FACULTY OF ARTS AND HUMANITIES

Effective Date: November 12, 2021

Supersedes: June 2020, June 2019; May 2017

COMPOSITION AND RULES OF PROCEDURE

1. The Faculty of Arts and Humanities shall consist of the following Departments: Classical Studies; English and Writing Studies; French Studies; Gender, Sexuality and Women's Studies; Languages and Cultures; Philosophy; Visual Arts.

   Admission of other departments to the Faculty of Arts and Humanities will require the following steps:

   a. Application of the department concerned to the Senate.
   b. Approval of this application by the Senate, after consultation with the Faculty of Arts and Humanities and any other Faculty concerned.

2. The Head of the Faculty of Arts and Humanities shall be the Dean of Arts and Humanities who shall be assisted by one or more Associate Deans. Appointments to these positions shall be made in accordance with current University policy.

3. There shall be a Council of the Faculty of Arts and Humanities, responsible to the Senate and composed of:

   a. The following ex officio members:

      i. The President & Vice-Chancellor
      ii. The Provost & Vice-President (Academic)
      iii. The Dean and Associate Deans of the Faculty of Arts and Humanities
      iv. The Vice-Provost (or an Associate Vice-Provost) of the School of Graduate and Postdoctoral Studies
      v. The Director of the Centre for Theory and Criticism
      vi. The Assistant University Librarian, The D.W. Weldon Library

   b. The following faculty members from Arts and Humanities:

      i. All full-time (probationary, tenured, and limited-term) members of the departments of the Faculty of Arts and Humanities (except those on unpaid Leave of Absence)
      ii. All full-time faculty members of the University holding joint appointments with the departments in the Faculty of Arts and Humanities
      iii. Up to 16 part-time faculty members, two elected by each department

c. The following other members:

i. Representatives holding the rank of Assistant Professor or higher:
2 each from the Faculties of Social Science and Science
1 each from the Faculties of Education, Health Sciences, Information and Media Studies, Law, the Schulich School of Medicine & Dentistry, and the Don Wright Faculty of Music
1 each from the Affiliated University Colleges

ii. Up to 6 students registered in the Faculty of Arts and Humanities to be selected by the Arts and Humanities Students' Council

iii. 1 member of the regular full-time administrative staff of the Faculty of Arts and Humanities, elected thereby

4. Members of the above categories shall be entitled to participate fully in meetings of the Council, i.e., to speak, to propose motions, to vote. The Council shall elect from among its members each year a Speaker whose job will be to preside over meetings of Council that year.

5. The Council shall meet at least twice each year and at such other times as the Council, the Dean, or the Senate may prescribe. A minimum of 25 percent of the members of the Council, including at least 25 percent of those members of the Council who are from the Faculty of Arts and Humanities, shall constitute a quorum.

6. A special meeting of the Council shall be called on the written notice of ten (10) of its members, and shall be convened within 14 days thereafter, to consider matters set out in the notice of the meeting.

7. The Council shall advise the Senate on all matters under the jurisdiction of the Senate which pertain to the Faculty of Arts and Humanities or which are referred to the Council by the Senate, and shall determine policy on all such matters if so delegated by the Senate.

8. The Council shall establish Committees to exercise its powers and to advise it, as it considers necessary.

a. <u>Nominating Committee</u>

i. The Council Nominating Committee will consist of three members with staggered three-year terms, representing three different departments, with one or more members elected annually by Council (and nominated by the current Nominating Committee). Members of the Nominating Committee can serve one three-year term, and are not eligible for re-election to the Nominating Committee for three years;

ii. The Nominating Committee will prepare nomination slates for all selection committees mandated by Senate or by relevant collective agreements, and for all committees of Council, and for representation on other bodies as requested (e.g. other faculty councils);

iii. In January before the annual faculty meeting at which elections normally take place, and at other times as appropriate, the Nominating Committee will circulate to voting members of Council a list of vacancies in committees, and provide a deadline ten days before the meeting of Council for nominations to be provided to the Nominating Committee;

iv. The Nominating Committee will provide its nomination slate to Council at least a week before any meeting.

9. The by-laws and regulations for the conduct of the proceedings of Council shall, where practicable, be those adopted by the Senate.

10. This document may be amended by the Senate on recommendation by majority of the voting members of the Council in attendance at a regularly constituted meeting prior to which there has been at least seven (7) days' written notice of the proposed amendment.