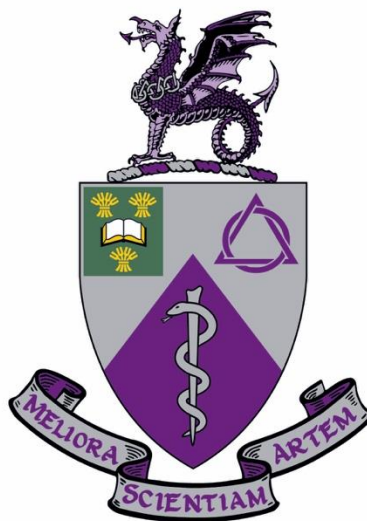




UNIVERSITY OF SASKATCHEWAN  
College of Dentistry  
DENTISTRY.USASK.CA

# College of Dentistry Faculty Council Bylaws



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*Approved by COD Faculty Council, June 4, 2019*

## CONSTITUTION OF THE FACULTY COUNCIL

1. The Faculty Council of the College exercises its duties and powers under the provisions of The University of Saskatchewan Act, 1995, as amended, Senate Bylaws (approved April 28, 2001), University of Saskatchewan Council and Council Bylaws (PARTS I and II), Council Regulations, PART III (formerly titled Statutes of U of S Senate).
2. The Faculty Council shall determine its powers through this Constitution, subject to the provisions of The University of Saskatchewan Act, 1995, as amended, and, as required, with the approval of the University Council.
3. The Faculty Council shall pass by-laws establishing:
  - (i) Membership of Faculty Council.
  - (ii) Rules of procedure for the election of members to the Faculty Council.
  - (iii) Rules of procedure of the Faculty Council.
  - (iv) The numbers, composition, function, authority and rules of procedures of standing committees and other college committees.
4. The Faculty Council has responsibilities to:
  - (i) Decide on academic policy and planning matters, subject to the approval of the University Council, where necessary.
  - (ii) Decide on those matters, which may be delegated by Faculty Council; however, all decisions made by any Committees of Faculty Council must be reported to the Faculty Council. Academic policy recommendations shall be referred to Faculty Council for discussion, advice and approval.
  - (iii) Advise the College, University administration, University Council and other bodies in the University or other relevant stakeholders.
5. Determine Teaching Programs as follows:
  - (i) Faculty Council has the ultimate authority for the academic policies of the College, subject to the approval of such policies as required by the University Council. Academic policy sets out the principles for, the general directions of and/or priorities for the teaching and research activities of the College.
  - (ii) Without limiting the generality of the foregoing, among the specific powers, duties and responsibilities of Faculty Council are the following:

- a) Faculty Council shall determine the type, content and requirements of the teaching programs and courses of study which lead to degrees and credits over which the Faculty Council has authority.
  - b) Subject to the provisions of (i) and (ii), Faculty Council may delegate its authority over teaching programs and courses of study to various committees and departments to make minor changes without obtaining the approval of Faculty Council. All such changes shall be reported as information to the Faculty Council. Major changes to any program require the approval of Faculty Council.
  - c) Faculty Council shall award scholarships, bursaries, prizes and other awards of the College and may delegate this responsibility to Committees or officers of the College.
  - d) The Faculty Council shall deal with and decide upon all petitions and appeals by students and others in connection with the teaching programs and courses of study of the College subject to an appeal to the University Council, and may delegate this responsibility to a Committee or Standing Committees of Faculty Council.
6. Faculty Council recognizes that the Dean exercises powers under the authority of The University of Saskatchewan Act, 1995, as amended:
- (i) The Dean is the chief executive officer of the College and has, subject to the authority of the president, general supervision over and direction of the work in the College and of the teaching and training of the students in the College (Article 75).
  - (ii) The Dean of the College reports directly to the Vice-President Academic and Provost or his/her delegate.
  - (iii) The Dean may elect to delegate authority to other academic administrators in the College, however, the Dean retains responsibility for the overall direction of the College and in particular for authority over budget, appointments and promotions.
  - (iv) The Dean of the College is ultimately responsible for all administrative decisions within his/her jurisdiction and authority.
  - (v) The Dean of the College will seek advice of the Faculty Council in developing academic policy for Faculty Council's approval.
7. The Faculty Council recognizes that the Dean has authority for the allocation and management of the College's resources. The Dean shall advise Faculty Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Faculty Council of management proposals that may have a significant impact on the academic programs of the College.

8. Subject to the provisions of The University of Saskatchewan Act, 1995, as amended, Faculty Council shall report on such matters as it may determine to University Council.
9. Membership of the Faculty Council of the College is defined in the By-laws of this Constitution (see Part I).
10. Meetings:
  - (i) There will be a minimum of four (4) meetings of Faculty Council per academic year with the scheduling of meetings as described in the By-Laws.
  - (ii) A quorum shall be twelve (12) members entitled to vote.
11. The Constitution of the Faculty Council may only be amended with the approval of the Faculty Council and the University Council. The process is initiated at the Faculty Council of the College by notice of motion being presented to Faculty Council four weeks before the matter will be considered. After debate on the amendment is complete, an affirmative vote is required by two-thirds of the members present and voting. Following approval of the amendment by the Faculty Council, the amendment is forwarded to University Council for approval.

## THE BY-LAWS OF THE FACULTY COUNCIL

**PART I - The Membership of Faculty Council** (As defined by University Council Bylaws and Regulations – PART III, Section V.1.A (a-o)) (\* Indicates non-voting members)

1. The President of the University\*
2. The Provost and Vice-president Academic\*
3. The Vice-president Research\*
4. The Vice-president Finance and Resources\*
5. The Vice-president University Relations\*
6. The Vice-provost Teaching, Learning and Student Experience\*
7. Chief Information Officer and Associate Vice-president, Information and Communications Technology\*
8. The Dean of the College of Dentistry
9. The Dean of the College of Graduate and Postdoctoral Studies
10. The Dean, University Library\*
11. The University Secretary and Chief Governance Officer \*
12. The University Registrar\*
13. Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity\*
14. In addition, the following shall be members of Faculty Council:
  - (i) 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 Dentistry
  - (ii) Associate Provost of Health
  - (iii) All clinical Professors, clinical Associate Professors, clinical Assistant Professors, clinical Lecturers, Clinical Instructors, and Sessional Lecturers

- (iv) Three community-based members of the dental profession holding the traditional, honorific role of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Lecturer, and Clinical Instructor as appointed by the Assistant Dean, Clinics
- (v) The Registrar, or designate, of the College of Dental Surgeons of Saskatchewan
- (vi) President of the Saskatchewan Dental Student Society (SDSS), or designate from the SDSS Executive, who will be entitled to attend and vote on all nonconfidential matters
- (vii) Director, Finance and Administration\*
- (viii) Director, Academic and Student Affairs\*
- (ix) Executive Officer to the Dean\*
- (x) Business Manager, Clinical Affairs\*

Note: No alternate is permitted for a member who is absent for the meeting of Faculty Council, unless otherwise indicated.

## **PART II – STANDING COMMITTEES OF FACULTY COUNCIL**

The Standing Committees shall initiate policy relating to and carry out duties described by their functions. General rules applying to all Standing Committees are as follows:

1. Members of Standing Committees are generally drawn from Faculty except where otherwise specified.
2. The Dean (or if so designated by the Dean, the Associate Dean, Academic) shall be an ex officio voting member of all Standing Committees.
3. No faculty member, except the Associate Dean, Academic and the Assistant Dean, Clinical Affairs should be Chair of more than one Standing Committee.
4. Each voting member of a standing committee, except the Chair and co-opted members, has one vote on any question. In the case of a tie, the Chair may cast the deciding vote.
5. The term of office of any elected member of a Standing Committee shall be two years unless otherwise stated. Membership on Standing Committees shall be limited to a maximum of two consecutive terms except for the Associate Dean, Academic and the Assistant Dean, Clinical Affairs.

6. Faculty members will be recommended by the Dean to sit on Standing Committees. Appointments will be made to ensure that:
  - (i) The needs of the College are addressed;
  - (ii) The assignment of duties are equally distributed amongst faculty;
  - (iii) Faculty members will meet Category 6 requirements for promotion and tenure.
7. Faculty Council shall ratify members to all Standing Committees at the final meeting of each academic year.
8. Meetings for all Standing Committees will be held at least twice per year unless otherwise stated in the Committee Terms of Reference.
9. A majority of the members of any Standing Committee meeting shall constitute a quorum of the Committee except where otherwise specified in the Committee Terms of Reference.
10. Student members may not be on more than one committee, unless otherwise specified.
11. Faculty members who are unable to serve on a specific Standing Committee will advise the Dean. The Dean may, at his/her discretion, nominate another faculty member to the Committee in question who will act in that role on a voluntary basis until the next meeting of Faculty Council when their membership can be ratified.
12. Members of Standing Committees shall declare any conflict of interest on an agenda item and must recuse for that item if asked to do so by the Chair or by a majority of the members present.
13. Standing Committees shall be empowered to form subcommittees, co-opt additional non-voting members and to liaise with other committees as necessary.
14. In the absence of the Chair or his/her designate, one of the other members shall be elected by the members present to preside at the specific meeting, except where otherwise provided.
15. The minutes of all transactions of every Standing Committee shall be recorded and approved by the Chair prior to their distribution. At each meeting of the Standing Committee, the minutes of the preceding meeting shall be submitted for confirmation or amendment, and approved by the Standing Committee.
16. The rules of debate in Faculty Council shall be observed in Standing

Committees.

17. All Standing Committees shall submit a year-end summary report of Committee activities to Faculty Council. Recommendations from Standing Committees must be approved by Faculty Council.

18. The following will be the Standing Committees of Faculty Council:

- (i) Admissions Committee
- (ii) Curriculum Committee
- (iii) Progress and Promotion Committee
- (iv) Scholarship Committee
- (v) Clinic Operations and Administration Committee

19. The following is not a Standing Committee of Faculty Council:

- (i) Executive Committee (sub-committee of Faculty Council)

### **PART III – RULES OF PROCEDURES OF THE FACULTY COUNCIL**

1. In all cases not so provided for, Sturgis Standard Code of Parliamentary Procedure (4<sup>th</sup> Ed.) shall apply:

- (i) At the beginning of each meeting, the chair will appoint a Rules of Order Officer who will advise the Faculty Council on all questions related to procedures.

2. Meeting Schedule:

- (i) Faculty Council shall meet at least four times during the academic year.
- (ii) At least one month's written notice of meetings shall be given to each member of Faculty Council.
- (iii) A meeting agenda and supporting materials will be circulated to each member of Faculty Council no later than one week prior to the meeting.
- (iv) Special meetings can be called at the discretion of the Chair, or upon written notice from no fewer than 10 members.
- (v) Each voting member of Faculty Council except the Chair has one vote on any question. In the case of a tie, the Chair may cast the deciding vote.



- (vi) All meetings shall be open. Faculty Council may, by a simple majority vote, decide to consider any particular issue in camera.
  - (vii) The Chair shall call for members to declare any conflict of interest for specific agenda items. Conflicts of interest shall be as defined in the current University Council By-Laws, PART I, V. Members of Faculty Council who are deemed by the Chair to have a conflict of interest may be asked to withdraw for part of or all of the time that Faculty Council is in camera.
  - (viii) At the discretion of, or by pre-arrangement with the Chair, or on a motion from the floor passed by a majority of members present, a non-member may be invited to address the Faculty Council.
  - (ix) All motions pass with a simple majority unless stated otherwise.
3. Members of Standing Committees shall be ratified by Faculty Council annually. The Dean, or his/her designate, shall inform Faculty Council of the nominations at the final meeting of Faculty Council in the year.
  4. The Faculty Council shall be chaired by the Dean, or in his/her absence, by a Vice-Chair appointed by the Dean, and in the absence of both, by the Dean's nominee.
  5. At all meetings of the Faculty Council, the Chair shall in addition to his/her duties as a member of Faculty Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the by-laws of Faculty Council.
  6. The Chair of the meeting may take part in a debate on any subject. The Vice-Chair or the Dean's nominee will then preside over the meeting until the matter has been disposed of.
  7. The Chair shall rule on all points of order. The ruling may be appealed by any member, who may briefly indicate the reason for the appeal, but otherwise the appeal is not subject to amendment or debate. The meeting shall ask the Rules of Order Officer for clarification on the point of order, and will decide the appeal by majority vote. If the Chair considers that a successful appeal of the ruling would constitute a suspension of the rules of order, he/she shall rule that section 24 hereof applies to the appeal. Thus if any member supports the ruling, the appeal shall be deemed to be defeated. A ruling by the Chair that section 24 applies shall be conclusive and not subject to further appeal.
  8. The Dean, Associate Dean, Academic and the Director, Finance and Administration shall set the agenda. The agenda shall set forth items of business to be discussed at the meeting in the following order: Call to Order, Appointment of Rules of Order Officer, Presentation of the Minutes, Business

Arising from the Minutes, Communications, Committee Reports, New Business, Other Business/Enquiries, Closure.

9. The order of business at a meeting shall be the order set out in the agenda unless varied or added according to 10 and 11 below.
10. A motion to vary the order in which items on the agenda are to be taken up will be in order at any time except when another motion is being debated or being voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion is not debatable.
11. A matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof is agreed to by a simple majority of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.
12. The by-laws of the College may, after four weeks written notice of motion, be repealed, amended or added to, at any regular meeting of Faculty Council by affirmative vote of two-thirds of the members present and voting. No amendment to by-laws shall be voted upon unless the proposed amendment has been printed in a notice of the meeting.