

Internal policies and procedures of the Faculty of Social Sciences

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1. Faculty Council

The Faculty Council develops by-laws and internal policies for the effective management of Faculty affairs. 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*). Internal policies are approved by the Faculty Council.

NOTE: Refer to Section 1 of the Faculty By-laws for rules governing the mandate and membership of the Faculty Council.

1.1 Procedures for electing Faculty Council members

1.1.1 Procedures for electing regular teaching staff members:

- a. Members of the Faculty Council are elected by the regular faculty members of their own academic unit;
- b. All regular teaching staff of the Faculty's academic units are eligible;
- c. Unless otherwise indicated, terms are two years, renewable;
- d. Terms are from July 1 to June 30;
- e. The directors or chairs convey the election results to the Vice-Dean of Governance and Internationalization;
- f. Any vacancy that occurs between elections must be filled by the academic unit concerned according to its own procedures.

1.1.2 Procedures for electing part-time teaching staff members:

- a. The Vice-Dean of Governance and Internationalization is responsible for administering the election;
- b. A call for candidates will be issued in September. If multiple candidates come forward, an election will take place by secret ballot, with the result announced to all part-time teaching staff. In the event of vacancy, a second call for candidates will occur in January;
- c. All part-time teaching staff with a teaching assignment of at least 3 credits within the academic year in any program offered by the Faculty are eligible to stand for election;
- d. All part-time teaching staff with a teaching assignment of at least 3 credits within the academic year in any program offered by the Faculty are eligible to vote in this election;
- e. The academic year for this article begins 1 September and ends 31 August;
- f. Terms are for one year, renewable;
- g. Terms are from October 1 to September 30;

1.1.3 Procedures for electing student members:

- a. The Vice-Dean of Governance and Internationalization asks the Faculty's undergraduate and graduate student associations, the University of Ottawa's Students Union (UOSU) and the Graduate Students' Association (GSAED) to conduct recruitment of candidates and administer elections if multiple candidates declare interest.
- b. Elections are conducted according to the internal procedures established by the student associations;
- c. Elections take place each September;
- d. Student members are elected for a renewable term of one year, from October 1 to September 30;
- e. All regular full-time and part-time students of an academic unit of the Faculty are eligible;
- f. The student associations convey the election results to the Vice-Dean of Governance and Internationalization.

- 1.1.4 Procedure for electing representatives of the administrative staff:
 - a. The member is elected by his or her peers by secret ballot during elections organized by the Faculty's Chief Administrative Officer. All nominations must be supported by at least three other regular staff members;
 - b. Terms of office are two years, renewable;
 - c. Terms begin October 1 and end September 30;
 - d. The elected staff member is also an ex officio member of the Faculty's Executive Committee;
 - e. The Faculty's Chief Administrative Officer communicates the election results to the Vice-Dean of Governance and Internationalization.

1.2 Vacancies

If an academic unit, student association administrative staff council member is not elected, the seat shall remain vacant.

1.3 Meeting schedule

- 1.3.1 Council meetings are normally held once a month from September to May, inclusively.
- 1.3.2 Meeting dates and times are set by the Dean and announced to members at the beginning of the academic year.
- 1.3.3 Special meetings may be called if required.

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 Faculty Teaching Personnel Committee, are standing committees of the Faculty Council.

NOTE: Refer to Section 2 of the Faculty By-laws for rules governing the mandate and membership of the Standing Committees of the Faculty Council.

2.1 Nominations and elections to committees

- 2.1.1 Academic units may elect or appoint one representative to each of the Undergraduate Studies Committee, the Graduate Studies Committee, and the Research Committee;
- 2.1.2 Academic units may fill vacancies within the academic year should they arise.

- 2.1.3 Student members of the Undergraduate Studies Committee and the Graduate Studies Committee are elected by the Faculty Council at its October meeting.
- 2.1.4 A representative of the Faculty's Research Centres, Research Institutes, and Research Chairs is elected to the Research Committee by the following procedure:
 - a. The Vice-Dean responsible for research administers the election;
 - b. All Directors of Research Centres and Institutes are eligible to stand for election, and to vote in the election of a representative;
 - c. All holders of Research Chairs (internally- and externally-funded) are eligible to stand for election, and to vote in the election of a representative;
 - d. A call for candidates will be issued in April. If multiple candidates come forward for either position, an election will take place by secret ballot, with the result announced to all eligible voters;
 - e. Terms are for two years, renewable;
 - f. Terms are from September 1 to August 30.

2.2 Faculty Teaching Personnel Committee (FTPC)

- 2.2.1 No unit (department, school or institute) of the Faculty can have more than one member on the FTPC;
- 2.2.2 The Executive Committee of the Faculty is mandated to engage in proactive, targeted outreach in the recruitment of FTPC candidates to ensure gender parity and attract candidates of designated employment equity groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities).

3. Governance of the Faculty's Academic Units

NOTE: Refer to Section 3 of the Faculty By-laws for rules concerning the governance of the Faculty's Academic Units

3.1 Departmental Assemblies

[Note: See Faculty Bylaw 3.2 for descriptions of the mandate and membership of Departmental Assemblies.]

[Note: The School of Psychology has a unique structure and practices for its School Assembly and School Council. Please see the internal policies of the School of Psychology for elaboration.]

3.1.1 Elections

- a. Part-time professor representatives are elected to the Departmental Assembly in accordance with procedures outlined in the APTPUO collective agreement.
- b. Student representatives are elected according to the following procedures:
 - i. Student associations are responsible for holding elections of representatives;
 - ii. The chair or director of the unit is responsible for informing its student associations of the number of seats reserved for student representatives and the need to fill them by election;
 - iii. Student members are elected for a renewable term of one year, which runs from October 1 to September 30 of the following year;
 - iv. The student associations must provide the chair or director with the names of the elected individuals.

3.2 Director of An Academic Unit

[Note: See Faculty Bylaw 3.3 for rules governing the mandate, appointment, and term of Directors of Academic Units]

3.2.1 Qualifications:

Candidates must meet the following requirements:

- a. Be an experienced regular professor, normally at the rank of associate or full professor;
- b. Have demonstrated the necessary administrative abilities and have a solid reputation in their area of expertise;
- c. Have an in-depth understanding of the department's policies, regulations and programs and is committed to pursuing the department's mission;
- d. Be bilingual (French and English, written and spoken);
- e. Have demonstrated outstanding leadership and excellent interpersonal skills.

3.3 Program Coordinators (Undergraduate and Graduate program)

3.3.1 Mandate:

Program coordinators have the following responsibilities:

- a. Provide leadership for cyclical reviews and program development, in close collaboration with the Departmental Assembly and program committees;
- b. Implement the curriculum, in compliance with the University's and

- Faculty's academic regulations and policies and according to the guidelines established by the Departmental Assembly;
- c. Approve student course selections and any changes to the choices that may be required;
 - d. Ensure students receive sound advice on their program and course selections;
 - e. Work closely with the undergraduate and graduate studies academic secretariats of the Faculty and of the Graduate Studies Office;
 - f. Promote the unit's undergraduate and graduate programs as well as the interdisciplinary programs in which the unit is involved;
 - g. Coordinate graduate awards, if applicable;
 - h. Prepare any cyclical review reports, as required;
 - i. Carry out duties as assigned by the director;
 - j. Program Coordinators chair program committees;
 - k. A graduate studies program coordinator is an ex officio member of the Faculty's Graduate Studies Committee; an undergraduate studies program coordinator is an ex officio member of the Faculty's Undergraduate Studies Committee.

3.3.2 Appointment procedure:

Program coordinators are appointed by the unit's Assembly upon recommendation of the director.

3.3.3 Term:

Term of office is two years, renewable.

3.4 Associate Director of an academic unit

3.4.1 Mandate:

- a. Act as a special advisor to the Director on matters related to the management of the academic unit;
- b. Assist in the coordination of matters such as workloads of full-time and part-time professors, space, recruitment of new professors and cyclical reviews;
- c. Replace the Director during any absence, except as chair of the unit's Teaching Personnel Committee;

3.4.2 Appointment procedure:

Associate directors are appointed by the unit's Assembly following internal consultations and upon recommendation of the director. The specific

procedure for appointment is determined by the academic unit.

3.4.3 Term:

Term of office is two years, renewable.

3.5 Unit management committee

3.5.1 Each unit can strike a management committee if desired.

3.5.2 Mandate :

The Management Committee acts as an advisory group to the Director on the unit in order to assist in the administration of the unit and its policies.

3.5.3 Membership :

Membership is determined according to the policies and regulations of the unit.

3.6 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.

3.6.1 Mandate:

- a. Oversee coordination of courses for the unit's various programs (content, evaluation, etc.);
- b. Prepare recommendations on changes to undergraduate programs for submission to the Departmental Assembly;
- c. Implementation of policies to promote academic success and enhance the student experience;
- d. Advise and consult on all matters related to undergraduate programs administered by the academic unit.

3.6.2 Membership:

Membership is determined according to the policies and regulations of the unit.

3.7 Graduate Studies Committee:

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies.

3.7.1 Mandate:

- a. Oversee coordination of courses for the unit's graduate programs (content, evaluation, etc.);
- b. Evaluate applications for admission to the unit's graduate programs
- c. Prepare recommendations on changes to graduate programs for submission to the Departmental Assembly;
- d. Implementation of policies to promote academic success and enhance the student experience;
- e. Advise and consult on all matters related to graduate programs administered by the academic unit.

3.8 Unit-specific provisions

Some academic units, due to their mission or responsibilities, have adopted specific governance provisions and bylaws unique to their unit. These provisions and bylaws are proposed, approved modified by according to procedures established by the Departmental Assemblies of the relevant academic units.

4. Faculty Executive

The leaders of the faculties and their units are appointed pursuant to procedures established by the Board of Governors (*University of Ottawa Act, 1965, Part I, Section 11*).

Note: Refer to Section 4 of the Faculty Bylaws for rules governing the mandates, appointment procedures, and terms of the Dean and Vice-Deans of the Faculty of Social Sciences.

4.1 Dean of the Faculty

4.1.2 Qualifications:

Candidates are expected to meet the following requirements:

- a. Be an experienced regular professor of one of the Faculty's units normally at the rank of associate or full professor; in the case of an external candidate, the appointment is conditional upon appointment of the candidate as a regular professor in one of the Faculty's units;
- b. Have a reputation as a highly regarded academic and university administrator;
- c. Have extensive knowledge and a deep understanding of the University's policies and regulations;

- d. Be bilingual (French and English, written and spoken);
- e. Have demonstrated outstanding leadership and skill in teaching, research, management and interpersonal relationships.

4.2 Vice-Deans

- a. The Vice-Deans of the Faculty assist the Dean in managing the Faculty;
- b. Vice-Dean responsibilities and titles are to be determined by the Dean in consultation with the Vice-Deans and the Executive Committee of the Faculty;
- c. A Vice-Dean shall be named responsible for each of the following: the Office of Undergraduate Studies, the Office of Graduate Studies, the Office of Research, and the position of Secretary of the Faculty.
- d. A Vice-Dean will be named responsible for Chairing the following committees: the Faculty's Undergraduate Studies Committee, the Faculty's Graduate Studies Committee, and the Faculty's Research Committee.
- e. The Dean may directly appoint a Vice-Dean for an interim mandate normally not exceeding 12 months.

4.2.1 Qualifications:

Candidates for Vice-Dean positions must meet the following requirements:

- a. Have demonstrated leadership and skill in teaching, research, management and interpersonal relationships;
- b. Have a demonstrated interest and abilities in academic administration and in matters relating to undergraduate and graduate students;
- c. Be a regular professor at the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. Be bilingual (French and English, written and spoken);
- e. Have knowledge of regulations and procedures related to university programs;
- f. Able to work effectively as a member of a team together with teaching and support staff as well as students.

4.2.2 Term:

- a. Term of office is three years, renewable 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 Vice-Dean of Undergraduate Studies

The Vice-Dean of Undergraduate Studies oversees the activities of the Office of the Vice-Dean

of Undergraduate Studies and the Faculty's Undergraduate Studies Committee.

4.3.1 Mandate:

- a. Oversee the development, planning and coordination of the undergraduate programs;
- b. Chair the Faculty's Academic Fraud Committee;
- c. Coordinate management of alleged cases of academic fraud;
- d. Supervise the Faculty's undergraduate studies academic secretariat;
- e. Coordinate undergraduate-level academic activities, such as admissions, course catalogue content, course and examination timetables, requests for deferred examinations, review of marks, course withdrawals, procedures for reviewing marks and student complaints;
- f. Oversee the general timetables for courses and classrooms, subject to the University's regulations and procedures;
- g. Ensure information about academic awards and undergraduate scholarships is communicated to students and coordinate selection of recipients;
- h. Sit on the Council on Undergraduate Studies;
- i. Chair the Faculty's Undergraduate Studies Committee;
- j. Together with the Faculty's Chief Administrative Officer, ensure that the evaluation of teaching and courses is completed;
- k. Coordinate academic activities for faculty programs not affiliated with an academic unit;
- l. Carry out duties as assigned by the Dean.

4.4 Vice-Dean of Graduate Studies

The Vice-Dean of Graduate Studies oversees the activities of the Office of the Vice-Dean of Graduate Studies and the Faculty's Graduate Studies Committee.

4.4.1 Mandate:

- a. Oversee the development and planning of graduate programs;
- b. Supervise the Faculty's graduate studies academic secretariat;
- c. Coordinate graduate-level academic activities, such as admissions, course catalogue content, course and examination timetables and student complaints;
- d. Ensure information about academic awards and scholarships is communicated to graduate students and, if necessary, coordinate selection of recipients;
- e. Sit as an ex officio member of the Graduate Studies Committee and the Strategic Committee on Graduate and Postdoctoral Studies;

- f. Ensure the development of activities of an international nature at the graduate level;
- g. Ensure a high quality student experience;
- h. Chair the Faculty's Graduate Studies Committee;
- i. Carry out duties as assigned by the Dean.

4.5 Vice-Dean of Research

The Vice-Dean of Research oversees the activities of the Office of the Vice-Dean of Research and the Faculty's Research Committee.

4.5.1 Mandate:

- a. Promote research at the Faculty of Social Sciences;
- b. Increase dissemination and visibility of research;
- c. Develop research opportunities between the Faculty's academic units;
- d. Supervise operations of the research centres;
- e. Chair the Faculty's Research Committee and ensure implementation of the Faculty's research policy;
- f. Advise the Dean on all matters related to research activities;
- g. Promote the development of international research;
- h. Supervise the Faculty's research secretariat;
- i. Oversee the use of funds allocated for research and publications in the Faculty budget;
- j. Evaluate research support provided by the Faculty and the University and make related recommendations;
- k. Carry out duties as assigned by the Dean.

4.6 Vice-Dean of Governance and Internationalization

The Vice-Dean of Governance and Internationalization oversees the Office of International Student Mobility and serves as Secretary of the Faculty of Social Sciences.

4.6.1 Mandate:

- a. Liaise with the other faculties, the Senate and central administration on issues related to governance and strategic planning;
- b. Act as Faculty Secretary;
- c. With the Dean, the other vice-deans, unit directors and the Chief Administrative Officer, evaluate the Faculty's initiatives in terms of student experience, international activities and activities related to the francophonie;
- d. Carry out and draw up various exploratory analyses and develop performance indicators;

- e. With the Faculty's Chief Administrative Officer:
 - i. Ensure that the Faculty's regulations are reviewed and updated in accordance with the *University of Ottawa Act* and the *University Government*;
 - ii. Assist the Dean in preparing Faculty Council and Executive Committee agendas;
 - iii. Receive nominations for student representatives of the various Faculty committees and follow up with the Faculty Council;
 - iv. Coordinate the Faculty election process.
- f. With the Head of International Student Mobility:
 - i. Implement and supervise international activities for students;
 - ii. Develop international activities for students.
- g. Sit as an ex officio member of the Senate;
- h. With the Dean, the other vice-deans, unit directors and the Chief Administrative Officer, make suggestions for implementing initiatives that are consistent with the strategic plan related to the student experience, international activities and the francophonie;
- i. Coordinate new initiatives or special projects at the Dean's request;
- j. Carry out duties as assigned by the Dean.

4.7 Associate Vice-Deans

See Faculty by-law 4.3 for a description of the appointment procedure and term for Associate Vice-Dean positions.

4.7.1 Qualifications:

Candidates for Associate Vice-Dean positions must meet the following requirements:

- a. Have demonstrated leadership and skill in teaching, research, management and interpersonal relationships;
- b. Have a demonstrated interest and proven abilities in academic administration and in matters relating to undergraduate and graduate students;
- c. Be a regular professor at the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. Be bilingual (French and English, written and spoken);
- e. Have knowledge of regulations and procedures related to university programs;
- f. Able to work effectively as a member of a team together with teaching and support staff as well as students.