

**UNIVERSITY OF THE FRASER VALLEY**  
**TERMS OF REFERENCE**  
**FOR THE STRUCTURE AND FUNCTION OF THE**  
**FACULTY OF APPLIED AND TECHNICAL STUDIES**  
**FACULTY COUNCIL**

*(Approved by Senate April 8, 2016)*

**1. PREAMBLE**

In accordance with *the University Act of British Columbia*, c. 468 RSBC (1996) faculties of universities are required to make rules for the governance, direction and management of their affairs and to ensure that such affairs are conducted with representation from their membership.

**2. ESTABLISHMENT OF FACULTY COUNCILS**

In accordance with the University Act and with the amended University Act, 2008, Faculty Councils are hereby established as the senior academic governance bodies of the Faculties at the University of the Fraser Valley and each Council shall be responsible for its Faculty's respective governance and management of academic affairs.

**3. MANDATE**

Faculty Councils shall:

- a. serve as the forum for sharing information and the discussion of academic matters;
- b. receive recommendations related to academic programs, including but not limited to: development of new programs, program changes, new courses, discontinuation of courses;
- c. vote on recommendations as related to the above;
- d. transmit recommendations to Senate;
- e. pass policies related to the functioning of the Faculty Council;
- f. deal with matters assigned by the Board or Senate.

**4. MEMBERSHIP**

**4.1. Voting Membership**

Voting membership of each Faculty Council shall be comprised of the following from each Faculty:

- a. faculty members
- b. two student representatives elected by students in the Faculty for a one-year term
- c. two support staff representatives employed within the Faculty, elected by support staff for a two-year term
- d. two sessional/relief instructor representatives elected by sessional/relief instructors for a one-year term
- e. Departments which offer a major(s) that may be taken as part of a degree program in another faculty will have **two designated** representatives in this faculty council with full voting rights in this faculty council, except that they may not stand for election to Senate or vote to elect a senator as a member of this faculty council.
- f. Dean of the Faculty
- g. President

#### **4.2. Ex-Officio and Non-voting Members**

Non-voting membership:

- a. Registrar
- b. University Secretary
- c. Associate Dean
- d. Director, School of Trades
- e. Vice-President Academic and Provost
- f. One member of Senate
- g. One representative each from other Faculty Councils
- h. Those invited by the Dean in consultation with the Faculty Council
- i. University Librarian or designate

#### **5. FACULTY BUSINESS**

Faculty business will normally be carried out at regularly scheduled Council meetings where there is a quorum. The Faculty Council has the right to delegate business to Standing Committees and Ad Hoc Committees, which may make recommendations to the Council for consideration. The Dean of the Faculty will assume the role of Chair on these committees, until such time as a Chair may be elected by the committee.

- Standing Committees: Standing Committees will report to the Faculty Council. Standing Committees will consist of Faculty Council members elected by the Council and members appointed by the Dean to a maximum of 50% of the committee members. Members appointed by the Dean need not be members of the Faculty Council. The Dean is a non-voting ex-officio member of all Standing Committees.
- Ad Hoc Committees: may be struck by the Faculty Council for specific purposes and dissolved upon completion of task.

#### **6. QUORUM**

A quorum will consist of at least twenty percent (20%) of the voting members of Council.

#### **7. VOTING**

Under normal circumstances, voting takes place during council meetings, and decisions are made by a simple majority of voters. In the event of extenuating circumstances or unforeseen events which cause disruptions to regular meeting schedules, such as school closures due to weather or urgent business that requires a decision prior to the next scheduled meeting, voting may be conducted by email or other electronic technologies, at the discretion of the chair and vice-chair. In this case, all council members must be polled for a minimum of three business days, and the number of votes cast must be equivalent to or exceed the council's quorum in order for the decision to be valid. The results of electronic votes shall be reported via email, as well as at the next council meeting, and recorded in its minutes.

#### **8. CHAIR AND VICE-CHAIR**

The Dean of the Faculty shall serve as Chair of its Faculty Council. A Vice-Chair will be elected by the Council using the Faculty's nomination and election procedure. The Vice-Chair will be elected for a two-year term.

## **9. AGENDA AND MINUTES**

- a. Council's agenda will be set by the Dean (or Vice-Chair) in consultation with the Secretary (Registrar) and the members of the Faculty Council;
- b. Minutes will be kept by a Secretary appointed by the Dean;
- c. Agenda, minutes and written reports will be circulated to Council members at least twenty-four hours prior to meetings, though normally Council members will be given at least seven days advanced notice on voting matters.

## **10. MEETING TIMES**

Meetings will be held at least three times per year. Notwithstanding, the Dean has the right to call a Council meeting at any time if there is urgent business that requires the attention of the Faculty Council.

## **11. REVIEW OF TERMS OF REFERENCE**

The terms of reference shall be reviewed at least every three years.