



COLLEGE OF PHARMACY AND NUTRITION

COLLEGE GOVERNANCE
Description and Bylaws

December 2022

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PART 1.0

INTRODUCTION

Governance in higher education refers to the means by which postsecondary institutions are formally organized and managed.

In accordance with The University of Saskatchewan Act (1995) (<https://governance.usask.ca/governance/university-of-saskatchewan-act.php>) our university has a tricameral governance structure, which means it has three governing bodies (<https://governance.usask.ca/governance/governing-documents.php>).

The Senate gives graduates, the community, and key stakeholders a voice in university affairs.

The Board of Governors is responsible for overseeing and directing all matters respecting the management, administration and control of the university's property, revenues, and financial affairs.

University Council is responsible for academic oversight and directs the university's academic affairs on matters ranging from degrees, scholarships and programs to evaluation, academic integrity, and admission (see University Council Bylaws <https://governance.usask.ca/council/> for full list of responsibilities).

University Council is a representative elected body consisting of the President and Vice Chancellor, the Provost and Vice-President Academic, two elected members of each College and affiliated and federated College (one of whom may be the Dean), two librarians (one of whom may be the university librarian), one elected student representing each college and each affiliated and federated college, and 54 elected faculty members.

University Council mandates that each College must have its own Faculty Council with bylaws. The Bylaws of University Council define the membership of each college Faculty (University Bylaws: V.1. Membership of the Faculty Councils). Each Faculty, subject to the general control of the Council, has charge of all matters of scholarship and discipline within its college.

This document describes the College of Pharmacy and Nutrition's overall governance structure, including the College's Faculty Council as mandated by University Council.

PART 2.0

COLLEGE GOVERNANCE AND STRUCTURE

The governance of the College of Pharmacy and Nutrition refers to the internal structure, organization, and management of its affairs. The Dean is subject to the authority of the President and has general supervision over the direction of the work of the teaching and training of students within the College.

The College Governance Structure is found in **Appendix A**. Together, these areas form the framework from which the College is governed.

2.1 COLLEGE FACULTY COUNCIL

2.1.1 Introduction

The following bylaws (2.1.1 - 2.1.12) describe and set forth procedures relating to the governance of the Faculty Council of the College of Pharmacy and Nutrition. They are subject to the policies, regulations, and bylaws of the University Council, which establish faculty councils. To the extent that any previous resolutions of the Faculty Council or its predecessors—or any committee of that Council—is inconsistent with these bylaws, the bylaws below have precedence.

2.1.2 Definitions

In these bylaws:

- “University” means the University of Saskatchewan;
- “University Council” is the body responsible for overseeing and directing the university’s academic affairs, pursuant to The University of Saskatchewan Act, 1995;
- “Council” means the College of Pharmacy and Nutrition Faculty Council;
- “College” means the College of Pharmacy and Nutrition, University of Saskatchewan;
- “Dean” means the Dean of Pharmacy and Nutrition, University of Saskatchewan;
- “Division” means a division (Pharmacy or Nutrition and Dietetics) of the College of Pharmacy and Nutrition;
- “Faculty Council” means the College of Pharmacy and Nutrition Faculty Council;
- “Chair” means the Chair of the College of Pharmacy and Nutrition Faculty Council;

- “Secretary” means the Secretary of the College of Pharmacy and Nutrition Faculty Council; and
- “Forum” means the College Forum of the College of Pharmacy and Nutrition.

2.1.3 Responsibilities

Faculty Council is responsible for overseeing and directing matters of scholarship and discipline of the College and is subject to the provisions of the University Act, the Bylaws of University Council, and the general control of University Council (University Council Bylaws V.2. Roles and Responsibilities of the Faculty Councils).

2.1.4 Duties

The duties of Faculty Council delegated by University Council are the following (University Council Bylaws V.2. Roles and Responsibilities of the Faculty Councils):

- To make recommendations to University Council concerning the requirements for admission to programs offered by the college or school;
- To establish and report to University Council on the number of students who may be admitted to a college or program of study and to report to University Council on the number of students admitted each year;
- To make recommendations to University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- Subject to University Council’s examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
- To delegate decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions to the Undergraduate Academic Affairs Committee;
- To approve candidates for degrees, diplomas and certificates;
- To approve candidates for scholarships, prizes, and other awards and honors;

- i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under University Council's regulations governing academic misconduct;
- j) To consider appeals from students in accordance with University Council's regulations governing student appeals in academic matters.

2.1.5 Membership (approved by University Council May 19, 2022)

2.1.5.1 The following persons are members of Faculty Council: (*denotes non-voting *members*)

- a) The President of the University*
- b) Provost and Vice President (Academic) of the University*
- c) Vice President (Research) of the University*
- d) Vice President (Finance and Resources) of the University*
- e) Vice President (University Relations) of the University*
- f) Vice Provost (Teaching, Learning, and Student Experience) of the University*
- g) Vice Provost (Indigenous Engagement) of the University*
- h) Chief Information Officer and Associate Vice President Information and Communications Technology of the University*
- i) Dean of the College of Pharmacy and Nutrition
- j) Dean of the College of Graduate and Postdoctoral Studies or designate*
- k) Dean, University Library or designate*
- l) University Secretary or designate*
- m) University Registrar or designate*
- n) Such other persons as 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*
- p) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers, Instructors, and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Pharmacy and Nutrition
- q) Department Heads or their designated representatives from the Department of Biomedical Sciences (1); Department of Pathology and Laboratory Medicine (1); Department of Food and Bioproduct Sciences (1); Department of Plant Sciences (1); Deans or designates of Arts and Science, Dentistry*, Edwards School of Business, Kinesiology*, Medicine*, Nursing*; Director or designate of School of Rehabilitation Sciences*

- r) Undergraduate students from the Doctor of Pharmacy (PharmD) program (3); Bachelor of Science (Nutrition) program (1). Undergraduate student representatives will be named by the SPNSS (Saskatchewan Pharmacy and Nutrition Student Society).
- s) Graduate students from Pharmacy (MSc or PhD) (1); Nutrition (MSc or PhD) (1). Graduate student representatives will be named by the Graduate Programs Administrator.
- t) Executive Assistant to the Dean*
- u) Administrative Officer (Undergraduate Affairs)*
- v) Administrative Assistant (Dean's Office)*
- w) Graduate Programs Administrator*

2.1.5.2 Members who are on leave retain their right to participate in meetings but are not counted in quorum.

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

2.1.6 Appointment and Election of Members

For those members of Faculty Council who are not members by virtue of their position as administrators or as members of the faculty of the College of Pharmacy and Nutrition, the following rules apply:

2.1.6.1 The representatives of departments from other colleges and schools shall be appointed by their academic unit and shall hold membership for a period as designated by their own academic unit. Representatives from other Colleges/departments may not hold a joint faculty position between the said College/department and the College.

2.1.6.2 The undergraduate students shall be nominated by SPNSS (Saskatchewan Pharmacy and Nutrition Students' Society), appointed by the Associate Dean (Academic), and shall hold membership for a period of 2 years.

2.1.6.3 The graduate students shall be nominated by the Pharmacy and Nutrition Graduate Student Council, appointed by the Associate Dean (Research and Graduate Affairs), and shall hold office for a period of 2 years.

2.1.6.4 A member who is entitled under Faculty Council bylaws to delegate his or her membership may designate an individual to serve on Faculty Council with the same powers as the designator.

2.1.7 Officers

2.1.7.1 The officers of Faculty Council are the Chair and the Faculty Council Secretary.

2.1.7.2 Chair

a) The Chair shall be an elected position of Faculty Council and:

- Shall be elected by all voting members of Faculty Council
- Eligible College of Pharmacy and Nutrition members include faculty from tenure and non-tenure track ranks
- The member of Faculty Council will hold the position of chair for a term of 3 years
- Election of the Chair will occur at the May meeting of Faculty Council

b) Responsibilities:

The Chair shall:

- Preside at all meetings of 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;
- In consultation with the Secretary, prepare a draft agenda for each meeting of Faculty Council and present it for approval at the meeting;
- In accordance with University Council's bylaws, transmit to University Council for consideration and review all matters which belong to the care of University Council or which from their nature concern more than one college or school;
- Ensure the maintenance of an archive of the proceedings and all approved minutes of Faculty Council meetings;
- As the spokesperson for Faculty Council, explain the decisions, activities and procedures of Faculty Council; and
- Appoint one of the College's Associate Deans to serve in his or her absence

The Chair may seek the guidance and assistance of Faculty Council's Governance Committee with respect to matters of procedure.

2.1.7.3 Secretary

The Secretary acts as the delegate of the University Secretary under University Council's Bylaws Part Three, Section V.1.

- a) The Secretary shall be a member of the College's faculty
- b) The Governance Committee will appoint the Secretary from its membership who meets the criteria as stated in 2.1.5.1.
- c) Responsibilities:

The Faculty Council secretary shall:

- Serve as the representative of the University Secretary;
- Keep Faculty Council informed of policies and procedures as found in University Council bylaws and from University Secretary;
- Serve as the parliamentarian for Faculty Council meetings;
- Preside over election of Faculty Council the Chair

2.1.7.4 Coordinator

The Executive Assistant to the Dean shall serve as Coordinator of Faculty Council.

The Coordinator's responsibilities are to undertake or delegate the following duties:

- a) Distribution of notice of meetings, agendas, and minutes to all members of Faculty Council,
- b) Recording of attendance at all meetings, and
- c) Recording of all motions, resolutions, and other decisions taken at meetings.

2.1.8 Meetings

2.1.8.1 Frequency

Regular meetings of Faculty Council will be held in the January, March, May, and October of each academic year.

2.1.8.2 Notices and Agendas

Notice of regular meetings will be provided to all members no less than 30 days in advance of the meeting.

An agenda and all supporting material (if practical) shall be sent to Faculty Council members at least seven days in advance of the meeting.

2.1.8.3 Special Meetings

A special meeting of Faculty Council may be held at any time upon the call of the Chair, or in the Chair's absence, one of the Associate Deans as appointed by the Chair. Upon

the written petition of no fewer than ten Faculty Council 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 notice to all members not less than seven days in advance.

2.1.8.4 *Urgent Decisions*

Matters requiring urgent decision, electronic motions, and approval procedures are considered, see 2.1.8.9 f.

2.1.8.5 *Quorum*

The quorum for regular and special meetings will be 40% of voting members.

2.1.8.6 *Postponement/Cancellation*

Any regular meeting may be postponed or cancelled at the call of the Chair.

2.1.8.7 *Attendance and Participation*

Regular meetings of 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.

2.1.8.8 *Conflict of Interest*

Members of Council and members of committees of Council will have as their principal concern the welfare of the College and University communities. They will exercise independent judgment and may not act as agents of any person or organization.

There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before Council. However, Council members will conduct themselves so as to avoid conflict of interest or the appearance of conflict of interest and are obliged to disclose any known conflict of interest. Any member is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter. If a conflict is established, the member with the conflict of interest will be asked to withdraw from deliberations and/or refrain from voting on the matter in question. The disclosure will be recorded in the minutes and the member with the conflict of interest will abstain from voting.

2.1.8.9 *Meeting Procedures and Voting*

- a) Meetings shall be held in person with the option of a virtual presence to accommodate individuals unable to attend in person (functional hybrid model)
- b) Meetings shall be presided over by the Chair or, in the absence of the Chair, any eligible members of Faculty Council delegated by the Chair (as per 2.1.7.2 a)
- c) An agenda will be prepared and approved at the beginning of each meeting (see **Appendix B** for template). Notice of any substantive motions to be voted upon by Faculty Council will be included in advance in the agenda material. A 'substantive motion' refers to any motion dealing with a substantive matter which requires consideration by members of Faculty Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this definition will be determined by the Chair. This requirement may be suspended upon vote of 2/3 of the members present and voting at a meeting.
- d) 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. The Chair shall not vote on a motion before Faculty Council except when there is an equal number of voting members supporting and opposing the motion.
- e) Voting will normally be by show of hands for both in person and virtual attendees (unless otherwise stipulated). A procedural motion to require a written vote must be seconded and approved by the majority.
- f) 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 two-thirds majority of the voting members of Faculty Council to any motion 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 next regular meeting.
- g) Any member may have his or her vote recorded in the minutes on request.
- h) For procedures not covered in these bylaws, Faculty Council adopts the rules of order contained in Procedures for Meetings and Organizations, Third Edition by Kerr and King. An abbreviated version can be found [here](#).

2.1.9 Records

2.1.9.1 University Council Bylaws require that each Faculty Council shall keep a record of its proceedings and this record shall be open to any member of Faculty Council. A copy of the proceedings shall, upon request, be furnished by the Faculty Council Coordinator to the Chair of University Council and/or to the President of the University.

2.1.9.2 Minutes, including a record of all motions and resolutions from all regular and special meetings, shall be circulated to all Faculty Council members with the agenda material for the next meeting and will be presented for adoption at that meeting.

2.1.9.3 Records of all regular and special meetings shall be kept in the College Dean's Office.

2.1.10 Independence and Conflict of Interest

2.1.10.1 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 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. The member will abstain from voting.

2.1.10.2 A member of a committee of 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.

2.1.10.3 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.

2.1.11 Amendments

A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members of Faculty Council not less than 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.

2.1.12 Standing Committees

2.1.12.1 Establishment

- a) Faculty Council may establish standing committees to facilitate its work and, subject to the approval of University Council and without jeopardizing Faculty Council's authority, may delegate decisions to its standing committees.
- b) Standing committees may create subcommittees.

2.1.12.2 Standing Committees

Faculty Council will have the following Standing Committees: Nominations Committee, Governance Committee, Undergraduate Academic Affairs Committee, and Research, Graduate, and Postdoctoral Affairs Committee. The Terms of Reference for these Committees, which includes responsibilities, are found in **Appendix C**.

Standing Committees of Faculty Council will set out operational procedures for their committee and will present for review to the Governance Committee. Once reviewed and approved by the membership of the Standing committee, the procedures will be presented in written form at a FC meeting for information and discussion. Any non-consequential revisions to procedures would follow the same process as above. Procedures are found in **Appendix D** below the TOR of the Standing Committee.

All standing committees will report to Faculty Council at least twice each academic year, with a written annual report presented at the May Faculty Council meeting.

a) Nominations Committee

The Nominations Committee will operate according to the Terms of Reference in **Appendix C-1**.

The Nominations Committee will nominate Faculty Council committee memberships and their Chairs and will recommend membership for other College Committees. These recommendations will be approved by Faculty Council.

b) Governance Committee

The Governance Committee will operate according to the Terms of Reference in **Appendix C-2**.

The Governance Committee will review Faculty Council Bylaws and other College Committees' Terms of Reference on a regular basis and recommend changes to the appropriate bodies (e.g. Faculty Council, Senior Leadership).

c) Undergraduate Academic Affairs Committee (UAAC)

The Undergraduate Academic Affairs Committee and its subcommittees will operate according to their Terms of Reference in **Appendix C-3**.

The Undergraduate Academic Affairs Committee is responsible for academic oversight and directs the college's academic affairs on matters

ranging from degrees, scholarships and programs to evaluation, academic integrity, and admissions.

d) *Research, Graduate, and Postdoctoral Affairs Committee (RGPAC)*

The Research, Graduate, and Postdoctoral Affairs Committee and its subcommittees will operate according to their Terms of Reference in **Appendix C-4**.

The Research, Graduate, and Postdoctoral Affairs Committee is responsible for oversight of the graduate programs and directs the college's graduate affairs on matters ranging from degrees, scholarships and programs to evaluation, academic integrity, and admissions. The committee also supports postdoctoral fellows.

e) *Pharmacy Program Advisory Committee (PPAC)*

The Pharmacy Program Advisory Committee will operate according to its Terms of Reference in **Appendix C-5**.

The Pharmacy Program Advisory Committee is responsible for all matters related to the design, development, implementation, and review of the Undergraduate PharmD program. Time sensitive changes can proceed subject to approval at the next meeting of Faculty Council.

f) *Nutrition Program Advisory Committee (NPAC)*

The Nutrition Program Advisory Committee will operate according to its Terms of Reference in **Appendix C-6**.

The Nutrition Program Advisory Committee is responsible for all matters related to the design, development, implementation, and review of the Undergraduate Nutrition and Dietetics program. Time sensitive changes can proceed subject to approval at the next meeting of Faculty Council.

2.1.12.3 Relationship to University Council

All recommendations of standing committees will be brought to Faculty Council for consideration and approval unless a motion of University Council stipulates otherwise.

2.1.12.4 Management Committees

The College will have the following Management Committees: Senior Leadership, Safety, Strategic Planning and Implementation, Wellness, Indigenous Initiatives,

International Initiatives, and Equity, Diversity, Inclusion and Accessibility Community. The Terms of Reference for these Committees, which includes responsibilities, are found in **Appendix E**.

Management Committees of the College will set out operational procedures for their committee and will present for review to Senior Leadership Committee. Once reviewed and approved by the membership of the committee, the procedures will be presented in written form to Faculty Council. Procedures are found in **Appendix F** below the TOR of the Committee.

All college Management Committees will report to Faculty Council at least once each academic year, with a written annual report presented at the May Faculty Council meeting.

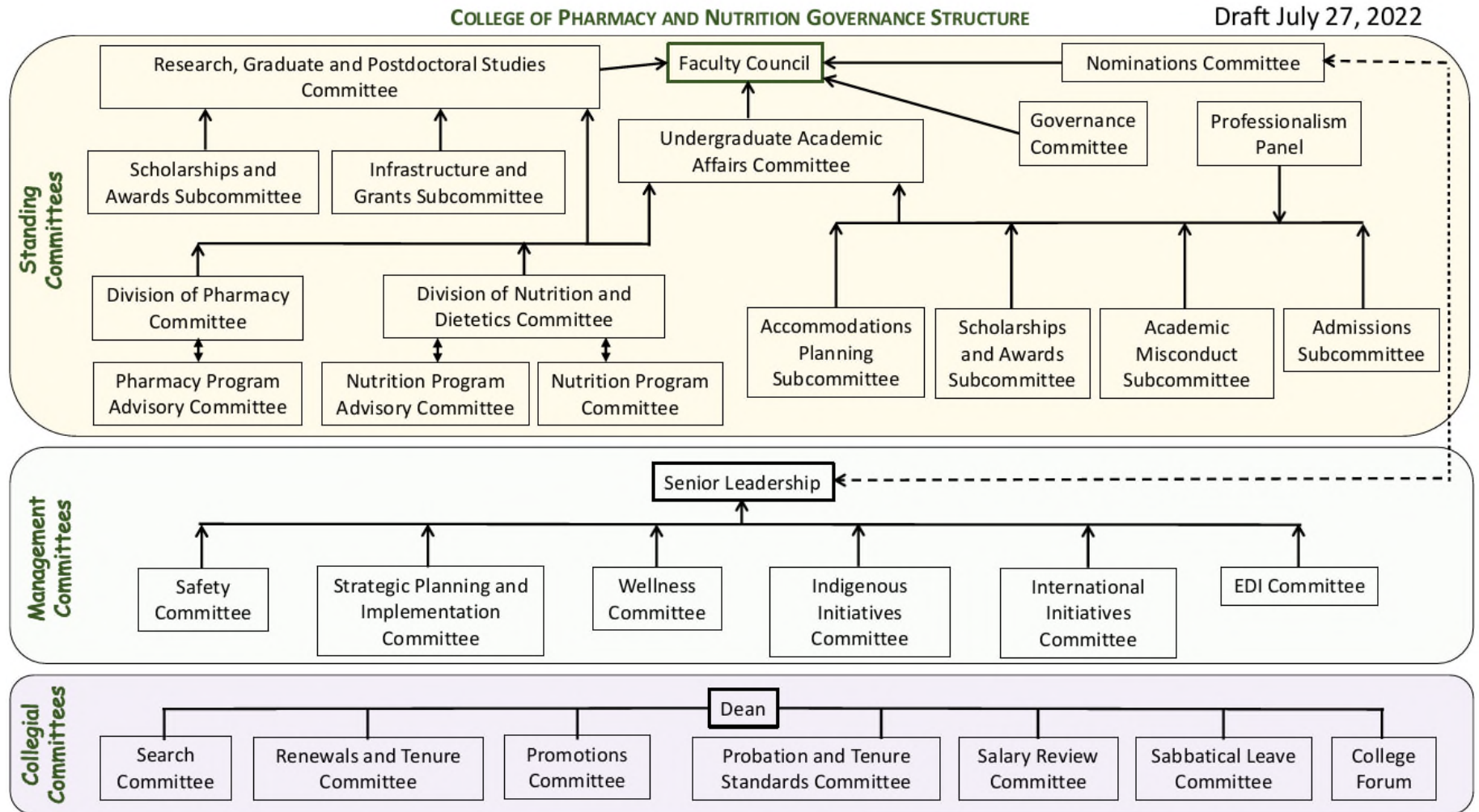
2.1.12.5 Relationship of Standing Committees of Faculty Council and Management Committees to College Bylaws

The operational procedures of the Standing Committees of Faculty Council and Management Committees will be applied in a manner consistent with the bylaws of the college.

PART 3.0

APPENDICES

Appendix A – College Governance Structure



Appendix B – Agenda Template

Template can be found [here](#).

Appendix C – Terms of Reference (TOR) for Standing Committees

C-1 Nominations Committee – Found [here](#).

C-2 Governance Committee – Found [here](#).

C-3 Undergraduate Academic Affairs Committee – Found [here](#).

C-4 Research, Graduate, and Postdoctoral Affairs Committee – Found [here](#).

Appendix D – Standing Committee Procedures

TBD.

Appendix E – Terms of Reference (TOR) for Management Committees

E-1 Senior Leadership Committee – TBD.

E-2 Safety Committee – Found [here](#).

E-3 Strategic Planning and Implementation Committee – Found [here](#).

E-4 Wellness Committee – Found [here](#).

E-5 Indigenous Initiatives Committee – Found [here](#).

E-6 Internationalization Initiatives Committee – Found [here](#).

E-7 Equity, Diversity, Inclusion, and Accessibility Community – Found [here](#).

Appendix F – Management Committee Procedures

TBD.