



COLLEGE OF PHARMACY AND NUTRITION

COLLEGE GOVERNANCE
Description and Bylaws

May 2013

Table of Contents

Part 1	Introduction	4
Part 2	College Governance and Structure	5
2.1	College Faculty Council	5
2.1.1	Introduction	5
2.1.2	Definitions	5
2.1.3	Responsibilities	6
2.1.4	Duties	6
2.1.5	Membership	7
2.1.6	Appointment and Election of Members	8
2.1.7	Officers	9
2.1.8	Meetings	10
2.1.9	Committees	12
2.1.10	Records	15
2.1.11	Independence and Conflict of Interest	16
2.1.12	Amendments	16

PART 1

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)* our university has a tricameral governance structure, which means it has three governing bodies:

The **Senate** is responsible for public issues and for giving graduates, the community and key stakeholders a voice in university affairs.

The **Board of Governors** is responsible for fiscal issues and administers and manages property, revenues and finances.

University Council is responsible for overseeing and directing the academic affairs of the University and has the authority to authorize the establishment or disestablishment of any college, department, or institute, and to provide for the University's affiliation or federation with any educational institution. Council also sets academic programs and standards for academic performance, determines enrollment quotas, and recommends to the President and the Board on budgetary matters and capital expenditures or any other matters that Council considers to be in the interests of the University. University Council is a representative elected body consisting of the President, the Provost and Vice-President Academic, two elected members of each College and affiliated and federated College, one of whom is usually the Dean, one student from each College, two librarians, and 54 faculty members-at-large

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**. Each Faculty, subject to the general control of the Council, has charge of all matters of scholarship 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

COLLEGE GOVERNANCE AND STRUCTURE

The governance of the College of Pharmacy and Nutrition refers to the internal structure, organization and management of its affairs. Its Chief Executive Officer, 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 structure of the College is divided into four areas:

- College Faculty Council
- College Forum
- College Management Committees
- Collegial Committees of Faculty

Together, these areas form the framework from which the College is managed and administered.

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 bylaws, policies and regulations of the University Council, which establishes 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.
- “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 the academic affairs of the College.

2.1.4 Duties

The duties of Faculty Council are pursuant to the list of duties of Faculty Council as contained in the University’s Council Bylaws and include:

- To make recommendations to University Council concerning the requirements for admission to programs offered by the College;
- To establish and report to University Council on the number of students who may be admitted to the College’s programs of study and to report to University Council on the actual 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;
- To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by Faculty Council, and to hear appeals of such decisions;
- To approve candidates for degrees, diplomas and certificates;
- To approve candidates for scholarships, prizes, and other awards and honours;
- 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; and
- 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 September 20, 2012)

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)*
- c) Vice President (Research)*
- d) Vice President (Finance and Resources)*
- e) Vice President (University Advancement)*
- f) Vice Provost (Teaching and Learning)*
- g) Associate Vice President (Student and Enrolment Services)*
- h) Associate Vice President (Information and Communications Technology)*
- i) Dean of the College of Pharmacy and Nutrition
- j) Dean of Graduate Studies and Research*
- k) Dean, University Library or Designate*
- l) University Secretary*
- m) 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*
- p) Associate Dean (Research and Graduate Affairs) of the College of Pharmacy and Nutrition
- q) Associate Dean (Academic) of the College of Pharmacy and Nutrition
- r) 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
- s) Representatives from the following Colleges and Departments:
 - o College of Arts and Science: Department Head or Designate of: Chemistry (1);
Mathematics and Statistics (1)

- College of Medicine: Dean or Designate (1); Department Head or Designate of: Anatomy and Cell Biology (1); Biochemistry (1); Community Health and Epidemiology (1); Microbiology and Immunology (1); Pathology and Laboratory Medicine (1); Pharmacology (1); Physiology (1)
- College of Agriculture and BioResources: Department Head or Designate: Animal and Poultry Science (1); Food and Bioproduct Sciences (1)
- College of Kinesiology: Dean or Designate (1)
- College of Nursing: Dean or Designate (1)
- College of Dentistry: Dean or Designate (1)
- School of Public Health: Executive Director or Designate (1)
- Edwards School of Business: Department Head or Designate of: Management and Marketing (1)
- Toxicology Centre: Director or Designate (1)
- Western College of Veterinary Medicine: Dean or Designate (1)
- Student Representatives:
 - One student representative for every 100 students in the Pharmacy undergraduate program
 - One student representative for every 100 students in the Nutrition undergraduate program
 - One graduate student from either the Pharmacy or Nutrition graduate program

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 appointed by SPNSS (Saskatchewan Pharmacy and Nutrition Students' Society) and shall hold membership for a period of 1 year.

2.1.6.3 The graduate student shall be appointed by the Pharmacy and Nutrition Graduate Council and shall hold office for a period of 1 year.

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 (Dean) and the Faculty Council secretary.

2.1.7.2 Chair

a. The chair shall be the Dean of the College of Pharmacy and Nutrition.

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, and
- as the spokesperson for Faculty Council, explain the decisions, activities and procedures of Faculty Council.
- 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 Bylaws Committee with respect to matters of procedure.

2.1.7.3 Secretary

a. The secretary acts as the delegate of the University Secretary under University Council's Bylaws Part Three, Section V.1.E. The secretary shall be a member of the College's faculty.

b. Election Process

The secretary will be determined annually through a volunteer/nomination process, and vote. The Nominating Committee will invite Faculty Council members who are voting members to volunteer, if eligible, or to nominate a colleague who meets the criteria as stated in 2.1.5.1. Faculty Council members will then be asked to cast their vote for the secretary. The volunteer or nominee with the most votes will be appointed as secretary.

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 officers, and
- undertake or delegate the following duties: a) the distribution of notice of meetings, agendas and minutes to all members of Faculty Council, b) the recording of attendance at all meetings and c) the recording of all motions, resolutions, and other decisions taken at meetings. The secretary will be assisted by the College's administrative staff to perform these duties.

2.1.8 Meetings

2.1.8.1 Frequency

Regular meetings of Faculty Council will be held in the Spring and Fall 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 disability or absence, one of the Associate Deans as appointed by the chair. Upon the written petition of not 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 Quorum

The quorum for regular and special meetings will be 50% plus 1 of voting members.

2.1.8.5 Postponement/Cancellation

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

2.1.8.6 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.

2.1.8.7 Conflict of Interest

A member of Faculty Council who has a conflict of interest on an issue must declare that conflict to the chair. The chair will rule whether the member will remain for the discussion and/or vote on an issue.

Should the chair identify a conflict of interest for a member or members of Faculty Council, the chair may request the member or members be excused from the discussion and/or vote.

2.1.8.8 *In Camera* Meetings or Portion of Meetings

The chair may call for any meeting or portion of a meeting to be closed. Every member of 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.

2.1.8.9 Meeting Procedures and Voting

- a. Meetings shall be presided over by the chair or, in the absence or disability of the chair, one of the Associate Deans as appointed by the chair.
- b. A draft agenda will be prepared and approved at the beginning of each meeting. 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.
- c. Notwithstanding Section E(4) and F(2), the convocation lists of degrees, certificates, honours and distinctions and the recommendations of convocation awards need not be included in advance in the agenda material but may be circulated at the meeting at which these items are considered.

- 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. 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.

2.1.9 Committees

2.1.9.1 Establishment

- a. Faculty Council may establish standing and ad hoc 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.

2.1.9.2 Standing Committees

Faculty Council will have, at a minimum, the following Standing Committees: Nominations Committee, Bylaws Committee, Academic Affairs Committee (AAC).

a. Nominations Committee

The Nominations Committee will develop Faculty Council committee memberships and nominate committee Chairs (except for chair of AAC – see below). These recommendations will be approved by Faculty Council.

In addition to its Faculty Council nominating duties, this committee will recommend committee membership for all other committees of the College for which membership is not currently established (for e.g. College Management Committees). These recommendations will be made to the College Executive.

b. Bylaws Committee

The Bylaws Committee will review Faculty Council and other College Bylaws on a yearly basis and recommend changes to the appropriate bodies (e.g. Faculty Council, College Executive).

c. Academic Affairs Committee (AAC)

The Academic Affairs Committee will deal with all academic matters, including admissions. The Committee will make recommendations to Faculty Council regarding student performance, graduation, admissions, scholarships and awards. The College's Associate Dean for Academic Affairs will chair this committee.

Several Subcommittees of AAC will assist in its responsibilities.

i. Scholarships and Awards Committee

This committee will recommend to Faculty Council individuals to receive scholarships and awards.

ii. Pharmacy Curriculum

This committee will review and make recommendations on the Pharmacy Curriculum.

iii. Nutrition Curriculum

This committee will review and make recommendations on the Nutrition Curriculum.

iv. Student Misconduct Committee/Hearing Board

This committee will deal with student misconduct issues and make recommendations to the AAC. This committee will only be formed as needed.

The AAC may create other committees as needed (e.g. Review of Admissions Criteria).

All standing committees and ad hoc committees will meet and report to Faculty Council at least once each academic year. Responsibility for calling committee meetings rests with the chair of each committee.

2.1.9.3 Relationship to University Council

- a. Unless a motion of the Faculty Council passed in accordance with a delegation by University Council specifically provides otherwise, all recommendations of committees will be brought to the Faculty Council for consideration.

2.1.9.4 Terms of Reference

- a. All standing and ad hoc committees will have written terms of reference outlining their composition and accountabilities. Each committee will regularly review its own terms of reference, and recommend changes to Faculty Council as required. The membership and terms of reference of standing committees of Faculty Council as well as other committees of the College are specified in the Appendices (*to be added later*).

2.1.9.5 Chairs of the Standing Committees

- a. The AAC will be chaired by the College's Associate Dean for Academic Affairs. The Nominations and Bylaws Committees will be chaired by elected individuals of the College.
- b. The term of office for the chairs of the Nominations and Bylaws committees will be three years.
- c. Term of office for chairs of standing committees will begin July 1 unless otherwise provided by the Nominations Committee.
- d. 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.

2.1.9.6 Membership

- a. There is no requirement that committees be composed entirely of Faculty Council members.
- b. The Nominations Committee will nominate members of the committees.
- c. The Nominations Committee will nominate members for Faculty Council committees and will present its nominations to Faculty Council at the May meeting and otherwise as required when vacancies occur. It is the responsibility of the Nominations Committee of Faculty Council to present a slate of candidates for all committee positions except the Nominations Committee itself. The Committee will take into consideration the abilities and experience of the proposed nominees and the balance of representation. It will review the names of potential nominees submitted by Faculty Council members.

The Nominations Committee will present the slate to Faculty Council with sufficient names to fill the available positions. The chair of Faculty Council will call for any further nominations from the floor. If there are none, the slate will be elected. If there are nominations from the floor there will be an election. The election will be held only for those committees which have received nominations exceeding the available positions. Voters will indicate choices up to the number of positions available. Eligible candidates with the greatest number of votes will be declared elected.

- d. The term of office for members of all committees will be three years. Term of office for members will begin July 1 unless otherwise provided by the Nominations Committee.

The term of student members and sessional lecturers will normally begin on September 1.

- e. 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.
- f. In the case of a vacancy on a committee between meetings of Faculty Council, the Council delegates authority to fill the vacancy to the Nominations Committee in accordance with the membership requirements of the committee, for the balance of the academic year.
- g. The chair of Faculty Council is an ex officio non-voting member of all standing committees.
- h. 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. During the period of designation, the ex officio member who initiated the designation may attend meetings of the Council.

2.1.9.7 Quorum and Voting

- a. The quorum for all standing committees except the Nominations Committee is a majority of the voting members. The quorum for the Nominations Committee is two-thirds of the voting members.
- b. 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.

2.1.9.8 Other

- a. Committees shall ensure that minutes are taken at meetings; these minutes shall be made available to all members of Faculty Council.
- b. The chairs may seek the advice or assistance of Faculty Council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of Faculty Council.

2.1.10 Records

2.1.10.1 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 secretary to the chair of University Council and/or to the president of the university.

2.1.10.2 Wherever practical, draft 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.

2.1.10.3 Subject to section 4, the record of all general and special meetings shall, once adopted, be signed by the presiding chair and the recording secretary of the meeting and kept in the College Dean's Office where it shall be available for inspection by any member of Faculty Council.

2.1.10.4 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.

2.1.11 Independence and Conflict of Interest

2.1.11.1 Members of Faculty Council and its committees will have as their principal concern the welfare of the College and of the University. They will exercise independent judgment and may not act as agents of any person or organization [taken from University Council Bylaws, Part Two, Section V.1}.

2.1.11.2 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 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.

2.1.11.3 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.

2.1.11.4 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.

2.1.12 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.

