

CONSTITUTION OF THE FACULTY COUNCIL OF TRENT UNIVERSITY

Article 1: Name

The name of this body shall be the Faculty Council of Trent University hereinafter referred to as the Faculty Council or the Council.

Article 2: Purpose

The Purpose of the Faculty Council is to fulfill and execute those powers and duties relating to the academic policies of the University as laid down under Section 16 of the Trent University Act.

Article 3: Membership

Membership of the Council will include:

3.1 The President of Trent University ex officio.

3.2 The Vice-Presidents, Deans, Vice-Deans and Associate Deans ex officio who are members of the academic staff holding ranks of lecturer and above; the Registrar and the University Librarian or his/her delegate ex officio.

3.3 All full-time regular members of the academic staff holding ranks of lecturer and above.

3.4 All full-time limited term and visiting members of the academic staff holding ranks of lecturer and above.

3.5 All other regular members of the University staff teaching the equivalent of one or more full courses for credit.

3.6 All full-time professional librarians.

3.7 All part-time members of the University staff who are both employed in the bargaining unit comprised solely of part-time academic staff and involved in credit course classroom instruction in the academic program of the University.

Article 4: Meetings of the Faculty Council

4.1 General meetings of the Council will be held at the call of the Steering Committee of Faculty Council.

4.2 Further meetings shall be called on petition to the Steering Committee of Faculty Council by at least 25 members of the Council, or at the request of the President.

4.3 General meetings of the Council will be chaired by the President or his/her designate.

4.4 Motions shall be carried by a simple majority of those present and voting except as specified below in this article and in the By-laws.

4.4.1 Substantive motions and proposals shall require a proposer and two seconders, except as noted

in subsection (ii). Any such proposal or motion shall normally be submitted in writing to the Chair of the Steering Committee of Faculty Council in time to be circulated among the members at least one week before the Council meeting at which it is to be considered. In the event of a general meeting summoned on shorter notice, notices of motion must be circulated with the announcement of the meeting.

4.4.2 In the event that the announcement of a general meeting includes an agenda indicating that there is to be a discussion on a document circulated throughout the membership of the Council prior to the meeting, motions or proposals may be received from the floor and voted on at the meeting, provided that such motions or proposals are in the form of recommendations to endorse or reject, in whole or in part, with or without qualifications, any recommendations contained in the document. Such motions must be submitted in writing.

4.5 Constitutional amendments shall require, for passage, a two-thirds majority of those present and voting.

4.6 Constitutional amendments must be submitted for circulation among the members of Council at least one week in advance of the meeting at which they are to be considered. Such amendments must have a proposer and four seconders.

4.7 The Chair of the meeting will determine the procedures for its conduct, except as specified in this article. Decisions of the Chair may be over-ruled by a simple majority of those present and voting.

Article 5: Faculty Board

5.1 There shall be a Faculty Board responsible for fulfilling and executing the powers and duties of the Faculty Council relating to the academic policies of the University on the Council's behalf in consultation with the Steering Committee of Faculty Council.

5.2 The Faculty Board shall consist of the following members:

5.2.1 Vice-Presidents ex officio as in Article 3(b).

5.2.2 Deans, Associate Deans, Registrar, University Librarian or delegate ex officio as in Article 3.2.

5.2.3 The Chairs of academic Departments and Programs, or their delegate.

5.2.4 The three at-large members of the Faculty Council Steering Committee.

5.2.5 One representative of Oshawa-based faculty, elected by the Oshawa-based Faculty Council members.

5.2.6 A representative of, and appointed by, the Trent University Faculty Association Executive Committee.

5.2.7 A representative of, and appointed by the part-time members of the University staff who are both employed in the bargaining unit comprising solely part-time academic staff and involved in credit course classroom instruction in the academic program of the University.

5.2.8 Terms of office for elected members shall begin July 1.

5.3 The VPA/Provost or his/her designate shall act as Chair of the Faculty Board.

5.4 Fifty percent of the voting membership shall constitute a quorum.

5.5 The Faculty Board will normally meet prior to each meeting of Senate and shall set meeting dates from September to May.

5.5.1 to receive, consider and make recommendations to the Senate regarding all reports of standing committees of the University.

5.5.2 to receive Senate agenda from the Senate Executive and, where appropriate, to take action under section 5.9 below.

5.5.3 to call, as it deems necessary, general meetings of the Council. (Such meetings shall also be summoned on petition by at least 25 members of the Council as laid down in Article 4 above).

5.6 The Faculty Board shall nominate or otherwise arrange for the selection of Faculty members to all standing committees of the University.

5.7 The Faculty Board shall act as an academic advisory committee to the President and his senior academic advisors.

5.8 The Faculty Board shall be empowered to fulfill and execute the functions of the Faculty Council subject to the provisions laid down in Article 4 above and Article 6 below.

5.9 In cases where the Faculty Board does not approve a proposal to Senate from an academic committee or from Senate Executive, in matters covered under section 16 of the Trent University Act, it may require that the proposal be tabled in Senate (or, between May and September in Senate Executive) for one month. In such a case the Steering Committee of Faculty Council may summon a general meeting of the Faculty Council. On instruction by the Council at a general meeting, the Faculty Board shall request such a proposal to be tabled for a second month.

Article 6: Steering Committee of Faculty Council

6.1 There shall be a Steering Committee of Faculty Council which, in consultation with Faculty Board and the President, shall be responsible for preparing the agenda of Faculty Council and arranging for the conduct of general meetings.

6.2 In consultation with Faculty Board, the Steering Committee shall arrange for the disposition of motions adopted in general meetings of Faculty Council and attend to the business of the Faculty Council between meetings.

6.3 The Steering Committee of the Faculty Council shall consist of six members elected by Faculty Council: three shall be Chairs and three shall be non-Chairs, with one Chair and one non-Chair to be drawn from each of the academic divisions, listed in Articles 6.4.3.1, 6.4.3.2, 6.4.3.3, 6.4.3.4., and 6.4.3.5 below.

6.4 Election of members-at-large shall be conducted by online ballot as follows:

6.4.1 The President shall call for nominations in the second week of March.

6.4.2 Nominations shall be signed by the nominee and two nominators and shall be submitted to the President's office by the first day of April.

6.4.3 There will be a two week voting period during which all members of Faculty Council will be invited to participate in the online balloting process.

6.4.3.1 Each member of the Faculty Council shall have the right to vote for one person in each of the six categories.

6.4.3.2 Two candidates (one Chair, one non-Chair) receiving the highest number of votes shall be elected from among the following departments, programs, and schools: Biology, Chemistry, Computing & Information Systems, Environmental Resource Science/Studies, Forensic Science, Geography, Mathematics, Nursing, Physics & Astronomy, and Psychology.

6.4.3.3 Two candidates (one Chair, one non-Chair) receiving the highest number of votes shall be elected from among the following departments, programs, and schools: Anthropology, Business Administration, Economics, Education, Indigenous Studies, International Development Studies, Political Studies, and Sociology.

6.4.3.4 Two candidates (one Chair, one non-Chair) receiving the highest number of votes shall be elected from among the following departments and programs: Ancient History and Classics, Canadian Studies, Cultural Studies, English, Gender and Women's Studies, History, Modern Languages, and Philosophy.

6.4.3.5 Sections (2) -(4) above shall be subject to the restriction that no more than one member from any single department shall be elected to the Faculty Board in any year. For the purpose of standing for election to the Faculty Board, a member of faculty with a cross-appointment must designate one department as his/her main department or program on accepting nomination for election.

6.4.4 After the process is complete, the results of the election will be announced via e-mail to all members of Faculty Council.

6.5 The Steering Committee of Faculty Council shall select a Chair from among its membership. The term of office shall be one year.

Article 7: Ratification

Amendments to this Constitution shall come into effect upon ratification by the Board of Governors of Trent University.

By-Laws

1. Minutes of general meetings shall include a record of the number in attendance and a record of the number of positive and negative votes in each motion put.
2. Meetings of the Council and of the Faculty Board shall be open unless voted closed.
3. The agenda and minutes of each meeting of the Faculty Board shall be forwarded to all members of Senate, and, on request, to Council members.

4. The agenda and minutes for each Faculty Board meeting shall be posted, as soon as prepared, on the Provost's website, under "committees."

15 September 1989

1 November 1991

29 October 1993

24 March 2000

8 April 2005

20 April 2011