

UNIVERSITY OF TORONTO

COUNCIL OF THE LAWRENCE S. BLOOMBERG FACULTY OF NURSING

CONSTITUTION

1. DERIVATION OF AUTHORITY . The Council of the Lawrence S. Bloomberg Faculty of Nursing exercises its powers and duties under the provisions of the *University of Toronto Act 1971* as amended.

2. DEFINITIONS . In this Constitution and the accompanying By-laws:

- (a) “Faculty” means Lawrence S. Bloomberg Faculty of Nursing and “Council” means the properly composed Council of the Lawrence S. Bloomberg Faculty of Nursing of the University of Toronto.
- (b) “Teaching Staff” means a member of the Lawrence S. Bloomberg Faculty of Nursing who holds an academic appointment of 50% or more in the Lawrence S. Bloomberg Faculty of Nursing and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor or Tutor.
- (c) “Administrative Staff” means an appointed staff member of the Lawrence S. Bloomberg Faculty of Nursing who is not a member of the teaching staff and who holds an appointment of 50% or more.
- (d) “Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma or certificate in the Lawrence S. Bloomberg Faculty of Nursing who is not registered in the School of Graduate Studies.
- (d) “Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, diploma, or certificate in the Lawrence S. Bloomberg Faculty of Nursing.
- (e) “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.

(f) “External Stakeholder” means a teaching staff member of other faculties, schools, or departments in the University of Toronto; or staff of clinical agencies.

### **3. GENERAL POWERS, DUTIES AND**

**RESPONSIBILITIES  
OF COUNCIL**

1. 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.

~~the Faculty, subject to the approval of such policies, as required by Governing Council and the School of Graduate Studies. Council advises the Dean with regard to policies for the government and management of the Faculty.~~

~~The specific power and duties of the Council are the following:~~

a) Council shall determine its composition, and the number, composition and authority of its committees.

b) 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.

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

### **4. SPECIFIC POWERS AND DUTIES OF COUNCIL**

The specific power and duties of the Council are the following:

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

b) 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.

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

- d) 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.
- e) 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.
- f) Council shall ~~consider~~determine the content, quality and requirements of the ~~academic~~teaching programs and courses of study which lead to degrees, diplomas, certificates, ~~and 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.
- g) Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.
- h) 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.
- i) 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.
- ~~b) — Council shall determine the rules and regulations for governing its procedures and the method of appointment or election of its members;~~
- ~~e) — 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-~~

<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.

~~making capacity or in its advisory role, regarding recommendations brought forward by such committees;~~

- ~~j~~d) Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs ~~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. 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. ~~Major changes to any program require the approval of Council;~~
- ~~e)~~ ~~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;~~
- ~~k~~f) There will be an Appeals Committee of Council which shall, with the approval of Council, establish policies and procedures with respect to 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. The 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.*
- ~~l)~~ 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.*
- ~~m)~~ 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.*

n) 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.

og) To consider and report to the Governing Council upon such matters affecting the Faculty as the Faculty sees fit.

**5. POWERS, DUTIES AND RESPONSIBILITIES OF THE DEAN**

2. 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.”

In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources. According to the “Policy on Appointments of Academic Administrators,” the Dean shall consult with the members of the ~~Faculty Division~~ on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority. ~~In general, such matters as program changes should be discussed and approved by Council, while T~~the Dean retains responsibility for the overall direction of the ~~Faculty Division~~ and, in particular, for authority over the budget, appointments and promotions.

The Dean shall advise Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Council of major ~~administrative management~~ proposals that may have a significant impact on the academic programs of the Faculty.

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

**6. TERM AND QUORUM OF OFFICE**  
from

3. a) The term of office for the Council shall be July 1 – June 30.

b) The term of office for Council Committees shall be September 1<sup>st</sup> - August 31<sup>st</sup>.

The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.

**7. MEMBERSHIP OF THE COUNCIL**

~~Programs of the Faculty of Nursing,~~

~~4.~~ The membership of the Council shall be composed of:

(a) *ex officio* ~~(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 University Librarian, or designate;  
The Dean of the Faculty ~~of Nursing,~~  
The Associate Deans of the Faculty-Academie

~~The Associate Dean Research of the Faculty of Nursing,~~  
The Assistant Dean(s) of the Faculty;  
The Registrar of the Faculty ~~of Nursing~~  
The President of the Nursing Undergraduate Student Society;  
The President of the Graduate Nurses Student Society;  
The President of the Alumni Association  
Up to five External Stakeholders appointed by the Dean of the Faculty

(b) Elected or Appointed~~additional~~ members as follows ~~(voting unless otherwise noted):~~

i) all ~~teaching staff full-time and part-time academic staff (with 50% or greater annual appointments);~~

ii) one member elected by and from the Administrative staff;

iii) two Undergraduate students from each year ~~elected, nominated and appointed~~ by the Nursing Undergraduate Society of the Faculty;

iv) five Graduate students composed of three masters students and two Ph.D., students enrolled in the School of Graduate Studies, Graduate Department of Nursing Science, ~~elected, nominated and appointed~~ by the Graduate Nurses Student Society;

v) two Alumni representatives from the Faculty Alumni Association members from the Alumni, appointed by the Alumni, who are not members of the teaching staff or students in the Faculty;

~~vi) up to five members who are teaching staff of other faculties, schools, departments, or staff of clinical~~

~~agencies as may be recommended by the Dean of the Faculty;~~

~~vii) up to two Emeritus professors appointed by the Dean ~~other associates~~~~

## 8. OFFICERS

### CHAIR

~~5.~~ (a) The Council shall elect at its final meeting, from among its members for that year who will be continuing members, a ~~C~~chair and a ~~V~~ice-~~C~~chair for the succeeding year.

(b) The ~~C~~chair shall preside at all meetings of the Council for the term of office of the new Council. In the absence of the chair, the ~~V~~ice-~~C~~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. The Chair shall be a non-voting member of the Council.

### SECRETARY

~~6.~~ (a) The Secretary of Council shall be appointed by the Dean in consultation with the ~~C~~chair. The Secretary shall be a non-voting *ex officio* member of Council.

## 9. MEETINGS

~~7.~~ (a) Council shall meet at least three times ~~in each academic year during its term of office.~~

(b) Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.

(c) A special meeting may be called by the Chair of the Council, the Dean of the Faculty of Nursing, or upon the written request of six members of the Council, and shall be convened within ten days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one week prior to the meeting.

(d) ~~One third of the total members shall constitute a quorum for all meetings provided the number of Faculty members present exceeds the number of non-Faculty members. This number will be determined each year.~~

(e) Normally, items requiring a vote of Council will be distributed to members not less than one week prior to a meeting. Confidential items will not be circulated in advance.

~~e)j)~~ Each voting member of Council has one 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.

- (f) ~~Committee meetings shall be held regularly or at the call of the chair.~~
- (g) Meetings of Council shall be ~~open to all staff and students of the Faculty.~~ open to the public except when matters of a confidential nature may be discussed. The Faculty Council will then move *in camera*.



~~GENERAL PROCEDURES~~

~~8. (a) The Chair shall conduct the proceedings in conformity with Robert's Rules of Order.~~

~~(b) At its final meeting each year the council shall elect for the subsequent year the Chair and Vice Chair.~~

~~By July 1 of each year, the Executive Committee shall appoint the Chairs, Vice-chairs, and members of all Council Committees for the subsequent year and inform the Faculty of its decision.~~

~~(d) The term of office of such a committee shall coincide with the term of Council unless otherwise specified in the bylaws.~~

~~Except in the case of special meetings, notice of motion from an individual shall be forwarded to the Secretary of Council two weeks before a meeting of Council in order to have it included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations to be forthcoming from committees.)~~

~~Unless otherwise provided for, all questions which come before Council or a committee shall be decided by a majority of members present and voting. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.~~

~~Undergraduate student representatives will be nominated and appointed by the Nursing Undergraduate Society.~~

~~Graduate student representatives will be nominated and appointed by the Graduate Nurses Student Union.~~

**10. BY-LAWS**

~~9. The Council shall pass by laws regulating the exercise of its powers and the calling and conduct of its meetings, and its decisions shall be made by resolutions passed at its meetings. The procedures of Council will be set forth in the By-Laws of Council.  
The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.~~

**11. PARLIAMENTARY AUTHORITY**

~~The rules contained in the most recent edition of Robert'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.

**121. AMENDMENT.**

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 14 days' notice of the proposed amendment. 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.

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 14 days' notice of the proposed amendment.

~~The Council may request the Governing Council of the University of Toronto to amend the Constitution on the recommendation of two-thirds of the voting members of the Council. Voting shall take place at a regularly constituted meeting to which there has been fourteen days' notice of the proposed amendment.~~

**DEFINITIONS**

~~11. In this constitution and the accompanying by laws:~~

- ~~(a) Faculty means Faculty of Nursing and Graduate Department of Nursing Science;~~
- ~~(b) Administrative Staff means a member of the Faculty who is not academic staff.~~
- ~~(c) All undergraduate students of the Faculty are members of the Nursing Undergraduate Society;~~
- ~~(d) All graduate students of the Faculty are members of the Graduate Nurses Student Union;~~
- ~~(e) The Alumni means Alumni of the Faculty of Nursing.~~

~~Revised: November 2004~~

~~Approved by Faculty Council: November 24, 2004~~

~~Amended and approved by Faculty Council on November 24, 2004 and approved by the Executive Committee of the Governing Council on April 20, 2005.~~

~~Amended and approved by Faculty Council on 21<sup>st</sup> March, 2012 and approved by the Executive Committee of the Governing Council on xxx, 2012.~~