



# UNIVERSITY OF SASKATCHEWAN

## School of Environment and Sustainability

## Faculty Council Bylaws

### PREAMBLE

These bylaws describe and set forth procedures relating to the governance of the faculty council of the School of Environment and Sustainability, and are subject to the bylaws, policies and regulations of the University Council, which establishes the faculty council. To the extent that any previous resolution of the faculty council or its predecessors or any committee of that council is inconsistent with this bylaw, this bylaw has precedence.

### PART ONE: FACULTY COUNCIL REGULATIONS

#### A. Constitutional Powers and Duties

The faculty council of the School of Environment and Sustainability is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the *University of Saskatchewan Act 1995*.

Under *Part Three* of the University Council's *Bylaws*, the faculty council of each college or school, subject to the provisions of the University Act, the Bylaws of the University Council and the general control of the University Council, shall have charge of matters of scholarship and discipline. The duties delegated by University Council to the faculty councils are laid out in *Part Three, Section V, Subsection 2* of the University Council *Bylaws*.

In addition to these statutory powers and duties, faculty council serves as a forum for the participation and engagement of members of faculty council in discussions of policies, plans and decisions by the School administration that directly affect those areas for which faculty council has responsibility.

#### B. Membership

The membership of the faculty council of the School of Environment and Sustainability is prescribed in the *Bylaws* of the University Council, *Part Three, Section V, Subsection 1*. At the time of approval of these bylaws, membership is specified as follows:

- (i) The faculty council of all colleges and schools shall include the following (\*denotes non-voting members):
  - (a) The President of the University\*
  - (b) The Provost and Vice-President Academic \*
  - (c) The Vice-President Research\*
  - (d) The Vice-President Finance and Resources\*
  - (e) The Vice-President University Advancement \*
  - (f) The Vice-Provost Teaching and Learning\*
  - (g) The Associate Vice-President Student and Enrolment Services\*
  - (h) The Associate Vice-President Information and Communications Technology\*
  - (i) The Dean of the College or School or, in the case of a School that is not part of a College, the Executive Director of the School
  - (j) The Dean of Graduate Studies and Research
  - (k) The Dean, University Library or designate\*
  - (l) The University Secretary\*
  - (m) The Registrar\*
  - (n) Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity;
  - (o) Such other persons as the Faculty Council may, from time to time, appoint in a non-voting capacity\*

#### Faculty of the School of Environment and Sustainability

See (i), Sections (a) to (o) above.

- (p) All faculty members who hold a standard appointment in the School.
- (q) All faculty members holding primary-joint and secondary-joint appointments in the School.
- (r) The president of the School of Environment and Sustainability Students' Association.

The following members may be heard in faculty council, but may not vote:

- i. Associate members
- ii. Adjunct members

Members on leave retain their right to participate in meetings and are counted in quorum.

In accordance with a duly approved motion of the faculty council, it may recommend changes in its membership to the University Council.

#### **C. Appointment and Election of Members**

For those members of the faculty council who are not members by virtue of their position as administrators or as members of the faculty of the School of Environment and Sustainability:

1. Sessional lecturers currently employed by the School shall be heard in faculty council, but may not vote.
2. The president of the School of Environment and Sustainability Students' Association (SENSSA) shall serve on faculty council concurrently with his/her term as SENSSA President, and shall vote.
3. Staff members shall be heard in faculty council, but may not vote.

An *ex officio* member who is entitled under Council bylaws to delegate his or her membership may designate an individual to serve on the faculty council with the same powers as the designator. Such designations will last for a twelve month period of time and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his or her place. To initiate the designation, the *ex officio* member will inform the chair of faculty council. During the period of designation, the *ex officio* member who initiated the designation may attend meetings of the faculty council with a voice but no vote.

#### **D. Duties, Terms of Office and Election of Officers**

1. The Executive Director of the School of Environment and Sustainability is the chair of the faculty council. The chair shall vote.
2. The chair shall be responsible:
  - (a) To preside at all meetings of the faculty council, to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
  - (b) To prepare a draft agenda for each meeting of the faculty council and to present it for approval at the meeting.
  - (c) In accordance with the University Council's Bylaws, to transmit to the University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school.
  - (d) To ensure the maintenance of an archive of the proceedings and all approved minutes of faculty council meetings.
  - (e) As the spokesperson for faculty council, to explain the decisions, activities and procedures of faculty council.

The chair may seek the guidance and assistance of the Bylaws Committee of University Council with respect to matters of procedure.

3. The vice-chair of faculty council shall be designated by the Executive Director.
4. In the chair's disability or absence, the vice-chair shall have all the powers and perform all the duties of the chair. The vice-chair will preside at meetings in place of the chair if the chair declares a conflict of interest in any matter.

5. The secretary acts as the delegate of the University Secretary under University Council's *Bylaws Part Three, Section V.1.E*. Under the general direction of the chair, the secretary shall be responsible:
  - (a) To assist the chair in the preparation of agendas and minutes.
  - (b) To arrange for the distribution of notice of meetings, agendas and minutes to all members of the faculty council.
  - (c) To record attendance at all meetings.
  - (d) To record all motions, resolutions, and other decisions taken at meetings.
  - (e) To arrange for and carry out elections in accordance with these bylaws and provide the result to the chair.

**E. Meetings**

1. Regular meetings of the faculty council will be held 8 – 10 times each academic year, typically once a month during the regular academic session.
2. Notice of regular meetings will be in writing and will be provided to all members no less than [30] days in advance of the meeting.
3. A special meeting of the faculty council may be held at any time upon the call of the chair, or in the chair's disability or absence, of the vice-chair. Upon the written petition of not fewer than 20% of voting members, the chair shall call a special meeting for the transaction of such business only as may be specified in the notification of the meeting. Special meetings require written notice to all members not less than seven [7] days in advance.
4. An agenda and, wherever practical, all supporting materials shall be sent to each member of the faculty council at least two [2] days in advance of the meeting.
5. The quorum for regular and special meetings will be 50% plus one of faculty in-scope of the University of Saskatchewan Faculty Association holding standard, primary-joint, or secondary-joint appointments with the School.
6. Any regular meeting may be postponed or cancelled at the call of the chair.
7. Regular meetings of the faculty council are normally open to the members of the university community and may, at the discretion of the chair, be open to the general public. Non-members may speak at the discretion of the chair but, unless they are voting members of the faculty council, are not entitled to vote. The chair may call for any meeting or portion of a meeting to be closed. Every member of the faculty council, whether a voting or non-voting member, shall be entitled to attend closed meetings and sessions, unless that member has a conflict of interest, in which case the conflict shall be declared and the chair shall rule whether the member should remain. Student members will be considered to be in a conflict of interest and excluded from consideration of those matters where the performance of students is under review or consideration.

**F. Procedures and Voting**

1. Meetings shall be presided over by the chair or, in the absence or disability of the chair, the vice-chair; or, in the absence or disability of both, by any other member of the faculty council as agreed to by the majority of members at the meeting.
2. The agenda will be approved at the beginning of each meeting. Except as provided elsewhere in these bylaws, all questions legitimately before faculty council shall be decided by a majority of votes of the members present.
3. Voting will normally be by show of hands, except in instances where the USFA Collective Agreement specifies a written vote. A procedural motion to require a written vote must be seconded and approved by majority.
4. In matters requiring an urgent decision, and at the call of the chair, a motion may be put to the members electronically. Electronic approval of a simple majority of the voting members of faculty council to any mo-

tion will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly convened, and will be recorded in the minutes of the faculty council.

5. Any member may have his or her vote recorded for the minutes on request. The number voting for or against a motion shall be entered on the minutes at the call of any two [2] members.

#### G. Committees

1. The standing committees of the School of Environment and Sustainability as of July 1, 2012 are: Admissions and Awards; Academic Programs; and, Engagement.
2. The faculty council may establish standing and *ad hoc* committees to facilitate its work and, subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.
3. Unless a motion of faculty council passed in accordance with a delegation by the University Council specifically provides otherwise, all recommendations of committees will be brought to faculty council for consideration.
4. All standing committees will meet and report to faculty council at least five [5] times each academic year. Responsibility for calling committee meetings rests with the chair of the committee.
5. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of faculty council, but who are affiliated with SENS.
6. There is no requirement that committees be composed entirely of faculty council members.
7. All standing and *ad hoc* committees will have written terms of reference outlining their composition and accountabilities and approved by the faculty council. Each committee should regularly review its own terms of reference, and may recommend changes to faculty council as required. The membership and terms of reference of standing committees of the faculty council are specified in Part Two of these bylaws.
8. Faculty shall be appointed to committees by the chair of the faculty council as part of the regular assignment of duties. SENSSA is responsible for the appointment of student members, where applicable.
9. The term of office for the chair and members of standing committees is outlined in the terms of reference for each committee.
10. Term of office for chairs and members of standing committees will begin July 1 unless otherwise specified. The term of student members will normally begin on October 1.
11. A vacancy will be declared in the case of a committee member who will be absent from the campus or otherwise unavailable to attend meetings for a period of six consecutive months or more.
12. In the case of a vacancy on a committee, the faculty council delegates authority to fill the vacancy to the Executive Director in accordance with the membership requirements of the committee, for the balance of the academic year.
13. The Executive Director is an *ex officio* non-voting member of all standing committees.
14. An *ex officio* member of a committee may designate an individual to serve in her or his place with the same powers as the designator. Such designations shall last for a twelve month period of time and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his or her place. To initiate the designation, the *ex officio* member will inform the chair of the faculty council and the chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may attend meetings of the committee with a voice but no vote.
15. Committees may appoint a vice-chair. In the absence of the chair, and where a vice-chair has been appointed, the vice-chair will preside. In the absence of both the chair and vice-chair, the committee may appoint a member to chair the meeting.
16. The quorum for all standing committees is a majority of the voting members.

17. Matters decided by the committee shall be decided by a majority vote of those present and eligible to vote. The chair shall have the deciding vote in the case of a tie.
18. The Executive Director may seek the advice or assistance of a committee of faculty council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of the faculty council, and the committee shall report to faculty council on the general nature of the advice given.

#### H. Records

1. Council Bylaws require that "each faculty council shall keep a record of its proceedings and this record shall be open to any member of the faculty council. A copy of the proceedings shall, upon request, be furnished by its Secretary to the Chair of the University Council and/or to the President of the University."
2. Wherever practical, draft minutes, including a record of all motions and resolutions, from all regular and special meetings shall be circulated to all members with the agenda material for the next meeting, and will be presented for adoption at that meeting.
3. Records of motions from closed sessions may be deemed confidential by the chair and the related portion of the minutes may remain confidential at the discretion of the chair. In such cases the non-confidential portion of the minutes will reflect the fact that a confidential section has been removed. Both the non-confidential and the confidential portion of the minutes are considered to constitute the official record of the meeting and will be preserved for the official archive.

#### I. Independence and Conflict of Interest

1. Members of the faculty council and its committees will have as their principal concern the welfare of the School and of the university. They will exercise independent judgment and may not act as agents of any person or organization. [taken from Council Bylaws, *Part Two, Section V.1*]
2. There are no restrictions on the right of a member of faculty council to participate in debate and to vote on any matter that comes before the faculty council. However, if a member of faculty council has a conflict of interest in any matter under consideration, the member shall disclose his or her interest when speaking on the matter in faculty council proceedings, and the disclosure will be recorded in the minutes.
3. A member of a committee of the faculty council will disclose and identify a conflict of interest (including a perceived conflict of interest), and will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter. The minutes will reflect the disclosure and any abstention or withdrawal.
4. The chair or a member of a committee is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee, and to ask such a member to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee.

#### J. Amendment

1. A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than thirty [30] days prior to the date of the meeting at which the motion is to be considered, and will require a 2/3 majority vote of those present and voting.

### PART TWO: COMMITTEE TERMS OF REFERENCE

#### A. Standing and *ad hoc* Committees of SENS Faculty Council

##### 1. Admissions and Awards Committee

###### Context

The School of Environment and Sustainability administers three graduate programs:

- Master of Sustainable Environmental Management (course-based)
- Master of Environment and Sustainability (thesis-based)

- Doctor of Philosophy in Environment and Sustainability (thesis-based)

#### **Mandate**

To administer all graduate awards, scholarship and fellowship nominations, and admissions for the School of Environment and Sustainability.

#### **Responsibilities**

1. To administer the admissions, scholarships, and awards of the School;
2. To advise or assist eligible students with submission of scholarship and fellowship applications external to the School (e.g., University of Saskatchewan Dean's Scholarship, Tri-Council fellowships);
3. To develop policies related to student funding, admissions, advising, and supervision, and ensure those policies are adhered to;
4. To ensure that these policies support the commitment to equity made by SENS in its graduate handbook, and,
5. To guide the transfer of existing University of Saskatchewan graduate students into the School.

#### **Membership**

The Committee will be composed of faculty members (including the Committee Chair) who are also members of the College of Graduate Studies and Research. The Executive Director will recommend appointments to this committee, with the approval of the School's faculty. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership.

#### **Chair**

The Chair of this Committee is the current Graduate Chair of the School of Environment and Sustainability.

#### **Meetings**

Meetings of the Committee will be held as needed so that admission, scholarship and other deadlines can be met. The Committee will operate by consensus, or by majority vote if consensus cannot be reached. The Chair of the Committee has a vote. Administrative support will be provided by the School.

#### **Accountability**

The Admissions and Awards Committee will be accountable to the faculty and the Executive Director of the School through its Chair. The Committee shall report monthly to the SENS Faculty Council during the regular academic session.

## **2. Academic Programs Committee**

#### **Context**

The School of Environment and Sustainability administers three graduate programs:

- Master of Sustainable Environmental Management (course-based)
- Master of Environment and Sustainability (thesis-based)
- Doctor of Philosophy in Environment and Sustainability (thesis-based)

#### **Mandate**

To provide strategic guidance for the development, integration and advancement of the academic programs of the School. This includes overseeing the curricula of the SENS academic programs, making recommendations to the School's faculty regarding course and program requirements, and overseeing the design and implementation of innovative practices within courses and the three SENS graduate programs.

#### **Responsibilities**

1. To oversee the curriculum, teaching, and evaluation of the academic programs of the School, ensuring that students are provided with essential knowledge, skills, and abilities in the area of environment and sustainability;
2. To track student progression through the SENS courses;
3. To oversee the development and implementation of innovative learning opportunities, non-traditional course formats, and alternative ways of knowing and learning in the SENS curricula, such as: experiential learning experiences, field course experiences, distributed learning, and compressed course formats.
4. To ensure that the implementation of any non-traditional formats includes the accommodation of students with disabilities or other special needs;
5. To oversee linkages of the academic programs with internal and external partners;
6. To assess capacity to deliver the graduate programs within the School;

7. To explore ways to make SENS courses attractive to, available to, and relevant for Aboriginal students;
8. To ensure that, at the least, a subset of the SENS course offerings is available to students beyond those registered in the School;
9. To recommend possible changes to the academic programs of the School to the School's Executive Director and faculty in light of changing priorities within the School and University, and in response to changes and evolution observed within comparable Canadian and international graduate programs;
10. To undertake periodic review and renewal of SENS graduate programs; and,
11. To propose and possibly develop new graduate programs, or other academic and training programs, in the School.

#### **Membership**

The Committee will be composed of three or four faculty members (including the Committee Chair) who are also members of the College of Graduate Studies and Research, and up to 2 students. The Executive Director will recommend appointments to this committee, with the approval of the School's faculty. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership.

#### **Chair**

The Executive Director will recommend the appointment of the Chair for this committee, with the approval of the School's faculty. The Chair shall have a vote.

#### **Meetings**

Meetings of the Committee will be held regularly to address the School's programs and curriculum. The Committee will operate by consensus, or by majority vote if consensus cannot be reached. The Committee will report monthly to the School Faculty Council during the regular academic session. Administrative support will be provided by the School.

#### **Accountability**

The Academic Programs Committee will be accountable to the faculty and the Executive Director of the School through its Chair, and will report monthly to the SENS Faculty Council during the regular academic session.

### **3. Engagement Committee**

#### **Context**

The mission of the School of Environment and Sustainability is to enable sustainable communities and environments through collaborative research and teaching, graduate student engagement, and community involvement. We broaden understanding and develop champions of environmental sustainability by creating, exchanging, and translating knowledge using diverse perspectives.

To assist in the realization of this mission, the Engagement Committee will focus on the facilitation of knowledge creation, exchange, translation, and community involvement, as they relate to the teaching, research, and scholarly activities of the School.

Outreach is seen as one of the cornerstones to achieving the goals of the committee and of SENS. The Engagement Committee will have an important role in coordinating, and when appropriate, providing support for outreach activities both internal and external to SENS and the University.

#### **Mandate**

To facilitate and undertake outreach and engagement activities on behalf of the School of Environment and Sustainability, with an aim to extending the activities of the School into the local and regional community.

#### **Responsibilities**

1. To identify and develop potential partnerships with other academic and administrative units at the University of Saskatchewan, and with external agencies outside of the University;
2. To identify opportunities for community consultation beyond the School;
3. To plan ENVS 990 seminars in accordance with the ENVS 990: Seminar in Environment and Sustainability policy;
4. To identify opportunities for SENS to host special lecturers of interest to the public, including the SENS Earth Day lecturer;
5. To ensure that internal events such as SENS Connect are held regularly;
6. To play a lead role in the organization of any "in residence" visits;

7. To ensure that Aboriginal perspectives are well represented in the engagement work of the School;
8. To liaise with partners regarding areas of mutual interest, with a focus on knowledge creation, exchange, and translation;
9. To help ensure that the School of Environment and Sustainability is represented as required at both internal and external events relating to outreach and engagement.

**Membership**

In addition to its faculty members, the Committee will include up to two students. Members will be appointed or re-appointed each year, but an effort will be made to provide continuity with respect to the Committee's membership.

**Chair**

To be appointed by the Executive Director for a one-year, renewable term.

**Meetings**

Meetings of the Committee will be held regularly to facilitate the planning and execution of outreach and engagement activities. The Committee will operate by consensus, and will report monthly to the School Faculty Council during the regular academic session. Administrative support will be provided by the School as required and appropriate.

**Accountability**

The Engagement Committee will be accountable to the Executive Director and the Faculty of the School through its Chair.

**B. Other School Committees Not Accountable to Council**

**Committees Governed by the Collective Agreements**

1. Search Committees
2. Renewals and Tenure Committee
3. Promotions Committee
4. Salary Review Committee