

**Constitution of the Council of the Faculty of Music  
University of Toronto**

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

The Council of the Faculty of Music exercises its powers and duties under the provisions of the *University of Toronto Act, 1971*, as amended.

**II. Definitions**

In this Constitution and the accompanying By-laws:

- II-1 “Faculty” means the Faculty of Music and “Council” means the properly composed Council of the Faculty of Music of the University of Toronto.
- II-2 “Teaching and Librarian Staff” means a member of the Faculty of Music who holds an academic appointment of 50% or more in the Faculty of Music and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, Tutor, or Librarian I, II, III, or IV.
- II-3 “Administrative staff” means an appointed staff member of the Faculty of Music who is not a member of the teaching or librarian staff and who holds an appointment of 25% or more.
- II-4 “Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Music who is not registered in the School of Graduate Studies.
- II-5 “Graduate 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 Faculty of Music.
- II-6 “Alumni” means anyone who has received a degree, post-secondary diploma, or certificate from the Faculty, 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-7 “Other Academic Appointments” – An individual in the Other Academic Appointments constituency means a member of the Faculty who: a) holds a part-time appointment of less than 50%, or b) is a Sessional Lecturer I, II or III.
- II-8 “External Stakeholder” means a member from the teaching staff of other University of Toronto faculties, schools, and departments.

**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 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 Council plays an advisory role, tendering advice to the divisional administration.

**IV. Councils' Specific Powers and Duties**

The specific powers and duties of Council are the following:

IV-1 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 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 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 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.

IV-6  
*Petitions and appeals*

Council shall establish policies and procedures with respect to petitions and appeals by undergraduate 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. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council.

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.

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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-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 consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also 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*.

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 or appointed members (voting, unless otherwise noted):  
*elected/appointed members*

All members of the “Teaching and Librarian Staff”.

All University of Toronto Scarborough Humanities Department faculty members whose appointment includes teaching in the graduate program on the St. George campus in the current academic year.

Two (2) elected representatives of the “Administrative Staff”.

Ten (10) elected representatives of the Other Academic Appointments constituency.

Nine (9) Undergraduate Student representatives, comprising one (1) representative elected by the Faculty of Music Undergraduate Association (FMUA) from each of the following programs: History and Culture, Theory and Composition, Comprehensive, Jazz, and Opera, and two (2) representatives elected by the FMUA from each of the following programs: Music Education and Performance, according to procedures outlined in the FMUA Constitution.

Four (4) Graduate Student representatives comprising one (1) representative elected by the Music Graduate Students Association (MGSA) from each of graduate programs, according to procedures outlined in the MGSA Constitution.

One (1) Alumnus/a as may be appointed by the Dean of the Faculty.

One (1) External Stakeholder as may be appointed by the Dean of the Faculty.

Two (2) emeritus professors as may be appointed by the Dean of the Faculty.

- 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 Dean of the Faculty
  - The University Librarian, or designate
  - The Associate Deans and/or Vice Deans of the Faculty
  - The Assistant Dean[s] of the Faculty
  - The Coordinators of the Academic Divisions of the Faculty
  - The Registrar of the Faculty
  - The President of the FMUA (Undergraduate Student Association)
  - The President of the MGSA (Graduate Student Association)
  - The President of the Alumni Association
  - The Secretary of the Council (non-voting)

**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 one quarter (25%) of the voting members. This number will be determined each year.

**VIII. Officers**

- VIII-1  
*Chair*  
*Vice-Chair*
- The Council normally shall elect at a final meeting of the year, by and from among its members for that year, a Chair and a Vice-Chair for the succeeding two years.

- VIII-2  
*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-3  
*Term of Chair and Vice-Chair*
- The Chair and Vice-Chair will each serve a two-year term. The Chair shall be a non-voting member of Council.

- VIII-4  
*Secretary*
- The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting *ex officio* member of Council.

**IX. Meetings**

IX-1  
*Regular meetings* There shall normally be four (4) regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least two (2) weeks 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, or upon the written request of eight (8) members of the Council, and shall be convened within twenty-one (21) days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one (1) week prior to the meeting.

IX-3  
*Voting* Each voting member of Council has one (1) vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.

IX-4 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 to which there has been twenty-one (21) days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds (2/3) of the

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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 to which there has been twenty-one (21) days' notice of the proposed amendment.

*Amended and approved by Faculty Council on May 30, 2006 and approved by the Executive Committee of the Governing Council on October 18, 2006.*

*Amended and approved by Faculty Council on March 27, 2012 and approved by the Executive Committee of the Governing Council on [date\*\*\*].*