



Governance Manual 2024-2025

FACULTY OF LAW | COMMON LAW SECTION



uOttawa

Faculté de droit
Faculty of Law

Section de common law
Common Law Section



1. Introduction

The purpose of this Governance Manual is to explain to students and student leaders how decisions are made in the Faculty of Law (Common Law Section), and the University of Ottawa as a whole. It also explains what role students can play in that governance.

In so doing, it aims to build student capacity by providing clarity around “whether issues must be addressed centrally with the University or within the Faculty governance procedures; what can be addressed directly as an operational matter within the authority of the Dean and administration; and what the specific procedures and timelines are for implementing reforms through different governance procedures.”

The genesis of this manual comes from a recommendation in a 2021 report by Professor Fay Faraday.¹ The Report found that there was lack of clarity around decision-making and accountability within the law school. The complexity of the governance structure at uOttawa and within the Faculty inhibited student initiatives in anti-racism work. Professor Faraday recommended providing training on governance and decision-making structures within the Faculty and at the central University level and addressed three key themes: “(1) the direct impact on BIPOC individuals of doing anti-racism work; (2) the impact of working and learning remotely during the COVID-19 pandemic; and (3) institutional-level considerations that affect the ability to work effectively on anti-racism initiatives.” This Governance Manual is a response to the third theme.

¹ Available here: [Anti-Racism Working Group](#).



2. Governing Structure at the Central University Level

The governing legislation for the University of Ottawa is the *1965 University of Ottawa Act* S.O. 1965, C.137 This act sets out the key positions and powers of the University, and describes the history of the incorporation of the University.

2.1 Board of Governors

The Board of Governors is responsible for “the University’s overall governance and management.” Primarily, the Board of Governors makes financial decisions and implements policies and procedures at the University level.

- The Board of Governors has the power “to appoint, promote and remove the heads of all faculties and schools, all officers of the University and of the faculties, the teaching staff of the University and all such other officers, clerks, employees, agents and servants ... but no person shall be appointed, promoted or removed as head of a faculty or school, as a senior administrative officer or as a member of the teaching staff of the University except on the recommendation of the Rector;” (s. 11(b)).
- Any new professor position must be approved by the Board of Governors. This also applies when a position opens up because the previous professor has withdrawn for any reason.
- The Board of Governors has the power “to provide for the appointment and establishment of such advisory, deliberative or administrative persons, offices and bodies of the University, ... as the Board deems advisable, and to fix their respective memberships, powers and duties;” (s. 11(i)).
- **The Board of Governors has two student representatives.**

2.2 President and Vice-Chancellor

The President is a member of the Board of Governors who also acts as the Vice-Chancellor.

- The President is appointed by the Board of Governors (s. 13(1)).
- “The President is the chief executive officer of the University and chairman of the Senate and has supervision over and direction of the academic work and general administration of the University, the teaching staff, officers, servants and students thereof, and has such other powers and duties as from time to time may be conferred upon or assigned to him by the Board.” (s. 13(3)).

2.3 Chancellor

- The Chancellor is the titular head of uOttawa. She occupies the place of honor at commencement exercises and other functions, and is an ex-officio member of the Senate.
- The Chancellor is appointed by the Board of Governors, with the concurrence of the Senate, for a term of four years. The Chancellor is also an Honorary Member of the Board of Governors for the duration of her term and enjoys all the rights and privileges of an Honorary Member.

2.4 Senate

The Senate sets the University’s educational policies and is responsible for the sound management of academic issues on campus. For instance, subject to the approval of related expenses by the Board of Governors, the Senate has the power to create and abolish faculties, departments, schools and institutes.

In addition, the Senate creates or abolishes academic regulations and programs of studies sets admission, degree and diploma requirements, confers certificates, degrees at all levels and, with the approval of the Board of Governors, honorary doctorates.

- Section 17: “The Senate is responsible for the educational policy of the University and, subject to the approval of the Board in so far as the expenditure of funds is concerned, may create, maintain and discontinue such faculties, departments, schools or institutes or establish such chairs as it may determine, may enact by-laws and regulations for the conduct of its affairs, and, without limiting the generality of the foregoing, has power,
 - “to determine the courses of study and standards of admissions to the University and continued membership therein, and qualifications for degrees and diplomas;” (s. 17(b)).
 - The Senate must approve any by-law (of a purely academic nature) created by the council of a faculty before it is valid. By-laws that are not of a purely academic nature must be approved by the Board of Governors (s. 18(2)).
 - The Senate meets eight to ten times a year and can strike committees to help it exercise its powers.

2.5 Student Representation on Senate

There is one full-time student elected by their peers in each of the Faculties of the University of Ottawa and **one student for the two sections in Law**; the method of election and the period of mandate is determined by resolution of the Senate. Student membership of the Senate provides a direct means of access for students to voice their concerns to the Senate. Per the [Senate Regulation Concerning the Election of Student Members of Senate](#), “the principal means by which students so participate is through representation of their interests and perspectives by student members of Senate directly elected by them.”

2.6 Office of the Vice Provost, Equity, Diversity and Inclusive Excellence

As Vice-Provost, Equity, Diversity, and Inclusive Excellence, Professor Awad Ibrahim is responsible for the strategic direction of the University in regard to EDIE, including institutional leadership and engagement, all within a broader mandate centred on environmental, social, and governance principles. He will work closely with key players, both internally and externally, to develop a culture of excellence in the institution’s core areas of activity and act as a catalyst and facilitator of forward-looking initiatives within the university community.

2.7 Academic Freedom and Freedom of Expression

In spring 2021, the University of Ottawa asked retired Supreme Court justice Michel Bastarache to chair a committee on issues relating to academic freedom, freedom of expression, the institutional independence of universities, the values of equity, diversity and inclusion and the pursuit of substantive equality, and the legal framework for these issues.

The report was tabled at the University Senate on November 22nd, 2021, and contained a series of recommendations. On February 14th, 2022, the Senate adopted a resolution to create an ad hoc committee to implement the recommendations in the report of the Committee on Academic Freedom. The creation of this statement is in response to one of the main recommendations of that Committee’s report, which proposed drafting a statement affirming the importance and necessity of protecting academic freedom and freedom of expression in a university context. The Ad Hoc Committee has also produced a full report of its work on the other recommendations.²

The principles of academic freedom and freedom of expression are central to life on campus at the University of Ottawa, and to its mission to support teaching, learning and the advancement of knowledge.

2 Senate Statement on Freedom of Expression in the University context

[This page](#) contains a host of resources to help you get to know these concepts, their limits, and their application in a university setting.

This page has been designed to foster respectful dialogue and debate in our community, and a culture where diverse perspectives and opinions are encouraged and welcomed. When we understand the principles of academic freedom and freedom of expression, we foster more inclusion and solidarity in the teaching, learning and research environment at the University of Ottawa.

The information is based on the University's policies and regulations, statements, and best practices. Every effort has been made to make this content accessible and to present these policies and statements accurately. However, it is not intended to replace or reinterpret the University's official policies and regulations, or its positions on these principles.

2.8 Student Rights and Responsible Conduct

The University and all of the members of its community must work together to maintain a respectful, healthy and safe learning, teaching and work environment. Students and all other members of the University community have the right to a positive and safe University environment where everyone feels welcome and respected. With this right comes the shared responsibility of all members of the University community to be accountable for their actions and do their part in maintaining a climate of freedom, respect and fairness.

This Policy on Student Rights and Responsible Conduct serves, on the one hand, to affirm student rights and, on the other hand, to define responsible conduct and a breach of responsible conduct. It provides a framework for the exercise and respect of student rights in their interactions with each other and with other members of the University community. It also identifies existing mechanisms and resources for students to assert such rights and provides a fair process to respond to a breach of responsible conduct.

[This Policy](#) addresses breaches that take place in University facilities or in relation to a University activity.

2.9 Additional Resources

- [University of Ottawa, August 2012](#)
- [Board of Governors Committees](#)
- [Senate](#)
- [Board of Governors](#)
- [1965 University of Ottawa Act](#)



3. Structure of the Law School

ACADEMIC LEADERSHIP

3.1 Dean

The Faculty of Law has two Deans: one for the Common Law Section and one for the Civil Law Section. The Dean of the Common Law Section oversees both the French and English Common Law programs.

Reporting to the Provost and Senior Vice President for Academic Affairs, the Dean is the chief academic and administrative officer of the Faculty and a member of the Council of Deans, who actively participates in the governance of the university.

The Dean is responsible for the administration of the Faculty and provides strategic academic leadership for the Common Law Section and its programs, continually seeking opportunities to advance academic excellence and innovation in teaching. S/he projects a strong public presence, promoting the accomplishments of its faculty and students to enhance its reputation in the legal community. The Dean works collaboratively with faculty, supporting and encouraging their efforts in scholarship, teaching, and service, while supporting students, with a demonstrated commitment to cultivating a student-centred environment. The Dean spends a great deal of time on external endeavours including fundraising. The Dean shows deep respect for and commitment to reconciliation with Indigenous communities and equity, diversity and inclusion, and demonstrates a commitment to social justice and preparing lawyers to serve the public good and pursue justice. The Dean must also bring a deep understanding of the changes taking place in legal education and the legal profession, while overseeing, with the faculty, curriculum development, including programs to monitor and assess learning outcomes of students.

The Dean is responsible for:

- The day-to-day administration of the Faculty budget as approved by the Board of Governors;
- Presenting recommendations to the Joint Committee of the Senate and the Board of Governors, prepared by the Committee on Teaching Personnel of the Faculty, and dealing with appointments, renewal or non-renewal of contracts, promotions, various types of leave, and tenure;
- Hiring new faculty;
- Addressing matters with the Union;
- Making the ultimate decision on complaints and / or discipline involving full- and part-time professors;
- Communications between the Faculty and the rest of the University; and
- Working with external stakeholders.

3.2 Vice-Deans

The Dean is supported by four Vice-Deans. Vice Deans are full-time professors who take on specific administrative responsibilities beyond their teaching and research for a fixed term, usually two to three years. They are appointed by, and report directly to, the Dean:

3.2.1 Vice Dean, French Common Law Program (PCLF)

Under the direction and in collaboration with the Dean, and working closely with faculty members and administrative staff, the Vice Dean, PCLF, has these responsibilities:

- In collaboration with the Dean, develops the academic program for the PCLF for the year;
- In collaboration with the Dean and working closely with faculty members, establishes full-time faculty members' teaching assignments;
- Identifies courses/positions to post for applications from part-time faculty and participates in recruiting and appointing candidates in accordance with the APTPUO collective agreement framework;
- In collaboration with the Dean and working closely with faculty members, establishes teaching assignments of Visiting Professorships, Long Term Appointments and other special positions relating to the academic program;
- In collaboration with the Assistant Dean, supervises administrative staff in developing the academic timetable;
- In collaboration with the Assistant Dean, responds to and resolves student concerns relating to full-time faculty members;
- Serves as the primary liaison with part-time teaching faculty on all academic and administrative matters including: responding and resolving student and faculty concerns; providing expert advice on teaching and evaluation methods; responding to inquiries on academic and administrative regulations;

- In collaboration with the Dean and Assistant Dean, supervises administrative staff in liaising with part-time faculty members;
- In collaboration with the Dean, assists with the processing of academic fraud matters;
- Collaborates with the Dean on enhancing the Faculty's visibility with the outside community and potential external funders, including identifying and meeting with government and private sector persons and groups; establishing a communication and marketing plan to publicize faculty achievements.
- Acting as the Faculty's liaison with external bodies, i.e. member of the Board of Directors of the Association des juristes d'expression française de l'Ontario (AJEFO), Centre de documentation et de traduction juridiques (CTDJ), member of the Department of Justice Advisory Sub-Committee on Access to Justice in both Official Languages, and other external bodies;
- Administering, along with the Civil Law Section, the Programme de droit canadien and courses jointly offered with that Section;
- Administering, along with the English Common Law Program, the National Program and courses jointly offered with the English Program;
- Communicating with students in the French Program and acting as liaison with the student associations, i.e. President of the RÉCLEF and Vice-Président, Français, AÉCLSS,
- Overseeing the Director, Certification de common law en français (CCLF) and the Director, Programme de pratique du droit (PPD)..

3.2.2 Vice Dean (Academic), English Common Law Program

Under the direction and in collaboration with the Dean, and working closely with faculty members and administrative staff, the Vice Dean (Academic), English Common Law Program oversees faculty governance, establishes course offerings and course assignments for full- and part-time faculty; establishes committee assignments; provides expert advice and assistance to faculty members on career and professional development; serves as a liaison for part-time teaching faculty on all academic and administrative matters; assists in enhancing the Faculty's visibility with the outside community and potential external funders.



Principal activities include:

- In collaboration with the Dean, develops the academic program for the English Program for the year;
- In collaboration with the Dean and working closely with faculty members, establishes full time faculty members' teaching assignments;
- Identifies courses/positions to post for applications from part-time faculty and participates in recruiting and appointing candidates in accordance with the APTPUO collective agreement framework;
- In collaboration with the Dean and working closely with faculty members, establishes teaching assignments of Visiting Professorships, Long Term Appointments and other special positions relating to the academic program;
- In collaboration with the Assistant Dean, supervises administrative staff in developing the academic timetable;
- In collaboration with the Assistant Dean, responds to and resolves student concerns relating to full-time faculty members;
- Serves as the primary liaison with part-time teaching faculty on all academic and administrative matters including: responding and resolving student and faculty concerns; providing expert advice on teaching and evaluation methods; responding to inquiries on academic and administrative regulations;
- In collaboration with the Dean and Assistant Dean, supervises administrative staff in liaising with part-time faculty members;
- In collaboration with the Dean, assists with the processing of academic fraud matters;
- Collaborates with the Dean on enhancing the Faculty's visibility with the outside community and potential external funders, including identifying and meeting with government and private sector persons and groups; establishing a communication and marketing plan to publicize faculty achievements.

3.2.3 Vice Dean, Research

The Office of the Vice Dean, Research was created to support and facilitate the research of the Faculty of Law (Common Law Section) members.

The Vice Dean, Research has these responsibilities:

- Acting as the Dean's delegate on research-related issues;
- Serving as a member of the University Research Commission;
- Advocating on behalf of Common Law and members of the Faculty with the Office of the Vice President, Research and Innovation;
- Supporting members of the Faculty in the development of research grant applications and applications for university and faculty research chairs;
- Working with relevant parties to resolve issues related to grant applications and grant administration and other related problems;
- Supporting ongoing internal research training and development within the Faculty;
- Organization of Dean's Research Lunches, showcasing a selection of faculty research, three times a year;

- Supporting the identification and nomination of candidates for research awards;
- Working with relevant parties to welcome visiting researchers;
- Promoting the Faculty's research outputs and profile;
- Working with the Research Office on the Autumn School on the Methodology of Research in Law (shared with Droit Civil).

3.2.4 Vice Dean, Graduate Studies

The Vice Dean, Graduate Studies is responsible for managing and overseeing all graduate programs in law. These programs are administered jointly with the Civil Law Section. The Vice Dean is appointed by mutual agreement of the Deans of the Civil Law and Common Law Sections for a three-year term, renewable for a maximum of three years. By tradition, the appointment rotates between the Common Law and Civil Law sections.

The Vice Dean, Graduate Studies has these responsibilities:

- Working with the Assistant Dean, Graduate Studies to plan the direction of graduate studies in law, with respect to program and course offerings, to ensure programs and courses continue to meet the demands of the academic market, while also reflecting the Faculty's area of expertise and both the Faculty's and the University's research priorities;
- Working with the Assistant Dean, Graduate Studies, to plan the orientation of graduate studies in law with respect to international relations, to increase student mobility and the number of agreements with partner universities;
- Planning orientations and strategies for student recruitment and Overseeing the admissions process in collaboration with the Assistant Dean.
- Overseeing student recommendations and nominations for awards and scholarships,
- Acting on behalf of the Deans for the thesis evaluation process (list of examiners, defence) and acting as chair if needed;
- Overseeing the appointment of thesis and research paper supervisors.



3.3 Assistant Deans

The Dean and Vice Deans work with Assistant Deans, who are permanent members of the staff appointed for indefinite terms.

3.3.1 Assistant Dean, Student Affairs

The Office of the Assistant Dean, Student Affairs is responsible for the strategic management and leadership for all undergraduate student affairs at the Common Law Section, including recruitment and admissions, retention of students, academic activities, academic accommodations, student wellness, and student career and professional development activities.

The Office of the Assistant Dean, Student Affairs, is responsible for the following portfolios:

- Recruitment and admissions to JD programs
- Common Law Students Centre
- Professors' support (academic administrative services)
- Faculty scholarships and bursaries administration
- Indigenous programs
- Equity and student success, including academic accommodations
- Mental health and wellness
- Career and Professional Development Centre

These positions report directly to the Assistant Dean, Student Affairs:

- Manager, Undergraduate Administration
- Manager, Career and Professional Development
- Manager, Recruitment and Admissions
- Senior Specialist, Student Success and Wellness Programs
- Intermediate Specialist, Indigenous Programs

Approximately 22 staff and approximately 10 student positions per year work within the sectors managed by the Office of the Assistant Dean, Student Affairs.

The following are some of the decisions made by this office:

- **Admissions and recruitment decisions:** The Office, with the support of the Admissions Officers, manages all communications with applicants and admissions processes for the Common Law Section, including first-year recruitment and admissions, transfers, letters of permission, dual programs, NCA admissions, and deferrals of admissions.
- **Academic processes:** The Office, with the support of the Student Centre, manages all academic processes for the Common Law Section, including student communications on academic matters, setting the academic calendar, registration, add/drop, academic advising, international exchanges, implementation of academic policies and procedures, course scheduling, exam scheduling and delivery, administration of teaching and course evaluations, grade administration, and recommendations to Senate for graduation. The Senior Specialist, Student Success

and Wellness Programs, manages the equity and student success programs with the support of the Student Centre.

- **Individual student requests:** The Assistant Dean, in consultation with the relevant staff and Faculty members, is the decision-maker on a variety of specific requests, such as course overloading, external supervision of directed research projects, extraordinary accommodation requests, academic planning for at-risk students, and part-time study requests.
- **Recruitment decisions:** The Office, with the support of the Career Centre team, is responsible for developing and implementing recruitment policies for the Faculty.
- **Recruitment advocacy:** The Office, with the support of the Career Centre team, advocates for students with various law societies, bar associations and employer groups on various recruitment issues.
- **Professional development programming:** The Office, with the support of the Career Centre team, plans and develops law student professional development programming.
- **Internship decisions:** The Office, in consultation with the relevant staff, is the decision-maker on a variety of specific internship requests.

The Assistant Dean co-chairs a liaison committee with the student governments to address matters of student concern and to build relationships between students, faculty and the administration. The Assistant Dean is the first point of contact for student groups on issues of concern.

3.3.2 Assistant Dean, Research

The Assistant Dean, Research manages all facets of the research at the Faculty, including human resources, budgets, pre-award management, marketing and promotion, and dealings with the Graduate Office. The purpose of the role is to positively impact the Faculty's ability to receive and effectively manage external research funds entrusted to it, the ability of its faculty members to successfully fund and carry out their research programs, to enhance the image of the Faculty as a research-intensive institution and to offer an enriching learning environment for graduate students.

Its roles and responsibilities include:

- Providing strategic advice to the Deans and Vice Deans Research in matters pertaining to research;
- Undertaking communications and outreach activities to increase the research activity within the Faculty;
- Acting as subject-matter expert on short-term and long-term grant funding opportunities from external funders and sponsors to increase the research intensity of the Faculty;
- Administering and distributing the funds allocated by the Faculty for research and publication, in collaboration with the Vice-Dean Research;
- Creating and implementing new internal funding programs and internal research excellence awards to better prepare researchers for the ever-changing demands of external funders and to maximize the impact of internal funds on the research productivity of the Faculty;

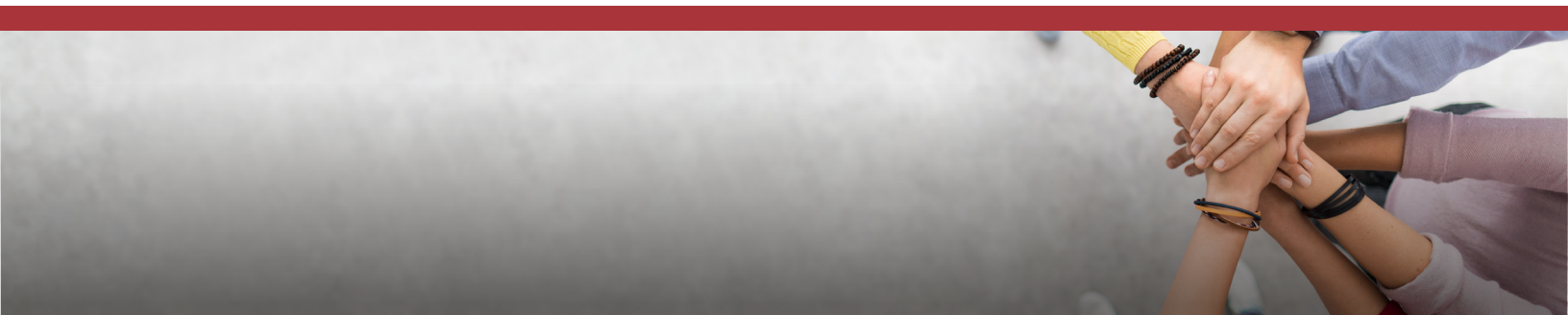
- Leading discussion with Faculty members on strategic priorities for research to align research projects and programs with the priorities of a broad range of international, national, provincial and other sources of funds for research and innovation;
- Supporting research chairs and research centres at the Faculty in fulfilling their mandate with respect to research and outreach activities;
- Identifying opportunities and lead initiatives that help the Faculty of Law achieve its strategic research goals;
- Planning, developing and implementing the Faculty's research communications strategy to highlight the School's strategic priorities and research events;
- Overseeing the preparation of research annual reports and contributing to strategic proposals (fundraising prospects), benchmarking and accreditation documents.

3.3.3 Assistant Dean, Graduate Studies

The role of the Assistant Dean, Graduate Studies, is to provide operational leadership in planning and implementing all academic activities and communications related to graduate and postgraduate studies to ensure integrated, effective and optimal management of graduate studies in law.

Its roles and responsibilities include:

- Overseeing the efficient and effective integrated management of graduate studies, academic affairs and high-quality customer service; managing and coordinating all academic affairs of graduate studies in law: recruitment, admissions, registration, exams, student guidance, student mobility, and graduation;
- Planning the budget in collaboration with administrative directors, so that graduate studies priorities and projects are met in the short, medium and long term;
- Managing communications and marketing, including the website for graduate studies in law, to position graduate studies in law provincially, nationally and internationally, and enhancing the Faculty's visibility with the goal of becoming the top choice for a majority of students;
- Working with the Vice Dean, Graduate Studies, to plan the direction of graduate studies in law with respect to program and course offerings, to ensure that programs and courses continue to be in line with what students want, while also reflecting the Faculty's area of expertise and the research priorities of both the Faculty and the University; and
- Planning the orientation of graduate studies in law with respect to international relations to increase student mobility and the number of agreements with partner universities.



3.4 Faculty Governance Bodies

Most Faculty governance bodies and committees have student representatives, who are appointed jointly by the AECLSS and ISLG. **If you are interested in being involved, please contact your student government representatives.**

3.4.1 Faculty Council

The Faculty Council:

- Formally approves student grades for submission to the University Registrar at a meeting following each term;
- Makes recommendations to the University Senate concerning admissions policy, courses and programs, requirements for student promotion, candidates for degrees, awarding of prizes, medals and scholarships, priorities in the development of programs; and
- determines budget priorities and reviews the Faculty's annual budget.

For most purposes, it is the final decision-making body of the Faculty and receives recommendations from the French and the English Program Assemblies on various matters. If those decisions are within the jurisdiction of the Faculty, the Faculty Council will decide. If not, it will make a recommendation to the appropriate University committee.

It is composed of the Dean (who chairs it), Vice-Deans, six elected faculty members of the English Program, six elected faculty members of the French Program, an elected member of the support staff, **3 English Program and three French Program students** "and such persons as the Council may name from time to time."

Faculty Council meets twice in the fall and once in the winter and the Executive Committee can act in its stead on urgent matters between meetings and in the summer months.



3.4.2 Executive Committee

The Executive Committee is composed of the Dean, the Vice-Dean of the English Program, the Vice-Dean of the French Program, two faculty members of the English Program elected annually by the Council, two faculty members of the French Program elected annually by the Council, two student members (one English Program one French Program) of the Council elected annually by the Council and two members of the support staff (one secretarial and one administrative) elected annually by the Council.

The Executive Committee has the power to:

- To advise the Dean in the preparation of the budget, including the forecasting of estimates, before the submission of the budget to the University.
- To act for Council in urgent matters between meetings of Council and during the summer months, and to exercise such other powers and to discharge such other responsibilities as Council may entrust to it from time to time;
- To prepare any proposal it deems to be necessary or of some benefit to the Section for submission to Council;

The student members of the Committee are full members of the Committee and are entitled to be present during the discussion of, and to vote on, all matters except those dealing with individual cases involving full-time and part-time members of faculty and students.

3.4.3 English Program Assembly

The English Program Assembly serves as the plenary body for all English Program faculty members and **includes 15 English Program students**.

It is chaired by the Vice-Dean and the agenda is set by the Vice-Dean who solicits input from all Assembly members in advance of the meeting.

The Assembly, which usually meets monthly during the academic year, plays an important information-sharing role between the Dean, Vice-Deans and professors.

It receives recommendations from the various committees (e.g. from the Curriculum Committee on the creation of a course). The Assembly will then make recommendations on issues and policies to Faculty Committee.

It can also refer issues to committees on matters of admissions, curriculum, equity, hiring and orientation.

3.4.4 French Program Assembly

The French Program Assembly serves as the plenary body for all French Program faculty members and **includes 5 French Program students**.

It is chaired by the Vice-Dean and the agenda is set by the Vice-Dean who solicits input from all Assembly members in advance of the meeting.

The Assembly, which usually meets monthly during the academic year plays an important information-sharing between the Dean, Vice-Deans and professors.

It receives recommendations from the various committees (e.g. from the Curriculum Committee on the creation of a course). The Assembly will then make recommendations on issues and policies to Faculty Committee.

It can also refer issues to committees on matters of admissions, curriculum, equity, hiring and orientation.

3.5 Key Faculty Committees

Faculty committees are usually not decision-making bodies. They generally make recommendations to the Assemblies.

3.5.1 Admissions Committee (English)

The Admissions Committee has two main functions:

- To review applications for admission to the Faculty (including first year, first year re-admission, and all upper year programs);
- To monitor, develop, review and revise policies and procedures relating to admissions.

The Admissions Committee is divided into Committees A and B, with different membership and responsibilities:

- Committee A: selected faculty, designated staff and student representatives
 - Reviews specific category applications (Indigenous, Access, Mature)
 - Develops policies and procedures
- Committee B: all faculty with administrative duties for the current academic year
 - Reviews general category applications

Faculty members of Committee A are appointed by the Vice-Dean (Academic).

Designated staff appointees are (who are all members of Committee A):

- the Assistant Dean, Student Affairs
- the Faculty Senior Specialist, Student Success and Wellness Programs
- the Intermediate Specialist, Indigenous Programs

The Assistant Dean, Student Affairs, is a co-Chair of Committee A with a full-time faculty member.

There are two student members of Committee A who are appointed by the Common Law student governments. Students appointed to the Admissions Committee must be 3L students who expect to graduate at the end of the year of their appointment. Student members are primarily involved in policy discussions, but may also be involved in some file review.

3.5.2 French Common Law Program Admissions Committee

The Admission Committee has two main functions:

- To review admission applications (including applications for re-admission)
- To design and revise admission policies and regulations

Faculty Council appoints the members who will sit on the Admission Committee. One of these members is named as chair of the Committee.

The Assistant Dean, Student Affairs, provides advice to the Admissions Committee as required.

The Admission Committee's membership includes one student. Although this person does not review the admission and re-admission applications, they do participate in discussions on admission policies and regulations.

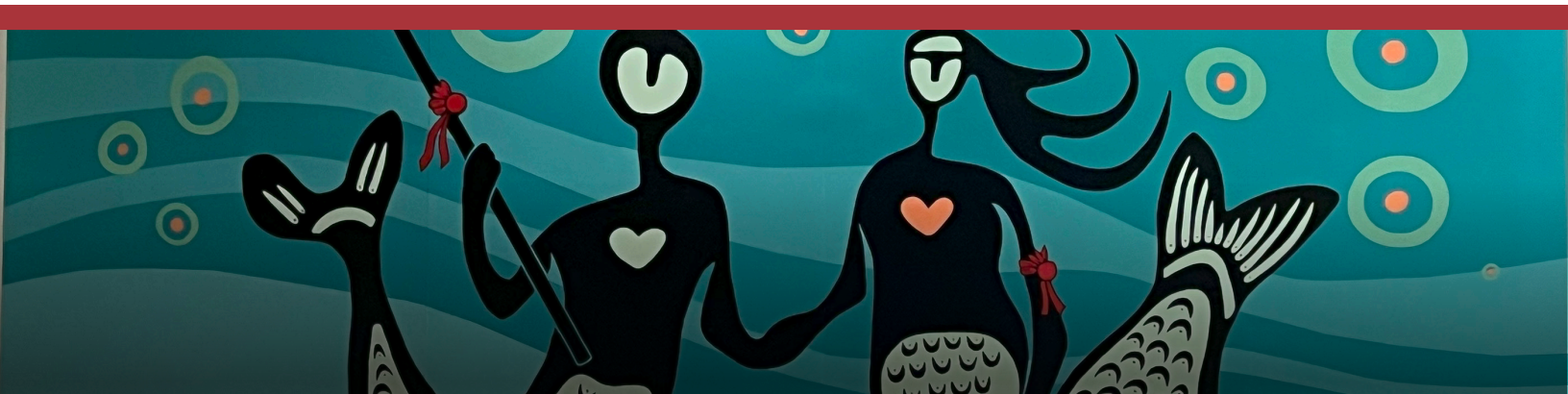
3.5.3 Reconciliation and Decolonization Committee

The mandate of this Committee was originally related to the implementation of the *Truth and Reconciliation Commission of Canada's Final Report and Calls to Action*.

Originally the Indigenous Legal Traditions Committee, the new name informs others at the Faculty and beyond that we are implementing principles and actions that link well with the Truth and Reconciliation Commission's Final Report and , as well, encourage any allies (and potential allies about to come forward) that we are, together, creating more space for Indigenous perspectives about law, protocol and history while we learn how to challenge processes which reinforce colonialism.

Since September 2018, the co-chairs of the Decolonization and Curriculum Committees have collaborated to examine and lead uOttawa Law's response to Call to Action 28 of the Truth and Reconciliation Commission (TRC). It states: "We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti- racism."

The members of the Committee are appointed by the Dean and have an expertise or interest in Indigenous issues. **One student is appointed by the ILSG and one by AÉCLSS.**



3.5.4 French Common Law Program (PCLF) Curriculum Committee

The Committee reviews and assesses all aspects related to academic affairs and the curriculum and requirements of the French programs (JD, Programme de droit canadien, National program, combined programs).

It makes recommendations to the PCLF Assembly on additions and changes to the curriculum.

It is composed of the Vice-Dean of the PCLF (who is usually but not always the chair), two Faculty members and **one student representative**.

Examples of matters dealt with:

- Requests to the University's Senate to approve major or minor changes to programs:
 - Changes to program requirements or course sequences
 - Creation of new options
 - Creation of new courses
 - Changes to course titles or descriptions, creation of new course codes
 - Changes to evaluation methods
- Periodic global review of the course offerings to ensure they meet the requirements of professional legal organizations and are tailored to students' needs and interests
- Creates and revises guidelines in areas such as:
 - Requirements for bilingual courses
 - Directed research
 - Managing courses that carry two codes (CML/DRC)
- Changes to Faculty regulations
- Agreements with other universities, e.g., integrated pathways and bridging programs
- Revisions of criteria for various awards and scholarships

3.5.5 English Language Program Curriculum Committee

This Committee is convened by the English Language Program Committee. The ELP Committee appoints a Chair or co-chairs and seven Faculty members to the Curriculum Committee. **The AECLSS appoints two student members.**

The Committee deals primarily with formal academic courses offered for credit in the ELP or courses offered jointly by the French Common Law Program and ELP, including National Program courses.

- Introducing a new course: A proposal to the Committee is the first step in the course approval or other curriculum modification process. Subsequent steps will include ELP approval, and possibly Faculty Council or University-level approval.
- The Committee also deals with formal concentrations of courses. For example, when the Faculty creates a new concentration in a specific area of law, the Committee will assist in its creation.

- Occasionally, the Committee deals with course scheduling and identifying break periods and examination periods, or concerns with regards to student workload.

3.5.6 Equity Committee

The Equity Committee is a joint committee of the Common Law Section dealing with equity matters within the Faculty (e.g. providing advice about the equity implications of policies and procedures that the Faculty Council, the Dean and other Faculty committees may refer to it from time to time). It also has power to make recommendations to Council on issues and policies within its area of jurisdiction.

The Committee is comprised of:

- Assistant Dean, Student Affairs
- Senior Specialist, Student Success and Wellness Programs
- Intermediate Specialist, Indigenous Programs
- Vice Dean (English Program)
- Vice Dean (French Program)
- English Program Faculty members (typically 2 to 5 members)
- French Program Faculty members (typically 1 to 2 members)
- Other members of the Faculty with expertise in DEI issues
- **1 student from the English Program**
- **1 student from the French Program**

3.5.7 Hiring Committee

As required, the committee processes teaching applications for full-time tenure track positions and includes the Dean, the two academic Vice Deans, two English Program professors, two French program professors and **one student from each Program**.

3.5.8 Examinations/Evaluation Committee

The Examinations/Evaluation Committee handles grade appeals, accommodation appeals, upper year requests for readmission, appeals to extend time to submit evaluations in cases of prolonged deferrals and extensions, and to extend the time to complete the JD program, and policy issues related to evaluation.

In particular, the Committee deals with:

- Policy matters regarding student evaluation: "To consider and make recommendations to Council on all matters relating to the evaluation of students and the conduct of examinations and other methods of assessment."
- Grade review and review of policy matters: "To hear and decide student appeals and petitions relating to the above."

The committee is composed of the Vice Deans of the English and French programs, two faculty members of each Program and **one English Program student and one French Program student**. Student members fully participate in decisions regarding policy matters but do not participate in committee meetings or decisions dealing with grade review or other decisions related to individual student files. The Common Law Section student governments appoint student members.

3.5.9 Graduate Studies Committee

The Graduate Studies Committee is a joint Civil Law Section and Common Law Section committee. It aims to ensure and maintain the quality of graduate-level programs.

The Graduate Studies Committee is an advisory committee. It is also a decision-making committee when it acts as the first level of approval for proposals to be submitted to the Faculty Council. The committee may be consulted on any matter concerning graduate studies, and its proposals concern in particular:

- The structure, content, delivery and learning objectives of the various programs;
- The implementation of measures that seek to enhance the student experience;
- General policies that aim to improve the programs.

Composition of the Graduate Studies Committee

- The Vice Dean, Graduate Studies, who chairs the committee;
- The Assistant Dean, Graduate Studies;
- The coordinator of the Master of Notarial Law program, **according to needs and topics discussed**;
- A graduate student representative
- Three professors from the Civil Law Section, whose appointments are confirmed by Faculty Council;
- Three professors from the Common Law Section.

3.5.10 Clerkship Committee

The Clerkship Committee reviews student applications for judicial clerkships and interviews selected candidates to inform the Dean's recommendation letters for clerkships at the Supreme Court of Canada and the Ontario Court of Appeal. The committee works with clerkship candidates to refine their written materials and to practice their interview skills. The committee is also available to help students and alumni prepare for interviews with other courts.

The members of the committee are selected by the Dean from faculty who have clerked or have specialized knowledge about the Courts.



3.6 Student Governance

3.6.1 The Indigenous Law Students Governance (ILSG)

The Indigenous Law Students Governance (ILSG) has been a community for Indigenous law students at the Faculty for many years. As Indigenous students come to uOttawa from communities across Turtle Island, North America, ILSG has always acted as a sort of “home away from home” for their Indigenous members. As the ILSG (previously ILSA) was historically regarded as a “club” under the Faculty’s Common Law Student Society, ILSG members began to envision a new future for our community. They wanted to be recognized as a community representing their land, traditions, and laws. Past and present ILSG members developed a motion to become a self-governing body, while generating support from allies, faculty, and community. On November 12, 2020, the motion to become an Indigenous self-governing body was unanimously passed, and the Indigenous Law Students Governance was born.

Since the 2023-2024 academic year, the ILSG has received ancillary funding from all Faculty of Law students, which was approved by referendum, as well as funding from the Common Law administration, to fulfill its mandates. (ilsg@uOttawa.ca)

3.6.2 The Common Law Student Society (AÉCLSS)

AÉCLSS is one of two recognized student governments in the Common Law Section (along with ILSG) and receives a portion of the levies paid by students as well as funding from the Common Law administration to fulfill its mandates related to Faculty-level advocacy and enrich the Common Law student community through social, athletic, professional development, and EDI-themed events, among others.

AÉCLSS oversee around 40 clubs, many of which centre around equity-seeking identities, including Asian, Black, Disabled, Francophone, Jewish, Middle Eastern, Muslim, women, and 2SLGBTQ+ individuals in law. (aeclss@uOttawa.ca)

3.7 Administration

The Chief Administrative Office (CAO) is responsible for all the non-academic administrative functions of the Faculty, such as finance, human resources, information technology and communications. The organizational chart for these functions is included at the end of this document.

3.7.1 The Advancement Team

Promoting the Faculty of Law, Common Law Section and the University!

The Advancement team works with the Dean and faculty members to advance the strategic vision and academic mission of the Common Law Section by building relationships with the donors who bring uOttawa's ideas to life, and connecting with our more than 10,000 Common Law alumni to ensure they stay connected to their law school Community for Life.

The Advancement Team raises funds to support the strategic priorities of the Faculty, from scholarships to help individual students, to funding for research activities, to sponsorship for events, or to financially supporting the goals of the university to build new physical infrastructure. We work with individual donors, corporations and foundations to build relationships that lead to philanthropic engagement, finding ways to help our donors direct their gifts to projects that inspire them.

The Advancement Team works closely with the faculty, staff and sometimes students to understand the needs within the faculty and then to help fulfill those needs that go beyond what is possible through tuition fees and government funding through generous donations.

Alumni relations is an important part of the Advancement Team's work and we find ways to connect to our alumni throughout their careers and to ensure that our alumni can stay connected to each other. We offer programs and services to help ensure success after graduation and always want to hear about the tremendous stories from our alumni.

3.7.2 Senior Manager, Innovation and Strategic Advancement

Reporting to the Deans of the Common Law and Civil Law Sections, this role provides strategic direction and leadership in the development of new, revenue-generating programs that engage non-traditional audiences (i.e. working professionals). They engage in market research to support recommendations for novel courses or programs, and act as project leaders in the development and delivery of initiatives. They facilitate collaboration across faculties at uOttawa, while engaging stakeholders in the legal community, the private sector, and other communities of strategic importance. They solicit input and feedback from individual faculty members and committees on the development of new initiatives, such as short courses, certificate programs, and executive graduate programs, while working in close coordination with other staff members on the Administrative Team.

3.8 Equity, Diversity and Inclusion (EDI)

3.8.1 Black Legal Mentor and Advisor to the Dean on Equity, Diversity and Inclusion (“EDI”)

The role of the Black Legal Mentor and Advisor to the Dean on EDI is to provide support to the specific needs of Black law students at the Faculty. These needs include academic mentorship, networking and providing mental health resources. The role of the Black Legal Mentor is based on the understanding that mentorship is an essential tool in supporting the success and development of Black law students who are seeking insight in navigating the legal profession.

The Black Legal Mentor and Advisor to the Dean on EDI is a point of contact in circumstances where students report having experienced anti-Black racism and/ or microaggression at the Faculty. They can liaise with the Faculty on a no-name basis and with the uOttawa’s Human Rights Office on the reported issue and may provide information to students on formal complaint procedure options. The role also supports the Black Law Student Association in achieving its mandate. The advisory component of the role is intended to support the Dean in achieving the Faculty’s EDI objectives which includes addressing anti-Black racism.

Generally, the responsibilities of the role include:

- Acting as a professional and academic support to Black-identified law students (ensuring the incorporation of intersectional identities), and advising the Dean on matters involving EDI and Black law students;
- Attending meetings at the request of the Dean;
- Holding regular monthly office hours and drop-ins to discuss any emerging issues or points of concern;
- Acting as a liaison between the Black-identified students, the Faculty Chair of the Equity and Diversity Committee, and the Dean and Vice-Deans on issues that should be addressed on an institutional basis;
- Advising on systemic changes that the Faculty could make to be more welcoming, inclusive, and progressive;
- Working with the Black Law Students Association and especially its Executive to support initiatives, activities etc; and
- Additional responsibilities as assigned by the Dean.



3.9 Indigenous Programs

3.9.1 Intermediate Specialist, Indigenous Programs

This role evolved out of a position created in response to the Truth and Reconciliation Commission in 2015. The Coordinator, Indigenous Learner Programming, supports the Learner community within the Faculty.

The Coordinator currently reports to the Assistant Dean, Student Affairs. The Coordinator has these responsibilities:

- Conceptualizing and delivering programming, such as the Bannock and Diplomas Professional Development Lecture Series, designed to support the health and well-being of all, including the Indigenous community, within the Faculty;
- Working collaboratively with university partners, such as the Indigenous Resource Centre, to develop policy relating to Indigenous Learners; and
- Advising and consulting with the Examinations Committee, Admissions Committee, and Curriculum Committee.

3.9.2 Algonquin Anishinabeg Knowledge Holder

Gilbert Whiteduck is available to students, faculty and staff. Gilbert is fluent in French and English. He is a member of the Algonquin Kitigan Zibi Anishinabeg First Nation, where he has served as Director of Education for over 25 years. Algonquin Knowledge Holder Whiteduck is a member of uOttawa's Kinistotadimin Circle- School of Social Work and currently serves as Program and Services Team Lead at the Wanaki Treatment Centre. He holds a HBSW, B.Ed and M.Ed and Honorary Doctorate degree

(Education) and will be completing the Certificat en droit autochtone (certificate of Indigenous Law) program, in the Civil Law Section, this upcoming academic year.

3.10 Experiential Learning

At uOttawa we strongly believe that not all learning takes place in the classroom. We know that adults learn best by doing. That is why we are so committed to experiential learning. There are a myriad of experiential learning opportunities to take part in legal clinics, internships at law offices, government departments and agencies and courts and participate in national and international moot competitions.

Our students work on community legal education, law reform initiatives as well as case work before various administrative tribunals and all levels of courts in Canada and before international and regional human rights bodies. From the Landlord and Tenant Board to the Supreme Court of Canada and the Inter-American Commission on Human Rights, our students have the opportunity to hone their legal and critical thinking skills while making a difference in their communities and the world.

[This document](#) highlights the various experiential learning opportunities available to students.



4. Frequently Asked Questions

A. HOW ARE NEW FACULTY POSITIONS CREATED?

- The decision on the creation and the allocation of new faculty (full-time professor) positions is made by the Provost and Vice-President Academic of the University.
- The Faculty does not automatically get to fill a position that becomes vacant for any reason (e.g., retirement, resignation or death).
- When a position becomes vacant, it “returns” to the Provost for re-allocation.
- Each spring, the Provost’s Office leads the Faculty allocation process.
- The Dean of each Faculty submits a list of requested positions and their profiles (e.g. Criminal Law (English Program)). The Dean may consult with whomever they wish in submitting the requests on behalf of their Faculty. In recent years, the Dean has based the requests on several factors: loss of recent positions (due to retirements, departures or deaths); emerging areas of importance in the field; teaching needs; and research strengths and opportunities.
- The Provost’s decision on allocation of faculty positions is communicated to the Deans usually by the end of June. These positions are allocated a year in advance (i.e. a decision in June 2023 for a new faculty position to start in July 2024).

B. WHERE DOES THE FACULTY GET ITS BUDGET?

- The Faculty's budget is set by the University's Budget Committee and confirmed by the University's Board of Governors.
- Each fall, the Faculty submits a proposed budget for the upcoming financial year (May 1-April 30) to the Budget Committee. This can include requests for program increases, new programs, initiatives and new staff positions.
- The Faculties receive their proposed budget allocation early in the new year (February or March).
- The Board of Governors approves the final budget for the University, which includes the budget for each faculty.
- For the financial years 2018-19, 2019-20, 2020-21 and 2021-22, the budget of the Common Law Section has decreased.
- The Faculty's budget includes funds from the Central administration, research funding (internal & external), grants, external initiatives/agreements, endowment funds, donations and generated revenues from activities.
- Student tuition does not go directly to the budget of the Common Law Section; it goes to the University which then sets the budget for the Common Law Section.

C. HOW IS TUITION DETERMINED?

- Decisions regarding program tuition are made by the Central administration's Administration Committee on the recommendation of the Finance and Treasury Committee and confirmed by the Board of Governors.

Additional resources are available here:

[Administration Committee](#)

[Finance and Treasury Committee](#)



D. HOW IS THE WORKLOAD FOR FULL-TIME PROFESSORS DETERMINED?

The Vice Dean of the French Program and the Vice Dean of the English Program consult with Faculty members in their respective programs regarding courses they wish to teach and courses they are available to teach in the upcoming year.

The Vice Deans take into consideration the needs of their respective programs, the historic teaching assignments of individual professors, the size of courses and other factors and make recommendations to the Dean regarding individual workload assignments.

The Dean discusses the recommendations with the relevant Vice Dean and makes the final decisions for each individual professor regarding workload.

Workload assignments are communicated to each individual professor before May 1.

5. Bylaws/Org Charts

Bylaws: [Common Law Bylaws 1989 1994.pdf](#)

Org Chart: [ORG Chart English.pdf](#)





APPENDIX 1

1. How are general complaints about professors dealt with?

A student may raise any concern about a class or interaction with a professor with the Assistant Dean, Student Affairs, the Vice Dean of the English or French Program, as the case may be.

Most matters will be dealt with by the respective Vice Dean.

A student may elect to proceed with an informal complaint. If the student elects to proceed informally, the respective Vice Dean will engage in an informal discussion with the professor about the concerns raised by the student. These informal discussions are confidential, and the student may not receive any additional feedback from the Vice Dean or professor, unless the professor gives permission to do so.

If a student elects to make a formal complaint about the conduct of a professor, they will be referred to the Dean.

A complaint against a professor is dealt with in accordance with the provisions of the applicable Collective Agreement (for full-time professors, article 39.1.2 of the [APUO Collective Agreement](#), for part-time professors article 6 of the [APTPUO Collective Agreement](#))

Formal complaints must be in writing and cannot be anonymous.

The Dean communicates a formal complaint against a professor to the professor, with proper confidentiality safeguards where appropriate.

The Dean may conduct any fact-finding procedure, evaluation or request for advice in dealing with the complaint.

The Dean may determine that a more formal investigation is warranted and must communicate this and the reasons for it to the professor.

The Dean must communicate the results of the investigation to the professor.

The Dean may impose certain discipline measures in accordance with the relevant collective agreement.

- Full-time professors: the [APUO Collective Agreement](#) governs how full-time professors are to be disciplined if there is a violation of professional ethical responsibilities (section 39.2); deficient performance of workload duties (section 39.3); and other causes (section 39.4). Disciplinary measures vary with the type of violation, and may include reprimanding the professor in writing, withholding progress through the ranks, suspension, or dismissal.
- Part-time professors: the [APTPUO Collective Agreement](#) governs how part-time professors are to be disciplined. Part-time professors may be disciplined “only for just, reasonable, and sufficient cause.” The Agreement sets out a three-step progressive discipline process involving (1) “a letter of reprimand which includes detailed reasons for the expected improvements by the member in a given time;” (2) “suspension without pay;” and (3) “dismissal for cause.”

2. How are complaints about professors related to discrimination and harassment (including sexual harassment) dealt with?

Any complaint about a professor, a staff member, a student, or any member of the uOttawa community relating to discrimination, harassment (including sexual harassment), is made to the Human Rights Office.

- [File a complaint](#)
- [Human Rights Office](#)

The following University policies and procedures apply:

- Policy 67a – Prevention of Harassment and Discrimination
- Procedure 36-1 – Complaints of Harassment/Discrimination Initiated by Students
- Procedure 36-2 – Complaints of Harassment/Discrimination Initiation by Employee
- APUO Collective Agreement – Association of Professor of the University of Ottawa.

For further information about these policies and procedures, contact the Human Rights Office at respect@uOttawa.ca.





APPENDIX 2

1. How to Book a Student-Run Event

Are you planning an event on Campus?

Here are some guidelines and tips to assist you from the planning stages to the actual event to the post-mortem.

1.1 Planning Considerations

1.1.1 Date and Time

- The Faculty does not fund student activities. Student organizations must pay for their events through fundraising or its budget allocation from the student government.
- To avoid conflicts with other events that are already scheduled, check the Faculty's [event web page](#) before picking a date and time.
- For distinguished speakers (judges, deans, ambassadors etc.), please contact the faculty at clawconf@uOttawa.ca. This is explained below under Distinguished Speakers.
- To allow all students to participate in the Faculty's Speaker Series and the CPDC Sessions, there are no classes scheduled on Wednesdays and Thursdays from 11:30 am to 1 pm so these are popular times for events.
- Check whether the venue you want is available for the date and time of your event. (Be mindful that all requests must be *finalized* with a minimum of 2 weeks' notice – plan ahead).
- Check whether you are hosting your event on a day and/or time that is considered religious, cultural, commemorative, observant, or significant. Consider another date or time if the event conflicts with an [important date](#) since it may be seen as inconsiderate and may also affect attendance.

- If applicable, pick a time that is suitable for multiple time zones, such as in the case of live online events open to multiple regions.
- Identify your key demographic and accommodate attendees where possible. For example, since you are planning events for students, avoid hosting them during popular class times.

1.1.2 Venue

In choosing your venue, be mindful of the following:

- Capacity: Make sure you are choosing a venue that can accommodate the number of potential attendees expected at your event. A space that is too small can lead to crowding and limited movement. Please note that your space is also limited to an approved legal capacity that cannot be exceeded.
- Format: Consider a space that can accommodate your needs. For example, if your event is hybrid, make sure your space can host your AV equipment.

To book a room on campus, multimedia equipment and/or internal catering you must be registered through [SAC | CAS](#) and submit a request via VEMS system to secure rooms and/or request services from the University's Conventions and Reservations (C&R).

Once you placed a request through VEMS, you'll be put in touch with C&R, who will assign an Agent to help you set up your event.

Room reservations must be made a minimum of 15 business days before

For the following spaces you do not need to go through VEMS

- 1st Floor Lobby: Please contact profacad@uOttawa.ca
- Open space on 3rd floor of FTX (in front of the elevators) for ticket sales etc. and/or Tsampalieros Atrium (FTX 371): Please contact clawconf@uOttawa.ca

For more information regarding the University's rental spaces please check [C&R website \(spaces\)](#).

1.1.3 Catering

- If you need University catering for your event, include this in your request to C&R through the VEMS system.
- If you prefer external catering, you may bring your own food however you may not cook the food onsite, unless receiving C&R authorization to do so (ie outdoor BBQ).
- If you are paying for external catering, make sure your venue allows it. UCU (University Centre), for example, doesn't allow external catering as they provide their own.
- Please consider food allergies and preferences (vegan, vegetarian, gluten intolerance, etc.) in the choice of your menu. For more information regarding internal catering please check [C&R website](#).
- Please note the Faculty does not pay the costs of catering for student events.
- Please note that C&R will not take any internal catering request or modify an order after a 2-week period before your event.

- As a matter of policy, the Common Law Section does not permit alcohol to be sold or served at on-campus student events.

1.1.4 Budget

- After you've determined the details of your event and your needs, it's time to draw up a budget. Your C&R Agent needs to know your budget in order to suggest options (room and audiovisual equipment rental, food and refreshments) that suit you.
- Please note that C&R has student group rates, Coordination fees and Applicable Taxes (HST).
- C&R will provide you with a quote for your event. Please ensure to verify the full details before engaging for your event.

1.2 Registration and Event Promotion

1.2.1 Registration

For your event registration, we recommend using a platform such as Eventbrite. Eventbrite is easy to use and intuitive. It offers a lot of different registration options. Please note that Eventbrite takes a service and processing fees for paying registration. Fields you should consider adding to your registration are:

- First Name (include & require)
- Last Name (include & require)
- Email Address (include & require)
- Home Phone (include & require)
- Mobile Phone (include)
- Billing Address (include & require)
- Card Info (include & require)
- Home Address (include & require)
- Job Title (include)
- Company (include)
- Work Address (include)
- Student Number (include & require)
- Faculty (include & require)
- Dietary Restrictions (include & require)
- Advance questions for a Q&A period

Please provide an updated registration list to all stakeholders including the the Faculty event team at clawconf@uOttawa.ca one week prior to the event and one day prior to the event.

1.2.2 Communication and Marketing

- Develop a comprehensive marketing and promotional plan that begins at least one month before the event.
- AÉCLSS and the Faculty offer various channels for promotion.
- The AÉCLSS publishes a weekly newsletter every Monday morning at 10 am (excluding holidays, reading weeks and exam periods). To advertise your event please fill out a club form, which can be found on the [AÉCLSS website](#) or contact the [AÉCLSS Vice-President \(Clubs\)](#). The deadline for submissions is the Friday before the newsletter is sent out.
- For events featuring distinguished speakers, the Faculty can:
 - Add your event to the [event web page](#). Please contact clawconf@uOttawa.ca with event title, date and time and link to registration page.
 - Add your event to the weekly student newsletter, Dictum. Dictum is sent every Monday to all Common Law students, from end of August through to mid-April. *N.B. Events will only be included in issues of Dictum within 1 week of your event date. If your event has been added to the Faculty's event web page, it will automatically be added to Dictum once your event is 2 weeks away or less.*
 - Share your event posts on social media, using the following accounts:
 - [@uocommonlaw](#) (Instagram)
 - [@uocommonlaw](#) (X)
 - [@University of Ottawa - Faculty of Law | Common Law](#) (Linkedin)

NB: The posts must be bilingual (either one post with French content followed by English content) OR one post each for French and English.

- Display slides in the Lobby and 3rd floor TVs: please contact: clawconf@uottawa.ca for specifications.
- Posting on Fauteux bulletin boards:
 - Please go to FTX 237 (Student Center) for rules, map and approval seal
- Posting on Campus bulletin boards:
 - Contact [Community Life](#)



1.3 Event Preparations

During your preparations for your event, here are some points that we recommend considering:

1.3.1 Cultural Practices

Consider cultural practices when offering gifts to speakers or attendees (i.e., gifting tobacco, smudging for Indigenous speakers). Refer to the [Mashkawaziwogamig Indigenous Resource Centre](#)).

If you are planning to do a smudging:

- Coordinate with Tasha Simon at tsimon@uOttawa.ca
- Communicate with your assigned C&R agent: for the approved rooms and to make sure the fire alarms are silenced and that Protection Services has pre-approved your request.

1.3.2 Photographer

- The Faculty cannot book a photographer for you, though staff may take pictures if there is a distinguished speaker involved.
- If you book a photographer for your event, be sure to inform your participants, including speakers, that photographs, videos and audio recordings of this event may be produced and may include their recognizable image.
- Make sure that participants understand that by participating in the event, they consent to being photographed, video-taped and audio-taped and they authorize you to use any of these recordings for activities and events, as well as for print and electronic promotional material, including on the Internet via your website (if applicable) or other social media websites.
- This information must be shared in advance with the attendees or displayed in a noticeable place on the event site.

1.3.3 Scenario

If you are expecting speakers at your event, we recommend you establish a program for the whole day:

- Create a detailed program that includes the schedule, topics, and the sequence of speakers.
- Create speaker introduction scripts and coordinate with the speakers to ensure they have all necessary information.
- Ensure that the program allows for breaks, networking opportunities, and Q&A sessions.
- Identify who will thank the speakers and give the closing remarks.

1.3.4 Event Kit

You are highly encouraged to prepare an event kit that includes:

- A printed copy of your contract and associated seating plan, a list of your planning team, volunteers, attendees and/or speakers.
- A list of your event day responsibilities (don't forget to check contract items that need your attention, such as flags, backgrounds, and tablecloths).
- A list of emergency phone numbers, including your agent/coordinator's cell phone number.
- Printed material (name badges, "Reserved" tent cards, video/photo disclaimer signs, banners, etc.).
- A tool kit with all kinds of items: sticky paper, chargers, USB sticks, HDMI cables and connectors, garbage bags, disinfectant wipes, hand sanitizer, scissors, sheets of paper, post-it notes, pens, felt-tip pens and band-aids.

1.3.5 Distinguished Speakers

Hosting distinguished speakers can be an exciting and rewarding experience. To ensure a successful event, it's important to plan and execute each step carefully.

- Coordinate the date with the Dean's office at deanclaw@uOttawa.ca for their possible attendance or an appointed delegate 30 to 45 days prior your event.
- Arrange all necessary logistics, such as transportation, accommodation, parking and meals for the speakers.
- Inform your C&R agent so they can arrange security and parking matters with the University's Protection Services if necessary.
- Communicate your program agenda and the speaker sequence in advance for approval from all speakers.
- Display the Common Law Section's roll up banner beside the speakers. To obtain them, please contact clawconf@uOttawa.ca.
- Arrange to welcome your guest(s) in front of Fauteux or in the lobby with the Dean or an appointed delegate and to walk them to the event room.
- Provide a gift for the speaker. Contact clawconf@uOttawa.ca to see the Common Law items in stock (executive notepads, mugs, blankets, etc.), as well as the prices of promotional items. Promotional items will be payable to the Common Law Section.



1.3.6 Event Security

Plan for security in advance:

- Start by assessing the security needs of your event. Consider factors such as the venue, expected attendance, and the type of event. Develop a comprehensive security plan accordingly.
- Respect the room capacity which is indicated on your reservation confirmation.
- Responding to a disturbance: If someone disturbs the event or causes a disruption, follow these steps:
 - Remain calm and composed.
 - Alert the University Protection Services at 613-562-5499 (or 5499 on the podium phone in the classroom – it will also give Protection Services the room location directly).
 - Avoid confronting or engaging directly with the individual causing the disturbance.
 - Communicate with attendees about the situation and provide reassurance, if possible.
 - Cooperate with Protection Services and law enforcement when involved.
 - Document the incident for future reference or legal purposes.
- When hosting a distinguished speaker, inform your C&R agent so they can arrange security and parking matters with the University's Protection Services if necessary.

1.4 The Big Day

On the day of your event, we highly recommend arriving early. Check your event kit beforehand and make sure that all requested services have been provided.

Make sure to be on site for the entire event.

1.4.1 Venue

- Once you arrive, tour each room in which your event is going to take place and make sure your rooms are in good condition and undamaged.
- Make sure nothing is written or displayed on walls, wood and/or windows as it is prohibited by the University.
- Prepare a greeting table with signage and participant name badges.
- Add tent cards for reserve seating in the first rows as needed.
- Make sure there is water for the speakers.
- For large deliveries at Fauteux, access the 1st-floor elevators via the outside ramp on the north side of the building on Louis Pasteur Street. The lobby elevator is reserved for individuals with reduced mobility.

NB: The University policy requires that you vacate the room 10 minutes prior the end of your booking to allow the following class to arrive. Make sure to end your event on time.

1.4.2 Catering

- Check catering services is on time and make sure that dietary requirements and/or individual lunch boxes are considered.

1.4.3 Equipment

- Make sure all the necessary material has been delivered and/or installed. Test all equipment and multimedia files before the event. If applicable, meet the technician on site and give him your presentation on a USB key (see your contract for service start time).
- If you find your room damaged or your equipment is missing, please, call your C&R agent immediately on his/her cell phone. If need be, a photo or video says it all.

1.5 Post Event

1.5.1 Room Inspection

Once your event is over and the venue emptied:

- Return keys and any items borrowed from the University (cables, flags, roll-up, etc.).
- Place tablecloths in the bag provided for this purpose (if applicable) and leave the bag in the place designated in your contract.
- Return to each room used for the event:
 - Remove all your belongings (equipment, decorations, etc.) and posters.
 - Clean all rooms and dispose of any food or garbage left over. Don't forget refrigerators and/or microwaves.
 - Check the room for any damage in the venue and on the equipment and make sure to take picture/videos.



1.5.2 Content Sharing

If your event was hybrid/online and filmed, consider sharing slides and/or a recording (with subtitles) with those who were unable to attend or wish to re-watch the event.

1.5.3 Thank You Letters

It is a good practice to send the speakers an email or letter thanking them for taking part in your event.

1.5.4 Attendee Survey

If you are sending a survey following the event, in addition to questions related to the event content/subject, consider including questions about the event's inclusion, accessibility or diversity. Responses to the survey should remain anonymous.

1.5.5 Organizer Debrief

Feedback and lessons learned should be included in a debrief document, shared with all stakeholders, and incorporated into future event planning. You are also encouraged to contact C&R with your comments. Write down your good and bad experiences, schedule a debriefing session with your coordinator or send us a report. Don't hesitate to share your satisfaction survey results with us.

