



A meeting of the Senate of Acadia University occurred on Monday, 13 December beginning at 4:00 pm. with Chair Patricia Corkum presiding and 37 present.

- 1) Minutes of the Meeting of  
8 November 2010
- It was moved by W. Slights and seconded by J. Best *that the minutes of Monday, 8 November be approved as distributed.*

The following amendment was made:

Page 4 Item 4)a) to read “...*requirement for majors in Geology and Environmental Geoscience.*”

MOTION AS AMENDED WAS CARRIED.

- 2) Announcements  
a) From the Chair of Senate

Regrets were received from L. Aylward, R. Cunningham, J. Eustace, G. Hepburn, S. Lochhead, D. MacKinnon, R. Murphy, and G. Whitehall.

The Chair announced Dr. Richard Sparkman’s upcoming retirement and recognized his contributions during his years as a Senator.

The Chair announced that, in order to allow sufficient time for a meeting of the Senate Executive and preparation of the agenda following the holidays, the January meeting of Senate will be held on Monday, 17 January 2011.

- b) From the Vice-President  
(Academic)

T. Herman provided an update on the MOU process with the provincial government, noting that discussions will begin in early January.

T. Herman reported on the MPHEC stakeholders meeting entitled “Expectations for Reporting on University Quality” held on November 28<sup>th</sup> where the discussion surrounded the concepts and measurement of quality in post-secondary education.

T. Herman spoke of the Agriculture and Agri-Food Canada sponsored conference on the future of agriculture and agri-food science and innovation where the agenda for Growing Forward 2.0 was discussed. The conference was attended by federal and provincial government agencies as well as representatives from Acadia and several other universities. He noted the importance of Acadia’s engagement in policies given the importance of agricultural research in the Valley.

T. Herman informed Senate of the sudden passing on December 12, 2010 of former Senator Dr. Merritt Gibson. He spoke of the many contributions made by Dr. Gibson during his tenure as a faculty member, Department Head, and Acting Vice-President (Academic). Senate observed a minute of silence in remembrance of Dr. Gibson.

- c) From the Registrar R. Jotcham announced that the Timetable, Instruction Hours, and Examination Committee will implement the introduction of 7:00 to 8:30 pm new time slots for the next academic year. These slots will provide more flexibility and another option for courses where the material is best taught in segments other than in 3-hour blocks.
- d) From the Students with Disabilities that Affect Learning Committee On behalf of the Students with Disabilities that Affect Learning Committee, D. Holmberg thanked Suzanne Robicheau, Disability/Access and Disability Resource Facilitator, and Jill Davies, Counsellor & Academic Support Coordinator, for their work in providing faculty information sessions.
- e) From the Chair, Tenure-Track Teaching Complement Allocation Committee D. Holmberg reported that the Committee will be meeting later in the week to review late resignations and retirements. She clarified that the Committee addresses tenure-track positions and is not involved in part-time and CLTs.

In response to a request by D. Holmberg to outline how decisions are made for CLT and part-time replacements, T. Herman explained that these decisions are made by the Deans and VPA, after extensive consultation with Heads and Directors. He noted that the decisions hinge on available funds and that all concerned remained focussed on the pre-eminence of the common institutional good. He also spoke of the upcoming workshop and round table with the Department Heads and Directors concerning the implications of the early retirement incentive plan and methods to minimize the impact on individual programs.

- 3) Business Arising from the Minutes
- a) By-Laws Committee – Formalized Election Process for Senate S. Markham-Starr spoke to the motion, stating that the guiding principle is one of ensuring the practical use of time at Senate meetings and is based on the model used in the Faculty of Pure and Applied Science. She also noted that, if passed, the process would be added to the responsibilities of the Nominating Committee.

It was moved by S. Markham-Starr and seconded by J. Best

*That the by-law regarding the responsibilities of the Nominating Committee [VIII. (b) ii] be amended with the following addition:*

- d. When an election takes place at Senate, the winning candidate is the one who receives the largest number of votes cast.*
- (1) Where there is only a single nominee, that nominee is elected by acclamation.*
  - (2) Where there are two nominees, there shall be a single ballot to determine the winner.*
  - (3) Where there are three or more nominees, the person with the most votes after a single ballot will be declared the winner of an election.*
  - (4) In the event of a tie, the Chair of Senate will cast the deciding vote.*

It was moved by P. Doerr and seconded by D. Seamone that item d. (3) of the motion be amended as follows:

- (3) Where there are three or more nominees, ~~the person with the most votes after a single ballot will be declared the winner of an election~~ a run-off system of voting shall be adopted.*

D. Seamone suggested that run-off votes be held whereby the nominee with the least number of votes is dropped from the ballot until the vote produces a candidate with a clear majority. She noted that this process is outlined in the Constitutions of both the Faculty of Professional Studies and the Faculty of Arts.

In response to a suggestion by P. Williams. P. Corkum indicated that she will explore the possibility of electronic voting at Senate meetings.

AMENDMENT PASSED.

It was moved by S. Markham-Starr and seconded by L. Lusby that the wording about the run-off system of voting that is contained in the Faculty Constitutions be added to the Senate Nominating Committee By-Laws.

AMENDMENT PASSED.

The following AMENDED MOTION was CARRIED.

*That the by-law regarding the responsibilities of the Nominating Committee [VIII. (b) ii] be amended with the following addition:*

*d. When an election takes place at Senate, the winning candidate is the one who receives the largest number of votes cast.*

*(1) Where there is only a single nominee, that nominee is elected by acclamation.*

*(2) Where there are two nominees, there shall be a single ballot to determine the winner.*

*(3) Where there are three or more nominees, a run-off system of voting shall be adopted. 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. 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.*

*(4) In the event of a tie, the Chair of Senate will cast the deciding vote.*

b) By-Laws Committee –  
Membership of Senate  
Executive

It was moved by S. Markham-Starr and seconded by L. Lusby

*That the composition of the Executive Committee of Senate be altered by the addition of the Deputy Chair of Senate and the student Vice-President Academic or designate from among the remaining student Senators, as assigned by the Executive Board of the Student Representative Council.*

In response to a question from B. Latta, S. Markham-Starr confirmed that both the Deputy-Chair and the Chair of Senate would be entitled to vote at the Senate Executive meetings and that the Registrar is the only non-voting member.

P. Corkum noted that the Senate Executive usually discusses items and arrives at a consensus without the formality of voting.

J. Whidden noted that there is an inconsistency in the composition of the Senate Executive as approved by the Board of Governors in 1989 and as outlined in the Consolidation of 1995. P. Corkum agreed to investigate the inconsistency between the two documents.

P. Corkum noted that a 2/3 majority of voting members present is required in order for the motion pass. If carried, the recommendation will be forwarded to the Board of Governors for their consideration.

MOTION CARRIED with a clear 2/3 majority.

- 2) Announcements  
 f) From the President and Vice-Chancellor

President Ivany reported that in response to a letter sent to NSERC concerning the impact that decisions made by the granting councils are having on scholarly research at smaller universities, Dr. Suzanne Fortier, President of NSERC and Isabelle Blain, Vice-President Research Grants and Scholarships, visited Acadia on December 2<sup>nd</sup> to discuss the issues concerning research at primarily undergraduate institutions. He also informed Senate of the intent to engage SSHRC in a similar discussion. T. Herman noted that Ms. Blain provided useful details about the criteria used in the assessment of funding proposals.

- 3) c) Endowed Chairs Policies  
 i. Current Named Chairs / Professorship Policy

T. Herman spoke to the motion highlighting the value of the Endowed Chairs as a means of recognizing excellence at Acadia University. He outlined the proposed changes to the existing policy, which was first approved on 6 May 1992 and amended the following year.

It was moved by T. Herman and seconded by D. Seamone  
*that the attached policy on Current Named Chairs (attached to meeting agenda) be approved as amended.*

S. Markham-Starr questioned whether the Shand Chair in Physical Education should be changed as there is no longer a physical education program at Acadia. She suggested Kinesiology as the appropriate program. T. Herman noted that due diligence requires that any surviving family members be consulted before changes are made to the designation of the Chairs.

It was moved by P. Williams and seconded by A. Mitchell  
*that paragraph 6 be amended to include the following sentence:  
 In such cases, policies from the Canada Research Chair program regarding research support, including teaching relief, will be used as a guideline for determining adequate support, and before implementation shall be discussed at a meeting of the unit head, appropriate Faculty Dean, Vice-President (Academic) and AVP Finance (or delegate).*

AMENDMENT PASSED.

It was moved by P. Williams and seconded by A. Mitchell  
*That 7 b) be amended to read:*

**“When a vacancy occurs the relevant Department/School shall *consult with the appropriate Dean and the VP-Academic as to whether the Chair is to be filled with an internal candidate or an external candidate. For internal candidates, the Department/School shall* nominate a candidate in a letter detailing its rationale to the appropriate Faculty Dean. The Dean shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the Department/School, to the Vice-President (Academic), who shall forward it to the President for action by the Board. *If the Chair is to be filled with an external candidate, the relevant procedures from the Collective Agreement shall be followed.*”**

In response to a question from D. Seamone, P. Williams explained that amendment is intended to anticipate the possibility of an external candidate filling a Chair.

In response to a question from J. Whidden, P. Williams explained that the suggested process is the same that is used when filling Department Head and Director of School positions.

In response to a question from D. Holmberg about how an Endowed Chair would affect faculty complement, P. Williams stated that issue was not explicitly addressed in the policy, and would presumably be a matter for negotiations. He noted that Canada Research Chairs are not part of the complement.

J. Best commented that an external search would create a new position. P. Williams noted that the Foulis Chair is the only Chair for which a decision must be made whether to fill with an internal or external candidate.

AMENDMENT PASSED.

It was moved by P. Williams and seconded by A. Mitchell  
*that the following new paragraph 5 be added:*

“That the university provide annual updates of the financial status of the endowment fund supporting each chair to the appropriate head or director. Such updates shall normally include current year-end value of the endowment, and value and nature of payouts.”

P. Williams noted that the amendment will require the renumbering of paragraphs 5, 6, and 7.

AMENDMENT PASSED.

In response to a question from G. Poulter about possibility of combining Chairs, T. Herman stated that a dual appointment could be made once the history of the family designation has been examined.

In response to a question from B. Latta about a current Chair in Physics, T. Herman stated that the Chair did exist but has no funding.

The following AMENDED MOTION was CARRIED.

#### CURRENT NAMED CHAIRS AT ACADIA UNIVERSITY

*(This policy replaces that approved by Senate on 6 May 1992 and the Board on 15 June 1992 and amended on 21 June 1993)*

1. That named chairs and professorships provide a means of recognizing and promoting outstanding scholarship, teaching and research, and bring honour and distinction to their holders;
2. That this policy refers to all chairs/professorships established and endowed before and extant in 2010 (Appendix A);
3. That all existing policies and regulations (relating to named chairs) be rescinded;
4. That all endowed funds for named chairs follow the University's Investment Policy as it relates to payout and maintenance of capital;
5. That the university provide annual updates of the financial status of the endowment fund supporting each chair to the appropriate head or director. Such updates shall normally include current year-end value of the endowment, and value and nature of payouts.

6. That for chairs not fully supported by existing endowment funds, the available interest be used to provide the chair holder a maximum of \$5000 annually for scholarly endeavours (including teaching), to be used at the discretion of the chair holder, in consultation with her/his Department/School; and that any available remainder be applied to the salary and benefits of the chair holder. When the chair is unfilled, any interest will be applied to the principal.
7. That for chairs in which the existing endowed funds are adequate (*i.e.* Foulis), or increase to the point that they become adequate, to fully support the chair holder's salary and benefits and scholarly support in excess of \$5,000, the unit head and Chair holder should work with the AVP Finance to submit a budget. In such cases, policies from the Canada Research Chair program regarding research support, including teaching relief, will be used as a guideline for determining adequate support, and before implementation shall be discussed at a meeting of the unit head, appropriate Faculty Dean, Vice-President (Academic) and AVP Finance (or delegate).
8. That the following regulations and procedures relating to appointments to named chairs shall apply:
  - (a) All appointees shall normally hold the rank of Professor and have achieved distinction in their field;
  - (b) When a vacancy occurs the relevant Department/School shall consult with the appropriate Dean and the VP-Academic as to whether the Chair is to be filled with an internal candidate or an external candidate. For internal candidates, the Department/School shall nominate a candidate in a letter detailing its rationale to the appropriate Faculty Dean. The Dean shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the Department/School, to the Vice-President (Academic), who shall forward it to the President for action by the Board. If the Chair is to be filled with an external candidate, the relevant procedures from the Collective Agreement shall be followed ;
  - (c) Appointments to existing chairs shall normally be for a term of five years. A named chair may be occupied by the same individual for more than one term;
  - (d) A list of named Chairs, with appropriate background information shall be available on the Senate website.

H. Kitchin thanked T. Herman for his work in bringing forward the draft policy. T. Herman noted that the draft policy will go forward to the Executive Committee of the Board of Governors for recommendation to the Board of Governors for approval.

- c) Endowed Chairs Policies
  - ii. Endowed Chair / Professorship Policy for Chairs / Professorships created post 2010

T. Herman spoke to the motion, stating that its intent is to provide a clear policy on creating new endowed Chairs. It also includes a provision for an endowed professorship where the endowment is not sufficient to fully support a Chair with the Unit providing the supplementary funding.

It was moved by T. Herman and seconded by J. Stanley that the policy on Endowed Chairs / Professorships created after 2010 (attached to meeting agenda) be approved.

It was moved by P. Williams and seconded by L. Lusby that the second paragraph under “Creation of a Chair” be amended to include the following statement:

*Chairs may be allocated to individual units, or in the case of transdisciplinary Chairs to a Faculty, a group of Faculties, or Departments within a Faculty.*

It was moved by D. Seamone and seconded by T. Herman that the amendment be changed to read:

*“Chairs may be allocated to individual units, or in the case of transdisciplinary Chairs to a Faculty, a group of Faculties, a **group of Departments within a Faculty, or interdisciplinary programs.**”*

AMENDMENT TO THE AMENDMENT PASSED.

It was moved by D. Holmberg and seconded by E. Patterson that the amendment be changed to read:

*Chairs may be allocated to individual units, or in the case of transdisciplinary Chairs to a Faculty, a group of Faculties, a group of Departments/~~Schools within a Faculty,~~ or interdisciplinary programs.”*

AMENDMENT TO THE AMENDMENT PASSED.

AMENDMENT PASSED AS AMENDED.

It was moved by P. Williams and seconded by J. Best that the first sentence in the third paragraph under “Funding” be amended to read:

*“On an annual basis, the chair holder will work with the **relevant unit head(s)** and the Associate Vice-President Finance and Treasurer to prepare a budget.”* and that the second paragraph under “Administration” be amended as follows:

*Upon the establishment of a chair or professorship, the relevant **unit(s)** shall nominate a candidate in a letter detailing **the** rationale to the appropriate Faculty **Dean(s)**. The **Dean(s)** shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the **relevant unit(s)**, to the Vice-President (Academic), who shall forward it to the President for action by the Board. The appointments can be for a term of normally five years and an individual can be named chair for more than one term.*

AMENDMENT PASSED.

The following AMENDED MOTION was CARRIED.

### **Endowed Chair/Professorship Policy – for Chairs/Professorships created post 2010**

#### **Creation of a Chair**

An endowment for a chair may be provided by a perpetual gift from an external source to the University and will be restricted by the terms of the donation or bequest. The Board of Governors may also establish an endowment for a Chair from any unrestricted funds available to the University. All endowed funds will follow the University’s current Investment Policy.

The creation of a chair by the University implies a broad and continuing commitment to the position and the discipline. The appointment will be full time, normally at the rank of professor, and recognize those who have achieved distinction in their field. Chairs may be allocated to individual units, or in the case of transdisciplinary Chairs to a Faculty, a group of Faculties, a group of Departments/Schools, or interdisciplinary programs.

### **Funding**

Funding should normally be sufficient to cover the salary and benefits of the incumbent, and an additional amount for unrestricted support for scholarship and research.

The University shall normally every three years, or for the period of a capital campaign, determine a minimum value for all newly established chairs. The standard value shall be based on the requirements of this policy, and on the average salary and benefits for full professors, plus research support based on current amounts.

On an annual basis, the chair holder will work with the relevant unit head(s) and the AVP Finance and Treasurer to prepare a budget. This budget will include the salary and benefits of the chair holder and an amount allocated for scholarly endeavors. Research support policies from the Canada Research Chair program will be used as a guideline for determining adequate support.

Endowed funds will be reviewed periodically to determine the projected payout for the next number of years. If the payout is less than the required funding, the chair will work with the unit head, VP Academic and AVP Finance and Treasurer to investigate alternative funding opportunities.

### **Professorship/Chair**

An endowment may be established with the objective of providing funding sufficient to support an endowed chair. Until the endowment is sufficient to fully support the chair, the initial endowment may be used to establish an endowed professorship under the terms of this policy; in this case the balance of the annual cost of the appointment must be met by the respective academic division or department. An endowed professorship is an interim recognition (short term in nature) until the full funding for an endowed chair is secured. The endowed professorship may be converted to the endowed chair at any time without further review or approval, provided that the necessary funding is realized.

### **Application**

The University holds a number of Chairs and Professorships that were established before there was a Policy on Chairs / Professorships and a Policy on Naming. The terms of those arrangements were duly approved and coincide with the terms of the various bequests and gifts that gave rise to them. This policy shall apply to all new initiatives. It has no retroactive application.

### **Administration**

The President, on the recommendation of the Vice-President Academic and the Associate Vice President Finance and Treasurer, may approve the establishment of endowed chairs and professorships, which are in compliance with the policy from any source of funds allowed by this policy. Upon receipt of the endowed funds, the chair / professorship shall be brought to the Board of Governors of Acadia University for ratification. At the end of each



academic year, the President shall report to the Executive Committee and Senate on all of the chairs and professorships that have been established.

Upon the establishment of a chair or professorship, the relevant unit(s) shall nominate a candidate in a letter detailing the rationale to the appropriate Faculty Dean(s). The Dean(s) shall then comment on the nomination, and forward a letter outlining her/his assessment, along with the recommendation of the relevant unit(s), to the Vice-President (Academic), who shall forward it to the President for action by the Board. The appointments can be for a term of normally five years and an individual can be named chair for more than one term.

T. Herman acknowledged the work of Ms. Mary MacVicar, Associate Vice-President Finance and Treasurer in the drafting of the policy.

- 4) New Business
  - a) Timetable, Instruction Hours & Examination Committee – Proposed 2011/2012 Calendar Dates

It was moved by B. Anderson and seconded by G. Poulter that *the attached Calendar Dates for the 2011/2012 Academic Year (Appendix A) be approved.*

R. Jotcham noted that the proposed dates are similar to those of the current academic year.

P. Williams noted that consideration was to be given to extending by one week the deadline to submit Honours Theses for Spring Convocation. R. Jotcham replied that as Convocation will be slightly earlier in 2012 due to the timing of the Victoria Day weekend, it may not be advisable to make a change in the Honours Thesis deadline date during that academic year. She added that she will take the concern to the Committee.

In response to a question from D. Seamone about the possibility of introducing a reading week during the Fall term, R. Jotcham replied that doing so would move the last day of exams closer to Christmas and would impact student travel during the break. Twelve days are required for the exam period.

P. Williams suggested that in the future, consideration be given to providing a longer break in conjunction with Remembrance Day.

MOTION CARRIED.

- b) Constitution of the Faculty of Pure and Applied Science Council

P. Corkum noted that Senate cannot make changes to the Faculty Constitution and that the document must be either accepted in its entirety or referred back to the Faculty.

It was moved by P. Williams and seconded by L. Lusby that *The Constitution of the Faculty of Pure and Applied Science (Appendix B) be approved.*

MOTION CARRIED.

- 8) Adjournment

On motion of J. Hennessy, the meeting adjourned at 5:40 pm.

ORIGINAL SIGNED

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K. Slater Padovani, Recording Secretary

## Appendix A

**Calendar Dates for the 2011/2012 Academic Year – Dec 3<sup>rd</sup> – Senate Submission**

|                    |  |
|--------------------|--|
| <b>2011</b>        |  |
| June 27            | Classes begin - Intersession 2 (Summer)  |
| July 1             | Canada Day - no classes  |
| Aug 5              | Classes end - Intersession 2 (Summer)  |
| July 15 & August 5 | Examinations - Intersession 2  |
| August 12          | Master of Education registration begins  |
| August 31          | Residences Open for New International Students   |
| August 31          | Last day to apply to graduate at Fall Graduation   |
| September 1        | New Student Orientation activities begin for International Students  |
|                    |  |
| September 2        | Last day to submit Honours theses for Fall Graduation  |
| September 3        | Residences open (for all New Students) / New Student Orientation Activities (full schedule for all New Students) |
| September 5        | Residences open - Returning Students   |
| September 6        | Graduate student registration / New Student Orientation Welcome Week ends  |
| September 7 (Wed.) | Classes begin - Fall Term  |
| September 7        | <b>Fee Deadline</b>  |
| September 14       | Last day for course additions  |
| September 23       | Final Exam schedule posted for December examinations   |
| September 30       | Last day to receive grades for Fall Graduation   |
| September 30       | Last day to opt out of ASU Health Plan or add dependents   |
| October 3          | Deadline for approved Honours and Masters' theses for Fall Graduation  |
| October 3          | Last day to decrease Meal Plan for Fall Term   |
| October 10         | Thanksgiving Day - no classes  |
| October 11         | Senate meeting to approve Fall Graduates   |
| October 14-16      | Homecoming   |
| October 28         | Last day to drop 3h first term courses without academic penalty  |
|                    |  |
| November 11        | Remembrance Day - no classes   |
| November 25        | Last day to apply for Spring Convocation 2012  |
|                    |  |
| December 2         | Last day of classes before exams   |
| December 3         | Study day  |
| December 5         | Examinations begin - Fall Term   |
| December 17        | Last day of examinations - Fall Term   |
| December 18        | Residences close at 12:00 noon   |
|                    |  |
| <b>2012</b>        |  |
| January 5          | Residences Open (Winter Term New Students Only)  |
| January 6-7        | New Student Orientation  |

|                    |  |
|--------------------|--|
| January 8          | Residences open (all Returning Students)   |
| January 9 (Mon)    | Classes begin - Winter Term  |
| January 9          | <b>Fee Deadline</b>  |
| January 16         | Last day for course additions  |
| January 16         | Last day to drop full year courses without academic penalty  |
| January 27         | Final Exam Schedule posted for April examinations  |
| January 31         | Last day to opt out of ASU Health Plan or add dependents - Winter Term students                    |
| January 31         | Last day to apply for Spring Convocation 2012 for Masters' Students                                |
|                    |  |
| February 3         | Last day to decrease Meal Plan for Winter Term   |
| February 20-24     | Study week   |
| February 29        | Last day to drop Winter Term courses without academic penalty                                      |
|                    |  |
| March 16           | Last day to submit Honours Theses for Spring Convocation   |
|                    |  |
| April 6            | Good Friday - no classes   |
| April 9            | Last day of classes before exams   |
| April 10-11        | Study days   |
| April 12           | Examinations begin - Winter Term   |
| April 23           | Deadline for registration - Intersession 1   |
| April 23           | Deadline for approved Honours and Masters' theses for Spring Convocation                           |
| April 25           | Last day of examinations - Winter Term   |
| April 26           | Residences close at 12:00 noon   |
|                    |  |
| May 2              | Last day to receive grades for Spring Convocation  |
| May 7              | Classes begin - Intersession 1 (Spring)  |
| May 8              | Faculty Meeting to approve Spring Graduates  |
| May 9              | Senate Meeting to approve Spring Graduates   |
| May 13             | Baccalaureate Service  |
| May 13-14          | Spring Convocation   |
| May 21             | Victoria Day - no classes  |
| May 31             | Last day to opt out of ASU Health Plan or add dependents – 16-month Bachelor of Education Students |
|                    |  |
| June 4             | Last day to submit an appeal to the Academic Appeals Committee                                     |
|                    |  |
| May 25 and June 15 | Examinations - Intersession 1 (Spring)   |
| June 4             | Deadline for registration - Intersession 2   |
| June 18            | Classes begin - Intersession 2 (Summer)  |
|                    |  |
| July 2             | Holiday for Canada Day - No Classes  |
| July 27            | Classes end - Intersession 2 (Summer)  |
| July 6 and July 27 | Examinations - Intersession 2 (Summer)   |

## APPENDIX B

## C O N S T I T U T I O N

of

**The Faculty of Pure and Applied Science Council**

of

**Acadia University**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 Pure and Applied Science 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.

I NAME

The name of the organization shall be the Faculty of Pure and Applied Science Council (referred to herein as "the Council").

II OBJECTS

- (A) The Council may give consideration to all matters pertaining to academic policy within the Faculty of Pure and Applied Science.
- (B) The Council may, if it so desires, express opinions on affairs of Acadia University (sometimes referred to herein as "the University").
- (C) The Council may, if it so desires, deal with any matter which the Board of Governors, the Senate, or the Faculty may request it to consider.
- (D) The Council shall not carry on any venture for the purpose of financial gain for its members.

III MEMBERSHIP

- (A) From and after the enactment of this Constitution, all members of the Faculty of Acadia University who have an academic appointment in the Faculty of Pure and Applied Science shall be members. For the purposes of this Constitution, a member of Faculty shall be considered to be a person who has an academic appointment at Acadia University. *Professores emeriti*, adjunct faculty members and visiting scholars shall not be voting members. Notwithstanding anything in the foregoing, but for further clarity, the Dean of Pure and Applied Science is a member, as is any of the President of the University, the Vice-President (Academic), or any academic Director who has an academic appointment in the Faculty of Pure and Applied Science. Librarians with liaison appointments to Units within the Faculty of Pure and Applied Science shall be members of the Council. Any questions of or pertaining to the rights of an individual to membership in the Council shall be decided at the first Council meeting of the fall term of each year. A person shall cease to be a member of the Council when his or her employment in the Faculty of Pure and Applied Science is terminated. All members of the Council remain members while on leave, but may not serve on any committees of the Council during their absence.

- (B) Representatives from the Faculty of Arts and the Faculty of Professional Studies shall be elected by those respective councils and such representatives shall have the full voting rights and responsibilities of other voting members.
- (C) There may also be Associate members of Council. Those eligible for Associate membership shall include, but not be limited to, *Professores Emeriti*, Post-doctoral Fellows, and Adjunct Professors. Candidates for Associate membership shall be nominated by a School or Department of the Faculty of Pure and Applied Science, and elected by a simple majority of the Council; Associate membership may also be withdrawn by a simple majority vote. Associate members shall not vote, but have all the other rights and responsibilities of voting members.
- (D) A full-time student in the Faculty of Pure and Applied Science, selected under the auspices of the Student Representative Council, shall be a voting member of the Council.
- (E) There shall be no membership fee or other dues of the Council, nor shall there be any form of admission fee.

#### IV THE YEAR

The year of the Council shall correspond to the academic year of Acadia University, presently July 1 to June 30 next.

#### V OFFICERS AND DUTIES

- (A) The Dean of the Faculty of Pure and Applied Science shall be ex-officio the Chair of the Council.
- (B) The Vice-Chair of the Council shall be elected from members of the Council at the winter meeting of the Council. The Vice-Chair shall serve for the next Council year.
- (C) The Secretary of the Council shall be elected from members of the Council at the winter meeting of the Council. The Secretary shall serve for the next Council year.
- (D) The Elections Officer of the Council shall be elected from members of the Council at the winter meeting of the Council in each even calendar year. The term of office of the Elections Officer shall be two years.
- (E) It shall be a duty of the Chair to preside over all meetings of the Council as an impartial arbiter over debate.
- (F) The Vice-Chair shall act as Deputy to the Chair and serve whenever the Chair is prevented from so doing, or whenever the Chair wishes to participate in debate as an individual member of the Council.
- (G) No two offices of the Council may be held simultaneously by the same person.
- (H) The Council Secretary shall:
  - (1) record, or have recorded, and distributed within seven days after meetings proper minutes of all Council meetings;
  - (2) distribute notices of meetings and all information pertaining thereto;
  - (3) carry out such other duties as may properly be construed to be within the jurisdiction of the office of Secretary, including maintaining an updated version of the Constitution.
- (I) The Council Elections Officer shall conduct all Council elections by secret ballot, as prescribed by this Constitution and as directed by the Council or as directed in the current Collective Agreement. The Elections Officer shall set all necessary dates for elections and perform such other duties as may be necessary, co-opting assistance when required. Electronic ballots are understood to meet the requirements of a secret ballot.

#### VI MEETINGS

- (A) There shall be at least one scheduled meeting of the Council during each academic term. Also, the Council shall meet at the call of the Chair or, in the absence or indisposition of the Chair, at the Call of the Vice Chair and the Secretary or whenever fifteen members of the Council, in writing to the Secretary, request that a meeting be called.

- (B) Procedure at all meetings of the Council, and of the Committees of the Council, shall be guided by Roberts Rules of Order (latest edition). The agenda, including all notices of motion (other than amendments to the Constitution) shall be distributed to all members of the Council or, in the case of standing committees, to the members of the committee seven days in advance of the meeting.
- (C) The quorum for all meetings of the Council shall be twenty-five per cent of the voting members of the Council, determined for the year as of the date of the first meeting of the fall term and excluding members on leave at that time and part-time members.
- (D) All decisions made by the Council prior to the coming into force of the Constitution and all Sections thereof, shall be binding upon the Council after the date of ratification of this Constitution. Notwithstanding anything in the foregoing, any previous action or decision of the Council which is altered, amended, or repealed by anything which is written in any article of this Constitution shall, if it be in contravention of or repugnant to any part of this Constitution, be void when this Constitution is ratified.

## VII CORPORATE MATTERS

Because of the nature of the Council there shall be no corporate matter other than that the Council's mailing address shall be The Secretary of the Faculty of Pure and Applied Science, 12 University Avenue, Acadia University, Wolfville, Nova Scotia, Canada, B4P 2R6.

## VIII COUNCIL COMMITTEES

- (A) There shall be six Council committees: the Heads, Directors and Dean Committee, the Curriculum Committee, the Budget Committee, the Nominating Committee, the Co-op Committee, and the Scholarships and Awards Committee.
- (B) The Heads, Directors and Dean Committee shall consist of the Dean, who shall chair the committee, and the Director or Head of each School or Department in the Faculty of Pure and Applied Science, and any Assistant Deans in the Faculty. The Administrative Assistant shall be a non-voting *ex officio* member of the Heads and Directors Committee. It shall be the responsibility of the Heads, Directors and Dean Committee to oversee the routine matters of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (C) The Curriculum Committee shall be identical in membership to the Heads, Directors and Dean Committee. It shall be the responsibility of the Curriculum Committee to review and approve all curriculum proposals generated from the Faculty and to forward the proposals to Faculty Council. The Dean shall report the activities of the HDD committee annually.
- (D) The Budget Committee shall be identical in membership to the Heads, Directors and Dean Committee. Duties of the Budget Committee shall be to advise the Dean in the management of the finances of the Faculty. The Dean shall report the activities of the HDD committee annually.
- (E) The Nominating Committee shall consist of three members of the Council to be elected by Council. The Faculty Elections Officer shall conduct an election for one member of the Nominating Committee each year after nominations from the floor are obtained at the fall meeting of the Council. The term of duty on the Nominating Committee will normally be for three years, one member retiring each year, the most senior member acting as chair. The term of office shall normally be from 1 July following election to 30 June.

It shall be the responsibility of the Nominating Committee to nominate candidate(s) for

- a) the Vice-chair – each year at the winter meeting of Council,
  - b) the Secretary – each year at the winter meeting of Council,
  - c) the Elections Officer – each even calendar year at the winter meeting of Council,
  - d) all positions on Senate committees, Faculty committees, and any committees arising from the Collective Agreement, and that such a list be available on the website as an Appendix to the Bylaws
  - e) to provide slates of nominees for ad hoc committees as from time to time may be required.
  - f) and to forward all positions requiring an election to the Elections Officer.
- (F) The Faculty Co-op Committee shall comprise the Co-op Liaison for each department with the Co-op Option in the faculty and the Science Co-op Coordinator. It shall coordinate Co-op programs, develop consistent

polices through the Faculty on Co-op placements, report on developments pertaining to Co-operative Education.

(G) The Scholarships and Awards Committee shall administer the selection of recipients for the FPAS Scholarships, Prizes and Awards each year and recommend the selections to the University Scholarships, Prizes and Awards Committee for action.

(H) GOVERNING PRINCIPLES

- (1) Except where the Chair is already determined, the Chair of each committee shall be elected by the members of the committee at their first meeting after July 1;
- (2) It shall be considered to be the right of any member of the Council to request an appearance before, or make a submission to, any committee of the Council.
- (3) All committees of the Council may establish sub-committees to assist them with their functions, and they may also co-opt assistance whenever they believe it to be desirable and in the best interests of all concerned. The Council must be informed at the next Council meeting of the establishment of any and all sub-committees.

IX **AD HOC COMMITTEES**

The Council may, by a majority vote of those present and voting, establish any number of *ad hoc* committees to study and report on any matter within the Council's competence. The membership of such committees shall be determined by the Council at the time the Committee is established.

X **COMMITTEE REPORTS**

At the winter Council meeting of each year all Council committees and all ongoing *ad hoc* committees shall report in writing to the Council on their activities.

XI **COUNCIL ELECTIONS**

- (A) The Elections Officer shall be responsible for conducting elections for:
- (i) All positions as directed by Council and/or the Faculty Nominating Committee.
  - (ii) A member of the Nominating Committee after nominations from the floor are obtained at the fall meeting of the Council.
  - (iii) Members to serve on the Committee to allocate research funds as required in the current Collective Agreement.
  - (iv) FPAS representatives and alternates on the University Review Committee as required in the current Collective Agreement.
- (B) Council elections shall be by secret ballot, and normally shall be held in March of each year. Electronic ballots are understood to meet the requirements of a secret ballot.
- (C) The nomination of any and all candidates must be supported by at least one member of the Council. All candidates must state their willingness to offer and, if elected, to serve. Electronic and/or telephone confirmation is understood to meet the requirements of this nomination process.
- (D) If a member goes on leave or is otherwise unable to complete a term of office a vacancy shall exist, and an election shall be carried out with the winning candidate serving the duration of the leave, after which the original committee member completes the term.
- (E) Nominations shall not close before one week after the call for nominations has been distributed. Elections shall not close before one week after the ballots have been distributed.
- (F) All members of the Council including representatives from the Faculty of Arts and the Faculty of Professional Studies shall be eligible to vote in all elections.
- (G) Each member of the Council shall have as many votes as there are vacancies to be filled, but no member may give more than one vote to any candidate. Where voters cast fewer votes than the number of vacancies to be filled, such ballots shall still be counted.

- (H) Where there is a single vacancy to be filled, the winning candidate is the one who receives the largest number of votes cast.
  - (1) Where there is only a single nominee, that nominee is elected by acclamation.
  - (2) Where there are two nominees, there shall be a single ballot to determine the winner.
  - (3) Where there are three or more nominees, the person with the most votes after a single vote-tally will be declared the winner of an election.
- (I) Where there are two or more vacancies to be filled and more nominees than vacancies, the winning candidates are the ones who receive the largest number of votes cast from a single election.
- (J) The Elections Officer shall not vote in Council elections except to break ties. All ties shall be broken by a vote of the Elections Officer, but using only one vote per round of balloting.

XII **SENATE REPRESENTATION OF THE FACULTY OF PURE AND APPLIED SCIENCE**

- (A) There shall be nine senators from the Faculty.
- (B) Each School shall be represented by its director. The other representatives shall be elected by departments in a manner to be determined by each department. In the event that the number of departments differs from the number of seats open on Senate, departments shall agree to a rotation of their Senate representatives.
- (C) The terms of office shall be three years.

XIII **AMENDMENTS**

The Council may, by Special Resolution which shall be distributed fourteen (14) days in advance of the next meeting of the Council, amend or repeal any article of this Constitution provided that all amendments, either additions or deletions, are consistent with the statutes of Nova Scotia and more particularly Chapter 113 (1968) of the statutes of Nova Scotia, and with the Constitution of Senate. All amendments of this Constitution must be approved by two thirds of the Council, present and voting, in the form of a special resolution before any such amendment comes into force. A vote on any such amendment shall be conducted by secret ballot, unless the members present agree unanimously that a secret ballot is not necessary.

XIV **INTERPRETATION**

In all articles of this Constitution, the singular shall include the plural and the plural the singular. Whenever reference is made in this Constitution to any statute or section thereof such reference shall be deemed to extend and apply to any amendment to or re-enactment of the said statute or section, as the case may be.

- XV This Constitution, known as the "1987 Constitution of the Faculty of Pure and Applied Science Council", becomes effective on the first day of July, 1987.