

THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:  
O-2

OKANAGAN SENATE  
c/o Enrolment Services  
University Centre  
UBC Okanagan Campus

**Number & Title**

O-2: *Faculty Councils*

**Effective Date:**

1 January 2011(original)  
1 May 2012 (revised)

**Approval Date:**

27 October 2010 (original)  
28 March 2012 (tgxkugf)

**Review Date:**

This policy shall be reviewed 5 (five) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committee:**

Academic Policy

**Authority:**

*University Act*

S. 37(1)

*“The academic governance of the university is vested in the senate and it has the following powers:*

(k) *to determine the members of the teaching and administrative staffs who are to be members of each faculty”*

S. 40

*“A faculty has the following powers and duties:*

(a) *to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;*

- b) *to provide for student representation in the meetings and proceedings of the faculty;*
- (c) *subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business.*
- (h) *generally, to deal with all matters assigned to it by the board or the senate.”*

S. 41

*“A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.”*

S. 63

*“The President*

*(d) is a member of each faculty”*

**Purpose and Goals:**

This policy is designed to:

- 1) Provide direction to faculties on the structure and contents of proposals related to *Faculty Councils*; and
- 2) Set out the composition of *Faculty Councils*.

**Applicability:**

All faculties established by the *Board of Governors* with the approval of the *Okanagan Senate* under S. 27(2)(j) of the *University Act*.

**Exclusions:**

This policy does not apply to dual-campus faculties except as set out in Section 6.

**Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Faculty Council* shall mean the faculty sitting as a governance body for consideration of faculty matters under the jurisdiction or requiring the approval of the *Okanagan Senate*.

**Policy:**

- 1) Each faculty shall meet regularly – but no less than once per term each Winter Session - as a *Faculty Council*.
- 2) The composition of a *Faculty Council* shall be as follows:
  - a. The Dean of the Faculty, who shall serve as chair of the *Faculty Council*;
  - b. The President or his or her nominee;
  - c. The Dean of the College of Graduate Studies;
  - d. The Chief Librarian or his or her nominee;
  - e. All Professors, Associate Professors, Assistant Professors, Professors of Teaching, Senior Instructors, Instructor Is, Instructor IIs, and 12-Month and Continuing Sessional Lecturers provided for in the budget of the faculty;
  - f. Such other members of the teaching or administrative staffs of the faculty or the University recommended by the *Faculty Council* and approved by the *Okanagan Senate* under this Policy, including if necessary representatives from other faculties; and
  - g. Student members, apportioned in a manner recommended by the *Faculty Council* and approved by the *Okanagan Senate* under this policy with the proviso that student representation must be specified for each undergraduate year level and for graduates students registered in the faculty.
- 3) The initial membership of a *Faculty Council* shall be those members specified by Section 2 (a) through (e) above; additions to the membership approved under Section 2 (f) and (g) shall only take effect upon approval of the Senate.
- 4) Each *Faculty Council* shall submit to *Senate* in a timely manner proposals relating to:
  - a. *Faculty Council* composition;
  - b. the necessary quorum for transaction of business by the *Faculty Council*;
  - c. Procedures for calling regular and special meetings, including for notification of members;
  - d. Standing committees of the *Faculty Council*, specifying committee name, composition, quorum, terms of reference, any delegations of authority from the *Faculty Council* to a committee, and any regular reporting requirements.
  - e. Procedures for the establishment of ad hoc committees of the *Faculty Council*.

- f. Rules for the conduct of in camera meetings (or portions thereof) of the *Faculty Council* and its committees and the confidentiality of any documents prepared for or considered therein, as well as any records of in camera proceedings.
  - g. Any other rules or procedures pertaining to the transaction of business by the *Faculty Council*.
- 5) In the absence of another parliamentary authority being adopted by a *Faculty Council* under Section 4 of this policy, the current edition of *Robert's Rules of Order Newly Revised* shall govern the transaction of business together with such special rules as may be adopted by the *Faculty Council* from time to time.
- 6) For the purposes of this policy, the School of Engineering shall be treated as a faculty provided that it abides and is bound by all decisions made by the *Faculty Council* of the Faculty of Applied Science.

**Academic Calendar Statement:**

There are no Academic Calendar statements under this policy.

**Consultations:**

The following groups will be consulted during the development of this policy:

President  
Deputy Vice-Chancellor  
Provost, UBC Okanagan  
University Counsel  
Deans of Okanagan Faculties  
Dean of College of Graduate Studies  
Heads of Okanagan Academic Units  
University Librarian  
Registrar  
Faculty Relations  
Faculty Association

**History:**

This is the second version of this policy. The first version was approved 27 October 2010. An early draft was labeled "Governance of Faculties".

**Related Policies:** None.

**Appendix:**

There is no appendix to this policy.

**Procedures:**

There are no procedures under this policy.