

FOR CONFIRMATION

PUBLIC

CLOSED SESSION

TO: Executive Committee

SPONSOR: Professor Cheryl Regehr, Vice-President and Provost

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PRESENTER: See Sponsor

CONTACT INFO:

DATE: November 27 for December 4, 2019

AGENDA ITEM: 5(b.)

ITEM IDENTIFICATION:

Constitutional Amendments: Ontario Institute for Studies in Education (OISE)

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*, as amended by 1978, chapter 88, Section 2 (14)(i).

Section 5.2.2 of the Academic Board 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.

GOVERNANCE PATH:

1. Academic Board [for approval] November 21, 2019
2. **Executive Committee [for confirmation] December 4, 2019**

PREVIOUS ACTION TAKEN:

Previous revisions to the Ontario Institute for Studies in Education Council Constitution were approved by the Academic Board on May 2, 2013 and confirmed by the Executive Committee of the Governing Council on May 13, 2013. The Governing Council secretariat received minor required amendments to the Constitution in June 2017 to align the definition of faculty with the [*Policy and Procedures Governing Promotion in the Teaching Stream*](#) (2016), and reflect Council's delegated authority regarding certificates in line with the [*Policy on Certificates \(For-Credit and Not-For-Credit\)*](#) (2016). These minor changes did not require governance approval.

HIGHLIGHTS:

The changes to the Constitution of the Ontario Institute for Studies in Education include:

- Reflecting the transition of OISE to an all-graduate institute (e.g. deletion of the definition of “Initial Teacher Education Student”, which pertains to undergraduate students; removal of language pertaining to policies and procedures regarding petitions and appeals by undergraduate students; disestablishment of the Appeals Committee of OISE Council; removal of “Initial Teacher Education Student” seats on Council and committees).
- Ensuring a more inclusive governance process at OISE (e.g. use of gender-inclusive language)
- Aligning the documents with the best governance practices within the University

Council members reviewed the draft of the revised Constitution and By-Laws at the April 24, 2019 meeting of OISE Council, and were invited to provide feedback and comments. In addition to the review and discussion of proposed changes to the Constitution and By-laws by Council members, in May 2019 the Dean invited all students, faculty and staff at OISE to participate in the consultation process through a designated webpage.

At a regular Council meeting of October 30, 2019, the Constitution was recommended for Academic Board approval and the By-Laws amendments were approved.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Be It Confirmed by the Executive Committee

THAT the proposed amended Constitution of the Ontario Institute for Studies in Education Council, which was recommended for approval by the Council on October 30, 2019 be approved, effective July 1, 2020.

DOCUMENTATION PROVIDED:

1. Current Ontario Institute for Studies in Education Council Constitution (June 1, 2017)
2. Proposed Updated Ontario Institute for Studies in Education Council Constitution – Track Changes
3. Proposed Updated Ontario Institute for Studies in Education Council Constitution - Clean Copy



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; Professor, Teaching Stream, Associate Professor, Teaching Stream, Assistant Professor, Teaching Stream; Assistant Professor (conditional) or Assistant Professor, Teaching Stream (conditional) 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 a 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, as amended, 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 the establishment and closure of academic programs.

Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 for credit certificates in accordance with the *Policy on Certificates (For Credit and Not-for-Credit)*. These approvals shall be reported annually for information to the appropriate body of Governing Council¹.

Council shall receive for information reports of Category 3 Not-for-Credit certificates approved in accordance with the *OISE Guideline for Approval of Non-credit Certificate Programs*. These approvals shall be reported to the Provost's Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

¹ Definitions of Category 1 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*.

Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates². All major modifications shall be reported annually for information to the appropriate body of Governing Council.

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.
V-1

Powers, Duties and Responsibilities of the Dean

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

² 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.

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.
X-1
Procedures
X-2
Committees
X-3
By-Laws

By-Laws

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.

The By-Laws of Council shall be approved by 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 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.

Required amendments made to reflect approved updates to the Policy and Procedures on Academic Appointments and the Policy on Certificates (For Credit and Not-for-Credit) on June 1, 2017.
Approved by the Executive Committee of the Governing Council, May 13, 2013
Amended and approved by the OISE Council, April 17, 2013
Approved by the Executive Committee of the Governing Council, June 15, 2006
Amended and approved by the OISE/UT 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.	<p>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.</p>
II.	<p>Definitions</p> <p>In this constitution and the accompanying by-laws:</p>
II-1	<p>'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.</p>
II-2	<p>'Faculty member' 'Teaching Staff' means a member of the teaching staff of OISE who holds an academic appointment of 50% or more and who holds the title at the rank of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Assistant Professor (conditional); Assistant Professor, Teaching Stream (conditional); Senior Lecturer; or Lecturer who holds a continuing academic appointment at OISE of 50% or more.</p> <p>'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.</p>
II-3	<p>'Other Academic Appointee' means a current University employee who is involved in the delivery of OISE programs and (a) who holds a part-time academic appointment of less than 50% and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; or Lecturer; or (b) is a Sessional Lecturer I, II, or III.</p>
II-4	<p>'Librarian' means an employee appointed as a librarian at OISE with an appointment of 50% or more at the rank of Librarian I, II, III, or IV, one who holds a continuing professional librarian appointment at OISE of 50% or more.</p>
II-5	<p>'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.</p>

<p>II-6 <u>5</u></p> <p>II-7 <u>6</u></p> <p>II-8 <u>7</u></p>	<p>‘Graduate student’ means any student registered with the School of Graduate Studies in an OISE program of study leading to a master’s <u>or doctoral (including the Master of Teaching and MA-Child Studies), EdD or PhD degree, who does not also meet the definition of ‘administrative staff’.</u></p> <p>‘<u>Administrative Staff</u>’ means any <u>OISE</u> employee with an appointment of at least 50% who is employed at OISE who is not a <u>member of the Faculty member Teaching Staff, an Other Academic Appointee, a Librarian,</u> or a full-time <u>Graduate</u> student.</p> <p>‘Alumni’ means graduates of a post-secondary degree or diploma in technological studies programs of OISE and its antecedents who are not currently faculty members, staff or students.</p>
<p>III.</p> <p>III-1</p> <p>III-2</p> <p>III-3</p> <p>III-4</p>	<p>Council’s General Powers, Duties and Responsibilities</p> <p>Subject to the provisions of the University of Toronto Act, 1971, as amended, and with the approval, as required or appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p> <p>Council shall determine its composition and the number, composition and authority of its committees.</p> <p>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.</p> <p>Council plays an advisory role, tendering advice to the divisional administration.</p>
<p>IV.</p> <p>IV-1 <i>Determine its rules and regulations</i></p> <p>IV-2 <i>By-Laws</i></p> <p>IV-3 <i>Establish committees</i></p>	<p>Council’s Specific Powers and Duties</p> <p>The specific powers and duties of the Council are the following:</p> <p>Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.</p> <p>Council shall pass by-laws <u>setting forth its procedures and</u> regulating the exercise of its powers, and the calling and conduct of its meetings, and the method of appointment or election of its members.</p> <p>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</p>

<p>IV-4 <i>Admissions</i></p>	<p>recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.</p> <p>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.</p>
<p>IV-5 <i>Awards</i></p>	<p>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.</p>
<p>IV-6 <i>Petitions and appeals</i></p>	<p>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.</p> <p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>
<p>IV-7 <i>Academic Programs</i></p>	<p>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; <u>it shall consider proposals for the closure of any such programs or courses of study;</u> and it shall monitor the quality and standards of the programs and courses of study.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 for credit certificates in accordance with the <i>Policy on Certificates (For Credit and Not-for-Credit)</i>. These approvals shall be reported annually for information to the appropriate body of Governing Council¹.</p> <p>Council shall receive for information reports of Category 3 Not-for-Credit certificates approved in accordance with the <i>OISE Guideline for Approval of Non-credit Certificate Programs</i>. These approvals shall be reported to the Provost's Office for inclusion in an annual report to the Committee on Academic Policy & Programs.</p>

¹ Definitions of Category 1 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*.

<p>IV-8 <i>Delegation of authority</i></p> <p><u>IV-9</u> <u><i>Academic and Interdisciplinary Units</i></u></p> <p>IV-9 10 <i>Review of academic programs <u>and units</u></i></p> <p>IV-110 <i>Transcript notations</i></p>	<p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates². All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p> <p>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.</p> <p><u>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 and the Guidelines for Extra-Departmental Units.</u></p> <p>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.</p> <p>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with the University's Policy on Transcripts <u>Policy</u>. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</p>
<p>V.</p> <p>V-1</p> <p>V-2</p>	<p>Powers, Duties and Responsibilities of the Dean</p> <p>Council recognizes that the Dean exercises powers under the authority of the <i>Policy on Appointments of Academic Administrators</i> 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.”²</p> <p>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 <u>and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships.</u> In</p>

² 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.

<p>V-3</p> <p>V-4</p> <p>V-5</p>	<p>this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of OISE's resources.</p> <p>The Dean shall <u>may</u> consult with the members of OISE on matters of policy and practice but is ultimately responsible for all administrative decisions that are within <u>the Dean's his/her</u> jurisdiction and authority.</p> <p>The Dean shall advise Council of the resource implications of proposed academic policies decisions.</p> <p>The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of OISE.</p>
<p>VI.</p> <p>VI-1 <i>Elected and ex-officio members</i></p>	<p>Membership</p> <p>(a) Elected Members 30 Teaching Staff Faculty members & Librarians 5 Other Academic Appointees Instructors <u>1 Librarian</u> 5 Initial Teacher Education Students <u>15-40</u> Graduate students 10 Administrative Staff</p> <p><i>ex-officio</i> 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 <u>Director of the Dr. Eric Jackman Institute of Child Study</u></p> <p><i>Non-voting ex-officio</i> Chief Administrative Officer Registrar Director of Education Commons Director of SUPO/Student Services Director of Continuing <u>and Professional Learning</u> <u>Director of the Library</u> 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</p>
<p>VII.</p>	<p>Term and Quorum of Council</p>

VII-1	<p>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.</p> <p>The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.</p>
<p>VIII.</p> <p>VIII-1 <i>Chair</i></p> <p><i>Vice Chair</i></p> <p>VIII-2</p> <p>VIII-3 <i>Secretary</i></p>	<p>Officers</p> <p>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.</p> <p>The Vice-Chair of the Council shall be elected by voting members from within the Council membership for a two- year term.</p> <p>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.</p> <p>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.</p>
<p>IX.</p> <p>IX-1</p> <p>IX-2 <i>Special meetings</i></p> <p>IX-3 <i>Town Hall meeting</i></p> <p>IX-4 <i>Voting</i></p>	<p>Meetings</p> <p>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 one two-weeks in advance of the meeting.</p> <p>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.</p> <p>Council shall host at least one annual Town Hall meeting <u>A Town Hall meeting may be called by the Chair of Council, following a written request by members of the OISE community submitted to the Executive Committee. Such a meeting shall normally be annual and shall normally be</u> 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.</p> <p>Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the</p>

<p>IX-5 <i>Open meetings</i></p>	<p>rules of procedure of Council. <u>In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.</u></p> <p>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.</p>
<p>X. X-1 <i>Procedures</i> X-2 <i>Committees</i> X-3 <i>By-Laws</i></p>	<p>By-Laws</p> <p>The procedures of Council will be set forth in the By-Laws of Council.</p> <p>The composition, powers, duties and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p> <p>The By-Laws of Council shall be approved by Council.</p>
<p>XI.</p>	<p>Parliamentary Authority</p> <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.</p>
<p>XII. XII-1 <i>Constitution</i> XII-2 <i>By-Laws</i></p>	<p>Amendment of the Constitution and By-Laws</p> <p>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.</p> <p>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.</p>

Approved by the Executive Committee of the Governing Council, December 4, 2019

Amended and approved by the OISE Council, October 30, 2019

Required amendments made to reflect approved updates to the Policy and Procedures on Academic Appointments and the Policy on Certificates (For Credit and Not-for-Credit) on June 1, 2017.

Approved by the Executive Committee of the Governing Council, May 13, 2013

Amended and approved by the OISE Council, April 17, 2013

Approved by the Executive Committee of the Governing Council, June 15, 2006

Amended and approved by the OISE/UT 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.	<p>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.</p>
<p>II.</p> <p>II-1</p> <p>II-2</p> <p>II-3</p> <p>II-4</p> <p>II- 5</p>	<p>Definitions</p> <p>In this constitution and the accompanying by-laws:</p> <p>'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.</p> <p>'Teaching Staff' means a member of OISE who holds an academic appointment of 50% or more and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Assistant Professor (conditional); Assistant Professor, Teaching Stream (conditional); Senior Lecturer; or Lecturer.</p> <p>'Other Academic Appointee' means a current University employee who is involved in the delivery of OISE programs and (a) who holds a part-time academic appointment of less than 50% and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; or Lecturer; or (b) is a Sessional Lecturer I, II, or III.</p> <p>'Librarian' means an employee appointed as a librarian at OISE with an appointment of 50% or more at the rank of Librarian I, II, III, or IV.</p> <p>'Graduate student' means any student registered with the School of Graduate Studies in an OISE program of study leading to a master's or doctoral degree, who does not also meet the definition of 'administrative staff'.</p>

<p>II- 6</p> <p>II- 7</p>	<p>‘Administrative Staff’ means any OISE employee with an appointment of at least 50% who is not a member of the Teaching Staff, an Other Academic Appointee, a Librarian, or a full-time Graduate student.</p> <p>‘Alumni’ means graduates of a post-secondary degree or diploma in technological studies programs of OISE and its antecedents who are not currently faculty members, staff or students.</p>
<p>III.</p> <p>III-1</p> <p>III-2</p> <p>III-3</p> <p>III-4</p>	<p>Council’s General Powers, Duties and Responsibilities</p> <p>Subject to the provisions of the University of Toronto Act, 1971, as amended, and with the approval, as required or appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p> <p>Council shall determine its composition and the number, composition and authority of its committees.</p> <p>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.</p> <p>Council plays an advisory role, tendering advice to the divisional administration.</p>
<p>IV.</p> <p>IV-1 <i>Determine its rules and regulations</i></p> <p>IV-2 <i>By-Laws</i></p> <p>IV-3 <i>Establish committees</i></p> <p>IV-4 <i>Admissions</i></p>	<p>Council’s Specific Powers and Duties</p> <p>The specific powers and duties of the Council are the following:</p> <p>Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.</p> <p>Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.</p> <p>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.</p> <p>Council shall determine the standards of admission of students to OISE. New admissions policies and practices or amendments to</p>

	<p>existing ones which affect the whole of OISE are recommended to the appropriate body of Governing Council for approval.</p>
<p>IV-5 <i>Awards</i></p>	<p>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.</p>
<p>IV-6 <i>Petitions and appeals</i></p>	<p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>
<p>IV-7 <i>Academic Programs</i></p>	<p>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; 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.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 for credit certificates in accordance with the <i>Policy on Certificates (For Credit and Not-for-Credit)</i>. These approvals shall be reported annually for information to the appropriate body of Governing Council¹.</p> <p>Council shall receive for information reports of Category 3 Not-for-Credit certificates approved in accordance with the <i>OISE Guideline for Approval of Non-credit Certificate Programs</i>. These approvals shall be reported to the Provost's Office for inclusion in an annual report to the Committee on Academic Policy & Programs.</p>
<p>IV-8 <i>Delegation of authority</i></p>	<p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates². All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p> <p>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 Dean in consultation</p>

¹ Definitions of Category 1 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*.

² 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.

<p>IV-9 <i>Academic and Interdisciplinary Units</i></p> <p>IV-10 <i>Review of academic programs and units</i></p> <p>IV-11 <i>Transcript notations</i></p>	<p>with the Chair of Council, or designate, and/or the Vice-President and Provost or designate.</p> <p>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 and the Guidelines for Extra-Departmental Units.</p> <p>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.</p> <p>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with the University’s Transcripts Policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</p>
<p>V.</p> <p>V-1</p> <p>V-2</p> <p>V-3</p> <p>V-4</p> <p>V-5</p>	<p>Powers, Duties and Responsibilities of the Dean</p> <p>Council recognizes that the Dean exercises powers under the authority of the <i>Policy on Appointments of Academic Administrators</i> 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.”</p> <p>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 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 OISE’s resources.</p> <p>The Dean shall consult with the members of OISE on matters of policy and practice but is ultimately responsible for all administrative decisions that are within the Dean’s jurisdiction and authority.</p> <p>The Dean shall advise Council of the resource implications of proposed academic policies.</p> <p>The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of OISE.</p>

<p>VI.</p> <p>VI-1 <i>Elected and ex-officio members</i></p>	<p>Membership</p> <p>(a) Elected Members 30 Teaching Staff 5 Other Academic Appointees 1 Librarian 15 Graduate students 10 Administrative Staff</p> <p><i>ex-officio</i> 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 Director of the Dr. Eric Jackman Institute of Child Study</p> <p><i>Non-voting ex-officio</i> Chief Administrative Officer Registrar Director of Education Commons Director of Continuing and Professional Learning Director of the Library President of the Alumni Association President of the Graduate Students' Association Secretary of Council</p>
<p>VII.</p> <p>VII-1</p>	<p>Term and Quorum of Council</p> <p>Terms of office of members of council and its Committees shall be from July 1 to June 30, with students beginning in the September session.</p> <p>The quorum for a meeting of Council shall be one-third of the voting members. This number will be determined each year.</p>
<p>VIII.</p> <p>VIII-1 <i>Chair</i></p> <p><i>Vice Chair</i></p> <p>VIII-2</p>	<p>Officers</p> <p>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.</p> <p>The Vice-Chair of the Council shall be elected by voting members from within the Council membership for a two- year term.</p> <p>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</p>

<p>VIII-3 <i>Secretary</i></p>	<p>Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.</p> <p>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.</p>
<p>IX.</p> <p>IX-1</p> <p>IX-2 <i>Special meetings</i></p> <p>IX-3 <i>Town Hall meeting</i></p> <p>IX-4 <i>Voting</i></p> <p>IX-5 <i>Open meetings</i></p>	<p>Meetings</p> <p>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 one week in advance of the meeting.</p> <p>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.</p> <p>A Town Hall meeting may be called by the Chair of Council, following a written request by members of the OISE community submitted to the Executive Committee. Such a meeting shall normally be annual and shall normally be 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.</p> <p>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. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.</p> <p>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.</p>
<p>X.</p> <p>X-1 <i>Procedures</i></p> <p>X-2 <i>Committees</i></p> <p>X-3 <i>By-Laws</i></p>	<p>By-Laws</p> <p>The procedures of Council will be set forth in the By-Laws of Council.</p> <p>The composition, powers, duties and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p> <p>The By-Laws of Council shall be approved by Council.</p>

<p>XI.</p>	<p>Parliamentary Authority</p> <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.</p>
<p>XII.</p> <p>XII-1 <i>Constitution</i></p> <p>XII-2 <i>By-Laws</i></p>	<p>Amendment of the Constitution and By-Laws</p> <p>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.</p> <p>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.</p>

Approved by the Executive Committee of the Governing Council, December 4, 2019

Amended and approved by the OISE Council, October 30, 2019

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