

**FACULTY OF SOCIAL SCIENCES, University of
Ottawa Faculty By-Laws (June 8, 2021)**

TABLE OF CONTENTS

By-Law 1: The Faculty Council	2
1.1 Mandate	2
1.2 Members	2
1.3 Quorum	4
By-Law 2: Standing Committees of the Faculty Council.....	4
2.1 Faculty Executive Committee	4
2.2 Undergraduate Studies Committee (USC)	5
2.3 Graduate Studies Committee (GSC).....	6
2.4 Research Committee	7
2.5 Faculty Teaching Personnel Committee.....	8
2.6 Executive Subcommittee on Academic Regulations.....	8
By-Law 3: Governance of the Faculty’s Academic Units	9
3.1 Faculty of Social Sciences Academic Units	9
3.2 General Provisions	9
3.2.1 Departmental or School Assembly	9
3.3 The Director of an Academic Unit	11
3.4 Other Positions.....	12
3.4.1 Coordinators of Programs.....	12
3.4.2 The Associate Director	12
3.5 Unit Ad Hoc or Standing Committees	12
3.5.1 Undergraduate Studies Committee	13
3.5.2 Graduate Studies Committee	13
3.5.3 Graduate Admissions Committee	13
3.5.4 Teaching Personnel Committee	13
By-Law 4: Faculty Executive	13
4.1 The Dean	13
4.1.1 Mandate.....	13
4.1.2 Term	14
4.2 The Vice-Deans	14
4.2.1 Mandate.....	14
4.2.2 Appointment Procedure.....	15
4.2.3 Term	15
4.3 The Associate Vice-Deans	15
4.4 Faculty Officer(s) with Administrative Exclusion	16
By-Law 5: Modification of Faculty By-laws	16
5.1 Procedures for the modification of Faculty By-laws	16

FACULTY OF SOCIAL SCIENCES

BY-LAW 1

FACULTY COUNCIL

*Amended version approved by the Executive Committee of the Senate
on June 8, 2021*

The Faculty Council develops by-laws for the effective management of Faculty affairs. Such by-laws are subject to approval by the University's Senate in academic-related matters and by the designated University authority for all other matters (section 18(2) of the *University of Ottawa Act, 1965*).

1.1 Mandate

1.1.1 Make recommendations to the Senate concerning:

- a. The development of or modifications to the undergraduate programs, cooperative education or immersion programs offered by the Faculty, the Faculty's graduate study programs, as well as any interdisciplinary programs the Faculty participates in;
- b. All policies aimed at fostering the growth of the Faculty.

1.1.2 Except as otherwise indicated, to establish an Executive Committee of the Faculty, an Undergraduate Studies Committee, a Graduate Studies Committee, a Research Committee, a Faculty Teaching Personnel Committee and other standing or ad hoc committees as required and to establish their powers, functions and membership.

1.1.3 Establish its own by-laws, subject to approval by the University Senate or the Board of Governors.

1.1.4 Establish and approve internal policies for the proper functioning of its committees and programs.

1.2 Members

The Faculty Council comprises the following members:

1.2.1 Ex-officio members:

- a. Dean, as chair;

- b. Vice-Deans of the Faculty;
- c. Director or chair of each of the Faculty's academic units.

NOTE: Up to three vice-deans are officers with administrative exclusion. In the absence of the Dean, one of these officers will take over the role of chair.

1.2.2 Elected members from among the Faculty's regular teaching staff:

- a. Representatives from the regular teaching staff of each of the Faculty's academic units, according to the proportional system set out below:
 - i. Units with 15 or fewer regular positions: one representative;
 - ii. Units with between 16 and 30 regular positions: two representatives;
 - iii. Units with between 31 and 45 regular positions: three representatives;
 - iv. Units with 46 or more regular positions: four representatives.

1.2.3 One elected member of the Faculty's part-time teaching staff

1.2.4 Elected members from among the student body (a student cannot represent more than one academic unit at a given time):

- a. Nine undergraduate students (one per unit), elected by their peers;
- b. Four graduate students, elected by their peers;
- c. The Faculty of Social Sciences student Senate representative, as an ex officio member.

1.2.5 Two representatives of the administrative and support staff:

- a. One member of the support staff, elected by their peers;
- b. The Faculty's Chief Administrative Officer.

1.2.6 Non-voting members: Administrator of undergraduate programs, Administrator of graduate programs, Senior research advisor.

1.2.7 Procedures for elections, vacancies, and meeting schedules are found in the document "Internal Policies of the Faculty of Social Sciences"

1.3 Quorum

- 1.3.1 A majority of voting members constitutes a quorum (elected and ex officio), excluding any vacancies.
- 1.3.2 From May to September, student members are not counted when determining whether quorum has been met.
- 1.3.3 Any members who miss two consecutive meetings without proper advance notice (to the Vice-Dean of Governance and Internationalization) are not counted when determining whether quorum has been met until they have attended a subsequent meeting.

BY-LAW 2

STANDING COMMITTEES OF THE FACULTY COUNCIL

The Faculty's Executive Committee, the Undergraduate Studies Committee, the Graduate Studies Committee, the Research Committee and the Executive Subcommittee on Academic Regulations are standing committees of the Faculty Council. The Faculty Council also plays a role in the Faculty Teaching Personnel Committee, as defined in the collective agreement between the University and the Association of Professors of the University of Ottawa (APUO).

2.1 Faculty Executive Committee

2.1.1 Mandate:

- a. Review the agenda prepared by the Dean for all Faculty Council meetings and suggest topics to be added, such as reports from Faculty standing committees;
- b. Work with the Dean in drafting annual budget forecasts and priorities in keeping with the Faculty's academic development plan;
- c. Work with the Dean to launch faculty fundraising campaigns;
- d. Work with the Dean to produce strategic planning or other formal documents for submission to Faculty Council;
- e. Review proposed changes to the undergraduate, master's

and PhD level programs, evaluate the financial impact or other consequences of the changes and make recommendations to Council or other bodies of the University;

- f. Approve the annual report submitted by the Dean to the Faculty Council for verification and comment;
- g. Act with the same power and authority of the Faculty Council between Council meetings in the case of an emergency, it being understood that any decisions taken must be subsequently ratified by the Council;
- h. Provide members of the Faculty Council with the agendas and minutes of Executive Committee meetings for information purposes or for comment;
- i. Perform other duties assigned by the Dean or Faculty Council.

2.1.2 Membership

The Committee comprises the following members:

- a. Ex-officio members:
 - i. Dean, as Council chair;
 - ii. Vice-Deans of the Faculty;
 - iii. Director or chair of each of the Faculty's academic units.
- b. Administrative and technical staff members:
 - i. One elected representative of support and technical staff members;
 - ii. Chief Administrative Officer of the Faculty;
 - iii. Administrator of undergraduate programs, administrator of graduate programs and research manager (non-voting members)

- 2.1.3 Procedures for elections, quorum, vacancies, and meeting schedules are found in the document "Internal Policies of the Faculty of Social Sciences."

2.2 Undergraduate Studies Committee

2.2.1 Mandate:

The Undergraduate Studies Committee reviews, comments on and makes recommendations to the Faculty Council concerning:

- a. Admission requirements for the Faculty's undergraduate programs;

- b. The structure, content and learning objectives of the Faculty's undergraduate programs;
- c. The creation of new undergraduate programs;
- d. Implementation of policies to promote academic success and ensure a high quality student experience;
- e. Program changes;
- f. The creation of new courses, including courses recommended following receipt of self-assessment reports of units that have undergone a cyclical review and reports from the Senate Committee on the Evaluation of Undergraduate Programs;
- g. Academic information and guidance systems for the Faculty's undergraduate students.

2.2.2 Membership:

The Committee comprises the following members:

- a. Vice-Dean responsible for undergraduate programs, as chair;
- b. One professor from each unit that administers undergraduate programs (or a designated person) for a term of two years;
- c. One full-time undergraduate student, elected by the Faculty Council at its October meeting;
- d. One Associate Vice-Dean (if applicable, non-voting member);
- e. Administrator of Undergraduate Programs (non-voting member).

2.3 Graduate Studies Committee

2.3.1 Mandate:

The Graduate Studies Committee is responsible for ensuring that graduate program quality meets the requirements of the Higher Education Quality Council of Ontario (HEQCO). It also oversees recruitment and course offerings. The Committee reviews, comments on and makes recommendations to the Faculty Council concerning:

- a. Admission requirements for the Faculty's graduate programs;
- b. The structure, content and learning objectives of the Faculty's graduate programs;
- c. Admission requirements, structure, content and learning objectives of the interdisciplinary programs the Faculty participates in;
- d. The creation of new graduate programs;
- e. Implementation of policies to promote academic success and ensure a high quality student experience;

- f. Changes to graduate programs;
- g. The creation of new courses, including courses recommended following receipt of self-assessment reports of units that have undergone a cyclical review and those related to interdisciplinary programs the Faculty participates in;
- h. Internationalizing graduate programs and developing opportunities for student mobility;
- i. Together with the Vice-Dean responsible for Research, introducing policies to ensure adequate funding is received for graduate students;
- j. Recruiting.

2.3.2 Membership:

The Committee comprises the following members:

- a. Vice-Dean responsible for graduate programs, as chair;
- b. One professor (a graduate supervisor or designated representative) from each unit, for a renewable term of two years;
- c. One student enrolled in a graduate studies program of the Faculty, elected by the Faculty Council at its October meeting;
- d. One Associate Vice-Dean (if applicable, non-voting member)
- e. Administrator of Graduate Programs (non-voting member).

2.4 **Research Committee**

2.4.1 Mandate:

The Research Committee is responsible for:

- a. Administering competitions and evaluating applications for research funds administered by the Faculty;
- b. Advising the Vice-Dean responsible for research on the general strategic direction for research support and enhancement in the Faculty;
- c. Making recommendations to the Vice-Dean responsible for research related to:
 - i. Developing and updating the Faculty's research policy;
 - ii. Priorities for the allocation of Faculty operating funds for research;
 - iii. Annual budget forecasts for research and planning;

- iv. Administration of funds allocated for research and publications.

2.4.2 Membership:

The Committee comprises the following members:

- a. Vice-Dean responsible for research, as chair;
- b. One representative from each academic unit of the Faculty, selected by each unit, for a renewable term of two years;
- c. One elected representative of the Faculty's Research Centres and Institutes;
- d. One elected representative of the Faculty's Research Chairs (internally- or externally-funded);
- e. One Associate Vice-Dean (if applicable, non-voting member)
- f. Senior Research Advisor (non-voting member);
- g. Administrator of Research (non-voting member).

2.4.3 Procedures for elections are found in the document "Internal Policies of the Faculty of Social Sciences"

2.5 Faculty Teaching Personnel Committee

The composition and functions of the Faculty Teaching Personnel Committee (FTPC) are indicated in the collective agreement between the University of Ottawa and the APUO.

2.6 Executive Subcommittee on Academic Regulations

2.6.1 Mandate:

The Executive Subcommittee on Academic Matters applies academic regulations approved by the Senate, including:

- a. Regulation I-14 on academic fraud;
- b. All other academic regulations or appeals processes approved by the Senate and that provide for the involvement of the Faculty's Executive Committee;

2.6.2 Membership:

The Committee comprises the following members:

- a. Dean, as chair;
- b. Vice-Deans of the Faculty;
- c. Associate Vice-Deans of the Faculty;
- d. The Faculty's Chief Administrative Officer (non-voting member);
- e. Administrator of undergraduate programs, administrator of graduate programs and research manager (non-voting members).

BY-LAW 3

GOVERNANCE OF THE FACULTY'S ACADEMIC UNITS

*Updated Version
Approved by the Executive Committee on May 9, 2017,
the Faculty Council on May 23, 2017 and the Executive Committee of the
Senate on November 21, 2017*

The Faculty of Social Sciences comprises the following academic units:

- Department of Criminology
- Department of Economics
- School of Sociological and Anthropological Studies
- School of International Development and Global Studies
- School of Political Studies
- School of Psychology
- School of Social Work
- Graduate School of Public and International Affairs
- Institute of Feminist and Gender Studies

3.1 Faculty of Social Sciences academic units

The term *academic unit* at the Faculty refers to its departments, schools and Institute of Feminist and Gender Studies.

3.2 General provisions

3.2.1 Departmental Assembly:

Each academic unit is governed by a Departmental Assembly. In the School of Psychology, the School Assembly may delegate all or some its mandate to the School Council.

Delegation must be approved annually by the School Assembly.

3.2.1.1 Mandate:

- a. Subject to the general regulations of the University, the Departmental Assembly has power over all matters relating to the academic responsibilities of the academic unit;
- b. Makes recommendations to the Undergraduate Studies Committee and the Faculty Council on matters related to the unit's courses and programs;
- c. Formally establishes its ongoing commitment to the interdisciplinary programs the Faculty participates in;
- d. Makes recommendations related to all strategic planning or other types of planning exercises at the unit;
- e. Establishes the academic orientation and priorities of the unit as well as the budget priorities and academic human resource requirements in accordance with the Faculty's priorities and mission;
- f. Strikes standing or ad hoc committees, as required;
- g. Establishes the regulations and policies for its meetings as well as election procedures;
- h. Reviews reports submitted by the unit's director and standing and ad hoc committees;
- i. Reviews the unit's annual development plan and budget outline;
- j. Meets regularly as specified in the APUO Collective Agreement.

3.2.1.2 Membership

The Departmental Assembly comprises the following members:

- a. Director of the academic unit, as chair;
- b. Full-time regular professors, continuing special appointment professors, replacement or cross-appointed professors and chairholders (excluding adjunct or visiting professors and research fellows);

- c. Only regular full-time professors and continuing special appointment professors whose main affiliation is with the unit can vote on matters relating to the collective agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO);
- d. Under the collective agreement, up to two members of the Association of Part-time Professors of the University of Ottawa (APTPUO), in keeping with the agreement between the University of Ottawa and the APTPUO. These members must recuse themselves when the Assembly is dealing with matters relating to the APUO collective agreement;
- e. A certain number of full-time students registered in the department's programs and who must maintain full-time status during their term. At least 20% of student seats must be registered in one of the unit's graduate programs. The number of elected students must not exceed seven nor be greater than one third of the total number of regular professors. The Assembly can determine the total number of student members and the breakdown. Student members must be excused when the Assembly is dealing with matters relating to the APUO collective agreement,
- f. The Administrative Assistant of the unit, as Assembly secretary (non-voting member);
- g. In the case of the Department of Criminology and the School of Social Work, the field placement coordinators, who are voting members except on matters relating to the APUO collective agreement.

3.2.1.3 Elections:

- a. APTPUO members are elected to the Departmental Assembly in accordance with procedures outlined in the APTPUO collective agreement;
- b. Other elections are governed by the policies set by the Departmental Assembly.

3.3 Director of an academic unit. The director of an academic unit also holds the title of Associate Dean.

3.3.1 Mandate:

The role and responsibilities of the director of an academic unit are

defined in the APUO collective agreement. In addition, and as authorized under the APUO collective agreement, the Director has the following responsibilities:

- a. Oversees the planning and cyclical reviews, according to the University's and Faculty's applicable regulations, in keeping with the provisions of any collective agreements in effect;
- b. Assigns teaching assistantships;
- c. Carries out other duties on behalf of the Faculty as assigned by the Dean.

3.3.1.2 Appointment procedure:

The procedure for appointing the director of an academic unit is outlined in the APUO collective agreement.

3.3.1.3 Term:

The maximum term is five years, renewable for additional terms of three years. If the initial appointment is for a three-year term, it can be extended for two more years. In this case, the confirmation process will involve a consultation between the Dean and the regular members of the unit, as would be the case with appointing an interim director (refer to the APUO collective agreement).

3.4 Other positions

3.4.1 Coordinators of Programs:

- a. Each unit will appoint a Coordinator(s) of Undergraduate Programs and a Coordinator(s) of Graduate Programs.

3.4.2 Associate director of an academic unit:

- a. If the duties so require, and in keeping with Faculty policies and procedures, the director of the unit can recommend to the unit's Assembly the appointment of an associate director.

3.5 Unit ad hoc or standing committees:

Normally, each academic unit is required to strike an undergraduate studies committee, a graduate studies committee, and a graduate admissions committee. Other ad hoc committees may be struck by the unit as needed. The Departmental Assembly determines the membership of these committees.

- 3.5.1 Undergraduate Studies Committee: The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Ontario Universities Council on Quality Assurance.
- 3.5.2 Graduate Studies Committee: The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies.
- 3.5.3 Graduate Admissions Committee: The Graduate Admissions Committee is responsible for evaluating applications to the unit's graduate programs and providing recommendations regarding admissions to the Coordinator of Graduate Programs.
- 3.5.4 Teaching Personnel Committee of the academic unit:
 - a. The units of the Faculty of Social Sciences may, if they choose, set up a Teaching Personnel Committee. The formation, abolishment, and duties of this committee are set out in the collective agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

BY-LAW 4

FACULTY EXECUTIVE

4.1 Dean of the Faculty of Social Sciences

4.1.1 Mandate:

- a. The Dean is the titular head of the Faculty. The Dean's main functions are determined by his or her dual role as Chair of the Faculty Council and Chief Executive Officer of the Faculty;
- b. As Chair of the Faculty Council, the Dean carries out his or her duties in accordance with the Senate and Faculty Council regulations. The Dean is also an ex officio member of all committees of the Faculty Council;

- c. As Chief Executive Officer of the Faculty, the Dean acts in compliance with the *University of Ottawa Act*, the regulations of the Board of Governors and the Faculty's regulations;
- d. More specifically, the Dean's responsibilities include:
 - i. preparing the Faculty's academic development plan and annual updates to the plan for submission to the Faculty Council;
 - ii. preparing budgets forecasts for the following year in consultation with the Faculty Council's Executive Committee and in accordance with the academic development plan approved by the Faculty and Senate. He or she includes its recommendations for priorities to be established between requests for additional material and human resources and changes being recommended to the academic development plan;
 - iii. overseeing the daily administration of the Faculty budget approved by the Board of Governors, chairing the Faculty Teaching Personnel Committee (FTPC) and submitting to the Board of Governors the Committee's recommendations for appointments, contract renewals, promotions, various leaves and tenure. The Dean is required to also include a personal recommendation;
 - iv. acting as communication information officer between the Faculty and the rest of the University and, more specifically, for ensuring that faculty members are kept informed of the work and decisions of the Senate and its committees and of the Faculty Council and its committees;
 - v. preparing an annual report on the Faculty's activities;
 - vi. carrying out any other duties as assigned.

4.1.2 Term:

- a. The term is normally five years and is determined in conformity with the Procedure for nominating a Dean.

4.2 Vice-Deans

4.2.1 Mandate:

The following Vice-Deans are in office:

- a. The Vice-Dean of Undergraduate Studies (or equivalent);
- b. The Vice-Dean of Graduate Studies (or equivalent);
- c. The Vice-Dean of Research (or equivalent);
- d. The Vice-Dean of Governance and Internationalization (or

- e. equivalent);
- e. Any other Vice-Dean the Dean may designate for specific tasks to improve governance of the Faculty.

4.2.2 Appointment procedure:

- a. Vice-Deans are appointed by the Dean upon recommendation of the Selection Committee and following consultation with the members of the Faculty Council;
- b. The Selection Committee is made up of the Dean, directors of two of the Faculty's academic units elected by the Faculty's Executive Committee and one member selected by the Vice- President, Academic;
- c. Consultations with Faculty Council members occur as follows:
 - i. The Dean invites each member of the Faculty Council to provide the names of any individuals deemed qualified for the position of Vice-Dean.
- d. The Committee tasked with evaluating the candidates meets with each one and makes a recommendation to the Dean;
- e. The Dean officially advises the Faculty Council of his or her recommendation by communication the name of the successful candidate;
- f. The Dean advises Faculty staff of the successful candidate.

4.2.3 Term:

- a. Term of office is three years, renewable only once. Renewal for a second term is decided by the Dean in consultation with the Executive Committee. The Dean officially advises the Faculty Council of his or her decision.

4.3 The Associate Vice-Deans

- a. Associate Vice-Deans of the Faculty assist the Vice-Deans in managing the Vice-Dean's respective area of responsibility and assume responsibilities as assigned by the Vice-Dean;
- b. Associate Vice-Deans positions are created and defined by the Dean, in consultation with the Executive Committee of the Faculty;
- c. Associate Vice-Deans are appointed by the Dean, in consultation with the Executive Committee of the Faculty;
- d. Term of office is three years, renewable only once. Renewal for a second term is decided by the Dean in consultation with the Executive Committee.

4.4 Faculty Officer with Administrative Exclusion

- a. The Dean selects up to three Vice-deans to become the Faculty's officer(s) with administrative exclusion;
- b. In the case of absence or unavailability of the Dean, one or more officers with administrative exclusion exercise the powers of the Dean. Should the office of Dean become vacant, the office is filled by an officer with administrative exclusion until an Interim Dean or an administrator is appointed;
- c. The Dean advises Faculty staff of the appointment(s);
- d. The term of office of the Officer with Administrative Exclusion ends when a new dean assumes the position or the term of the Vice-Dean ends.

BY-LAW 5:

MODIFICATION OF

FACULTY BY-LAWS

5.1 Procedures for the modification of Faculty by-laws

- a. Any proposal to modify these by-laws must be sent to all members of the Faculty Council at least 10 working days before the meeting during which the proposed modification is to be discussed.
- b. To be adopted, any modification of the current by-laws must be recommended by two-thirds of the members of the Faculty Council.
- c. Any modification of the current Faculty by-laws must be approved by the Executive Committee of the Senate.
- d. The Vice-Dean of Governance may change the by-laws without the approval of the Senate Executive Committee for the purpose of updating the designation, titles, or names of officers or academic units.
- e. The by-laws of the Faculty of Social Sciences are reviewed periodically.