty

### **VII. Term and Quorum of Council**

VII-1 The term of office of members of Council and its Committees shall be from July 1 to June 30, with the term of Student members beginning in September.

VII-2 The quorum for a meeting of Council shall be 50 per cent of the total membership of Council, excluding members of teaching faculty on leave. This number will be determined each year. The Secretary of Council will maintain an attendance list for establishing quorum.

### **VIII. Officers**

#### VIII-1 *Chair*

The Council normally shall elect biennially at its final meeting of the year, by and from among its members, a Chair for the succeeding two years.

#### VIII-2 *Vice-Chair*

The Vice-Chair will be appointed by and from among the student members on Council in September for a period of one year. In the event that no student is prepared to assume this position, another member of Council may be appointed by the student members of Council to serve in this role. When the Chair wishes to speak to an issue, the Vice-Chair assumes the role.

#### VIII-3 *Presiding Officer*

The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-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 for the meeting.

#### VIII-4 *Term of Chair*

The Chair will serve a two-year term from July 1 to June 30. The Chair shall be a non-voting member of Council.

#### VIII-5 *Secretary*

The Secretary of Council shall be appointed by the Dean. The Secretary shall be a non-voting *ex officio* member of Council. The Secretary shall, give notice of, attend, and keep minutes of all meetings of the Faculty Council; prepare and maintain a record of the current membership with mailing addresses furnished by the members; and use such means as Council deems necessary to record the proceedings of the meetings of the Council.

### **IX. Meetings**

#### IX-1 *Regular meetings*

There shall normally be four regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least 1 week in advance of the meeting.

#### IX-2 *Special Meeting*

A special meeting may be called by the Chair of the Council, the Dean of the Faculty, the President of the University or upon the written request of no fewer than seven members of the Council, and 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.

#### IX-3 *Voting*

An individual member of Council may represent only one constituency and may have only one vote.

A two-thirds majority of those voting at Council shall be required to approve a motion.

In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration. Each member of Council, excluding the person who is chairing the Council meeting, is entitled to one vote.

#### IX-6

Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The Faculty Council will then move *in camera*.



## **X. By-Laws**

### *X-1 Procedures*

The procedures of Council will be set forth in the By-Laws of Council.

### *X-2 Committees*

The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.

## **XI. Parliamentary Authority**

The rules contained in the most recent edition of Bourinot's Rules of Order, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

## **XII. Amendment of the Constitution and By-Laws**

### *XII-1 Constitution*

The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting providing that the proposed amendment has been submitted in writing at the previous regular meeting. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.

### *XII-2 By-Laws*

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.

First approved June, 1975.

Amended April 8, 1997.

Amended and approved by Faculty Council on December 5, 2006 and approved by the Executive Committee of the Governing Council on January 18, 2007.

Amended and approved by Faculty Council on January 31, 2012 and approved by the Executive Committee of the Governing Council on xx, 2012.