
**TERMS OF REFERENCE
FACULTY COUNCIL
APPROVED ON SEPTEMBER 26, 2017**

PURPOSE

Mandated by Government of Alberta Postsecondary Learning Act:
For each faculty of a University there shall be a faculty council.
(s. 28(1) Postsecondary Learning Act, P25)

POWERS OF FACULTY COUNCIL

(s. 29(1) Postsecondary Learning Act, P26)

1. A faculty council may
 - a) determine the programs of study for which the faculty is established,
 - b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
 - c) provide for the admission of students to the faculty,
 - d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
 - e) authorize the granting of degrees,

*subject to any conditions or restrictions that are imposed by the general faculties council.

2. A meeting of a faculty council must be held at any time on the summons of the dean of the faculty
3. A faculty council may delegate any of its powers, duties and functions under this Act as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.

COMPOSITION

- Dean (as Chair)
- President
- All academic staff of the Faculty, as defined by Category A1.0 (GFC Policy Manual 55.1.4),
- Additional members:
 - One (1) representative from Faculty of Arts
 - One (1) representative from Faculty of Business
 - One (1) representative from Faculty of Education
 - One (1) representative from Faculty of Engineering
 - One (1) representative from Faculty of Extension
 - One (1) representative from Faculty of Science
 - One (1) rotating representative from the Health Sciences Faculties (Faculties of Pharmacy and Pharmaceutical Sciences, Rehabilitation Medicine, Nursing)
 - One (1) representative from Alberta Institute of Agrologists

- o One (1) representative from Alberta Association of Forest Management Professionals
- o One (1) representative from Alberta Registered Dieticians' Association
- o One (1) representative from Alberta Human Ecology & Home Economics Association (AHEA)
- o One (1) representative from Alberta Society of Biologists (for the Environmental and Conservation area)
- o Four (4) undergraduate students enrolled in the Faculty will be selected by the appropriate Faculty Undergraduate Student Association using whatever method the Association deems suitable. If the current Faculty Undergraduate Association is unable to fill the required number of undergraduate students by September 30 of each year, then the Students' Union will be responsible for the selection of the undergraduate representatives.
- o Two (2) Graduate student representatives from among those pursuing graduate studies in the Faculty, selected by the Faculty's Graduate Students' Association (ALES GSA) using whatever method the Association deems suitable.
- o Two (2) representatives from non-academic staff from Category B1.0, with no more than one member drawn from any one unit of the Faculty

OPERATIONAL PROCEDURES

- Meetings quarterly as needed.
- Quorum: The quorum for each Faculty Council shall be 20% off the persons eligible to attend
- Visitors to Faculty Council:
The Faculty Council meetings are open to visitors subject to the following regulations:
 - o Priority will be given to visitors/groups who have a special interest in a particular agenda item.
 - o If a visitor/group wishes to speak, he/she shall request permission from the Dean prior to a Faculty Council meeting. Permission to speak would be granted on approval of agenda at meeting.
 - o Visitors/groups who request and receive permission to speak may make a statement, and may answer direct questions from Faculty Council members, but may not take part in Council debate.
 - o Council may in exceptional circumstances, on a majority vote, close a Council meeting to visitors.