

**Faculty of Arts**

**Faculty of Arts  
By-Laws**

# Faculty of Arts

In accordance with Article 153 of *University Government*, the Faculty of Arts comprises the academic units—departments, schools and institutes—listed in Appendix A. It oversees as well the free-standing interdisciplinary programs listed in Appendix B. The Faculty of Arts also houses the independent research centres listed in Appendix C.

In the following by-law, the chair of an academic unit refers to the chair of a department, school or institute.

## By-Law 1 Faculty Council

In accordance with Article 157 of *University Government*, Faculty Council establishes policies for the efficient management of Faculty affairs, it being understood that such policies are subject to approval by the Senate in academic matters and approval by designated University authorities in other matters (see *The University of Ottawa Act*, Section 18(2)).

### 1.1 Mandate of the Faculty Council

1.1.1 To make recommendations to the Senate concerning:

- a. the development or modification of the undergraduate, certificate and diploma programs offered by the Faculty, including interdisciplinary and joint programs;
- b. policies and admission requirements of the Faculty's undergraduate programs;

1.1.2 To study, comment on and recommend the development or modification of the Faculty's graduate programs, as well as interdisciplinary programs in which the Faculty is involved, before such proposals are submitted to the Faculty of Graduate and Postdoctoral Studies;

1.1.3 To establish the standing committees of the Faculty designated in By-Law 2, to create any other standing or ad hoc committees as required, and to define their powers, duties and memberships;

1.1.4 To establish by-laws for its own operation, subject to approval by the University Senate or the Board of Governors;

1.1.5 To establish rules for the sound management of the Faculty;

1.1.6 To approve all strategic or other formal plans of the Faculty;

1.1.7 To establish policies that favour the development of the Faculty.

## 1.2 Members of the Faculty Council

Subject to the provisions of Article 158 of the *University Government*, the Faculty Council consists of the following members:

### 1.2.1 Ex-officio members:

- a. the dean, who chairs the Council;
- b. the vice-dean undergraduate studies;
- c. the vice-dean graduate studies;
- d. the vice-dean research;
- e. the vice-dean governance and secretary;
- f. the chair of each of the Faculty's academic units;
- g. the coordinators of free-standing interdisciplinary programs;
- h. the director of each of the Faculty's independent research centres;
- i. the two members of the Faculty's teaching staff elected to the Senate, provided that they are not already on the Council under another title;
- j. the director of the Institute of Women's Studies, as an observer.

NOTE: One of the four vice-deans listed above (b, c, d or e) is granted administrative exclusion; in the absence of the dean, this person assumes the dean's role, including the chairing of council meetings (see 3.6).

### 1.2.2 Elected regular academic staff members:

Regular full-time professors from academic units are represented according to the proportional system set out below:

- one (1) representative for each unit having 10 or fewer regular positions;
- two (2) representatives for each unit having between 11 and 20 regular positions;
- three (3) representatives for each unit having between 21 and 30 regular positions;

- four (4) representatives for each unit having between 31 and 40 regular positions.

#### 1.2.3 Elected student members:

- a. each academic unit is represented by one full-time undergraduate student elected by his or her peers in compliance with article 1.3.2;
- b. the general BA program, together with free-standing interdisciplinary programs, is represented by two full-time students registered in one of these programs. They are elected by their peers in compliance with article 1.3.2.
- c. each academic unit consisting solely of graduate programs is represented by one student; each of the Faculty's three (3) main sectors – that is, fine arts, the humanities and language and literature – is represented by one student registered in graduate studies. They are elected by their peers in compliance with article 1.3.2.

#### 1.2.4. Support staff members:

- a. two technical and support staff members elected by their peers in compliance with article 1.3.4. below, as voting members;
- b. the Faculty's chief administrative officer, as an observer;
- c. administrator of undergraduate studies, as an observer;
- d. administrator of graduate studies, as an observer;
- e. marketing and communication officer, as an observer;
- f. special projects officer, as an observer;
- g. alumni relations officer, as an observer.

### 1.3 Procedures for Electing Council Members

#### 1.3.1 Procedures for electing academic staff members:

- a. all regular professors of the Faculty's academic units are eligible;
- b. at least one member from each academic unit must be a full or associate professor, with the exception of units having only one elected member;
- c. except where otherwise stated, members have renewable two-year terms;
- d. terms begin July 1 and end June 30;
- e. the election of members from each academic unit is held within the unit itself following the procedure established by the unit;
- f. when a position becomes vacant, a replacement member is elected to finish the term. The election will be held following the procedure established by the unit;
- g. the chairs of each academic unit convey the results of elections to the vice-dean, governance, and secretary.

### 1.3.2 Procedures for electing undergraduate student members:

- a. the vice-dean governance and secretary initiates the election procedure at the beginning of the fall session by asking the Students' Association of the Faculty of Arts to organize the elections;
- b. all full-time students in a program offered by the Faculty of Arts are eligible;
- c. student members from each of the Faculty's academic units are elected by their peers;
- d. student members from the general BA program or free-standing interdisciplinary programs are elected in compliance with the procedures established by the Students' Association of the Faculty of Arts;
- e. elections are held each year before October 15;
- f. students members are elected for a renewable term of one (1) year from October 15 to October 14 of the following year;
- g. the Students' Association of the Faculty of Arts conveys the election results to the vice-dean, governance, and secretary;
- h. if the seat of an undergraduate student member of Faculty Council is not filled or becomes vacant, it shall remain empty until the end of the term.

### 1.3.3 Procedures for electing graduate student members:

- a. the vice-dean governance and secretary initiates the election procedure at the beginning of the fall session by asking the Graduate Students' Association to organize the elections;
- b. all full-time graduate students in a graduate program offered by an academic unit of the Faculty of Arts are eligible;
- c. elections are held each year in September;
- d. student members are elected for a renewable term of one (1) year from October 1 to September 30 of the following year;
- e. the Graduate Students' Association conveys the election results to the vice-dean, governance, and secretary;
- f. if the seat of a graduate student member of Faculty Council is not filled or has become vacant, it shall remain empty until the end of the term.

### 1.3.4 Procedures for electing support staff members:

- a. two members are elected by the support staff of the Faculty by secret ballot. Elections are organized by the Faculty's chief administrative officer (him or herself not eligible), who is in charge of technical and administrative employees. Nominations must be supported by at least three (3) other regular staff members;
- b. terms of office are two (2) years, renewable;
- c. terms begin September 1 and end August 31;
- d. if a member is unable to finish his or her term, a replacement member will be elected following the procedure in 1.3.4.

#### **1.4 Quorum at Council Meetings**

Quorum is one third of sitting members.

#### **1.5 Meeting Schedule**

1.5.1 Council meetings are normally held once a month during the fall and winter sessions. The Council does not meet during the spring and summer sessions.

1.5.2 Specific meeting dates and times are determined by the vice-dean, governance, and secretary and are announced at the last meeting of the current year for the two years following.

1.5.3 Special meetings may be convened when required.

#### **1.6 Procedural Rules for Faculty Council**

1.6.1 The Proceedings of Faculty Council are governed by Victor Morin's *Procédure des assemblées délibérantes*, with the exception of the following:

1.6.2 the dean of the Faculty is the chair of Faculty Council; the administrative exclusion or another vice-dean assumes the role of chair of the Council in the dean's absence.

1.6.3 the chair of the Council votes only in cases of a tie.

1.6.4 the vice-dean governance and secretary is the secretary of the Council; in the absence of the vice-dean governance and secretary, the Council will elect a secretary of the assembly.

1.6.5 all rules of order, with the exception of this one, may be temporarily suspended upon the vote of two-thirds of members present; however, the repeal or modification of the rules of order, as well as the approval of other regulations or rules of order, may only occur upon the vote of two-thirds of members present at a regular meeting, provided that a notice of motion to this effect was sent (by email) to the members of Faculty Council and to academic personnel at least thirty days before the meeting.

## Appendix A

As of May 1, 2010, the list of academic units is as follows:

<b>Visual Arts</b>	<b>Official Languages and Bilingualism</b>
<b>Communication</b>	<b>Linguistics</b>
<b>English</b>	<b>Music</b>
<b>Classics and Religious Studies</b>	<b>Philosophy</b>
<b>Canadian Studies</b>	<b>Information Studies</b>
<b><i>Français</i></b>	<b>Science, Society and Policy</b>
<b>Geography</b>	<b>Theatre</b>
<b>History</b>	<b>Translation and Interpretation</b>
<b>Modern Languages and Literatures</b>	

## Appendix B

As of May 1, 2010, the list of interdisciplinary programs is as follows:

**Second Language Teaching (in discussion)**  
**Aboriginal Studies**  
**Medieval and Renaissance Studies**

## Appendix C

As of July 1, 2010, the list of independent research centres is as follows:

**Centre for Research on French Canadian Culture**

# Faculty of Arts

## By-Law 2

### Standing Committees of Faculty Council

This by-law concerns the membership, jurisdiction and organization of standing committees within the Faculty of Arts.

#### 2.1 Executive Committee of the Faculty

##### 2.1.1 Mandate:

Subject to the provisions of Article 160 of the *University Government*, the terms of reference of the Executive Committee are to:

- a. advise and help the dean in the management and planning of the Faculty in compliance with the policies approved by the Faculty Council and the University; take all measures necessary to ensure the smooth running of the Faculty;
- b. prepare, for the Faculty Council, by-laws that it deems useful or necessary for the operation of the Faculty;
- c. approve the by-laws of the Faculty's academic units;
- d. regulate, in the name of the Faculty Council, problems that arise between meetings and report on these at the next meeting;
- e. perform other duties that may be assigned to it by Faculty Council from time to time;
- f. report its decisions to Faculty Council.



### 2.1.2 Membership:

Subject to the provisions of Article 161 of the *University Government*, the Executive Committee consists of the following members:

— Ex-officio members:

- a. the dean, who chairs the Committee;
- b. the vice-dean undergraduate studies;
- c. the vice-dean graduate studies;
- d. the vice-dean research;
- e. the vice-dean governance and secretary, who acts as secretary of the Committee;
- f. the chair of each of the Faculty's academic units.

— Observers:

- a. the Faculty's chief administrative officer;
- b. the administrator of undergraduate studies;
- c. the administrator of graduate studies;
- d. the marketing and communications officer;
- e. the special projects officer;
- f. the academic units' administrative assistants.

## 2.2 Committee on Undergraduate Studies

### 2.2.1 Mandate:

2.2.1.1. Subject to Article 162 of *University Government*, the Committee on Undergraduate Studies reviews and makes recommendations to the Faculty Council concerning:

- a. admission requirements of the Faculty's undergraduate programs and measures required to limit, if necessary, registration in certain programs;
- b. the structure, content and learning objectives of the Faculty's undergraduate programs;
- c. admission requirements, structure, content and learning objectives of interdisciplinary and joint programs that involve the Faculty of Arts;
- d. the implementation of policies that promote academic success and enhance the quality of student experience;
- e. the internationalization of undergraduate programs and development of opportunities for student mobility;
- f. the development of academic regulations and their application and interpretation.

2.2.1.2. The Committee on Undergraduate Studies is responsible for:

- a. receiving and handling requests from the Faculty's academic units;
- b. preparing and updating, with the administrator of undergraduate studies, the Faculty calendar in accordance with decisions taken by Faculty Council and Senate;
- c. establishing subcommittees, as required, to handle particular issues.

## 2.2.2 Membership:

Subject to Article 163 of the *University Government*, the Committee on Undergraduate Studies consists of the following members:

- a. the vice-dean undergraduate studies, who chairs the Committee;
- b. the vice-dean governance and secretary (ex-officio member);
- c. five (5) representatives from Faculty sectors: one (1) from fine arts, two (2) from the humanities and two (2) from languages and literatures. These representatives are elected by Faculty Council for a term of two (2) years. Terms of office begin July 1 and are renewable once;
- d. a full-time undergraduate student registered in the Faculty of Arts and delegated by the Students' Association of the Faculty of Arts for a term of two (2) years;
- e. the administrator of undergraduate studies, who acts as secretary of the Committee and takes minutes (non-voting member).

2.2.3 Quorum is 50% of members, including the chair of the Committee.

2.2.4 The Committee on Undergraduate Studies meets upon notice of the chair.

## 2.3 Committee on Graduate Studies

### 2.3.1 Mandate:

The Committee on Graduate Studies ensures that program quality meets the standards set by the Faculty of Graduate and Postdoctoral Studies and the Ontario Council on Graduate Studies (OCGS) or its successor. The Committee studies, comments on, and makes recommendations to the Faculty Council on the following:

- a. admission requirements of the Faculty's graduate programs and measures required to limit, if necessary, registration in certain programs;

- b. the structure, content and learning objectives of the Faculty's graduate programs;
- c. admission requirements, structure, content and learning objectives of interdisciplinary and joint programs that involve the Faculty of Arts;
- d. changes to courses and programs, as well as the creation of new courses and programs;
- e. the implementation of policies that promote academic success and enhance the quality of student experience;
- f. the internationalization of graduate programs and development of opportunities for student mobility.

### 2.3.2 Membership:

The Committee on Graduate Studies consists of the following members:

- a. the vice-dean graduate studies, who chairs the Committee;
- b. the vice-dean governance and secretary (ex-officio member);
- c. five (5) representatives from Faculty sectors: one (1) from fine arts, two (2) from the humanities and two (2) from language and literature. These representatives are elected by Faculty Council for a term of two (2) years. Terms of office begin July 1 and are renewable once;
- d. a full-time graduate student registered in the Faculty of Arts, nominated by the Executive Committee and elected by the Faculty Council for a term of two (2) years;
- e. the administrator of graduate studies, who acts as secretary of the Committee and takes minutes (non-voting member).

2.3.3 Quorum is 50% of members, including the chair of the Committee.

2.3.4 The Committee on Graduate Studies meets upon notice of the chair.

## 2.4 Research and Publications Committee

### 2.4.1 Mandate:

Subject to Article 164 of *University Government*, the Research and Publications Committee promotes research activity in the Faculty of Arts. Without limiting the generality of the foregoing, the Research and Publications Committee:

- a. establishes, updates and administers research policy for the Faculty of Arts;

- b. administers support programs for Faculty research;
- c. presents an annual report on its activities to Faculty Council.

#### 2.4.2 Membership:

Subject to Article 165 of *University Government*, the Research and Publications Committee consists of the following members:

- a. the vice-dean research, who chairs the Committee;
- b. the vice-dean governance and secretary (ex-officio member);
- c. five (5) representatives from Faculty sectors: one (1) from fine arts, two (2) from the humanities and two (2) from language and literature. These representatives are elected by Faculty Council for a term of two (2) years. Terms of office begin July 1 and are renewable once;
- d. the research administrator, in an advisory capacity.

2.4.3 Quorum is 50% of members, including the chair of the Committee.

## 2.5 Faculty Teaching Personnel Committee

Subject to Article 166 of *University Government*, membership and operation of the Faculty Teaching Personnel Committee (FTPC) are determined by Article 14 of the collective agreement between the University of Ottawa and the APUO. The following provisions apply to the Faculty of Arts:

2.5.1 The FTPC is composed of five (5) regular tenured professors. It is chaired by the dean, who is a non-voting member;

2.5.2 No constituent unit (department, institute or school) may have more than one member on the FTPC.

## 2.6 Nominating Committee

### 2.6.1 Mandate

In accordance with section 14.1.3.1 of the Collective Agreement, the Faculty of Arts creates a Nominating Committee with the mandate to nominate a candidate for each vacant position on the Faculty Teaching Personnel Committee (FTPC).

## 2.6.2 Membership

The Nominating Committee consists of the following members:

- a. the vice-dean governance and secretary, who chairs the Committee;
- b. three (3) members of the teaching staff who have been in the Faculty for a minimum of five (5) years. These members are elected by Faculty Council for a term of two (2) years, renewable once.

The Executive Committee of the Faculty proposes candidates for the Nominating Committee. Any other candidate may be proposed by three (3) of the Faculty's regular professors.

## 2.7 Library Committee

### 2.7.1 Mandate

This committee makes recommendations to Faculty Council about the operation of the University Library, as well as policies on department collections.

### 2.7.2 Membership

The Library Committee consists of the following members:

- a. the vice-dean research, who chairs the Committee;
- b. the vice-dean governance and secretary (ex-officio member);
- c. an elected member of the Faculty's teaching staff from each academic unit;
- d. a graduate student delegated by the Graduate Students' Association;
- e. an undergraduate student delegated by the Students' Association of the Faculty of Arts.

2.7.3 Quorum is 50% of members, including the chair of the Committee.

2.7.4 The Library Committee holds meetings at least once a year or upon notice of the chair.

# Faculty of Arts

## By-Law 3

### Faculty of Arts

## Management Personnel of the Faculty of Arts

At the University of Ottawa, the management personnel of faculties and their constituent units are formally appointed by the Board of Governors (*The University of Ottawa Act*, 1965: Section II, 11). This by-law outlines the procedures concerning recommendations for nominations, hierarchical relationships, roles and main functions of the Faculty's academic administrators.

### 3.1 Dean

#### 3.1.1 Mandate:

The dean is the head of the Faculty, whose main functions are determined by his or her dual role as chair of Faculty Council and chief executive officer of the Faculty. The dean:

- a. as chair of the Faculty Council, carries out his or her duties in accordance with Senate and Faculty Council regulations, and is also an ex-officio member of all Faculty Council committees;
- b. chairs Faculty Council and the Executive Committee of the Faculty.
- c. as chief executive officer of the Faculty, acts in compliance with *The University of Ottawa Act*, regulations of the Board of Governors, collective agreements and Faculty-specific by-laws. More specifically, the dean is responsible for:
  - overseeing the sound and responsible management of the Faculty;
  - preparing and updating the Faculty's academic development plan for submission to the Faculty Council;
  - preparing annual Faculty budget estimates in accordance with the development plan approved by Faculty Council, including his or her recommendations regarding priorities to be set among requests for new human and material resources;
  - overseeing the day-to-day administration of the Faculty budget as approved by the Board of Governors;
  - chairing the Faculty Teaching Personnel Committee (FTPC) and submitting the Committee's recommendations to the Joint Committee of the Senate and the

Board of Governors regarding nominations, contract renewals or non-renewals, promotions, various leaves, and tenure for teaching staff; and is required, as such, to include his or her personal recommendations;

- acting as communication and information officer between the Faculty and the University and, more specifically to this end, ensuring that Faculty members are informed of the work carried out and decisions made by Senate and its committees, as well as by Faculty Council and its committees;
- participating in fundraising activities with the University's Development Office and strengthening relations with Faculty alumni;
- preparing the Faculty's annual report;
- carrying out any other duties assigned to him or her.

### 3.1.2 Appointment procedure:

The dean is appointed in accordance with Article 170 of *University Government* and University regulations.

The dean must:

- a. be a regular senior professor within the Faculty of Arts. In the case of an external candidate, the appointment is conditional upon his or her appointment as a regular professor within one of the academic units of the Faculty of Arts;
- b. have an established reputation as a highly regarded academic and university administrator;
- c. have extensive knowledge and understanding of University policies and regulations;
- d. be bilingual, that is, able to speak and write in both English and French.

### 3.1.3 Term of office:

The term of office is normally five (5) years , renewable as circumstances warrant. Please refer to articles 171 to 173 of the *University Government*.

## 3.2. Vice-Dean Undergraduate Studies

### 3.2.1 Mandate:

The vice-dean undergraduate studies assists the dean in the administration of the Faculty. He or she is a member of the Executive Committee of the Faculty and of Faculty Council. More specifically, the vice-dean undergraduate studies is responsible for:

- a. ensuring the development, planning, coordination and promotion of the Faculty's undergraduate programs;
- b. chairing the Committee on Undergraduate Studies;
- c. ensuring the management of academic fraud allegations and undergraduate student complaints;
- d. supervising the Faculty's undergraduate studies office;
- e. representing the Faculty of Arts in the Council on Undergraduate Studies;
- f. participating in the evaluation of undergraduate programs and ensuring follow-up;
- g. ensuring the development of activities of an international and interdisciplinary nature at the undergraduate level;
- h. serving as a liaison officer between the Faculty of Arts and the Students' Association of the Faculty of Arts, as well as promoting student activities with the administrator of undergraduate studies;
- i. carrying out all other duties assigned to him or her by the dean.

### 3.2.2 Appointment procedure:

The vice-dean undergraduate studies must:

- a. be a regular full-time professor, either associate or full in rank;
- b. have extensive knowledge of the Faculty's undergraduate programs;
- c. be bilingual, that is, able to speak and write in both English and French.

3.2.2.1 The vice-dean undergraduate studies is appointed by the Board of Governors upon the dean's recommendation to the president, following consultations with the Executive Committee of the Faculty and members of Faculty Council.

3.2.2.2 Consultations with Faculty Council members are held according to the following procedure:

- a. the dean invites each member of the Faculty Council to provide him or her with the names of any individual deemed qualified for the position of vice-dean undergraduate studies;
- b. a selection committee made up of the dean and two (2) chairs elected by the Executive Committee proposes a candidate who must then be approved by the Executive Committee; the dean consults Faculty Council, informing it of his or her recommendation and that of the Executive Committee;
- c. once the appointment has been approved by the Board of Governors, the dean advises faculty personnel.



### 3.2.3 Term of office:

The term of office is three (3) years and renewable. The vice-dean undergraduate studies remains active in the service of his or her academic unit in accordance with a division of work as established by an agreement between the dean, the chair of the academic unit and the vice-dean him or herself.

## 3.3. Vice-Dean Graduate Studies

### 3.3.1 Mandate:

The vice-dean graduate studies assists the dean in the administration of the Faculty. He or she is a member of the Executive Committee of the Faculty and of Faculty Council. More specifically, the vice-dean graduate studies is responsible for:

- a. ensuring the development, planning ,coordination and promotion of the Faculty's graduate programs;
- b. chairing the Committee on Graduate Studies;
- c. supervising the Faculty's graduate studies office;
- d. admitting new students into graduate programs in the Faculty of Arts and administering admission scholarships;
- e. representing the Faculty of Arts on the Commission on Graduate Studies in the Humanities and on the Council of the Faculty of Graduate and Postdoctoral Studies;
- f. ensuring the development of activities of an international and interdisciplinary nature at the graduate level;
- g. serving as a liaison officer between the Faculty of Arts and the Graduate Students' Association, as well as promoting student activities with the administrator of graduate studies;
- h. ensuring the supervision of postdoctoral fellows and serving as a liaison officer between the Faculty of Arts and the University's Association of Postdoctoral Fellows;
- i. informing students of internal and external scholarship opportunities to help finance their studies, as well as participating in the selection of students in scholarship competitions.

### 3.3.2 Appointment procedure:

The vice-dean graduate studies must be:

- a. a regular full-time professor, either associate or full in rank;
- b. a member of the Faculty of Graduate and Postdoctoral Studies;
- c. bilingual, that is, able to speak and write in both English and French.

3.3.2.1 The vice-dean graduate studies is appointed by the Board of Governors upon the dean's recommendation to the president, following consultations with the Executive Committee of the Faculty and members of Faculty Council.

3.3.2.2 Consultations with Faculty Council members are held according to the following procedure:

- a. the dean invites each member of the Faculty Council to provide him or her with the names of any individuals deemed qualified to take up the position of vice-dean undergraduate studies;
- b. a selection committee made up of the dean and two (2) chairs elected by the Executive Committee, proposes a candidate who must then be approved by the Executive Committee;
- c. the dean consults Faculty Council, informing it of his or her recommendation and that of the Executive Committee;
- d. once the appointment has been approved by the Board of Governors, the dean advises faculty personnel.

### 3.3.3 Term of office:

The term of office is three (3) years and renewable. The vice-dean graduate studies remains active in the service of his or her academic unit in accordance with a division of work as established by an agreement between the dean, the chair of the academic unit and the vice-dean him or herself.

## 3.4. Vice-Dean Research

### 3.4.1 Mandate:

The vice-dean research assists the dean in the administration of the Faculty. He or she is a member of the Executive Committee of the Faculty and of Faculty Council.

More specifically, the vice-dean research is responsible for:

- a. promoting research in the Faculty of Arts and enhancing the quality of research and its dissemination.;
- b. supporting researchers in the development of research facilities, research centres and research chairs;
- c. informing Faculty staff of new and existing financing initiatives;
- d. helping researchers to submit grant applications by providing information and logistical support;
- e. proposing the nomination of teaching staff for internal and external competitions and awards;
- f. chairing the Faculty's Research and Publications Committee;
- g. strengthening relations between the Faculty and learned societies;
- h. serving as a liaison officer between the Faculty and the Office of the Vice-President, Research;
- i. serving as an ex-officio member of the University of Ottawa Research Commission;
- j. advising the dean on all matters concerning research activities;
- k. supporting the development of international research;
- l. carrying out all other duties assigned to him or her by the dean.

#### 3.4.2 Appointment procedure:

The vice-dean research must be:

- a. a regular full-time professor, either associate or full in rank;
- b. a member of the Faculty of Graduate and Postdoctoral Studies;
- c. bilingual, that is, able to speak and write in both English and French.

3.4.2.1 The vice-dean research is appointed by the Board of Governors upon the dean's recommendation to the president, following consultations with the Executive Committee of the Faculty and members of the Faculty Council.

3.4.2.2 Consultations with Faculty Council members are held according to the following procedure:

- a. the dean invites each member of the Faculty Council to provide him or her with the names of individuals deemed qualified to take up the position of vice-dean research;
- b. a selection committee made up of the dean and two (2) chairs elected by the Executive Committee, proposes a candidate that must then be approved by the Executive Committee;

- c. the dean consults the Faculty Council, informing it of his or her recommendation and that of the Executive Committee;
- d. once the appointment has been approved by the Board of Directors, the dean advises faculty personnel.

#### 3.4.3 Term of office:

The term of office is three (3) years and renewable. The vice-dean research remains active in the service of his or her academic unit in accordance with a division of work as established by an agreement between the dean, the chair of the academic unit and the vice-dean him or herself.

### 3.5. Vice-Dean Governance and Secretary

#### 3.5.1 Mandate:

The vice-dean governance and secretary is, in accordance with *The University of Ottawa Act*, a member of Senate. He or she assists the dean with the administration of the Faculty and is a member of the Executive Committee of the Faculty and Faculty Council. More specifically, the vice-dean governance and secretary is responsible for:

- a. acting as secretary of Faculty Council and the Executive Committee of the Faculty and thus preparing agendas and minutes of meetings;
- b. being one of the principal collaborators and advisors to the dean, who may consult with him or her about any questions concerning Faculty administration;
- c. being the principal advisor to the vice-dean undergraduate studies, the vice-dean graduate studies, and the vice-dean research, who may all consult with him or her about any questions falling within their jurisdiction;
- d. ensuring that Faculty Council by-laws are reviewed and updated in accordance with *The University of Ottawa Act* and *University Government*;
- e. being an ex-officio member of the Committee on Undergraduate Studies, the Committee on Graduate Studies, the Committee on Research and Publications and the Library Committee;
- f. chairing the Nominating Committee;
- g. serving as liaison with other faculties, Senate and central administration;
- h. overseeing the process of student evaluation of teaching and courses;
- i. serving as liaison with the Department of Human Resources and Skills Development Canada and preparing labour market opinions in the context of foreign academic recruitment;

- j. verifying the availability of external reviewers to evaluate tenure and promotion applications, it being understood that the vice-dean governance and secretary does not involve him or herself with particular cases;
- k. preserving all official documents of the Faculty, academic units and research centres;
- l. carrying out all other duties assigned to him or her by the dean.

### 3.5.2 Appointment procedure:

The vice-dean governance and secretary must:

- a. be a regular full-time professor, either associate or full in rank;
- b. have extensive knowledge of the University's administrative structure;
- c. be bilingual, that is, able to speak and write in both English and French.

3.5.2.1 The vice-dean governance and secretary is appointed by the Board of Governors upon the dean's recommendation to the president, following consultations with the Executive Committee of the Faculty and members of Faculty Council.

3.5.2.2 Consultations with Faculty Council members are held according to the following procedure:

- a. the dean invites each member of the Faculty Council to provide him or her with names of any individuals deemed qualified to take up the position of vice-dean governance and secretary;
- b. a selection committee made up of the dean and two (2) chairs elected by the Executive Committee, proposes a candidate who must then be approved by the Executive Committee;
- c. the dean consults Faculty Council, informing it of his or her recommendation and that of the Executive Committee;
- d. once the appointment has been approved by the Board of Governors, the dean advises faculty personnel.

### 3.5.3 Term of office:

The term of office is three (3) years and renewable. The vice-dean governance and secretary remains active in the service of his or her academic unit in accordance with a division of work as established by an agreement between the dean, the chair of the academic unit and the vice-dean him or herself.

### **3.6. Administrative Exclusion**

The dean recommends one of the vice-deans to the Board of Governors to be the Faculty's administrative exclusion (the recommended vice-dean is therefore no longer a member of the Association of Professors of the University of Ottawa).

In accordance with Article 174 of *University Government*, the administrative exclusion exercises the powers of the dean in his or her absence or incapacity. When the position of dean is vacant, the administrative exclusion temporarily carries out the dean's duties until such time as an acting dean or administrator is appointed.

Once the appointment of the administrative exclusion has been approved by the Board of Governors, the dean advises faculty personnel.

The administrative exclusion's term of office ends when a new dean assumes the position.

# Faculty of Arts

## By-Law 4

### Internal Structures

It is the responsibility of academic units, free-standing interdisciplinary programs and independent research centres to develop their own procedures, establish their internal structures and submit them for approval by the Executive Committee of the Faculty.

#### **4.1 Standards for the Internal Structures of Academic Units**

4.1.1 Each academic unit is managed by a chair chosen in accordance with Article 37 of the Collective Agreement. The chair is responsible for:

- a. managing the academic unit;
- b. preparing and managing the budget;
- c. overseeing internal relations with students, staff and the Faculty;
- d. overseeing external relations;
- e. managing the academic unit's secretariat;
- f. reporting to the Departmental Assembly concerning his or her management;
- g. appointing committee chairs;
- h. chairing the Departmental Teaching Personnel Committee as a non-voting member;
- i. proposing professors' workloads to the dean, after consulting with each professor and with the Teaching Personnel Committee;
- j. choosing sessional lecturers with the dean following the procedure outlined in the Collective Agreement for part-time professors;
- k. overseeing the smooth running of programs of study;
- l. bringing all significant changes to the academic unit's internal structure to the attention of the dean, for approval by the Executive Committee;
- m. carrying out any other duties as determined in the Collective Agreement.

4.1.2 Each academic unit has an Departmental Assembly that consists of the following individuals:

- a. all regular professors in the academic unit;
- b. all full-time replacement professors;

- c. a certain number of undergraduate student representatives from the academic unit , elected annually by their peers;
- d. a certain number of graduate student representatives of the academic unit , elected annually by their peers;
- e. a certain number of part-time professor representatives that are elected in accordance with Article 8 of the APTPUO Collective Agreement.

4.1.2.1 The Departmental Assembly is responsible for:

- a. developing general policies that ensure the academic unit's efficient operation and overseeing their implementation;
- b. electing professors to represent the academic unit at Faculty Council;
- c. submitting official requests of the academic unit to Faculty Council for approval;
- d. determining the academic unit's needs in regard to the hiring of new professors , as well as determining the membership of the Recruitment Committee, and approving the hiring recommendation of the Recruitment Committee;
- e. carrying out any other duties as determined in the Collective Agreement;
- f. meeting at least five (5) times per year in compliance with Article 195c of *University Government*.

4.1.3 Each academic unit has an assembly of regular professors that meets to deal with topics specific to professors, the academic unit and the University. In accordance with Article 15.1.3.1 of the Collective Agreement, the assembly of regular professors elects members of the Departmental Teaching Personnel Committee.

4.1.4 Each academic unit has a committee on undergraduate studies and, as required, a committee on graduate studies. In accordance with Article 15 of the Collective Agreement, each academic unit has a teaching personnel committee. The chair is an ex-officio member of all of these committees.

4.1.5 In accordance with Article 17.1.3.2 of the Collective Agreement, each academic unit has a recruitment committee whose membership is determined by the Departmental Assembly. This committee's purpose is to recommend the hiring of new professors.

4.1.6 Within the context of their internal structures, academic units will establish their own procedures concerning quorum required during meetings, as well as voting procedures in the case of an election.



#### **4.2 Internal Structure Standards of Free-Standing Interdisciplinary Programs**

Each free-standing interdisciplinary program must establish its internal structures that define the program's objectives, the mandate and term of office of its co-ordinator, the membership and mandate of its Coordination Committee, and terms of office and responsibilities of the committee's members.

#### **4.3 Internal Structure Standards of Independent Research Centres**

Independent research centres must, in compliance with the standards established by the Office of the Vice-President Research, plan their internal structures that define their mandates, as well as operating procedures, appointment regulations, responsibilities and duties of chairs, management offices, general assemblies, as well as internal operational regulations.