

# **Bylaws of the Faculty of Academic and Career Advancement**



# Bylaws of the Faculty of Academic and Career Advancement

(Approved by Senate Nov. 28, 2011)

## *Powers and Duties of the Faculty*

1. The powers and duties of the Faculty of Academic and Career Advancement are established in part by the *University Act*, which currently describes the Faculty as having the power and duty:
  - a. to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business,
  - b. to provide for student representation in the meetings and proceedings of the Faculty,
  - c. subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business
  - d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
  - e. subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited,
  - f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results,
  - g. to deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective faculties,
  - h. generally, to deal with all matters assigned to it by the Board or the Senate, and
  - i. to form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.
2. A general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

## *Faculty Membership*

3. Membership of the Faculty of Academic and Career Advancement consists of:
  - All those employed within the Faculty of Academic and Career Advancement as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate (as of September 1 each year),
  - The Dean of the Faculty,
  - Associate Dean(s) of the Faculty,
  - The President of the University,
  - The Registrar, who is non-voting

4. The Faculty of Academic and Career Advancement endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
5. The Faculty of Academic and Career Advancement endorses the principle of instructional associate and non-teaching staff participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
6. The Dean is the Chair of the Faculty.
7. The Chair of Faculty Council shall hold the position of Vice-Chair of the Faculty *ex officio*.

### ***Conduct of Business***

8. The Faculty shall have at least two regular meetings per academic year.
9. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice-Chair of the Faculty.
10. Notice of a meeting of the Faculty shall be sent to the members of the Faculty at least seven days in advance of a meeting.
11. The normal process of business at meetings of the Faculty shall be set by the Chair.
12. The quorum for meetings of the Faculty shall be twenty-five (25) voting members.
13. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be excepted from the foregoing.
14. The majority required to pass a resolution shall be 50 percent of the voting membership plus one, except in the case of adoption of or amendments to these Bylaws, when the majority required shall be two-thirds of the members voting.
15. Meetings of the Faculty shall normally be open to observers.
16. The Chair may recognize non-members on any matter of business.
17. The Faculty may decide at any time, by a majority vote of those present and voting, that a whole meeting or any part of a meeting be held *in camera*.
18. Minutes of open meetings of the Faculty shall be recorded and distributed to the University.
19. All documents presented to the Faculty shall normally be regarded as public. Nevertheless, the Chair may declare a document confidential, in which case the document shall be made available in advance only to members of the Faculty and, if appropriate, the Senate.

### ***Powers and Duties of Faculty Council***

20. The powers and duties of Council are delegated by the Faculty of Academic and Career Advancement. Unless otherwise addressed in these bylaws, Council shall have all the powers and duties ascribed to the Faculty by the *University Act*, and by the Board of Governors and Senate of the University.
21. Council shall make rules and regulations for the governance, direction, and management of ACA, including the creation of committees and the quorum necessary for conducting the business of its committees.
22. Council shall deal with all matters related to the business of Council that Faculty members bring forward to it.

23. Council shall deal with all matters related to the business of Council that the Senate, the Board of Governors, or the President assigns to it.
24. Appropriate representation of Faculty members shall be provided for in Council meetings and proceedings.
25. Council is responsible to ensure that appropriate student assessment practices and procedures (e.g., those related to entrance and placement) are maintained and followed.
26. Council shall make recommendations to Senate concerning new courses of instruction, plans, and/or programs, the deletion of courses of instruction, plans, and/or programs.
27. Council advises Senate in any matter—academic or otherwise—that affects the interests of ACA.
28. Council advises the President in any matter—academic or otherwise—that affects the interests of ACA.
29. Council nominates candidates for honorary credentials and awards.
30. Council may, by a two-thirds majority vote, recommend to the Dean that an extraordinary meeting of the Faculty be called to address a matter forwarded by Council to the Faculty for decision or advice.
31. Council may recommend changes to Council bylaws or those pertaining to Standing Committees of the Faculty. These recommendations must be approved by the Faculty of Academic and Career Advancement and by Senate as required.

### ***Faculty Council Membership***

32. Council shall operate as a representative council which reports annually to the Faculty as a whole.
33. All those appointed to positions within the Faculty (as of September each year) shall be eligible for election to Council.
34. Departmental representation on Council shall be as outlined in Appendix A.
35. Representation by members of the Faculty shall be distributed between departments based on the size and composition of the department.
36. APPD departmental representation shall include both faculty and instructional associates.
37. Each department shall determine the process for choosing, appointing, or electing its own Council representatives and inform Council of that process.
38. Composition of Council shall be reviewed annually in September, or as deemed necessary by Council or the Nominations and Governance Committee, in order to consider growth and other factors that may affect representation.
39. Each department shall nominate one student candidate. These nominations will go forward to the Nominations and Governance Committee, which shall recommend two representatives to the elected and ex-officio members of Council for endorsement. The student nominees must be current students or recent alumni of the nominating department.

### ***Role and Term of Members***

40. Members of Council, in their function as members of this body, do not act as delegates of the bodies or constituencies from which they were drawn; rather, as members, all must serve the interest of the entire Faculty to the best of their ability.
41. Senate Bylaw No. 3, *Conflict of Interest*, applies.
42. Elections or recommendations for Council shall normally occur in the Spring semester each year.
43. The term of each elected member shall normally begin on September 1 and be two years. An elected member must have an appointment consistent with the length of term; however, term lengths may vary. Prior to any election, where applicable, a department may modify this term in order to ensure a staggering of terms and continuity of departmental representation. In no case may the term exceed three years. The member shall be permitted to serve a maximum of two consecutive terms.
44. Any member may resign from Council by giving the Chair written notice.
45. The seat of a member who leaves the Department from which that member has been elected/appointed to Council shall be declared vacant.
46. Any member who will be absent from a Council meeting shall notify the Chair prior to the meeting.
47. The use of alternates is not allowed.
48. The seat of a member who has three unexcused absences from meetings in any given year shall be declared vacant by the Chair.
49. Replacements to fill vacant seats shall be elected or appointed according to the usual process and shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process shall be followed.
50. Council members shall commit to serving on a minimum number of its committees, as set from time to time by Council. Members who do not serve on a minimum number of committees may have their seat on Council declared vacant by the Chair.

### ***Chair and Vice-Chair Roles***

51. Voting members of Council shall elect one Chair from within the Council's voting membership. The election shall normally occur on or about September 1, and the normal term will be two years, or a shorter term corresponding with the Chair's Council term. The Chair shall be permitted to serve a maximum of two consecutive terms.
52. As a voting member of Council, the Chair shall have the same voting rights as any other member; however, the Chair shall protect the impartiality of this position by exercising this right only when the vote would affect the outcome, in which case a vote may be cast by the Chair, or the Chair may abstain. If the Chair abstains the results of the vote are announced without mention of the Chair's vote. In the case of a tie without the Chair's vote, the Chair may vote in the affirmative, and adopt the motion, or abstain, by which the motion is lost.
53. Voting members of Council shall elect a Vice-Chair from within Council's voting membership. The election shall normally occur on or about September 1, and the normal

term will be two years, or a shorter term corresponding to the Vice-Chair's Council term.

The Vice-Chair shall be permitted to serve a maximum of two consecutive terms.

54. The Vice-Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
55. The Chair or Vice-Chair may be removed by a two-thirds majority vote of voting Council members present and voting at a meeting of the Council called expressly for this purpose and at which a quorum has been achieved.
56. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.

### ***Conduct of Business***

57. Council shall normally have at least six (6) regular meetings per academic year. A schedule of meetings shall be set at the commencement of the academic year.
58. In cases of urgency, extraordinary meetings shall be called by the Chair of Council or upon written request of two-thirds of the voting members of Council.
59. Notice of meetings and proposed agendas shall be provided to the Faculty at least seven days prior to the meeting.
60. The quorum for meetings of Council shall be at least 50 percent of the voting membership plus one.
61. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next Council meeting which forms a quorum. Any communication resulting from a meeting where no quorum is formed shall be prefaced with a clear indication that the communication is subject to ratification. In the event that quorum is not met when a motion is time sensitive, voting on the motion may proceed via electronic means if calling an extraordinary meeting would not result in quorum.
62. Meetings shall normally be governed in conduct by Robert's Rules of Order. Such matters on which these Bylaws lay down specific procedures shall be excepted from the foregoing.
63. Council shall proceed with Faculty business at regularly scheduled Council meetings where there is a quorum. Council shall have the right to delegate business to Standing Committees and Ad Hoc committees, which shall make any recommendations to Council for consideration.
64. Council's agenda shall be set by the Chair (or Vice-Chair) in consultation with the members of Council.
65. To pass a resolution, meetings require a majority comprising 50 percent of the voting membership plus 1 present at the meeting—except in the case of adoption of amendments to the Bylaws, for which a majority comprising two-thirds of the voting members of Council shall be required. Any Bylaw amendment will be subject to ratification by the voting members of the Faculty as a whole, and Senate as required.
66. Meetings of Council will be open to all members of the Faculty and observers.
67. From time to time Council may invite guests to make presentation at Council meetings and to answer questions related to their presentations.

68. Council may decide at any time, by majority vote of those present and voting, that an entire meeting or any part of the meeting be held *in camera*
69. All documents presented to Council shall normally be regarded as public. Nevertheless, Council shall, in certain circumstances, declare a document to be confidential, in which case the document shall be made available only at the meeting and all copies retrieved. All documents deemed confidential are, however, subject to Freedom of Information requests.
70. Minutes of Council meetings shall be recorded and be made available to the University.
71. Administrative support for Council and its Standing Committees (as needed) shall be assigned by the Divisional Business Manager, Faculty of Academic and Career Advancement.

### ***Committees of Faculty Council***

72. Committees of Council are restricted to making recommendations to Council, and may not assume any of the powers of Council unless they are expressly delegated within these bylaws. Committees may be Standing or ad hoc Committees. Only Standing Committees will be delegated Council authority.
73. The following Standing Committees shall report to and be governed by Council:
  - a) Academic Planning and Priorities.
  - b) Assessment.
  - c) Communications.
  - d) Curriculum.
  - e) Nominations and Governance.
74. Standing Committees shall determine their membership as warranted; however, members of Standing Committees may include:
  - a) faculty members from the Faculty as a whole.
  - b) the Dean or designate.
  - c) the Chair or the Vice-Chair of Council.
  - d) the Divisional Business Manager or designate.
  - e) two voting Council members, appointed by Council.
  - f) one student representative, where possible, appointed by Council.
  - g) additional membership from the Faculty, as deemed appropriate by Council or the Standing Committee (e.g., the Assessment & Testing Advisor for the Standing Committee on Curriculum).
75. Quorum for meetings of Faculty Council Standing Committees shall be a simple majority of the total number of voting members.
76. Meetings where no quorum is formed may proceed but will be considered unofficial. Any proceedings will be subject to ratification at the next meeting which forms a quorum. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication the communication is subject to ratification.

### **Standing Committee on Academic Planning and Priorities**

The Standing Committee on Academic Planning and Priorities shall:

- a) comprise membership as outlined in Bylaw 74 and a minimum of one member from each department within the Faculty.
- b) advise Council on the mission, educational goals, objectives, strategies, and priorities of the Faculty.
- c) advise Council on whether the establishment, revision or discontinuance of educational programs and other curricular changes support the mission, educational goals, objectives, strategies and priorities of the Faculty.
- d) advise Council on the priorities for implementation of new programs.
- e) advise Council on the establishment or discontinuance of departments of the Faculty.
- f) advise Council on whether the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions support the mission, educational goals, objectives, strategies and priorities of the Faculty.
- g) advise Council on processes for the development, review, implementation and communication of educational plans that support the priorities of the Faculty.
- h) advise Council on whether the Faculty budget proposal supports the academic priorities of the Faculty.
- i) review Program Reviews and action plans.
- j) make recommendations to Council on how research and scholarship within the Faculty may be facilitated, in support of the Faculty's mission, educational goals, objectives, strategies, and priorities.
- k) advise Council on the establishment, revision or discontinuance of research centres or institutes; research chairs and professorships; and other research-related matters requiring Council approval.
- l) establish such subcommittees as needed to fulfill the Committee's responsibilities.
- m) perform other duties as assigned by Council.

### **Standing Committee on Assessment and Testing**

The mission and mandate of the Standing Committee on Assessment and testing is to ensure that students entering Academic and Career Advancement programs and other areas of the University served by this Faculty are efficiently and effectively assessed and appropriately placed.

In addition, the Standing Committee on Assessment shall:

- a) comprise membership as outlined in Bylaw 74.

### **Standing Committee on Communications**

#### Mandate

Kwantlen's Faculty of Academic and Career Advancement is central to the university's role in providing accessible pathways and supportive preparatory programs for people in its region. Therefore the mandate of this Standing Committee is to help ensure that those

pathways and programs are well- known, so that potential students who need our programs can become aware of them and find them.

The Committee will work with the ACA Dean's Office and with Kwantlen's Marketing & Communications Department to ensure that information about ACA's programs, and the pathways into them, are promoted to all relevant internal and external audiences.

The Committee reports to the Council. The Committee chair, or his or her designate, shall attend Council meetings for this purpose.

### Membership

The Committee shall have the following voting members:

- One member from each department within the Faculty
- The Dean of the Faculty

The Committee chair shall be elected from among the faculty members of the Committee.

Other Kwantlen employees, from within the ACA Faculty or from other areas of the University, may join the Committee in a non-voting capacity, if they are willing and if the voting members of the Committee agree. The Committee may ask such other employees to join.

### **Standing Committee on Curriculum**

The Standing Committee on Curriculum shall:

- a) comprise membership as outlined in Bylaw 74 and a minimum of one member from each department within the Faculty.
- b) exercise the delegated authority of Council to receive, review, and approve all curriculum offered for credit by the departments, and to recommend curriculum to Senate and its appropriate Standing Committees for approval.
- c) periodically review curricular and program components including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes, and make such recommendations to Council as may be appropriate.
- d) ensure that all curriculum developed within the Faculty conforms to University policies and procedures;
- e) ensure appropriate consultation for courses.
- f) receive and review Program Concepts and Full Program Proposals (or such equivalent submissions as come to stand in their place) for new programs, consult with the Standing Committee on Academic Planning and Priorities, and report with recommendations to Council.
- g) review the implementation of new programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Council.
- h) receive and review program revisions, and report with recommendations to Council.
- i) ensure that all curriculum materials are properly documented for approval and for use by other University departments (Registrar's Office, Admissions, Counselling, etc.).

- j) provide detailed minutes, including a list of curriculum approved at each meeting of the Curriculum Committee, for information, to the next scheduled meeting of Council.
- k) attend/ensure attendance by each department at provincial articulation meetings and bring reports back to Council.
- l) periodically review the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Nominations and Governance Committee as may be appropriate.
- m) establish such subcommittees as required to fulfill the Committee's responsibilities.
- n) perform other duties as assigned by Council.

### **Standing Committee on Nominations and Governance**

The Standing Committee on Nominations and Governance shall:

- a) advise Council on matters related to elections, including timelines for nominations, elections, and appointments as required to meet the needs of the Faculty, Faculty Council, and Standing Committees.
- b) advise Council on matters related to awards and recognitions, including timelines for nominations and selection.
- c) receive calls for nominations and ensure that nominations are made for all elections for the Faculty, Faculty Council and Senate, or other Kwantlen committees, where necessary.
- d) appoint or recommend members to serve on Council and Committees as outlined in these bylaws.
- e) advise Council on procedures for the recommendation and selection of Faculty representatives for university committees, and oversee these processes as requested by Council.
- f) advise Council on all matters related to the conduct of its business, its meetings and its proceedings.
- g) advise Council on matters related to duties of members and conflict of interest.
- h) coordinate the work of Council Committees, especially where consultation between Committees is required.
- i) regularly review the bylaws of, and provide advice to Council, which will make any recommendations to the Faculty for approval.
- j) review at least once every three years the configuration of Standing Committees, their membership, terms of reference, and their consultation and reporting relationships, and propose to Council any recommendations for change.
- k) establish such subcommittees as required to fulfill the Committee's responsibilities
- l) perform other duties as assigned by Council.

## Appendix A - Membership Composition

<i>REPRESENTATION</i>	<i>NUMBER OF COUNCIL MEMBERS</i>	<i>Voting or Non-voting</i>	<i>Term</i>
<b><i>Academic and Career Preparation</i></b>	5	<i>Voting</i>	2 years
<b><i>English Language Studies</i></b>	5	<i>Voting</i>	2 years
<b><i>Access Programs for People with Disabilities</i></b>	3	<i>Voting</i>	2 years
<b><i>Career Choices and Life Success</i></b>	1	<i>Voting</i>	2 years
<b><i>Educational Studies</i></b>	2	<i>Voting</i>	2 years
<b><i>Instructional Member at Large</i></b>	1	<i>Voting</i>	2 years
<b><i>Dean</i></b>	1	<i>Voting</i>	<i>Continuous</i>
<b><i>Associate Dean</i></b>	1	<i>Voting</i>	<i>Continuous</i>
<b><i>Students</i></b>	2	<i>Voting</i>	1 year
<b><i>Divisional Business Manager</i></b>	1	<i>Voting</i>	<i>Continuous</i>
<b><i>Professional Support Staff</i></b>	1	<i>Voting</i>	2 years
<b><i>President or designate</i></b>	1	<i>Voting</i>	<i>Continuous</i>
<b><i>ACA Educational Advisor (if not already elected as the PSS representative above)</i></b>	1	<i>Non-voting</i>	<i>Continuous</i>
<b><i>ACA Sitting Senator (if not already elected as a departmental representative)</i></b>	2	<i>Non-voting</i>	<i>Term of Senator appointment</i>
<b><i>Registrar or designate</i></b>	1	<i>Non-voting</i>	<i>Continuous</i>
<b><i>TOTAL VOTING MEMBERS</i></b>	<b>24</b>		

## Endnotes

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<sup>i</sup> Items regarding land, labour, and law are usually dealt with at an *in camera* meeting. It should be noted that minutes and notes from *in camera* meetings are subject to Freedom of Information requests and it is advisable to only record the motion (passed or defeated) that results from the discussion. For instance, issues of student discipline might be discussed in camera.