**Arts and Science Faculty Council**

**Constitution**

1. **Name**

**The name of this body shall be the Nipissing University Arts and Science Faculty Council,** hereinafter referred to as “the Council”.

1. **Purpose**

The purpose of the Council shall be to fulfill duties of governance and advisement pertaining to academic policies and consistent with the Nipissing University Senate by-laws, **10.0 (a), (b) and 10.1 (b).**

**3.0 Membership**

Council membership is to include:

(i) the Dean of the Faculty of Arts and Science, or their designate, who shall be Chair;

(ii) the Associate Dean of the Faculty of Arts and Science (if any);

(iii) all faculty members holding appointments in the Faculty;

(iv) one (1) part-time instructor (if any) from each department/program\* within the Faculty;

(v) two (2) students from within the Faculty; and

(vi) the Registrar, or designate (non-voting).

\* the list of departments/programs to be approved
from time to time by the Faculty Council

**4.0 Meetings**

**4.1 Meetings of the Council will be chaired by the Dean. In the Dean’s absence, the meeting of the Council may be chaired by the Dean’s designate.**

**4.2 Meetings may be called by either the Chair, their designate, or upon the written request of any seven members of Council, and will be convened at least twice in each of the fall and winter terms.**

**4.3 Five business days written notice of meetings is required, except in outstanding circumstances, where the Chair and at least seven (7) members of the Executive may vote to waive the five day advance notice of the meeting.**

**4.4 An agenda for Council meetings is to be distributed to all members five business days prior to its meeting.**

**4.5 The minutes of Council meetings shall be stored and distributed on the Arts and Science Faculty web-page.**

**5.0 General Faculty Council Procedures**

**Council will follow the general procedures of the Senate during the meetings as outlined in Article 7 of the Senate By-laws.**

**5.1 The quorum shall be 1/3 of the total number of the faculty members of Council, except in the case of motions containing changes to the Council’s Constitution, where quorum shall be 1/2 of the faculty members of Council.**

**5.2 Motions shall be carried by a simple majority, except in cases involving changes to the Constitution, which require a 2/3 majority.**

**5.3 Motions involving changes to the Council’s Constitution shall be presented in writing to the Chair for distribution to the entire membership at least seven business days before the date of the meeting on which the vote occurs, so as to be included in the agenda items. Alternatively, such substantive motions may be presented at the meeting of Council, with the vote occurring at its next meeting.**

**6.0 Committees**

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

In addition:

**6.1** The Arts and Science Executive committee will act as the Faculty Council’s Executive committee.

* 1. An Arts and Science Faculty Senate committee is to be comprised of all Senators in the Faculty of Arts and Science. The Faculty Senate committee will meet following the distribution of the agenda for Senate. The Faculty Senate committee is to be a direct link to the University’s Academic Senate whereby the interests of the Arts and Science Faculty as a whole are represented in Senate.
		1. The Arts and Science Faculty Senate committee will annually elect a chairperson to conduct its meetings and two spokespersons.
	2. The Council shall participate in the academic planning and program development as per Senate bylaw 10.1.b. The Chair and the Executive will bring such matters to Council for approval or recommendation.

**6.4** The Council may offer Advisements, to any decision-making body or administrator, upon the decision of a simple majority of quorum. These Advisements may be put forward by any member of Council.

**6.5** The Council may be asked for its Direction on academic matters. Committees may be struck to consult on requested Directions. A simple majority of quorum is needed for consensus on Directions to be given.

**6.6 The Arts and Science Academic Regulations and Curriculum Committee**

1. Definition: The Council delegates its authority to the Academic Regulations and Curriculum Committee (ARCC) to review curriculum proposals prior to going forward to the Arts and Science Executive Committee for approval.
2. Membership on the ARCC shall be:
3. the Associate Dean of the Faculty, who shall be Chair;

 (ii) four faculty members (Chairs or their designates) representing each of the official groupings of disciplines defined by the Senate Academic Regulations and Policy document, namely: Sciences, Humanities and Social Sciences;

(iii) three student representatives representing each of the three main groupings;

 (iv) one representative from Academic Services;

 (v) the Registrar or designate.

**6.7** After ARCC has reviewed curriculum proposals the material will be sent to the Arts & Science Executive for approval. The curriculum proposals will be conveyed to the Arts & Science Faculty Council for information.