
FACULTY COUNCIL

Terms of Reference

Reports to: President

Membership: Ex Officio Members: The president, vice presidents and registrar
Instructional Faculty Members: All tenured and tenure-track faculty with primary appointment at CUC
Student Members: Two students of CUC appointed by the Student Association

The Faculty Council may vote to extend special membership status to instructional faculty who have part-time or continuous contract positions at Canadian University College.

Officers of the Faculty Council are the chair, the vice chair and the secretary.

- The chair shall be a full-time tenured or tenure-track faculty member. The chair shall preside at meetings of the Faculty and shall arrange for the execution of the actions of the Faculty Council. Procedural questions are ruled upon by the chair. The term of service will be as voted by the Council (normally two years). Should the Council, for whatever reasons, seek the removal of the chair, a two-third majority petition to the President is required.
- The vice chair shall be elected by the Faculty Council to serve a term of two years. In the absence of the chair, the vice chair shall act in the place of the chair for that meeting.
- The secretary shall be elected by the Faculty Council to serve a term of two years and may be filled by an ex officio or instructional faculty member of the Council. The secretary shall keep the minutes of the Faculty Council and shall distribute the minutes to all members of the Faculty Council.

Appointment: By position: officers elected by Faculty Council

Term: Standing

Purpose: Faculty Council is responsible for the academic affairs of the University College.

Terms of Reference:

Responsibility	Power
To create or eliminate programs of study (including degrees, diplomas, majors, concentrations, specializations and minors) as proposed by the academic divisions	To act
To modify programs of study, including degrees, diplomas, majors, concentrations, specializations and minors	To act
To establish, weigh, classify and describe courses	To act
To set time tables for courses and examinations	To act
To set the calendar of academic dates	To act
To establish policies regarding the admission and standing of students	To act
To establish policies concerning the awarding of degrees, diplomas, certificates and awards	To act
To approve the list of candidates for graduation	To act
To prepare and publish the CUC Academic Calendar	To act
To appoint members to its standing or ad hoc committees	To act
To act on reports from its standing and ad hoc committees	To act
To establish policies for the management of library resources	To act
To set policies regarding the faculty, such as qualifications, appointments, promotions, dismissals, grievances, remuneration and professional development	To recommend to the President
To determine the conditions of affiliation with other colleges or universities	To recommend to the President
To approve the design and organization of academic master planning and the contents of academic master plans	To recommend to the President



To consider matters relating to the master planning of instructional facilities	To recommend to the President
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Agenda and Minutes: A printed agenda and supporting materials are distributed by the chair prior to each meeting.

Frequency and Venue: Meetings are scheduled monthly during the fall and winter terms and at the call of the chair during the summer term. A quorum consists of one-third of the voting members.

Approved by: Cabinet

Date: Handbook 2004
Revised, 2009