

**CONSTITUTION  
OF  
THE ACADIA UNIVERSITY FACULTY OF ARTS COUNCIL**

**PREAMBLE:**

This Constitution is written under the appropriate terms and conditions of an Act respecting Acadia University Chapter 113 (1968) of the Laws of Nova Scotia (commonly called Bill 30), and subsequent amendments thereto, especially those resulting from the report “Into the Fourth Quarter.” The latter establishes the Faculty of Arts Council as a sub-committee of the Senate of Acadia University and gives the Council a formal position within the structure of the University, with specific rights and duties to perform. This Constitution is the formal instrument by which those rights and duties are to be carried to fruition. This Constitution, and any amendments thereto, are to be approved by the Senate. However, it is implied hereunder that the Senate may take no other action with respect to this Constitution or any amendments thereto.

# Table of Contents

<u>PREAMBLE:</u> .....	1
<u>NAME:</u> .....	3
<u>MEMBERSHIP:</u> .....	3
<u>PURPOSES:</u> .....	3
<u>PROCEDURE:</u> .....	3
<u>OFFICERS, COMMITTEES, AND MEETINGS:</u> .....	4
<u>AMENDMENTS:</u> .....	4
<u>1. COMMITTEES OF THE FACULTY OF ARTS COUNCIL</u> .....	4
<u>1.1 OFFICES OF CHAIR, THE SECRETARY, THE ELECTIONS OFFICER OF THE FACULTY OF ARTS COUNCIL, AND THE DEAN</u> .....	5
<u>1.2 THE FACULTY OF ARTS COUNCIL STEERING COMMITTEE</u> .....	8
<u>1.4 THE FACULTY OF ARTS COUNCIL HEADS COMMITTEE</u> .....	9
<u>1.5 THE FACULTY OF ARTS COUNCIL NOMINATING COMMITTEE</u> .....	10
<u>1.6 THE FACULTY OF ARTS COUNCIL BY-LAWS COMMITTEE</u> .....	10
<u>1.7 THE FACULTY OF ARTS COUNCIL CURRICULUM COMMITTEE</u> .....	10
<u>1.8. FACULTY OF ARTS COUNCIL ARTS FACULTY AWARDS COMMITTEE</u> .....	11
<u>1.9 FACULTY OF ARTS COUNCIL INTERDISCIPLINARY STUDIES COMMITTEE</u> .....	12
<u>1.10 AD HOC COMMITTEES</u> .....	13
<u>2. REPRESENTATION OF COUNCIL ON SENATE AND TO THE SENIOR ADMINISTRATION</u> .....	13

## **NAME:**

The council shall be known as the Faculty of Arts Council of Acadia University, hereinafter the 'Council'.

## **MEMBERSHIP:**

Members of the Arts Council, who shall be entitled to the rights defined under 'Procedure,' include: the Dean of the Faculty of Arts and all other members of the academic staff of Acadia University holding full-time, half-time, and part-time appointments within the Faculty of Arts and/or holding a tenured appointment in the Faculty of Arts; two student representatives (one graduate, one undergraduate) named by the Acadia Students' Union; librarians with liaison appointments to Departments and/or Schools within the Faculty of Arts; archivists; and the Director of the Art Gallery. In addition, the following bodies will be invited to be represented by one member who shall have a voice but no vote: the Faculty of Pure and Applied Science; the Faculty of Professional Studies; the Registrar's Office; and the Secretarial and Custodial Staff in the Faculty of Arts.

## **PURPOSES:**

Generally, the Council shall consider, and, as it sees fit, make its view known to whomsoever it pleases on any matter pertaining to the academic and/or intellectual and/or cultural interests or causes of Acadia University, the academic community in Nova Scotia and/or in Canada. In particular, but without limitation to the generality of the above, the Council will carry out, or arrange to be performed:

- Such duties as may be referred to Council by the Board of Governors, the Senate, and the Faculty of Acadia University;
- Such actions as Council may decide to conduct by resolution, provided these fall within the purview of the general purposes stated above.

## **PROCEDURE:**

Council shall develop its own rules of procedure guided by Robert's Rules of Order. In particular, without limitation to the above and subject to amendment by resolution as Council may see fit, acknowledged parliamentary practices are recognized as including:

- I. That any member will enjoy the right to have their views heard on any matter under discussion provided such views are pertinent, and provided that the opportunity to reply to any question or comment on a member's statement(s) shall not be taken to be a violation of this right;
- II. That discussion and/or debate shall always be conducted in an orderly fashion with respect for all members of the Council;
- III. That every member shall be afforded a reasonable opportunity to be informed of the intended proceedings and the outcomes of any discussion by the receipt of notice and minutes of proceedings;
- IV. That, except for the Dean, any voting member of Faculty shall be eligible for election to the Chair of the Council;

V. That the Chair shall call a meeting of Council on receiving a request from 10 voting members of Council.

## **OFFICERS, COMMITTEES, AND MEETINGS:**

I. There shall be four officers of Council: namely, the Chair, the Secretary, the Elections Officer of the Faculty of Arts Council, and the Dean.

II. There are eight standing committees of Council:

1. Faculty of Arts (FAC) Steering Committee
2. FAC Strategic Committee
3. FAC Heads Committee
4. FAC Nominating Committee
5. FAC By-Laws Committee
6. FAC Curriculum Committee
7. FAC Faculty Awards Committee
8. FAC Interdisciplinary Committee

III. Notwithstanding the above list, ad hoc committees may be established to address particular matters of concern to Council.

IV. Plenary meetings of Council should take place at least once during each of the Fall and Winter terms, but will normally meet twice per term, on the last Tuesday of September, November, January, and March.

V. The quorum for a properly constituted meeting shall be twenty members.

VI. All committees shall report to Council once yearly at the March meeting and at other meetings as appropriate.

## **AMENDMENTS:**

Constitutional amendments shall require a fourteen-day notice of motion and approval by two thirds of the members attending the duly constituted meeting at which the motion is being discussed.

Adopted October, 1987

Amended Summer, 2009

Amended September, 2019

Amended March, 2022 (passed by Senate March 2023)

## **1. COMMITTEES OF THE FACULTY OF ARTS COUNCIL**

### **GUIDING PRINCIPLES:**

A. All academic matters relating to the Faculty of Arts come under the purview of the Faculty of Arts

Council. All committees within the Arts Faculty are accountable to the Council.

B. The Faculty of Arts Council depends upon and encourages the active participation of members of the Faculty.

C. Officers and Committee members are elected or appointed depending on the mandate and requirements as set out by these By-Laws or by Council. Nominations, election or appointment procedures, the number of members and the length of their terms, should be clearly defined. All three-year terms are to be staggered. All terms coincide with the academic year, beginning on July 1st.

D. Issues of academic policy are the responsibility of the Faculty of Arts Council. Important matters of day-to-day administration should be brought to the Faculty of Arts Council for information.

### **1.1 OFFICES OF CHAIR, THE SECRETARY, THE ELECTIONS OFFICER OF THE FACULTY OF ARTS COUNCIL, AND THE DEAN**

The Chairperson, Secretary, and the Elections Officer of the FAC shall be elected for a one-year term.

#### **A. The mandate of the Chairperson is:**

- i. To convene, organize, conduct, and conclude regular and special meetings of the FAC (i.e., Chair will identify and notify all representatives of the FAC regarding meetings).
- ii. To convene, organize, conduct, and conclude regular and special meetings of the Faculty of Arts Steering Committee.
- iii. To nominate, receive nominations and supervise the election of members of the Nominating Committee as needed.
- iv. To coordinate meeting times with the Chairs of FPAS and FPS to attempt to ensure that Faculty meetings do not coincide so that the representatives from other faculties are not faced with conflicts of schedule (i.e. can attend both their own faculty meeting and the one for which they serve as faculty representative).

#### **B. The mandate of the Secretary is:**

To maintain and circulate records of meetings and to send out agendas and notices of motion for meetings of both the FAC and Faculty of Arts Steering Committee.

#### **C. The mandate of the Elections Officer is:**

To conduct all Council elections by secret ballot as prescribed by this Constitution and as directed by the Council. Proxy votes are not valid.

- i. It will be the duty of the Elections Officer to set all the dates for elections and to perform such other duties as may be necessary. They may co-opt assistance whenever they so desire.
- ii. The Elections Officer is responsible for election of the following:
  - a. FAC By-Laws Committee
  - b. FAC Curriculum Committee
  - c. FAC Arts Faculty Awards Committee
  - d. Faculty of Arts representatives on standing committees of the Faculty of Arts Council
  - e. Faculty of Arts Senators

- f. Faculty of Arts representatives on Senate committees as defined by these By-Laws.
- g. The Elections Officer shall also be responsible for the election of one Arts representative on the Faculty of Pure and Applied Science Council and one Arts representative on the Faculty of Professional Studies Council.
- h. The Elections Officer shall also be responsible for the election of Faculty representatives on *ad hoc* committees as deemed necessary by Council.

Note:

- Members of Committees that are filled through academic unit elections should be appointed by the appropriate bodies before the end of the winter term.
  - The Nominating Committee elections are to be taken care of by the FAC Chair.
- iii. The Elections Officer shall ensure that the Council elect a representative to the Board of Governors. All members of Faculty shall be eligible to serve on the Board of Governors except those who, in any other capacity, already regularly attend meetings of the Board of Governors (including the Executive Committee of the Board).
  - iv. In addition, the Elections Officer shall ensure that the Council elects two representatives and an alternate to the University Review Committee. (The terms and conditions of the Prevailing Collective Agreement between the Board of Governors and the Acadia University Faculty Association shall determine the eligibility for membership on the University Review Committee).
  - v. Elections to Faculty of Arts Committees will be by secret ballot and will normally be held in March and April of each year.
  - vi. The nomination of any and all candidates must be supported in writing by at least one full time member of Faculty. Furthermore, all candidates must state in writing their willingness to offer, and if elected, to serve.
  - vii. If a member goes on leave or is otherwise unable to complete their term, a vacancy shall exist, and an election will be carried out with the elected member serving until the incumbent returns.
  - viii. Nominations shall not close until at least one week after the call for nominations has been circulated. Elections shall then proceed.
  - ix. Arts Faculty members of Council shall be eligible to vote in elections for their representative to the Board of Governors.
  - x. Each member of Arts Faculty shall have as many votes as there are vacancies to be filled, but no Arts Faculty member may give more than one vote to any one candidate. Where voters cast fewer than the number of vacancies to be filled, such ballots will still be counted.
  - xi. Where there is a single vacancy to be filled, the winning candidate must receive a majority of the votes cast.
    - a. Where there is only a single nominee for the vacancy, that nominee is elected by acclamation.
    - b. Where there are two nominees, there shall be a single ballot to determine the winner.

- c. Where there are three nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the two leading candidates to determine the winner.
  - d. Where there are four or more nominees and the leading candidate after the first ballot has not received a majority of the votes cast, there shall be a second ballot between the three leading candidates. If the leading candidate after the second ballot has not received a majority of the votes cast, there shall be a third ballot between the two leading candidates to determine the winner.
- xii. Where there are two or more vacancies on a committee to be filled, the winning candidates must receive a majority of the votes cast. A majority in such instances is the total number of votes divided by twice the total number of vacancies to be filled with the addition of one to the result. If this final total is not a whole number, the next higher whole number is taken.
- a. Where no candidates are elected after the first ballot, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies to be filled. Those candidates with the highest vote totals will be included on the second and subsequent ballots.
  - b. Where one or more candidates are elected after the first ballot, but one or more vacancies remain to be filled, the second and, if necessary, subsequent ballots shall include one more candidate than there are vacancies still to be filled. Those candidates with the highest vote totals among the remaining candidates will be included on the second and subsequent ballots.
  - c. Where more candidates receive a majority of votes (as defined above) than vacancies exist, those candidates with the higher vote totals shall be declared elected.
  - d. Where there are two or more vacancies of different duration, those candidates who are elected on an earlier ballot or with more votes on the same ballot shall receive the longer term of office.
- xiii. The Elections Officer shall not vote in Council elections except in order to break ties.
- xiv. Electronic nominations and election processes under the auspices of the Elections Officer constitute sufficient means for nominations and secret ballots.

**D. The mandate of the Dean, a member of Faculty of Arts, officer of the Administration, and *ex officio* member of Senate, as officer of Council is:**

- i. To report on behalf of Council to the Administration, and on behalf of the Administration to Council;
- ii. To report on behalf of Council to Senate, and on behalf of Senate to Council;
- iii. To present a formal report at each meeting of Council, normally following the approval of the agenda and minutes, which
  - (a) Informs Council of the current state of affairs in the Faculty of Arts, especially as related to the office of the Dean;
  - (b) Reports on behalf of Administration and of Senate to Council;
  - (c) Confirms that the Dean has duly reported on behalf of Council and the Steering

Committee of Council, when directed by the chair of the Steering Committee, to the Administration and to Senate, since the last meeting of Council;

iv. The Dean shall forward the concerns of the Steering Committee of Council to Senate and to the Administration upon the written request of the Chair of the Steering Committee.

## **1.2 THE FACULTY OF ARTS COUNCIL STEERING COMMITTEE**

### **A. The membership of the Steering Committee shall be constituted as follows:**

- i. Arts Senators as *ex officio* members of the Steering Committee;
- ii. While the Dean of the Faculty of Arts is an *ex officio* member of Senate, the Dean is not a member of the Steering Committee;
- iii. One Faculty representative from each department in the Faculty of Arts as elected by their respective departments (Economics, English & Theatre, History & Classics, Languages & Literatures, Philosophy, Politics, and Sociology);
- iv. One Faculty representative from IDST as elected by the IDST committee;
- v. One of the Arts Senators or Faculty representatives shall serve as Chair, by acclamation of the members of the Steering Committee, for one year;
- vi. One of the Arts Senators or Faculty representatives shall serve as Secretary by acclamation of the members of the Steering Committee, for one year;
- vii. Faculty representatives shall be elected to serve for three years; as these terms need to be staggered, appropriate measures should be taken to ensure this at the inception of the committee in the fall of 2009; these measures shall be minuted by the Secretary of the Steering Committee;
- viii. one ASU representative in the Faculty of Arts appointed by ASU, to serve for a year with a voice but no vote, who shall not serve as Chair or Secretary;
- ix. One Administrative Assistant representative in the Faculty of Arts, appointed by the Administrative Assistants in the Faculty of Arts, to serve for a year with a voice but no vote, who shall not serve as Chair or Secretary.

### **B. The mandates of the Chair and the Secretary of the Steering Committee are:**

- i. the Chair shall convene, organize and conduct to orderly conclusions regular and special meetings of the Steering Committee;
- ii. the Chair shall set and circulate the agenda for meetings of the Steering Committee;
- iii. the Secretary of the Steering Committee shall record the minutes and distribute them via email or by posting to the entire Council membership.

### **C. The mandate of the Steering Committee is:**

- i. To acclaim the Chair and Secretary of the Steering Committee at the end of the year for the coming year;
- ii. To call upon the Chair of Council to convene a meeting of the Steering Committee for the purpose of acclaiming a Chair, in the event that the Steering Committee is without a Chair, as

- the prerogative of any member of the Steering Committee;
- iii. To deal with ongoing matters of concern to Council;
- iv. To serve in an executive role to Council, on whose behalf it may forward any concerns to the Senate and to the Administration through the Chair, the Arts Senators, and the Dean, as it deems fit;
- v. To create *ad hoc* committees as needed.

**D. Meetings of the Steering Committee:**

- i. Regular meetings will be held monthly, on the last Monday of the month;
- ii. Steering Committee members should consult the Senate agenda on the website in advance of this meeting;
- iii. The agenda for any meeting of the Steering Committee shall normally be set and circulated by the Chair one week before the meeting;
- iv. The agenda as circulated by the Chair may be amended by the Steering Committee as the regular business of approving the agenda;
- v. The final meeting of the year shall acclaim the Chair and Secretary for the next year.

**1.3 THE FACULTY OF ARTS COUNCIL STRATEGIC COMMITTEE**

**A. The membership of the Strategic Committee shall be constituted as follows:**

- i. The committee shall be constituted of one representative from each department (not normally Heads) and one representative from IDST.
- ii. The IDST representative will represent all the Programs, multidisciplinary minors, and single IDST courses.
- iii. Members of the committee shall be elected by their respective departments or the IDST committee to serve for three years.
- iv. An ASU Arts Representative and a member of the Secretarial Staff in the Faculty of Arts are members of the committee with voice but no vote.
- v. The committee will choose its own Chair and Secretary.

**B. The mandate of the Strategic Committee is:**

- i. Long-term strategy
- ii. To work on initiatives delegated to it by FAC or initiatives it can propose to FAC.

**C. Meetings of the Strategic Committee**

- i. To be determined by the Strategic Committee; minimally once per term.

**1.4 THE FACULTY OF ARTS COUNCIL HEADS COMMITTEE**

**A. Membership and terms of office of the Heads Committee are determined by Administrative**

**appointments.**

**B. The Dean of Arts chairs the Heads Committee.**

**C. The mandate of the Heads Committee is:**

- i. To deal with the issues arising from day-to-day administration of the Faculty of Arts.
- ii. To raise issues of policy or programs with the Steering Committee.
- iii. To implement the decisions worked out by the Steering Committee or give advice to the Steering and/or Strategic Committee(s).

## **1.5 THE FACULTY OF ARTS COUNCIL NOMINATING COMMITTEE**

**A. The Membership of the Nominating Committee shall be constituted as follows:**

- i. The Nominating Committee shall consist of three members.
- ii. Their terms of office shall be three years.
- iii. These terms shall be staggered.
- iv. Elected committee members shall choose their chairperson.

**B. The mandate of the Nominating Committee is:**

- i. To nominate and solicit appointments.
- ii. To nominate the Elections Officer, who shall conduct elections as required.

## **1.6 THE FACULTY OF ARTS COUNCIL BY-LAWS COMMITTEE**

**A. The Membership of the By-Laws Committee shall be constituted as follows:**

- i. The By-Laws Committee shall consist of three members.
- ii. Their terms of office shall be three years.
- iii. These terms shall be staggered.
- iv. Committee members shall choose their chairperson.

**B. The mandate of the By-Laws Committee is:**

- i. To prepare and propose amendments to the By-Laws of the FAC.
- ii. To offer advice to the FAC on matters relating to By-Laws.
- iii. To liaise with the Senate By-Laws Committee.

## **1.7 THE FACULTY OF ARTS COUNCIL CURRICULUM COMMITTEE**

**A. The Membership of the Curriculum Committee shall be constituted as follows:**

- i. The Curriculum Committee shall be constituted of three members.
- ii. Their terms of office shall be three years.
- iii. These terms shall be staggered.

iv. Committee members choose their chairperson.

**B. The mandate of the Curriculum Committee is:**

- i. To examine for consistency and coherence curriculum changes and changes to degree requirements proposed by departments or other bodies of the Faculty of Arts.
- ii. To consider proposals relating to curriculum changes or degree changes initiated by bodies of the Faculty of Arts other than FAC.
- iii. All proposals shall be submitted to the Curriculum Committee prior to the last Tuesday of October.
- iv. The FAC shall meet no later than the fourth Tuesday of November to consider the Curriculum Committee's report on each proposal, although the agenda need not be limited to these reports.
- v. Matters relating to curriculum changes shall be classified and treated by the FAC in the following manner:
  - a. Course title of content changes, course prerequisites, additions, deletions, divisions or mergers which do not concern more than one academic unit, or which concern academic units that are in agreement on the matter. In such cases, the Curriculum Committee's report will be received for information only.
  - b. Changes to an academic unit's major and honours requirements which do not concern more than one academic unit, or which concern academic units (e.g. double major) that are in agreement on the matter. In such cases, the Curriculum Committee's report will be received for information only.
  - c. Course and program changes which concern more than one academic unit where the concerned academic units are not in agreement on the matter, changes to requirements which affect an academic unit's non- majors (e.g., changing a course grade needed to satisfy a prerequisite), or changes to overall degree requirements. Such changes must be approved by FAC.

Should any question arise regarding which of (a), (b), or (c) above is applicable or appropriate in the case of a particular proposal, the FAC shall have final authority to determine the appropriate classification. In the Senate each academic unit shall present its own curriculum proposals. The Dean shall present curriculum proposals for academic units that do not have a representative on Senate.

## **1.8. FACULTY OF ARTS COUNCIL ARTS FACULTY AWARDS COMMITTEE**

**A. The Membership of the Arts Faculty Awards Committee shall consist of:**

- i. the Dean of Arts, who shall convene and chair the committee (non-voting except in the case of a tied vote);
- ii. three (3) faculty members from different departments or schools in the Faculty of Arts.

**B. The mandate of the Arts Awards Committee is:**

- i. to establish Faculty of Arts awards for teaching, research, and service, to be awarded each year at the fall meeting of the Arts Faculty Council.

ii. If a member of the Arts Faculty Awards Committee has been nominated, he/she will recuse him/herself from all deliberations concerning this award. In such a case, the member shall be replaced.

**C. The three awards shall be selected by the Committee each year according to the following regulations:**

- i. Any member of the Faculty of Arts is eligible to be nominated for an award;
- ii. Any faculty member, student not currently enrolled in courses taught by the candidate, alumni, or staff member may nominate someone for an award;
- iii. Nominations must be submitted to the Dean's Office by September 30 each year.
- iv. Nominations will be in the form of a letter outlining how the candidate has demonstrated excellence in teaching, scholarly activity, or service as defined in Appendix I of Article 12.00 of the Collective Agreement between the Board of Governors and the Faculty Association;
- v. The results of annual student teaching surveys may be used to support the nomination, but are not necessary and are not, by themselves, to be accepted as evidence of teaching excellence;
- vi. all eligible nominees will be invited to submit materials to the committee in support of their nomination;
- vii. submissions will include a current C.V. and any supporting documents the nominee wishes to submit.

## **1.9 FACULTY OF ARTS COUNCIL INTERDISCIPLINARY STUDIES COMMITTEE**

**A. The Membership of the Interdisciplinary Studies Committee shall be constituted as follows:**

- i. The chair of the Interdisciplinary Studies Committee or their delegate shall be appointed as an *ex officio* member of the Faculty of Arts Curriculum Committee. Their role will be to identify potential interdisciplinary links between courses and programs such as opportunities for cross-listings that are before the Curriculum Committee;
- ii. one representative from IDST shall also be elected by the committee to each of the Steering and the Strategic committees.
- iii. Members of the Committee shall be appointed by the Nominating Committee of the Faculty of Arts and serve for a term of three years. Committee members shall choose their chairperson.
- iv. The membership of the committee will include 7 faculty members designated as follows:
  - a. Two members of the FA who teach IDST courses or courses that have an interdisciplinary dimension (not necessarily listed as IDST) or/and who are active in interdisciplinary research
  - b. 5 members of the FA (or their delegates) who are coordinating IDST programs: Canadian Studies (CDNS), CREL, ESST, SOPT and WGST (for flexibility, the number of such representatives should reflect the deletion or addition of IDST programs)

**B. The mandate of the Interdisciplinary Committee shall be:**

- i. To raise the profile of interdisciplinary studies within the Faculty of Arts and the University

community at large;

ii. To give advice through their elected representative to the Steering Committee and the Strategic Committee on all matters relating to interdisciplinary studies within the Faculty of Arts;

iii. To offer advice to the FAC on the impact on interdisciplinary studies of curriculum changes or degree changes initiated by bodies of the Faculty of Arts other than the FAC.

## **1.10 AD HOC COMMITTEES**

The FAC can create Ad Hoc Committees either through the nominating procedure or by election during a FAC meeting. The terms of reference, membership, and duration of such committees are determined by FAC.

## **2. REPRESENTATION OF COUNCIL ON SENATE AND TO THE SENIOR ADMINISTRATION**

i. There shall be nine Arts senators.

ii. All nine Senators shall be elected by members of the Faculty of Arts.

iii. Arts Senators are *ex officio* members of the Steering Committee who shall attend all meetings of the Steering Committee.

iv. Arts Senators and the Dean shall, in the fulfillment of the duties of their offices, ensure that the general consensus of Council is dutifully represented by them to Senate and the Senior Administration.