



FACULTY OF INFORMATION STUDIES

Appendix "H"
Academic Board
November 15, 2001

October 19, 2001

BY FAX AND MAIL

Ms. Susan Girard
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Dear Ms. Girard: *Susan -*

Attached please find a red-line copy, highlighting the revisions that were made, as well as a revised copy of the *Constitution of the Council* of the Faculty of Information Studies.

Article 7, Parliamentary Authority has been updated.

In Section 2 of Article 2, membership of the Academic Appeals Committee has been amended to "a manager of the Inforum (or designate)" from the Chief Librarian of the Faculty, as this position no longer exists in the Faculty.

In Section 7 a) of Article 2, the two members of the professions at large of the Master's Studies Committee has been amended to include "(and may include an associated instructor)" and the title Chief Librarian of the Faculty has been changed to "one of whom shall be a manager of the Inforum (or designate)".

In Section 7 b) of Article 2, the last sentence has been changed to "The Committee shall review the curricula for the Master's program at least every five years".

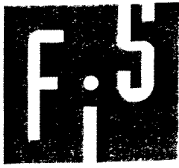
Faculty Council approved the above revisions at its meeting of October 5, 2001. In accordance with University policy we are forwarding these changes to the *Faculty Council Constitution* for consideration by the University's Governing Council. Please do not hesitate to contact me should you require additional information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Lynne'.

Lynne C. Howarth, PhD.
Dean

LCH:ejb
Encls.



FACULTY OF INFORMATION STUDIES

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Constitution of the Council

University of Toronto
140 St. George Street
Toronto, Ontario, Canada
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ARTICLE 1

Name

Sec. 1. The name of this body shall be the Council of the Faculty of Information Studies of the University of Toronto (referred to hereafter as the Council, the Faculty and the University).

ARTICLE 2

Powers and Duties

Sec. 1. The Council exercises its powers and duties under the authority of 1) the University of Toronto Act 1971 of the Province of Ontario, as amended (the Act); 2) the Governing Council of the University of Toronto (the Governing Council); and 3) the Council of the School of Graduate Studies (the SGS Council).

Sec. 2. Subject to the provisions of the Act, and the approval, as required or as appropriate, of the Governing Council and of the SGS Council, the Council shall have the following powers and duties:

- a) to determine policy regarding the academic affairs of the Faculty;
- b) to fix and determine the programs and courses of study in the Faculty;
- c) to appoint the examiners for, and conduct the examinations of, the programs and courses of the Faculty, and to determine the results of such examinations;
- d) to deal with and to decide upon all applications and memorials by students of the Faculty;
- e) to award scholarships, bursaries, prizes and other awards in the gift of the Faculty;
and
- f) to make rules and regulations governing the proceedings of Council and its Committees, under the provisions of the Bylaws appended hereto.

ARTICLE 3

Membership

Sec. 1. The membership of Council shall be as follows:

a) Ex-Officio Members

- 1) The President of the University;
- 2) The Chief Librarian of the University;
- 3) The Dean of the School of Graduate Studies (non-voting; Senate Statute 2961);
- 4) The Dean of the Faculty;
- 5) All regular members of the Faculty holding the rank of Tutor, Lecturer or above; and
- 6) All full- and part-time professional librarians holding continuing appointments in the Library of the Faculty.

b) Elected and Appointed Members

- 1) Associated Instructors. One associated instructor in the Faculty to be appointed by the Dean for a one-year term. Renewable twice.
- 2) Administrative Officers. Two administrative officers of the Faculty. Appointed by the Dean for a one-year term. Renewable.
- 3) Students. Each degree program in the Faculty shall be represented on Council by one student for each thirty-five students (or major fraction thereof) enrolled in each program, as determined by the enrolment at the beginning of the Council year, for a one-year term. The Ph.D. program shall have at least one student member of Council, regardless of numbers of students enrolled. Within the Master's program, each specialization shall have at least one student member of Council, regardless of numbers of students enrolled. Both full- and part-time students shall be included. Student members of Council and of its committees and sub-committees shall be chosen by the students, in ways to be determined by the student constituencies. Renewable once.

- 4) Alumni. Two graduates of the Faculty (or its predecessor schools) not employed or enrolled in the Faculty. Appointed by the Dean in consultation with the Faculty's alumni association for a one-year term. Renewable twice.
- 5) The Professions at Large. Four members of the information related professions not employed or enrolled in the Faculty, to be drawn from different professional associations in the fields, and from different types of libraries, archives and other information-related organizations. In consultation with the professions and upon nomination by the Executive Committee, appointed by the Dean for a one-year term. Renewable twice.
- 6) Cognate Member. One member from the Graduate Faculty of the University from a graduate department, centre or institute in the School of Graduate Studies. Appointed by the Dean for a one-year term. Renewable twice.

Sec. 2. Assessors are the other associated instructors and the other administrative officers of the Faculty, and the members of Council committees who are not members of Council. Assessors shall have the right to speak at meetings of Council when recognized by the Chair, but shall not vote.

Sec. 3. Observers are other interested persons who are not members or assessors of Council. Observers do not have the right to speak at meetings unless invited by the Chair, and shall not vote.

Sec. 4. In the case of a vacancy in elected or appointed membership which may occur during the Council year, a new member from the appropriate constituency shall be appointed by the Dean to fill the unexpired term.

ARTICLE 4

Officers

Sec. 1. The Chief Executive Officer of the Faculty is the Dean, who has sole responsibility for the general administration of the Faculty, including policy execution, budget and other financial matters, personnel matters including appointments, physical resources, and extra-Faculty relationships. The Dean may delegate responsibility to appropriate administrative officers, according to the policies and practices of the University. The Dean has the responsibility to ensure that all appropriate matters are brought before Council and its Committees.

Sec. 2. The Chair of the Council shall be the Dean of the Faculty. In the absence of the Dean, if no designate has been named, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present.

Sec. 3. A Recorder appointed by the Chair shall take the minutes of each meeting. The Recorder need not be a member of Council, but shall vote only if so entitled as a member.

ARTICLE 5

Meetings

Sec. 1. The Council year shall be from October 1 to September 30. Terms of office of members of Council and its Committees shall correspond to the Council year.

Sec. 2. There shall be no fewer than four regular meetings of Council in each academic year, two in the First Term and two in the Second Term, to be held on dates and at times and places to be stated in the notices calling the meetings.

Sec. 3. Special meetings may be called by the Chair or on the request of five members of Council, on not less than forty-eight hours' notice. The purpose of such meetings shall be stated in the notice.

Sec. 4. Forty per cent of the voting members of Council shall constitute a quorum.

ARTICLE 6

Committees

Sec. 1. The Council shall have the following Standing Committees:

- a) Executive
- b) Academic Appeals
- c) Awards
- d) Degree
- e) Doctoral Studies
- f) Inforum and Information Technology
- g) Master's Studies

Sec. 2. The powers, duties and composition of Standing Committees shall be those set forth in the Bylaws.

Sec. 3. Other Standing Committees and special committees of Council may be established as required.

Sec. 4. Standing and special committees may establish sub-committees as required.

ARTICLE 7

Parliamentary Authority

Sec. 1. The rules contained in the current edition of Alice Sturgis, *The Standard Code of Parliamentary Procedure*, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Council may adopt.

ARTICLE 8

Amendment of Constitution

Sec. 1. This Constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing at the previous regular meeting. Such amendment shall constitute a recommendation to the Governing Council, and this Constitution shall not be considered amended until approved by the Governing Council.

First approved 1 April, 1972; amended 21 July, 1995; approved by Governing Council 11 April, 1996; amended 19 March, 1999; approved by Governing Council 14 June, 1999; last amended 5 October, 2001.

