



UNIVERSITY OF SASKATCHEWAN

College of Agriculture
and Bioresources

AGBIO.USASK.CA

FACULTY COUNCIL

CONSTITUTION AND COMMITTEE BYLAWS

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ADMINISTRATION

I SENIOR ADMINISTRATION

1. The Dean, Associate Dean (Research and Graduate Studies) and Associate Dean (Academic) comprise the senior administration of the college. The selection and appointment or re-appointment of these positions are in accordance with approved university policies and procedures. Complete job profiles are posted on the college sharepoint site.

The dean is chief executive officer of the college and has, subject to the authority of the president, general supervision over and direction of the work of the college and of the teaching and training of the students of the college (University of Saskatchewan Act, 1995). The dean is responsible for providing leadership to faculty and staff, supported by a team of associate deans, department heads, other administrative and professional staff, and student leaders. Working with associate deans, faculty, and staff, the dean ensures the quality of the faculty and staff, the excellence of scholarly and educational programs, and the quality of the undergraduate and graduate student experience. The dean promotes the college to attract both human and fiscal resources and administers resources effectively. The dean, in consultation with the provost, is responsible for determining the nature and extent of academic activities in which they engage during their term.

2. In consultation with the dean, the Associate Dean (Research and Graduate Studies) will play a lead role in fostering research intensiveness, outreach, and graduate and postdoctoral training in the college and associated centres.
3. In consultation with the dean, the Associate Dean (Academic) will play a lead role in fostering excellence in undergraduate teaching, learning and curriculum in the college and associated centres.

II DEPARTMENTS AND DEPARTMENT HEADS

1. Each department is responsible for the development and conduct of its applicable teaching (non-degree, certificate, diploma, undergraduate, graduate), research and extension programs. It also formulates policies concerning budgets, resources, facilities, equipment and programs in the department.
2. Departments are administered by a head, who has general supervision over the direction of the work of the department and assigns teaching duties to the members of the department, following consultation with the members in committee (University of Saskatchewan Act, 1995).

The head is responsible to the dean for the satisfactory performance of the work of the department (University of Saskatchewan Act, 1995).

The head is appointed in accordance with the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association.

The department head job profile is posted on the college sharepoint site.

**COMPOSITION AND TERMS OF REFERENCE
FACULTY AND COLLEGE COMMITTEES**

III MEMBERSHIP

1. The membership of the Faculty Council of the College of Agriculture and Bioresources is prescribed in Part Three, Section V.1.B. of the University Council's Bylaws and Regulations.

a) Non-voting Members:

- The President of the University
- The Provost and Vice-President, Academic
- The Vice-President, Research
- The Vice-President, Finance and Resources
- The Vice-President, University Relations
- The Vice-Provost Teaching, Learning, and Student Experience
- Chief Information Officer and Associate Vice-President Information and Communications Technology
- The Dean, University Library or designate
- The University Secretary and Chief Governance Officer
- The University Registrar and Director of Student Services
- Such other persons as the University Council may, from time to time, appoint in a non-voting capacity.

b) Voting Members:

- The Dean of Agriculture and Bioresources
- The Dean of Graduate and Postdoctoral Studies
- The Associate Dean (Research and Graduate Studies)
- The Associate Dean (Academic)
- Those Professors, Associate Professors, Assistant Professors, full-time Lecturers and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College.
- Faculty members of other colleges holding a position as Associate Member in a constituent department¹ of the College of Agriculture and Bioresources.
- One faculty representative from: College of Arts and Science (Sciences), College of Arts and Science (Social Sciences), Edwards School of Business, College of Engineering, Western College of Veterinary Medicine, and the School of Environment and Sustainability.
- One Postdoctoral Fellow whose supervisor is a faculty member in the College of Agriculture and Bioresources.
- Student representatives enrolled in one of the degree or diploma programs in the College of Agriculture and Bioresources to serve on faculty and its standing committees to take part in all discussions, except when the discussion relates to individual students and faculty.
Representation will include:
 - Agricultural Students' Association President and Vice-President Academic
 - One representative of each ratified student club
 - Two graduate students in good standing registered in postgraduate programs in constituent departments of the college, selected by graduate students.

The Faculty Council has power to recommend changes to its membership to the University Council and Senate following majority approval by Faculty Council.

¹The constituent departments of the College of Agriculture and Bioresources are Agricultural and Resource Economics, Food and Bioproduct Sciences, Plant Sciences, Soil Science, Animal and Poultry Science.

IV ROLES AND RESPONSIBILITIES OF THE FACULTY COUNCIL

1. The Faculty Council of the College of Agriculture and Bioresources is established under the authority of the University of Saskatchewan (hereinafter referred to as university) Council, whose powers and duties are in turn established by the University of Saskatchewan Act, 1995.
2. The Faculty Council shall have responsibility for the following matters of scholarship and discipline:
 - a) To make recommendations to the University Council concerning the requirements for admission to programs offered by the college;
 - b) To establish and report to the University Council on the number of students who may be admitted to the college and to report to the University council on the number of students admitted each year;
 - c) To make recommendations to the University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
 - d) 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 requirements for progression;
 - e) Subject to the University Council's examination regulations, to establish and publish rules and standards with respect to assessment and examination of students in courses and programs offered by the college;
 - f) To make 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;
 - g) To approve candidates for degrees, diplomas and certificates;
 - h) To approve candidates for scholarships, prizes, and other awards and honours;
 - i) To establish a mechanism for appointing hearing boards to hear allegations of student academic misconduct as provided for under the University Council's regulations governing student academic misconduct;
 - j) To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters.

V PROCEDURES OF FACULTY COUNCIL

- a) The Chair of the Faculty Council is the dean or designate, or, in their absence, any other member of the faculty as agreed to by the members present. The University Secretary, or an assigned deputy, shall act as Secretary of Faculty Council.
- b) The Faculty Council meets at least two times each year to receive reports and to transact business.
- c) Meetings of the faculty may be called by the dean or designate, or by petition signed by at least twenty members of the faculty.
- d) The agenda for a meeting is normally circulated to all members at least one week prior to the date of the meeting. The agenda is formally approved at the start of the meeting.
- e) The quorum is twenty-five per cent of the faculty. A simple majority of those present is required for the approval of motions.
- f) Meetings of the Faculty Council shall be open to all members of the university community, who may speak at the discretion of the Chair.
- g) In matters requiring an urgent decision, and at the call of the Chair, a motion may be put to the members electronically.
- h) Electronic approval of a motion by voting members of the Faculty Council will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly conveyed, and will be recorded in the minutes of the next regular meeting of the Faculty Council.

VI COLLEGE EXECUTIVE COMMITTEE

1. Membership

The Dean

The Associate Dean (Research and Graduate Studies)

The Associate Dean (Academic)

The Heads of college departments

Director, Crop Development Centre (non-voting)

Chief Financial and Operations Officer (non-voting)

Human Resources Strategic Business Advisor (non-voting)

2. The chair of the committee is the dean or designate or, in their absence, any other member of the committee as agreed to by the members present.
3. Meetings of the committee are at the call of the chair.

4. Terms of Reference

- a) Senior committee that provides leadership and support for the college.
- b) Provides advice and direction to the dean in strategic planning and implementation, resource management, and faculty and staff complement planning.
- c) To initiate and implement a review of the college's committee structure in a five-year cycle, beginning in 2019.

VII STANDING COMMITTEES OF FACULTY COUNCIL

- 1. The Faculty Council shall establish committees to facilitate its work, without jeopardizing (university) Council's authority.
- 2. Subject to the approval of the University Council, the Faculty Council may delegate decision-making powers to its Standing Committees.
- 3. General Terms of Reference
 - a) The term of office of new committee members normally begins at the adjournment of the faculty meeting at which they were elected.
 - b) Student members of committees are appointed by the dean, in consultation with the student body.
 - c) Committees may establish sub-committees and may co-opt the assistance of additional faculty or staff members, if required, to fulfill their terms of reference.
 - d) Committee chairs are responsible for calling committee meetings; in the absence of the chair, an acting chair may be selected by the committee members present at the meeting.
 - e) The quorum of college committees is normally 50% of the voting membership.
 - f) All committees record minutes of meetings, copies of which are filed in the Office of the Dean.
 - g) College committees may report to faculty at any faculty meeting. At a minimum, a report to faculty must be made annually, typically at the June meeting of Faculty Council.
 - h) College committees must be able to carry out their responsibilities on a twelve-month basis.

4. Nominations and Awards Committee

a) Membership

- Three faculty members of the college.

b) Members of the committee serve staggered, three-year, non-renewable terms. Annually, nominations are made from the floor at the June meeting of the faculty and one member is selected.

c) The chair of the committee is the member serving the final year of their term.

d) Terms of Reference

(i) To nominate members of the college committees as required.

(ii) To report annually at the June meeting of the faculty.

(iii) To maintain an official college file of information in the Dean's Office on honours and awards for which members of the college may be eligible.

(iv) To co-ordinate the preparation and submission of nominations of members for appropriate awards.

5. College Undergraduate Affairs Committee

a) Membership

- Associate Dean (Academic), Chair
- One faculty representative from each of the departments of Agricultural and Resource Economics, Animal and Poultry Science, Food and Bioproduct Sciences, Plant Sciences and Soil Science
- One representative from the Diploma in Agronomy and Diploma in Agribusiness programs
- One college faculty representative from the Kanawayihetaytan Askiy Undergraduate Curriculum Committee
- Director of Academic and Student Affairs (non-voting)
- One undergraduate student (shall not participate in faculty action and scholarship award adjudication discussions or decisions)

b) Departmental representatives are nominated by their department head and are preferably involved with student advising or the departmental curriculum committee. They should be able to represent multiple programs for their specialization. The Kanawayihetaytan Askiy Undergraduate Curriculum Committee representative is nominated by the KA committee in consultation with the relevant department head.

c) Terms of Reference

- (i) To deal with all matters delegated to this committee by faculty council related to curriculum and student promotion in respect of all undergraduate programs in the college.
- (ii) To review and make recommendations to the college with respect to proposals related to information and computer technologies for the delivery of academic programs in the college.
- (iii) To deal with all matters related to undergraduate scholarships and awards in the College of Agriculture and Bioresources.
- (iv) To provide members for hearing boards on matters of academic and non-academic student discipline.

6. College Graduate Affairs Committee

a) Membership

- Associate Dean (Research and Graduate Studies), Chair
- One faculty representative from each of the departments of Agricultural and Resource Economics, Animal and Poultry Science, Food and Bioproduct Sciences, Plant Sciences and Soil Science
- Manager, Research and Graduate Studies (non-voting)
- One graduate student

b) Departmental representatives are nominated by their department head and are preferably those faculty acting as department graduate chairs.

c) Terms of Reference

- (i) To deal with all matters related to curriculum that may be brought forward by departmental representatives.
- (ii) To deal with all matters related to graduate scholarships and awards in the College of Agriculture and Bioresources.

7. Kanawayihetaytan Askiy Undergraduate Curriculum Committee

a) Membership

- Associate Dean (Academic), Chair
- Four faculty representatives from the College of Agriculture and Bioresources
- Senior Strategic Officer, Indigenous Programs and Partnerships (non-voting)
- One representative from the Distance Education Unit (non-voting)
- One representative from the College of Law or College of Arts and Science (non-voting)

b) Departmental representatives are identified by the Undergraduate Affairs Committee and nominated by the Nominations Committee. The representatives are preferably those who teach or contribute to the Kanawayihetaytan Askiy program.

c) Terms of Reference

- (i) To deal with all program matters related to curriculum and student promotion with respect to the undergraduate Kanawayihetaytan Askiy certificate and related diplomas (Diploma in Aboriginal Resource Management and Diploma in Aboriginal Land Governance).
- (ii) To bring forward recommendations regarding the undergraduate Kanawayihetaytan Askiy certificate and diplomas to the Undergraduate Affairs Committee.
- (iii) To consider appeals of standing in Kanawayihetaytan Askiy certificate and diplomas and forward recommendations to the Undergraduate Affairs Committee.

8. College Review Committee

a) Membership

- The Dean
- Six faculty members of the college who hold tenure or continuing status. The committee will include a member from each department as well as the Crop Development Centre.

b) The six faculty members serve staggered, three-year, non-renewable terms. Members of the committee should not be eligible for promotion consideration during their term on the committee.

c) The dean shall chair the committee. When cases recommended by the dean are considered, an alternate member of the committee serves as acting chair.

d) Terms of Reference

- (i) To discharge the responsibilities defined in the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association.
- (ii) To provide recommendations to the Nominations and Awards Committee identifying potential faculty nominees for awards.

9. Land Committee

a) Membership

- The Dean
- Associate Dean (Research and Graduate Studies)
- The Heads of constituent departments of the college that use or hold land (Animal and Poultry Science, Plant Sciences, Soil Science)
- Director, Crop Development Centre

b) The dean serves as chair of the committee. Meetings are held at the call of the chair.

c) Terms of Reference

- (i) To deal with long-term policy concerning college lands
- (ii) To make recommendations to the Board of Governors by way of Infrastructure, Planning and Land Development and the Vice-President Finance and Resources, concerning the acquisition, use, and disposal of college lands.

10. Art Committee

a) Membership

- The Dean or designate
- Three College of Agriculture and Bioresources representatives
- The curator of the university art collection or designate

b) Members of the committee are appointed by the Dean for a one-year, renewable term. The Dean serves as chair of the committee. Meetings are held at the call of the chair, minimally once per year.

c) Terms of Reference

- (i) To be responsible for the placement of art in the Agriculture Building, being sensitive to the wishes of faculty, staff, and students.
- (ii) To maintain a file on art purchased with college funds and on art gifted to the college.
- (iii) To be responsible for the preservation of art in the Agriculture Building, and for its repair.

11. Recruitment and Outreach Liaison Committee

a) Membership

- Associate Dean (Academic)
- One representative from each of the departments of:
 - Agricultural and Resource Economics
 - Animal and Poultry Science
 - Food and Bioproduct Sciences
 - Plant Sciences
 - Soil Science
- Resource members (non-voting):
 - Director of Academic and Student Affairs
 - Recruitment and Advising Officer
 - Senior Strategic Officer, Indigenous Programs and Partnerships
 - Manager, Research and Graduate Studies
 - Communications and Marketing Specialist
 - Communications and Outreach Specialist

The Associate Dean (Academic) serves as chair of the committee.

Department representatives are appointed for one-year, renewable term by their respective department heads.

b) Terms of Reference

- (i) To serve as a link between college recruitment and outreach staff and academic departments and event-specific internal and external working groups (Open House; Agribition; Ag in Motion; etc.).
- (ii) To serve as a link between academic departments and educational organizations and institutions (Ag in the Classroom; school groups; etc.)
- (iii) To review and provide input on undergraduate and graduate student recruitment activities (e.g., virtual and in-person tours, hands-on experiences) and materials (print and digital, including videos and social media).
- (iv) The committee shall meet at least once per term.

12. College Seminar Committee

a) Membership

- Three faculty with rotating terms of three years each and nominated by the Nominations Committee.
- Manager, Research and Graduate Studies (non-voting)

b) The chair of the committee is the member serving the final year of their term.

c) Seminars should occur about once per month during the period from September to April.

d) The committee should strive to secure top-notch speakers, including some that may need significant lead-time before they can come to Saskatoon.

e) The committee will be provided with an annual budget in February for the following year's activities.

f) Terms of Reference

- (i) Determine annual allocation amount for the speaker series, based on resources available.
- (ii) Select speakers and topics ensuring that they are consistent with relevant issues of the day and terms of reference for various funding sources, and that they will be of interest to students.

- (iii) Annually report to the College Executive Committee on the lectures, including topics covered as well as the attendance and feedback from those in attendance.

13. Equity, Diversity, and Inclusion Committee

a) Mission Statement

To promote and advance a culture of equity, diversity, and inclusion (EDI) within the College of Agriculture and Bioresources and to support all faculty, staff and students in understanding and living the principles of EDI.

b) Membership

- (i) Members will reflect the diversity within the College of Agriculture and Bioresources, with particular emphasis on those belonging to, or having experiences living with, underrepresented groups such as women, Indigenous Peoples, members or racialized minorities, people with disabilities, and 2SLGBTQ+ persons.
- (ii) Membership will include at least one (1) member from each of the following groups: undergraduate student, graduate student, faculty member and staff member.
- (iii) The Committee will be chaired by a faculty or staff member. The chair will be appointed by the committee at the first meeting.
- (iv) The duration of each Committee member's appointment will be established by the Nominations Committee and will range from one (1) to three (3) years in an effort to maintain continuity, while allowing for shorter terms when necessary. The appointment of each committee member may be renewed without limit.
- (v) The Committee will be comprised of a minimum of five (5) individuals and a maximum of twelve (12).

c) Accountability

The Committee, or representatives thereof, shall meet with the College Executive Committee at least twice per academic year (e.g., September and May) to discuss priorities and provide updates on activities.

d) Mandate

- (i) The primary goal of the EDI Committee is to increase awareness of issues that may impede EDI within the full scope of the College of Agriculture and Bioresources' mission and the personnel who contribute to those goals. This can include but is not limited to activities within research, teaching, learning, extension, and administration.
- (ii) The Committee will identify and prioritize initiatives, then develop and execute strategies to promote and advance EDI in the College in line with the University of Saskatchewan EDI Strategy and Action Plan.
- (iii) The Committee may consult and/or work with the other individuals or groups within the College or on campus as necessary to remove or reduce the challenges associated with systemic barriers that individuals or groups face within the College.
- (iv) The Committee will, at its discretion, invite other individuals or committees to participate in discussions and work of interest to the Committee.
- (v) The Committee will address matters related to EDI identified and brought forward by College Faculty Council.
- (vi) From time to time and as necessary, the Committee may review its membership and Terms of Reference and may recommend change(s) as required.

Appendix

NOMINATION PROCEDURES FOR JUNE FACULTY MEETING

1. Committee Requiring a Nomination from the Floor and a Separate Vote

Nominations Committee (one new member per year)

2. Committee Requiring the Nominations Committee to Propose Nominees

College Review Committee

College Seminar Committee

Equity, Diversity, and Inclusion Committee

3. Committees Requiring the Nominations Committee to obtain Departmental Representatives

Undergraduate Affairs Committee

Kanawayihetaytan Askiy Undergraduate Curriculum Committee

Graduate Affairs Committee

Recruitment and Outreach Liaison Committee

4. Committees Reported by the Nominations Committee for Information

Land Committee

Art Committee