



**University of Toronto  
Faculty of Forestry**

APPENDIX "A" TO REPORT NUMBER 154  
OF THE ACADEMIC BOARD – January 31,  
2008

**TO:** Academic Board

**SPONSOR:** C Tattersall Smith, Dean  
Faculty of Forestry of the University of Toronto

**DATE:** November 20, 2007 for January 31, 2008

**AGENDA ITEM:** 5

**ITEM IDENTIFICATION:**

Faculty of Forestry of the University of Toronto: Amendment to the Constitution

**VI: Membership of the Council:**

Add to the list of *Ex Officio* members of the Council: – “Dean of the Faculty of Arts & Science, or designate.”

**JURISDICTIONAL INFORMATION:**

Section 5.2.2 of the Academic Board’s terms of reference calls for new or revised divisional constitutions to be considered by the Board, and confirmed by the Executive Committee.

**PREVIOUS ACTION TAKEN:**

A revised Constitution of the Faculty of Forestry was approved by the Academic Board on October 4, 2006, and confirmed by the Executive Committee on October 18, 2006.

This amendment to the constitution was approved by Faculty Council on April 17, 2007, and by the Dean of the Faculty of Arts and Science on June 14, 2007. The voting membership of the Faculty Council includes one undergraduate student from the Forest Conservation Programs in the Faculty of Arts and Science.

**HIGHLIGHTS:**

This amendment will ensure that the Faculty of Forestry’s governance linkage with the Faculty of Arts and Science is visible and that membership of the Dean of Arts and Science on Council is formalized. Students in the undergraduate Forest Conservation Programs leading to a B.Sc. or B.A. degree are registered with the Faculty of Arts and Science, and so it is appropriate for the Dean of Arts and Science, or a designate, to be on Forestry’s Faculty Council. The presence of Forestry on the curriculum committee of the Faculty of Arts and Science is already established, so formal links are reciprocal.

**FINANCIAL AND/OR PLANNING IMPLICATIONS: N/A**

**RECOMMENDATION:**

THAT the above amendment to the Constitution of the Faculty of Forestry of the University of Toronto, be approved by the Academic Board and confirmed by the Executive Committee.



# Faculty of Forestry

UNIVERSITY OF TORONTO

33 Willcocks Street, Toronto, Ontario Canada M5S 3B3

Tel/fax: (416) 978-5480 / (416) 971-3077

Email: [tat.smith@utoronto.ca](mailto:tat.smith@utoronto.ca)

## Constitution of the Council of the Faculty of Forestry

- I Derivation of Authority:** The Council of the Faculty of Forestry exercises its powers and duties under the provision of the University of Toronto Act, 1971, as amended.
- II Definitions:** In this Constitution and the accompanying by-laws:
- “*Faculty*” means the Faculty of Forestry and “*Council*” means the properly composed Council of the Faculty of Forestry of the University of Toronto.
- “*Teaching staff*” means a member of the Faculty of Forestry who holds an academic appointment of 50% or more in the Faculty of Forestry.
- “*Administrative staff*” means an appointed staff member of the Faculty of Forestry who is not a member of the teaching staff and who holds an appointment of 50% or more.
- “*Graduate student*” means any student registered with the School of Graduate Studies in a Forestry program of study leading a Master’s or PhD degree.
- “*Undergraduate student*” means any student registered with the Faculty of Arts and Science in the Forest Conservation Programs of study leading a BSc or BA degree.
- “*Alumni*” means anyone who is either a graduate of the Faculty of Forestry or a graduate of the Forest Conservation Programs (offered by Faculty of Arts and Science).
- III Council’s General Powers, Duties 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, and/or priorities for the teaching and research activities of the Faculty. Recommendations on Faculty’s 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 Faculty administration, other bodies in the University, or bodies external to the University.

**IV Council's Specific Powers and Duties:** The specific power and duties of the Council are as follows:

- a) **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.
- b) **By-Laws:** 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.
- c) **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 the final authority, be that in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees.
- d) **Determine teaching programs:** 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.
- e) **Delegation of authority:** 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 graduate program and new initiatives 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 Council, as per University policies and guidelines.
- f) **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.

**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 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 of the Council:**

- a) The following will be the *Ex Officio* members of the Council (*ex-officio implies voting, unless otherwise noted*):
  - 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 of the Faculty of Arts & Science, or designate;**
  - Dean of the Faculty of Forestry;
  - Graduate Coordinator of the Faculty of Forestry;
  - Undergraduate Coordinator of the Faculty of Forestry;
  - Coordinator of the Master of Forest Conservation Program;
  - Graduate Administrator of the Faculty of Forestry;
  - President of the Forestry Undergraduate Student Association;
  - President of the Forestry Graduate Student Association;
  - The Governing Council member representing the Constituency of the Faculty of Forestry;
  - President of the Alumni Association;
  - Secretary of the Faculty Council (non-voting).
- b) Other voting members will be elected or appointed, and normally should include the following:
  - three teaching staff members (from full-time and part-time – with 50% or greater annual appointments), one each from three streams of the faculty – biological sciences, social sciences and wood products;
  - one member of the administrative staff;
  - one undergraduate student;
  - two elected graduate students – one from the Master of Forest Conservation program and one from the research stream graduate program (MScF and PhD);
  - one member of the Alumni, who is not a member of the teaching staff, administrative staff or a student in the Faculty;
  - up to two members who are teaching staff of other University of Toronto faculties, schools and departments;
  - up to two members of professionally-related agencies/affiliated units/Faculty of Forestry Advisory Board, as recommended by the Dean of the Faculty of Forestry;
  - one emeritus professor or other associate member of the faculty;
  - one Director or Chair of Collaborative programs.

**VII Chair:**

- a) The Council will elect at its final meeting of the year, from among its members for that year, who will be continuing members, a Chair and a Vice-Chair for the succeeding year.
- b) The Chair shall preside at all meetings of the Council.
- c) In the absence of the Chair, the Vice-Chair shall preside.

**VIII Secretary of Council:**

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

**IX Meetings:** Council shall meet at least two times during the academic year.

**X 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 procedures of Council.

**XI Notice of Meetings:**

- a) Notice of each meeting, including a proposed agenda, shall be give to members at least two weeks in advance of the meeting.
- b) Meetings of Council shall be open to the public.

**XII Special Meetings:**

A special meeting may be called by the Chair of the Council, the Dean of the Faculty, or upon the written request of five members of the Council, and shall be convened within 30 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.

**XIII Quorum:**

One third of the voting members shall constitute a quorum for all meetings. This number will be determined each year.

**XIV 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 30 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.

**XV Revision:**

This Constitution was revised on 28 June 2006. It is subject to a review within five years.

## **XVI Approval:**

Approved by Academic Affairs Committee September 12, 1985.

Revised by Faculty Council (Section III) June 1, 1988; submitted to Academic Affairs August 29, 1988.

Revised by Faculty Council (Section III) May 30, 1989; submitted to Academic Affairs June 19, 1989.

Revised by Faculty Council (Section III.5) January 11, 1991.

Revised by Faculty Council (Section III.5) May 30, 1991; approved by Executive Committee of Governing Council July 17, 1991.

Revised by Faculty Council June 28, 2006; approved by Executive Committee of Governing Council October 18, 2006.

Revised by Faculty Council (Section VI) April 17, 2007; approved by Executive Committee of Governing Council (date)