



**FOR APPROVAL**

**TO:** Members of the Academic Board

**SPONSOR:** Julia O’Sullivan, Dean, Ontario Institute for Studies in Education

**CONTACT INFO:** 416-978-1114

**DATE:** April 23, 2013 for May 2, 2013

**AGENDA ITEM:** 8b)

**TITLE OF ITEM OF BUSINESS:** Constitutional Amendments: Ontario Institute for Studies in Education

**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. The Implementation Committee’s work on revisions to Board and Committee Terms of Reference 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. These revisions were derived from two parallel processes – (1) that of the University’s Quality Assurance

Process arising from the Council of Ontario Universities, and (2) the recommendations of the Task Force Report intended to vest academic decision-making and oversight with the institution's expert academic bodies.

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 Ontario Institute for Studies in Education (OISE) Constitution were previously approved by the Academic Board on June 1, 2006 and confirmed by the Executive Committee of the Governing Council on June 15, 2006. In August, 2011, OISE representatives began to work with representatives of the Office of the Governing Council and the Office of the Vice-President and Provost on revisions to the OISE Constitution and By-Laws.

OISE's proposed constitutional revisions were presented to the Provost's Advisory Group on December 5, 2011. At the December 7 meeting of the OISE Faculty Council, notice was given that amendments to the Constitution would be forthcoming and the need for such changes were explained. At the February 15, 2012 Faculty Council meeting, the proposed amendments came before Council and as planned the motion was tabled after preliminary discussion to allow for community reaction to the amendments. The amendments fell into two main categories, those dealing with the devolution of authority under Quality Assurance, and those involving redefinition of Council Constituencies. This revealed strong concerns about the definition of Constituencies, and led to further work with representatives of the Office of the Governing Council and the Office of the Vice-President and Provost. Following this, notice of motion was again given to a February 13, 2013 Council meeting. Concerns about the Constituency definitions were again raised. The Amendments to the OISE Constitution were approved by the OISE Council on April 17, 2013, excluding those dealing with the definition of Constituencies.

## **HIGHLIGHTS:**

All divisions were asked to incorporate into their constitutions provisions for the following powers and duties of Council.

- **Academic Programs**
  - Council's responsibility for overseeing the content of academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority.

**HIGHLIGHTS:** (cont'd)

- 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.
  
- **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 OISE Council'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 VII – Quorum  
The quorum was changed to one-third of the voting members of Council (from 20) to align with common practice across the University.
- Section VIII – Chair/Vice-Chair  
The position of Vice-Chair was added.

**ACTION:**

Be It Recommended

THAT, subject to confirmation by the Executive Committee, the amended Constitution of the Ontario Institute for Studies in Education (OISE), approved by the OISE Council on April 17, 2013, be approved.



~~Constitution of OISE/UT Faculty Council~~ Constitution of the  
Council of the Ontario Institute for Studies in Education of the  
University of Toronto

I.

Derivation of Authority from University of Toronto Act

~~I. Authority from University  
of Toronto Act~~

The Council of ~~OISE/UT~~ the Ontario Institute for Studies in  
Education (OISE) of the University of Toronto exercises its  
powers and duties under the provisions of the University of  
Toronto Act, 1971, as amended.

II.

Definitions

~~II. Definitions~~

In this constitution and the accompanying by-laws:

II-1

~~(a) “‘OISE/UT’ OISE” or “‘the Faculty”~~ means the  
Ontario Institute for Studies in Education of the University  
of Toronto, and ‘Council’ means the properly composed  
Council of the Ontario Institute for Studies in Education of  
the University of Toronto.

II-2

~~(b) “‘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,  
who holds a continuing academic appointment at OISE/UT  
of 50% or more.

II-3

~~(c) “‘Librarian”~~ means one who holds a continuing  
professional librarian appointment at ~~OISE/UT~~ OISE of 50%  
or more.

II-4

~~(d) “‘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.

II-5

~~(e) “‘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.

II-6

~~(f) “Graduate student”~~ means any student registered with the School of Graduate Studies in an OISE/UT program of study leading to a Master’s (including the Master of Teaching and MA-Child Studies), EdD or PhD degree.

II-7

~~(g) “Staff”~~ means any employee with an appointment of at least 50% who is employed at OISE/UT who is not a faculty member, librarian or a full-time student.

II-8

~~(h) “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.

III.

**Council’s General Powers, Duties and Responsibilities**~~(+)~~

~~“Council” means the Faculty Council of OISE/UT.~~

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

~~III. III-1 Council’s General Powers and Responsibilities~~

~~(a) Council shall determine its composition, including and the number, composition and authority of its committees of Council, subject to the provisions of the *University of Toronto Act 1971*, as amended, and with the approval of the Governing Council of the University, as required.~~

III-2

~~(b) Council has authority for the academic policies of the Faculty, subject to the approval of such policies by Governing Council, as required. 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 OISE. ~~Recommendations on divisional academic policy shall be referred to Council for discussion, advice and approval~~

~~(c) Council may delegate authority to a committee of Council; however, decisions of committees of Council must be reported to Council.~~

III-3

~~(d) Council plays an advisory role, tendering advice to the~~

divisional administration, ~~other bodies in the University, or bodies external to the University.~~

~~IV. Council's Specific Powers and Duties~~

Council's Specific Powers and Duties ~~The specific powers and duties of the Council are the following:~~

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

IV-1

~~—Determine its rules and regulations~~

~~(a)~~ 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~~

~~(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.

IV-3

~~—Establish committees~~

~~(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, 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 OISE. New admissions policies and practices or amendments to existing ones which affect the whole of OISE 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 OISE and may delegate this responsibility to committees or officers of OISE.

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 OISE or by other teaching staff in connection with academic standing in OISE. 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-

~~Determine teaching programs~~  
Academic programs

~~(d)-~~Council shall ~~determine~~consider the content, quality, and requirements of the ~~teaching~~academic programs and courses of study that lead to degrees, diplomas, certificates, ~~and credit and non-credit courses~~ over which ~~the Faculty~~OISE has authority;~~;~~ ~~and it~~and 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 of Diploma and Certificate Programs*.

IV-8

~~—~~Delegation of authority

~~(e)-~~Subject to the provisions of the above, Council may delegate its authority ~~over teaching programs and courses of study~~for the approval of minor modifications to academic programs 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, ~~or his/her designate, and/or the Vice-President and Provost or his/her designate.~~

~~—~~Awards

~~(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.~~

~~—~~Petitions and appeals

~~(g)-~~ Council shall ~~establish policies and procedures as per~~

<sup>1</sup> Definitions of major modifications of existing program, 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.



~~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. A.~~

IV-9  
Review of academic programs

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

IV-10  
Transcript notations

Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with the *University's Policy on Transcripts*. 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 Powers, Duties and Responsibilities of the Dean~~

~~(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 OISE is the chief executive officer of the Faculty OISE and reports directly to the Vice-President and Provost.”~~

V-2

~~(b) While the Dean may elect to delegate authority to other academic administrators in the Faculty OISE, the Dean retains responsibility for the overall direction of the Faculty OISE 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 OISE's resources.~~

V-3

~~(c) According to the “*Policy on Appointments of Academic Administrators*,” The Dean shall may consult with the members of the Faculty OISE on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.~~

V-4

~~(d)~~ The Dean shall advise Council of the resource implications of proposed academic policy decisions.

V-5

~~(e)~~ The Dean shall ~~seek the advice of~~ consult with Council on administrative proposals that may have a significant impact on the academic programs of ~~the Faculty~~ OISE.

VI. Membership

Membership

VI-1

Elected and ex-officio members

(a) ~~Voting-Elected~~ Members

- 30 Faculty members & Librarians
- 5 Instructors
- 5 Initial Teacher Education Students
- 10 Graduate students
- 10 Staff

*ex-officio*

- ~~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

~~79~~ **Total**

**Non-voting ex-officio**

- ~~1~~ ~~The Registrar of OISE/UT~~
- ~~1~~ ~~The Chief Information Officer of OISE/UT~~ Director, Education Commons
- ~~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~~ Dr. Eric Jackman Institute of Child Study
- ~~1~~ ~~The Governing Council member representing the Constituency of the Faculty~~
- ~~1~~ President of the Alumni Association
- President of the Student Teachers' Union
- President of the Graduate Students' Association
- ~~1~~ Secretary of ~~Faculty~~ Council

~~9~~ **Total**

~~(b) Voting members (except *ex-officio*) shall be elected by their own constituencies.~~

VII.

Term and Quorum of Council

VII-1

Terms of office of members of council and its Committees shall be from July 1 to June 30, with some Initial Teacher Education students beginning in the September session.

~~Quorum~~

~~(b) Fifty percent of the voting members shall be regarded as a quorum. The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.~~

VIII.

Officers

~~VIII-1~~

*Chair*

~~(e) The Chair of the Council shall be elected by voting members from within ~~its~~ the Council membership for a two-year term ~~by the Council~~. The Chair shall be a non-voting member of Council.~~

~~VIII-2~~  
*Vice-Chair*

~~(d) The Vice-Chair of the Council shall be elected by voting members from within ~~its~~ the Council membership for a two-year term ~~by the Council~~.~~

VIII-2

~~(e) The Chair shall preside at all meetings of the 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

~~Secretary~~

~~(f) 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 *ex-officio* member of Council.~~

IX.

Meetings

IX-1 ~~VII. Meetings~~

~~(a) There shall be a minimum of normally be four regular 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~~

			<p><del>be stated in the notice</del> <u>Notice of each meeting, including a proposed agenda, shall be given to members at least two weeks in advance of the meeting.</u></p>
			<p><del>Quorum</del></p> <p><del>(b) Fifty percent of the voting members shall be regarded as a quorum.</del></p>
			<p><del>Notice of Meetings</del></p> <p><del>(c) Notice of each meeting, including a proposed agenda, shall be given to members at least 2 week(s) in advance of the meeting.</del></p>
			<p><u>IX-2</u></p> <p><del>Special Meetings</del></p> <p><del>(d) A special meeting may be called by the Chair of the Council, the Dean of the Faculty OISE, or upon the written request of 10 members of the Council, and shall be convened within 5-10 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.</del></p>
			<p><u>IX-3</u></p> <p><del>Town Hall mMeeting</del></p> <p><del>(e) 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/UTOISE community. The Town Hall may recommend items arising to Faculty Council Executive for inclusion in the Council agenda at the next meeting.</del></p>
			<p><u>IX-4</u></p> <p><u>Voting</u></p> <p><u>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 Council.</u></p>
			<p><u>IX-5</u></p> <p><u>Open meetings</u></p> <p><u>Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The Council will then move in-camera.</u></p>
			<p><u>X.</u></p> <p><u>By-Laws</u></p>
			<p><u>X-1</u></p> <p><u>Procedures</u></p> <p><u>The procedures of Council will be set forth in the By-Laws of Council.</u></p>
			<p><u>X-2</u></p> <p><u>Committees</u></p> <p><u>The composition, powers, duties and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</u></p>
			<p><u>X-3</u></p> <p><u>B-Laws</u></p> <p><u>The By-Laws of Council shall be approved by Council.</u></p>
			<p><u>XI</u></p> <p><u>Parliamentary Authority</u></p>

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

#### VIII. Amendment XII-1 Constitution

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 of Council ~~to which there has been 10 days' notice of~~ provided ~~the~~ that the proposed amendment has been submitted in writing at the previous regular meeting. An affirmative vote by two-thirds of the members of the Council present and voting is required 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.

#### XII-2 By-Laws

The By-Laws of the Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

#### IX.—Revised, Reviews

~~This Constitution was revised on April 26, 2006. It is subject to a review within 2 years.~~

#### X.—Approved

~~This Constitution was approved by Faculty Council on April 26, 2006 and by Governing Council on June 15, 2006.~~

Approved by the Governing Council of the University of Toronto, May 2, 1996

Amended and approved by the OISE/UT Council, April 26, 2006

Approved by the Executive Committee of the Governing Council, June 15, 2006 ~~APPROVED BY THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO JUNE 15, 2006~~

~~APPROVED BY THE OISE/UT FACULTY COUNCIL~~

~~APRIL 26, 2006~~

~~APPROVED BY THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO MAY 2, 1996~~



## **Constitution of the Council of the Ontario Institute for Studies in Education of the University of Toronto**

### **I. Derivation of Authority from University of Toronto Act**

The Council of the Ontario Institute for Studies in Education (OISE) of the University of Toronto 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 'OISE' means the Ontario Institute for Studies in Education of the University of Toronto, and 'Council' means the properly composed Council of the Ontario Institute for Studies in Education of the University of Toronto

II-2 'Faculty member' means a member of the teaching staff of OISE at the rank of Professor, Associate Professor, Assistant Professor, Senior Lecturer or Lecturer, who holds a continuing academic appointment at OISE of 50% or more.

II-3 'Librarian' means one who holds a continuing professional librarian appointment at OISE of 50% or more.

II-4 '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.

II-5 'Initial Teacher Education student' means any student registered in the consecutive Bachelor of Education and Diploma in Technological Studies program at OISE or in Years 4 and 5 of the Concurrent Teacher Education Program.

II-6 'Graduate student' means any student registered with the

School of Graduate Studies in an OISE program of study leading to a Master's (including the Master of Teaching and MA-Child Studies), EdD or PhD degree.

II-7 'Staff' means any employee with an appointment of at least 50% who is employed at OISE who is not a faculty member, librarian or a full-time student.

II-8 'Alumni' means graduates of post secondary degree or diploma in technological studies programs of OISE and its antecedents who are not currently faculty members, staff or students.

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

Subject to the provisions of the *University of Toronto Act, 1971*, and with the approval, as required or 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 OISE.

III-3 Council plays an advisory role, tendering advice to the divisional administration.

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

The specific powers and duties of the 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 and 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, regarding 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 OISE. New admissions policies and practices or amendments to existing ones which affect the whole of OISE 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 OISE and may delegate this responsibility to committees or officers of OISE.
- 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 OISE or by other teaching staff in connection with academic standing in OISE. 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 OISE has authority; 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 of Diploma and Certificate Programs*.

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. 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 Council, or his/her designate, and/or the Vice-President and Provost or his/her designate.

IV-9  
*Review of academic programs*

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

IV-10  
*Transcript notations*

Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with the *University's Policy on Transcripts*. 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 Appointments of Academic Administrators*' which states that 'the Dean of OISE is the chief executive officer of OISE and reports directly to the Vice-President and Provost.'

V-2

While the Dean may elect to delegate authority to other academic administrators in OISE, the Dean retains responsibility for the overall direction of OISE and in particular for authority over the budget, appointments and

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<sup>1</sup> Definitions of major modifications of existing program, 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.

promotions. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of OISE's resources.

V-3 "The Dean may consult with the members of OISE 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 policy decisions.

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

## **VI. Membership**

### **VI-1**

*Elected and ex-officio members*

#### **(a) Elected Members**

- 30 Faculty members & Librarians
- 5 Instructors
- 5 Initial Teacher Education Students
- 10 Graduate students
- 10 Staff

#### ***ex-officio***

President of the University, or designate  
Vice-President and Provost of the University, or designate  
Dean of the School of Graduate Studies, or designate  
Dean  
Associate Deans  
Chairs of Standing Committees  
Department Chairs

#### **Non-voting *ex-officio***

Registrar  
Director, Education Commons  
Chief Administrative Officer  
Director of SUPO/Student Services  
Director of Continuing Education  
Director of the Dr. Eric Jackman Institute of Child Study  
President of the Alumni Association  
President of the Student Teachers' Union  
President of the Graduate Students' Association  
Secretary of Council

**VII.**

**Term and Quorum of Council**

**VII-1**

Terms of office of members of council and its Committees shall be from July 1 to June 30, with some Initial Teacher Education students beginning in the September session.

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

**VIII.**

**Officers**

**VIII-1**

*Chair*

The Chair of the Council shall be elected by voting members from within the Council membership for a two-year term. The Chair shall be a non-voting member of Council.

*Vice-Chair*

The Vice-Chair of the Council shall be elected by voting members from within the Council membership for a two-year term.

**VIII-2**

The Chair shall preside at all meetings of the 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**

*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 *ex officio* member of Council.

**IX.**

**Meetings**

**IX-1**

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 two weeks in advance of the meeting.

**IX-2**

*Special Meetings*

A special meeting may be called by the Chair of the Council, the Dean of OISE, or upon the written request of 10 members of the Council, and shall be convened within 10 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.

IX-3  
*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 community. The Town Hall may recommend items arising to Faculty Council Executive for inclusion in the Council agenda at the next meeting.

IX-4  
*Voting*

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 Council.

IX-5  
*Open meetings*

Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The 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.

X-3  
*B-Laws*

The By-Laws of Council shall be approved by Council.

**X1**

**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 Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting of Council provided that the proposed amendment has been submitted in writing at the previous regular meeting. An affirmative vote by two-thirds of the members of the Council present and voting is required to amend the Constitution.. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.

XII-2  
*By-Laws*

The By-Laws of the Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the proposed amendment has been submitted in writing at the previous regular meeting.

*Approved by the Governing Council of the University of Toronto, May 2, 1996*  
*Amended and approved by the OISE/UT Council, April 26, 2006*  
*Approved by the Executive Committee of the Governing Council, June 15, 2006*

## Constitution of OISE/UT Faculty Council

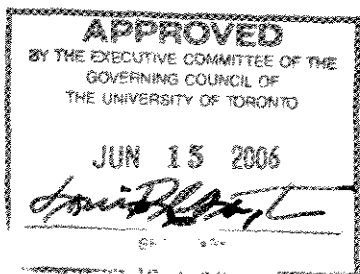
### I. Authority from University of Toronto Act

The Council of OISE/UT 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:

- (a) "OISE/UT" or "the Faculty" means the Ontario Institute for Studies in Education of the University of Toronto.
- (b) "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, who holds a continuing academic appointment at OISE/UT of 50% or more.
- (c) "Librarian" means one who holds a continuing professional librarian appointment at OISE/UT of 50% or more.
- (d) "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.
- (e) "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.
- (f) "Graduate student" means any student registered with the School of Graduate Studies in an OISE/UT program of study leading to a Master's (including the Master of Teaching and MA-Child Studies), EdD or PhD degree.
- (g) "Staff" means any employee with an appointment of at least 50% who is employed at OISE/UT who is not a faculty member, librarian or a full-time student.



(h) “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.

(i) “Council” means the Faculty Council of OISE/UT.

### III. Council’s General Powers and Responsibilities

(a) Council shall determine its composition, including the number, composition and authority of committees of Council, subject to the provisions of the *University of Toronto Act 1971*, as amended, and with the approval of the Governing Council of the University, as required.

(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

(c) Council may delegate authority to a committee of Council; however, decisions of committees of Council must be reported to Council.

(d) Council plays an advisory role, tendering advice to the divisional administration, other bodies in the University, or bodies external to the University.

### IV. Council’s Specific Powers and Duties

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

*Determine its rules and regulations*

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

*By-Laws*

(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.

*Establish committees*

(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.

*Determine teaching programs*

(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.

*Delegation of authority*

(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.

*Awards*

(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.

*Petitions and appeals*

(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.



V. Powers, Duties and Responsibilities of the Dean

- (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.”
- (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.
- (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.
- (d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.
- (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.

VI. Membership

- (a) **Voting Members**
  - 30 Faculty members & Librarians
  - 5 Instructors
  - 5 Initial Teacher Education Students
  - 10 Graduate students
  - 10 Staff
  - ex-officio*
    - 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
  - 79 Total**

**Non-voting *ex-officio***

- 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

**9 Total**

(b) Voting members (except *ex-officio*) shall be elected by their own constituencies.

*Chair*

(c) 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*

(d) The Vice-Chair of the Council shall be elected by voting members from within its membership for a two-year term by the Council.

(e) The Chair shall preside at all meetings of the Council. In the absence of the Chair, the Vice-Chair shall preside.

*Secretary*

(f) 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 *ex officio* member of Council.

VII. Meetings

(a) 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*

(b) Fifty percent of the voting members shall be regarded as a quorum.

*Notice of Meetings*

- (c) 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*

- (d) 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*

- (e) 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.

VIII. 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.

IX. Revised, Reviews

This Constitution was revised on April 26, 2006. It is subject to a review within 2 years.

X. Approved

This Constitution was approved by Faculty Council on April 26, 2006 and by Governing Council on June 15, 2006.