



N. Murray Edwards School of Business

Bylaws

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Bylaws Approval & Amendment Record

This document is intended to replace the College of Commerce Statement of Faculty Regulations (1988), which was previously functioning de facto as a Bylaws document.

The Bylaws contained herein were approved at the May 15th 2018 meeting of the Edwards School of Business Faculty Council.

Revision Record:

Date Approved	Approved by	Description
May 15 th 2018	Faculty Council	Edwards School of Business Bylaws
September 27 th 2019	Faculty Council	Revision to membership/roles for Research Committee: Chair may be the Associate Dean, Research & Academic <i>or faculty designate may be Chair.</i>

Overview

These bylaws describe and set forth procedures relating to the governance of the Faculty Council of the Edwards School of Business and are subject to the bylaws, policies, and regulations of the University Council, which establishes the Faculty Council. To the extent that any previous resolution of the Faculty Council or its predecessors or any committee of that council is inconsistent with this bylaw, this bylaw has precedence. The bylaws are not intended to supplant understandings recorded in the most recent collective agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association (USFA).

A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members 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.

1.0 Independence and Conflict of Interest

1. Members of the 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.
2. There are no restrictions on the right of a member of Faculty Council to participate in debate and to vote on any matter that comes before the Faculty Council. However, if a member of Faculty Council has a conflict of interest in any matter under consideration, the member shall disclose his or her interest when speaking on the matter in Faculty Council proceedings, and the disclosure will be recorded in the minutes.
3. A member of a committee of the Faculty Council will disclose and identify a conflict of interest (including a perceived conflict of interest), and will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter. The minutes will reflect the disclosure and any abstention or withdrawal.
4. The Chair or a member of a committee is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee, and to ask such a member to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee. Where a conflict of interest is identified, and a member is to be recused, a motion and vote of simple majority is required.
5. The above statements shall pertain to either or both of “actual” and “perceived” conflict of interest. A conflict of interest is a situation in which a committee member, either for himself/herself, or some other person, attempts to promote a self or private interest, which either results, or appears to result, in (a) an interference with the ability to objectively perform his/her duty, and/or (b) a gain or an advantage by virtue of his/her position. See also Article 10.9 of the USFA Collective Agreement.

2.0 Faculty Council

The Faculty Council of the Edwards School of Business (hereinafter referred to as “the Faculty Council”) shall exist for:

- (a) the determination of School policies, rules and procedures that govern fundamental matters of scholarship and discipline set out in Section 1.1 of these Bylaws;
- (b) the participation and engagement of members of the Faculty Council in timely discussions of policies, plans and decisions by the School administration that directly affect those areas for which the Faculty Council has responsibility.

2.1 Constitutional Powers and Duties

The Faculty Council of the Edwards School of Business is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the *University of Saskatchewan Act 1995*.

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

At the time of approval/last revision of these bylaws, those duties were specified as follows:

- a) To make recommendations to the University Council concerning the requirements for admission to programs offered by the college or school;
- b) To establish and report to the University Council on the number of students who may be admitted to a college or program of study 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 the requirements for progression;
- e) Subject to the 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;
- f) To approve candidates for degrees, diplomas and certificates;
- g) To approve candidates for scholarships, prizes, and other awards and honours;
- h) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council’s regulations governing student academic misconduct;
- i) To consider appeals from students in accordance with the University Council’s regulations governing student appeals in academic matters.

In addition to these statutory powers and duties, Faculty Council serves as a forum for the participation and engagement of members of Faculty Council in discussions of policies, plans and

decisions by the college/school administration that directly affect those areas for which Faculty Council has responsibility.

2.2 Membership

The membership of the Faculty Council of the Edwards School of Business is prescribed in the Bylaws of the University Council, *Part Three, Section V, Subsection 1*.

At the time of approval/last revision of these bylaws, the membership consisted as follows:

2.2.1 Non-voting members

- The President of the University
- The Provost and Vice-president Academic
- The Vice-president Research
- The Vice-president Finance and Resource
- The Vice-president University Relations
- The Vice-provost Teaching, Learning, and Student Experience
- The Vice-provost Indigenous Engagement
- Chief Information Officer and Associate Vice-president Information and Communications Technology
- The Dean, University Library or designate
- The University Secretary
- The University Registrar and Director of Student Services
- Associate members or Adjunct members of the Edwards School of Business
- Three undergraduate students, of which at least two are representatives of the Edwards Business Students' Society (EBSS), and one is a graduate student
- Representatives of Agriculture & Bioresources (1), Economics (1), Mathematics and Statistics (1), Social Science or Humanities (1), Johnson-Shoyama Graduate School of Public Policy (1), College of Engineering (1), and the School of Environment & Sustainability (1), Computer Science (1)
- Such other persons as the University Council may, from time to time, appoint in a non-voting capacity
- Such other persons as the Faculty Council may, from time to time, appoint or invite as guests in a non-voting capacity, at the behest of the Chair.

2.2.2 Voting Members

- Professors, Associate Professors, Assistant Professors, full-time Lecturers, Limited Term Appointees, Instructors, and Special Lecturers in departments in the Edwards School of Business
- Dean of Edwards School of Business (*ex officio*)
- Associate Dean, Research & Academic (*ex officio*)
- Associate Dean, Students & Degree Programs (*ex officio*)
- Dean of the College of Graduate and Postdoctoral Studies

- Those Professors, Associate Professors, Assistant Professors, Limited Term Appointees, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the Edwards School of Business
- Such other persons as the Faculty Council may, from time to time, appoint, with the approval of the University Council.

Members on leave retain their right to participate in meetings and are counted in quorum if they exercise this right and notify the Chair that they be retained on the roster of voting members for the period of their absence.

In accordance with a duly approved motion of the Faculty Council with 2/3 majority vote, Faculty Council may recommend changes in its membership to the University Council.

2.3 Duties of Officers

2.3.1 Duties of the Chair and Vice Chair

The Dean of the Edwards School of Business is the Chair of the Faculty Council. The Chair shall be responsible:

- To preside at all meetings of the Faculty Council, to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
- To prepare a draft agenda for each meeting of the Faculty Council, distribute it at least 7 days prior to each meeting, and to present it for approval at the meeting.
- In accordance with the University Council's Bylaws, to transmit to the University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school.
- To ensure the maintenance of an archive of the proceedings and all approved minutes of Faculty Council meetings.
- As the spokesperson for Faculty Council, to explain the decisions, activities and procedures of Faculty Council.

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

The Vice Chair of the Faculty Council is one of the Associate Deans of the School. In the Chair's disability or absence, the Vice Chair shall have all the powers and perform all the duties of the Chair. The Vice Chair will preside at meetings in place of the Chair if the Chair declares a conflict of interest in any matter.

2.3.2 Recording Secretary

The recording secretary acts as the delegate of the University Secretary under University Council's Bylaws *Part Three, Section V.1.C*. Under the general direction of the Edwards Faculty Council Chair, the recording secretary shall be responsible:

- To assist the Chair in the preparation of agendas and minutes.
- To arrange for the distribution of notice of meetings, agendas and minutes to all members of the Faculty Council (in accordance with the distribution instructions outlined in 2.3.1, b.).
- To record attendance at all meetings.

- d) To record all motions, resolutions, and other decisions taken at meetings.
- e) To arrange for and carry out elections in accordance with these bylaws and provide the result to the Chair.

2.4 Meetings

1. Regular meetings of the Faculty Council will be held quarterly during the period of September to June, normally occurring in September, December, March, and May.
2. Notice of regular meetings will be in writing and will be provided to all members no less than 30 days in advance of the meeting.
3. A special meeting of the Faculty Council may be held at any time upon the call of the Chair, or in the Chair's disability or absence, of the Vice Chair. Special meetings may also be called based on the written petition of not fewer than 51% of voting members, for the transaction of such business only as may be specified in the notification of the meeting. Special meetings normally require written email notice to all members not less than 7 days in advance, but in the event of an emergency or matter of urgency/time sensitivity, those present at a special meeting may waive the notice requirement.
4. The quorum for regular and special meetings will be a majority of members who hold full-time faculty positions in the Edwards School of Business. A smaller number may receive reports and special orders, discuss any matter properly before them, and adjourn the meeting to another day, provided however, that no motion shall be in order to amend, repeal, or adopt a standing rule of the Faculty, or to adopt, repeal, or modify any legislative policy, nor shall any elections be held, or any expression on College policies be recorded in the absence of a quorum.
5. An agenda and, wherever practical, all supporting material shall be sent to each member of the Faculty Council at least 7 days in advance of the meeting. Members may submit items to the Chair to be considered for the agenda prior to the agenda being sent to members. The convocation lists of degrees, certificates, honours, and distinctions and the recommendations of convocation awards made by the office of the Associate Dean, Students & Degree Programs may be circulated at the meeting at which these items are considered.
6. A recommendation to Faculty Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.
7. Any regular meeting may be postponed or cancelled at the call of the Chair.
8. Non-members may speak at the discretion of the Chair but, unless they are voting members of the Faculty Council, are not entitled to vote. The Chair may call for any meeting or portion of a meeting to be closed. Every member of the Faculty Council, whether a voting or non-voting member, shall be entitled to attend closed meetings and sessions, unless that member has a conflict of interest, in which case the conflict shall be declared and the Chair shall rule whether the member should remain. Student members will be considered to be in a conflict of interest and excluded from consideration of those matters where the performance of students is under review or consideration.

2.5 Procedures and Voting

1. Meetings shall be presided over by the Chair or, in the absence or disability of the Chair, the Vice Chair; or, in the absence or disability of both, by any other member of the Faculty Council as agreed to by the majority of members at the meeting.
2. The agenda will be approved at the beginning of each meeting. Notice of any substantive motions to be voted upon by the 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 the 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.
3. 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 who are eligible to vote. 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.
4. Voting will normally be by show of hands. A procedural motion to require a written vote must be seconded and approved by majority.
5. 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 2/3 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.
6. Any member may have his or her vote recorded for the minutes on request. The number voting for or against a motion shall be entered on the minutes at the call of any one member.
7. For procedures not covered in these bylaws, Faculty Council adopts the rules of order contained in *Procedures for Meetings and Organizations, 3rd Ed.* (Kerr & King, 1996).

2.6 Records/Minutes

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 the Faculty Council. A copy of the proceedings shall, upon request, be furnished by its secretary to the Chair of the University Council and/or to the president of the university."
2. Wherever practical, draft minutes, including a record of all motions and resolutions, from all regular and special meetings shall be circulated to all members with the agenda material for the next meeting, and will be presented for adoption at that meeting. Given the typical length of time between meetings of the Faculty Council, members may request/require access to the content of the minutes prior to their formal approval at the next Faculty Council meeting—as such, draft minutes (clearly marked as "draft" and "not formally approved") should be made available within 7 days on a centrally located electronic folder to which members have access (e.g., sharepoint or

similar). Members should treat these draft minutes as confidential, pending their approval at the next Faculty Council meeting.

3. The record/minutes 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 the Faculty Council.
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.

3.0 Committees of Faculty Council

1. Faculty Council may establish standing and *ad hoc* committees to facilitate its work and, subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.
2. Members of all standing and *ad hoc* committees are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy. This means that a person voting on a particular matter should consider the School's standards, needs, and best interests and not their personal needs or the needs of their particular department or colleagues. Members should also review and agree to the Conflict of Interest and Independence clauses of these Bylaws at the start of each year and/or the commencement of a committee.
3. Unless a motion of Faculty Council passed in accordance with a delegation by the University Council specifically provides otherwise, all recommendations of committees will be brought to Faculty Council for consideration.
4. All standing committees 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 the committee. Reports of committees will normally include: dates and attendance for meetings, and description of major recommendations, activities, or projects completed.
5. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Faculty Council. Subcommittees do not normally provide reports to Faculty Council, but would instead report to their relevant standing committee as specified in the subcommittee's terms of reference.
6. There is no requirement that committees be composed entirely of Faculty Council members.
7. All standing and *ad hoc* committees will have written terms of reference outlining their composition and accountabilities. Each committee should regularly review its own terms of reference, and may recommend changes to Faculty Council as required. The membership and

terms of reference of standing committees of the Faculty Council of the Edwards School of Business are specified in section 3.1 to 3.6 of these bylaws.

8. The term of office for the Chair and members of standing committees is as outlined in the respective Terms of Reference.
9. Term of office for Chairs and members of standing committees will begin July 1 unless otherwise determined by the Dean. The term of student members will normally begin on September 1.
10. 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.
11. In the case of a vacancy on a committee between meetings of the Faculty Council, the Faculty Council delegates authority to fill the vacancy to the Executive Committee¹ in accordance with the membership requirements of the committee, for the balance of the academic year.
12. The Dean, as the Chair of Faculty Council, is a *non-voting ex officio* member of all standing committees, unless noted otherwise.
13. *Ex officio* status on a committee includes full rights of membership including the right to vote unless the individual is already a member of the committee, and unless noted otherwise.
14. An *ex officio* member of a committee may designate an individual to serve in her or his place with the same powers as the designator. Such designations shall last for a 12-month period of time and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his or her place. To initiate the designation, the *ex officio* member will inform the Chair of the Faculty Council and the Chair of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may attend meetings of the Faculty Council with a voice but no vote.
15. The Chair of a standing committee will be a full voting member on all issues before that committee, but will normally only vote for tie-breaking purposes (i.e., neutral chair).
16. Committees may, but are not required to, 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.
17. The quorum for all standing committees is defined as the majority of voting members.
18. Matters decided by the committee shall be decided by a majority vote of those present and eligible to vote. The committee Chair shall have the deciding vote in the case of a tie.

¹ As it is not a committee of Faculty Council, the terms of reference for the Executive Committee are not included in these bylaws, but are featured in a separate document. As per the prior college constitution, and for purposes of this bylaws document, the Executive Committee is comprised of the Dean, Associate Dean(s), Assistant Dean(s), and Department Heads as voting members. The function of the Executive Committee vis-a-vis Faculty Council is to act primarily as a Nominations Committee, bringing recommended committee composition forward for approval at the May meeting of Faculty Council each year.

19. Committees shall ensure that minutes are taken at meetings. Minutes shall be made available through the internal, secure college website to all members of that committee.² As with the provision above for minutes of the Faculty Council, minutes of committees should be made available in draft, unapproved form within 7 days of the committee meeting. Minutes will then be included in the agenda package of the subsequent meeting and presented for approval as the formal record by members of the committee.
20. The Dean may seek the advice or assistance of a committee of Faculty Council with respect to particular items of business. The advice and assistance shall not contradict or conflict with policies of the Faculty Council, and the committee shall report to Faculty Council on the general nature of the advice given.

The specific Standing Committees of the Edwards School of Business Faculty Council are listed below in alphabetical order, along with their respective terms of reference. The terms of reference should be reviewed every three (3) years.

3.1 Academic Affairs Committee

The purpose of the Academic Affairs Committee is to oversee student actions and academic misconduct hearings in the undergraduate program within the Edwards School of Business.

The Academic Affairs Committee will be responsible for hearing appeals with respect to a student's standing in the program and allegations of academic misconduct in accordance with the *University of Saskatchewan Council Regulations on Student Academic Matters*, and ensuring the Edwards School of business has adequate and appropriate policies for student admission, promotion, graduation, assessment and examination.

Members of the Academic Affairs Committee are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy.

3.1.1 Tasks and Responsibilities

Specific tasks and responsibilities include:

- a) Hearing allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct
- b) Ruling in cases of student appeals and grievances and academic dishonesty
- c) Upholding the University of Saskatchewan and Edwards School of Business policies on student misconduct and academic hearing panels
- d) Developing college policies on:
 - i. student standing in the program, including policies on student promotion, discontinuation and requirement to withdraw
 - ii. graduation requirement, Dean's Honour Roll and degrees with distinction
 - iii. student assessment and examination
 - iv. admission and readmission requirements
- e) Recommending the above policies to Faculty Council for approval

² With the exception of the College Review Committee (CRC), which is governed by the USFA Collective Agreement and does not report to Faculty Council.

- f) Ensuring the above policies are maintained and published
- g) Hearing appeals of decisions concerning a student's standing in the program, including promotion of students and their discontinuation or requirement to withdraw for failure to meet the requirements for promotion
- h) Considering the readmission applications of students who discontinued and wish to return to the program in accordance with policies on readmissions

3.1.2 Membership

Membership is determined annually by the Executive Committee and approved by Faculty Council, and includes the following: (**denotes non-voting members*)

- The Dean, or designate* – *ex officio*
- The Associate Dean, Students & Degree Programs – *ex officio*
- The Chair – as appointed by the Executive Committee
- Faculty – up to two (2) faculty members from each academic department as nominated by the Executive Committee, with approximately equal representation where possible/practical. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity.
- Administrative support staff*

3.1.3 Voting

Quorum will consist of 50% +1 of voting members.

3.1.4 Term

Up to 2 years (with the possibility of an extension).

3.1.5 Frequency of Meetings

There is an annual meeting in May of each year to discuss the summary of Faculty actions. Other meetings occur throughout the academic year as required based on actions or hearings, with additional meetings at the call of the Chair.

3.1.6 Reporting

To Faculty Council.

3.2 College Review Committee (CRC)

The purpose of the College Review Committee is to oversee and adjudicate collegial processes at the college level within the Edwards School of Business, as governed by the Collective Agreement, which states: *"Each departmentalized College shall have a review committee to consider all matters related to tenure and other matters specifically assigned to this committee in the Agreement."*

Thus, the College Review Committee will be responsible for matters related to collegial process at the college level, including reviewing and approving tenure and promotion cases, and reviewing and assigning annual merit review recommendations.

Members of the College Review Committee are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy.

3.2.1 Tasks and Responsibilities

Specific tasks and responsibilities include all matters pertaining to tenure, renewal of probationary appointment, promotions, career development increases, and annual review/special salary increases at the College level, as specified in and governed by the Collective Agreement, the Edwards School of Business Standards, and the University of Saskatchewan Standards. The powers of the CRC with respect to tenure and renewal of probation are outlined in Article 15.9.3 of the Collective Agreement, and Article 16.4.3 with respect to promotion.

3.2.2 Membership

Membership is determined 15.8.3 of the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association, which reads:

“In establishing criteria and standards, the College Review Committee may consult with sub-committees representing cognate departments. The College Review Committee shall be made up of no fewer than six tenured members of the College plus the Dean who shall be chair. Employees shall be nominated by the Nominations Committee of their College and approved by the College with the length of their term specified so as to ensure a reasonable turnover of membership. Employees shall not serve on a College Review Committee if they have agreed to serve on the University Review Committee in that academic year.”

(*denotes non-voting members)

- The Dean (Chair) – *ex officio*
- The Associate Dean, Research & Academic (vice-Chair) – *ex officio*
- Faculty – up to two (2) tenured faculty members from each department of the School as nominated by the Nominations Committee, and approved at Faculty Council. Per the Collective Agreement, there shall be a minimum of six (6) faculty members in total. Membership should also reflect the broad interests of the faculty, faculty rank, and gender equity. Department Heads are not eligible to be members of the CRC.
- Administrative support staff*

3.2.3 Quorum

Quorum is 2/3 of voting members, as per Article 15.11.3(iii) of the USFA Collective Agreement.

3.2.4 Term

Up to 2 years (with the possibility of an extension).

3.2.5 Frequency of Meetings

At least once per regular semester during the academic year with additional meetings at the call of the Chair. The CRC normally meets in October to review tenure and promotion cases, and in January to conduct annual salary review recommendations.

3.2.6 Reporting

To the Dean and to the University Review Committee (URC).

3.3 MBA Program Committee

The purpose of the MBA Program Committee³ is to review, monitor, and support the structure and delivery of academic curriculum in the MBA program at the Edwards School of Business.

The MBA Program Committee will be responsible for matters related to the MBA program within the Edwards School of Business, including curriculum review and approval, and program structure.

Members of the MBA Program Committee are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy.

3.3.1 Tasks and Responsibilities

Specific tasks and responsibilities include:

- a) To ensure compliance with all College of Graduate and Postdoctoral Studies (CGPS) policies within the School.
- b) To make recommendations to the CGPS concerning the requirements for admission to the MBA.
- c) Recommend changes to the MBA program within Edwards and to CGPS and its governing committees.
- d) Review and make recommendations on new course offerings, substantive changes to courses, and deletion of courses.
- e) To consider and select students for MBA awards and scholarships (where appropriate).
- f) To monitor MBA student progress, program of studies, and completion rates and make recommendations to CGPS where appropriate.
- g) To provide recommendations on the number of MBA students who may be admitted to the College.

3.3.2 Membership

Membership is determined annually by the Executive Committee and approved by Faculty Council, and includes the following: (**denotes non-voting members*)

- The Dean, or designate* – *ex officio*
- The Associate Dean, Students & Degree Programs (Chair)
- Graduate faculty – a minimum of 4 members of graduate faculty within the college as nominated by the Executive Committee. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity. Members of the MBA Program Committee will be instructors who are currently teaching courses within the program, and staff who have direct contact with program administration.
- MBA Program Manager*
- Administrative support staff*

³ Other graduate programs in the Edwards School of Business (i.e., MPAcc, MSc Finance, MSc Marketing, etc.) are currently overseen by department-specific committees that do not report to Faculty Council, and that shall be governed according to the Terms of Reference of those committees.

3.3.3 Quorum

Quorum is 50% + 1 of voting members

3.3.4 Term

Up to 2 years (with the possibility of an extension), assuming active involvement with the graduate program(s) is maintained.

3.3.5 Frequency of Meetings

Monthly during the academic year with additional meetings at the call of the Chair.

3.3.6 Reporting

To Faculty Council.

3.4 Research Committee

The purpose of the Research Committee is to support and encourage research productivity and dissemination for the Edwards School of Business.

The Research Committee will be responsible for managing the *Edwards – Business Publication Fund*, coordinating a regular research speaker series, and reviewing internal/minimal risk applications for research ethics compliance.

Members of the Research Committee are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy.

3.4.1 Tasks and Responsibilities

Specific tasks and responsibilities include:

- a) Promoting the Business Publication Fund to faculty, typically via email notifications and calls for applications at least three times per academic year (normally in September, January, and May).
- b) Reviewing all applications for research dissemination funds and making allocation decisions based on both (i) the eligibility and merit of such applications and (ii) the available budget.
- c) Reviewing and approving internal, minimal risk applications for research ethics clearance, as governed by the Research Services and Ethics Office at the University of Saskatchewan and typically pertaining to research conducted by Honours students or students conducting course-based research.
- d) Coordinating a regular (i.e., monthly) research speaker series, including identifying and contacting the speakers, promoting the event(s) within the School (and outside the School where appropriate), and ensuring adequate presentation room and equipment.
- e) Adjudicating the Dean's Award for Outstanding Research Achievement, and the Dean's Emerging Scholar Award.

3.4.2 Membership

Membership is determined annually by the Executive Committee and approved by Faculty Council, and includes the following: (**denotes non-voting members*)

- The Dean, or designate* – *ex officio*
- The Associate Dean, Research & Academic (Chair; or faculty designate may be Chair)
- Faculty – up to two (2) faculty members from each academic department as nominated by the Executive Committee, with approximately equal representation where possible/practical. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity. Members of the Research Committee will normally be meeting the School's requirements to be classified as "research active," regardless of rank or type of appointment.
- Research Facilitator*
- Administrative and financial support staff*

3.4.3 Quorum

Quorum is 50% + 1 of voting members

3.4.4 Term

Up to 2 years (with the possibility of an extension), assuming that active researcher status is maintained.

3.4.5 Frequency of Meetings

Monthly during the academic year with additional meetings at the call of the Chair.

3.4.6 Reporting

To Faculty Council.

3.5 Teaching & Learning Committee

The purpose of the Teaching & Learning Committee is to support and promote teaching excellence and innovation in the Edwards School of Business, as well as foster a culture of continuous improvement.

The Teaching & Learning Committee will be responsible for providing information about and access to resources that support instructional quality and development, and maintaining the School's assurance of learning infrastructure. The Teaching & Learning Committee will advocate approaches designed to embed and strengthen a culture of teaching excellence within the School.

Members of the Teaching & Learning Committee are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy.

3.5.1 Tasks and Responsibilities

Specific tasks and responsibilities include:

- a) Curating and sharing with faculty various University resources and information pertaining to effective teaching and learning strategies, teaching development activities, and scholarship

of teaching and learning (SoTL) (e.g., from the Gwenna Moss Centre for Teaching & Learning), and reporting to faculty on a regular basis regarding issues (not events) related to teaching and learning.

- b) Monitoring and maintaining the School's assurance of learning infrastructure, including coordination and implementation of learning goal assessments, reviewing and evaluating assessment results, and providing regular reports/recommendations to the relevant Undergraduate Program Committee, MBA Committee, and other graduate program committees.
- c) Coordinating a regular speaker series and/or presentations pertaining to effective teaching and learning strategies.
- d) Adjudicating the Dean's Award for Teaching Innovation.
- e) Facilitating creative, innovative teaching and learning strategies.

3.5.2 Membership

Membership is determined annually by the Executive Committee and approved by Faculty Council, and includes the following: (**denotes non-voting members*)

- The Dean, or designate* – *ex officio*
- The Associate Dean, Students & Degree Programs – *ex officio*
- The Chair – a faculty member of any department as nominated by the Executive Committee
- Faculty – up to two (2) faculty members from each academic department as nominated by the Executive Committee, with approximately equal representation where possible/practical. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity.
- The Director of Undergraduate Programs*
- The MBA Manager*
- Administrative and financial support staff*

3.5.3 Quorum

Quorum is 50% + 1 of voting members

3.5.4 Term

Up to 2 years (with the possibility of an extension).

3.5.5 Frequency of Meetings

Monthly during the academic year with additional meetings at the call of the Chair.

3.5.6 Reporting

To Faculty Council.

3.6 Undergraduate Program Committee

The purpose of the Undergraduate Program Committee is to support the quality and relevance of the undergraduate program within the Edwards School of Business.

The Undergraduate Program Committee will be responsible for matters related to the management of the undergraduate curriculum. The Undergraduate Program Committee regularly monitors course offerings within the undergraduate curriculum based on information from multiple sources including

curriculum mapping, assurance of learning results, and requests/notifications from faculty and departments with respect to modifications, additions, or deletions in the undergraduate program across all academic majors, minors, specializations, and certificates.

Members of the Undergraduate Program Committee are required to act in the best interest of the Edwards School of Business as a whole, and are not fulfilling departmental or individual representation and/or advocacy.

3.6.1 Tasks and Responsibilities

Specific tasks and responsibilities include:

- a) To oversee the implementation of the undergraduate academic program by providing information and recommendations to Faculty Council for decision.
- b) Responsibilities include but are not limited to:
 - i. Recommending approval of new courses.
 - ii. Recommending deletion of existing courses (usually at the request/recommendation of departments).
 - iii. Review and recommending approval of requests for substantive curriculum changes to existing courses.
 - iv. Review and acting upon (where appropriate) recommendations from the Teaching & Learning Committee pertaining to Assurance of Learning (AoL) toward accreditation, quality assurance, and continuous improvement.
- c) To monitor student progression to completion of degree including:
 - i. Recommending to faculty convocation decisions: list of graduates, graduates with distinction, and great distinction.
 - ii. Monitoring undergraduate student progress, completion rates, and make appropriate recommendations.
 - iii. Providing recommendations on the number of students who may be admitted to the College.
- d) To establish and oversee a sub-committee to approve the awarding of undergraduate and certificate scholarships and bursaries.
- e) Assisting with activities that support the undergraduate program such as presenting awards at student recognition events, attending Convocation, and supporting student fundraising events.

3.6.2 Membership

Membership is determined annually by the Executive Committee and approved by Faculty Council, and includes the following: (**denotes non-voting members*)

- The Dean, or designate* – *ex officio*
- The Associate Dean, Students & Degree Programs – *ex officio*
- The Chair – as appointed by the Executive Committee
- Faculty – up to two (2) faculty members from each academic department as nominated by the Executive Committee, with approximately equal representation where possible/practical. Membership should reflect the broad interests of the faculty, faculty rank, and gender equity. Members of the Undergraduate Curriculum Committee will normally be instructors who are currently teaching courses within the program, and staff who have direct contact with program administration.

- The Director of Undergraduate Programs*
- Administrative support staff*

3.6.3 Voting

Quorum will consist of 50% +1 of voting members.

3.6.4 Term

Up to 2 years (with the possibility of an extension).

3.6.5 Frequency of Meetings

Monthly during the academic year with additional meetings at the call of the Chair.

3.6.6 Reporting

To Faculty Council.