

**KWANTLEN POLYTECHNIC UNIVERSITY**

**FACULTY OF ARTS BYLAWS**

**RATIFIED BY SENATE SEPTEMBER 24, 2012**

**REVISED AND APPROVED BY SENATE:**

**SEPTEMBER 24, 2018**

Definitions

1. Terms used in these Bylaws follow the definitions established by the University Act, as applicable to Kwantlen Polytechnic University, with the following clarifications and additions:
  - a. Where the University Act uses a lower-case first letter in references to “faculty,” “university,” “senate,” “board,” “dean,” “president,” “vice chancellor,” “registrar,” and “chair,” these Bylaws use an upper-case first letter;
  - b. “the Faculty” refers to the Faculty of Arts;
  - c. “Chair” or “Vice-Chair” refers to the Chair or Vice-Chair of the body named in the heading of a given section, unless otherwise specified;
  - d. “simple majority” means the threshold for decision consists of more than one half the votes cast;
  - e. “supermajority” means the threshold for decision consists of two-thirds of votes cast.

General Powers and Duties of the Faculty

2. Per the University Act, the Faculty has the following powers and duties:
  - a. to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
  - b. to provide for student representation in the meetings and proceedings of the Faculty;
  - c. subject to this Act and to the approval of the Senate, to make rules for the governance, direction and management of the Faculty and its affairs and business;
  - d. to determine, subject to the approval of the Senate, the courses of instruction in the Faculty,
  - e. subject to an order of the President to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited;
  - f. subject to the approval of the Senate, to appoint for the examinations in each Faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results;
  - g. to deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective Faculties
  - h. generally, to deal with all matters assigned to it by the Board or the Senate.
3. The Faculty also has the authority to form committees, as it sees fit, for the conduct of its affairs and business, and to empower such committees, where advisable, to report directly to the appropriate committee(s) of Senate.
4. Per the University Act, a general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.
5. Per the University Act, the Faculty may advise the President in any matter affecting the interests of the University, whether academic or disciplinary, but that advice does not limit the powers and authority of the President.

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Faculty Membership

6. Membership of the Faculty consists of:
  - a. All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
  - b. The Dean of the Faculty,
  - c. The Associate Dean(s) of the Faculty,
  - d. The President and Vice Chancellor of the University, and
  - e. The Registrar, who is non-voting.
7. The Faculty endorses the principle of student participation in Faculty decision-making and will reflect this in the constitution of its Faculty Council and Standing Committees.
8. The Dean is the Chair of the Faculty.
9. The Chair of Faculty Council shall hold the position of Vice-Chair of the Faculty *ex officio*.

Conduct of Faculty Business

10. The Faculty shall have at least two (2) regular meetings per year.
11. Notice of a regular meeting of the Faculty shall be sent to the members of the Faculty at least thirty (30) days in advance of the meeting.
12. In cases of urgency, extraordinary meetings of the Faculty may be called by the Chair or the Vice-Chair of the Faculty, or at the written request of seventy five (75) voting members with representation from at least two-thirds of the Faculty's departments. In the case of the latter, the Chair of the Faculty is required to convene such a meeting on the issue(s) and within the time frame specified in the written request and in accordance with these Bylaws.
13. Notice of an extraordinary meeting of the Faculty shall be sent to the members of the Faculty at least seven (7) days in advance of a meeting.
14. The normal process of business at meetings of the Faculty shall be set by the Chair in consultation with the Vice-Chair of the Faculty.
15. The quorum for meetings of the Faculty shall be fifty (50) voting members, with representation from at least one half of the Faculty's departments.
16. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification by a vote where quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication that the communication is subject to ratification.
17. The Chair may, where appropriate, recognize a vote of the Faculty that takes place by an alternative method (e.g. electronic means.)
18. Robert's Rules of Order shall govern the conduct of all Faculty meetings, subject to interpretation by the Chair. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
19. Unless otherwise specified in these Bylaws, decisions of the Faculty shall require a simple majority vote.
20. Adoption of or amendments to these Bylaws require a supermajority vote.

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21. Meetings of the Faculty shall normally be open to observers.
22. The Chair may recognize non-members on any matter of business.
23. The Faculty may decide at any time, by a supermajority vote, that a whole meeting or any part of a meeting be held in camera.
24. Minutes of open meetings of the Faculty shall be recorded and made available to the University community.
25. All documents presented to the Faculty shall normally be available to the University community, unless otherwise stipulated by the Chair. The Chair may, subject to ratification by a simple majority vote of the Faculty, stipulate that a document be confidential, in which case the document shall be made available only to members of the Faculty and, if appropriate, the Senate.

Powers and Duties of Faculty Council

26. The powers and duties of Faculty Council are delegated by the Faculty. Unless otherwise specified in these Bylaws, Faculty Council shall have all the powers and duties ascribed to the Faculty by the University Act, and by the Board of Governors and Senate of the University.
27. Any proposal to discontinue a program shall be sent, with a recommendation from Faculty Council, to the Faculty, which will provide advice to the Board, the Senate or other bodies within the University as required.
28. Faculty Council may, by a simple majority vote, recommend changes to these Bylaws. These proposed changes would then be voted on by the Faculty and, if approved, forwarded to the Senate.
29. Faculty Council may, by a simple majority vote, send any other matter to the Faculty for decision or advice. The Chair of the Faculty will determine whether the matter warrants an extraordinary meeting, or whether it shall be added to the agenda of the next regular meeting of the Faculty.
30. Faculty Council may, by a supermajority vote, require that the Chair of the Faculty call an extraordinary meeting by a specified time to address a matter forwarded by Faculty Council to the Faculty for decision or advice.

Faculty Council Membership

31. Membership of Faculty Council consists of:
  - a. One (1) representative elected from each department within the Faculty. Each representative shall be a Faculty member as defined in Bylaw 6.a (elected, voting);
  - b. The Dean of the Faculty (*ex officio*, voting);
  - c. One (1) Associate Dean, assigned to Faculty Council by the Dean (*ex officio*, voting);
  - d. One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Nominations and Governance Committee and endorsed by the elected and *ex officio* members of Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);
  - e. Two (2) students. Nominations will go forward to the Nominations and Governance Committee, which shall recommend two nominated students to Faculty Council for endorsement (appointed, voting);
  - f. One (1) staff member with instructional duties (e.g. Lab Technician, Lab Instructor, or Instructional Associate) employed within the Faculty, recommended by the Nominations and Governance Committee and endorsed by Faculty Council (appointed, non-voting);

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- g. Senators elected by the Faculty, unless occupying another Faculty Council position as designated above (*ex officio*, non-voting);
  - h. One (1) B.A Advisor, assigned to Faculty Council by the Dean (*ex officio*, non-voting).
32. Members of Faculty Council, in their function as members of this body, must serve the interest of the entire Faculty.
33. The Senate Bylaw on *Conflict of Interest* applies.
34. Elections for or appointments to Faculty Council will normally occur in the Spring semester each year.
35. The term of each elected or appointed Faculty Councillor shall normally begin on August 15.
36. The term of each elected member of Faculty Council shall normally be three (3) years.
37. The term of each appointed member of Faculty Council shall normally be one (1) year.
38. Members are eligible for re-election or reappointment.
39. Any member may resign from Faculty Council by giving the Chair notice in writing.
40. The seat of a member who leaves the constituency from which that member was selected shall be declared vacant.
41. The seat of any elected or appointed member who fails to attend three (3) meetings of Faculty Council between August 15 and August 14 of the following year may be declared vacant by a simple majority vote of Faculty Council.
42. In the event that a seat of a member becomes vacant, a replacement shall be elected or appointed according to the process outlined in these Bylaws. Members so elected or appointed shall serve the remaining term of office of the incumbent, at which point the normal election or appointment process will be followed.
43. Any member who will be absent from a meeting must provide the Chair with advance written notice of the absence and the use of a designated alternate.
44. The use of alternates for voting members is permitted for up to two (2) meetings between August 15 and August 14 of the following year. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the voting member being replaced.
45. The Chair may, where appropriate, recognize a vote of Faculty Council that takes place by an alternative method (e.g. electronic means.)
46. Members of Faculty Council shall commit to serving on a minimum number of its committees as required by Faculty Council. Members who do not serve on a minimum number of committees as required may have their seat on Faculty Council declared vacant by the Chair.

Chair and Vice Chair of Faculty Council

47. Voting members of Faculty Council will elect one (1) Chair from among Faculty Council's continuing and incoming voting members who are Faculty members as defined above. The election will normally occur at the last meeting of Faculty Council before August 15, and the normal term will be three (3) years, or a shorter term corresponding to the Chair's Faculty Council term.
48. The Chair is a voting member of Faculty Council. In the event of a tie, the Chair casts the deciding vote.

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49. Voting members of Faculty Council will elect one (1) Vice-Chair from among Faculty Council's continuing and incoming voting members who are Faculty members as defined above. The election will normally occur at the last meeting of Faculty Council before August 15, and the normal term will be three (3) years, or a shorter term corresponding to the Vice-Chair's Faculty Council term.
50. The Vice-Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.
51. The Chair and/or Vice-Chair may be removed by a supermajority vote at any duly called meeting of Faculty Council, provided that notice of such motion was given at the previous duly called meeting.
52. When necessary due to vacancy or absence of the Chair and Vice-Chair, the Dean shall serve as Chair pro-tem.

Conduct of Faculty Council Business

53. Faculty Council shall normally have at least six (6) regular meetings per academic year. The schedule for such meetings shall be set by the beginning of the academic year. Notice of any changes made to this schedule shall be sent to the members of Faculty Council at least fourteen (14) days in advance of the next meeting.
54. In cases of urgency, extraordinary meetings of Faculty Council may be called by the Chair of the Faculty, by the Chair of Faculty Council, by a supermajority vote at a duly called meeting of Faculty Council, or at the written request of two-thirds of Faculty Council members.
55. Notice of an extraordinary meeting of Faculty Council shall be sent to the members of Faculty Council at least seven (7) days in advance of a meeting.
56. The normal process of business at meetings of Faculty Council shall be set by the Chair in consultation with Faculty Council members.
57. The quorum for meetings of Faculty Council shall be one half of the elected Faculty Council members.
58. Any business conducted at a meeting where there is no quorum present will be considered as unofficial and subject to ratification at the next meeting held where a quorum is present. Any communication coming out of a meeting where no quorum was present shall be prefaced with a clear indication that the communication is subject to ratification.
59. Robert's Rules of Order shall normally govern the conduct of all Faculty Council meetings. Such matters on which these Bylaws lay down specific procedures shall be exempted from the foregoing.
60. Unless specified otherwise in these Bylaws, a simple majority vote shall be required to pass resolutions.
61. Meetings of Faculty Council shall normally be open to observers.
62. The Chair may recognize non-members on any matter of business.
63. Faculty Council may invite guests to make presentations to Faculty Council meetings and to answer questions related to their presentations.
64. Faculty Council may decide at any time by a simple majority vote that a whole meeting or any part of a meeting be held in camera.
65. Minutes of open Faculty Council meetings shall be recorded and made available to the University community.

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66. All documents presented to Faculty Council shall normally be available to the University community. The Chair may, subject to ratification by a simple majority vote of Faculty Council, stipulate that a document be confidential, in which case the document shall be made available in advance only to members of Faculty Council and, if appropriate, the Senate.

Committees of Faculty Council

67. Faculty Council shall establish such committees, consisting of members and/or non-members of Faculty Council, as it may from time to time think fit, and may specify the duties to be performed by such committees.
68. The membership of committees of Faculty Council shall be subject to ratification by Faculty Council.
69. The Dean (or designated Associate Dean) and the Chair of Faculty Council (or Vice-Chair as designate) are recognized as voting members of all committees.
70. Committees of Faculty Council are restricted to making recommendations to Faculty Council, and may not assume any of the powers of Faculty Council unless they are expressly delegated within these Bylaws. Only Standing Committees may be delegated Faculty Council authority.
71. When recommending the establishment or elimination of a Standing Committee, or altering its membership or mandate, Faculty Council will seek the advice of the Standing Committee on Nominations and Governance, and make a recommendation to the Faculty for approval.
72. Quorum for each committee shall be 50% of the total number of voting members.
73. Terms of office for Standing Committee members who do not sit on a Standing Committee *ex officio* shall normally be three (3) years.
74. Terms of office for student representatives on Standing Committees shall normally be one (1) year.
75. Terms of office may be adjusted by the Standing Committee on Nominations and Governance, subject to approval by Faculty Council, to ensure continuity of membership, and to correspond to terms on Faculty Council.
76. Committee members are eligible for re-election or reappointment.
77. Any committee member may resign from a committee by giving the committee Chair and Faculty Council Chair notice in writing.
78. The seat of a committee member who leaves the constituency from which that member has been appointed or elected shall be declared vacant.
79. Unless otherwise stipulated by Faculty Council, the seat of any committee member who fails to attend three (3) committee meetings between August 15 and August 14 of the following year may be declared vacant by a simple majority vote of that committee.
80. In the event that a seat of a committee member becomes vacant, a replacement shall be elected or appointed according to the process outlined in these Bylaws.
81. Any committee member who will be absent from a meeting must provide the committee Chair with advance written notice of the absence and the use of a designated alternate.

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82. The use of alternates for voting committee members is permitted for up to two (2) meetings between August 15 and August 14 of the following year. An alternate must be drawn from the same constituency or be acting in the same administrative capacity as the committee member being replaced.
83. A committee Chair may, where appropriate, recognize a vote of that committee which takes place by an alternative method (e.g. electronic means.)
84. Each committee shall elect a Chair and at least one Vice-Chair from within its membership for a term specified by that committee. The committee Chair must be a member of the Faculty and at least one voting member of the committee, apart from the Dean or designated Associate Dean, must be an elected member of Faculty Council. Until such time as a Chair is elected, the Dean or designated Associate Dean shall chair the committee.
85. The Chair of each committee shall be responsible for establishing the agenda, and for distributing it to the rest of the committee at least four (4) days prior to any meeting.

**I. Standing Committee on Nominations and Governance**

86. Membership of the Standing Committee on Nominations and Governance consists of:
  - a. The Dean or designated Associate Dean (*ex officio*, voting);
  - b. The Chair or Vice-Chair of Faculty Council (*ex officio*, voting);
  - c. Four (4) members of Faculty Council, appointed by Faculty Council, at least three (3) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);
  - d. One (1) student representative, appointed by Faculty Council. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts (appointed, voting);
87. The Standing Committee on Nominations and Governance shall:
  - a. advise Faculty Council on matters related to elections, including timelines, procedures, and appointments as required to meet the needs of the Faculty, Faculty Council, and committees of Faculty Council;
  - b. ensure that nominations are made for all elections for the Faculty and for Faculty Council;
  - c. where requested by Faculty Council, conduct and oversee elections for designated positions on Faculty, Faculty Council, and committees of Faculty Council;
  - d. appoint or recommend members to serve on Faculty Council and committees as outlined in these Bylaws;
  - e. advise Faculty Council on procedures for the solicitation, recommendation, and selection of Faculty representatives for University committees, and oversee these processes as requested by Faculty Council;
  - f. advise Faculty Council on all matters related to the conduct of its business, its meetings, and its proceedings;
  - g. advise Faculty Council on matters related to duties of members and conflict of interest;

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- h. coordinate the work of committees of Faculty Council, especially where consultation between committees is required;
- i. review regularly the Bylaws of the Faculty and provide advice to Faculty Council, which will make any recommendations to the Faculty for approval;
- j. review at least once every three (3) years the configuration of Standing Committees, their membership, their terms of reference, and their consultation and reporting relationships, and propose to Faculty Council any recommendations for change;
- k. establish subcommittees as required to fulfill the Committee's responsibilities;
- l. perform other duties as assigned by Faculty Council.

**II. Standing Committee on Curriculum**

88. Membership of the Standing Committee on Curriculum consists of:

- a. The Dean or designated Associate Dean (*ex officio*, voting);
- b. The Chair of Faculty Council or Vice-Chair as designate (*ex officio*, voting);
- c. One (1) representative from each department in the Faculty. Each representative shall be a Faculty member as defined in Bylaw 6.a (elected, voting);
- d. One (1) representative from interdisciplinary and/or non-aligned programs, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council. This representative shall be a Faculty member as defined in Bylaw 6.a (appointed, voting);
- e. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting);
- f. One (1) B.A. Advisor (*ex officio*, non-voting);
- g. One (1) Educational Advisor (*ex officio*, non-voting);
- h. One (1) representative from the Office of the Registrar (*ex officio*, non-voting);
- i. Representative(s) from the Faculty of Arts on any of the Senate committees on curriculum, unless occupying another position on the Arts Standing Committee on Curriculum as designated above (*ex officio*, non-voting);

89. The Standing Committee on Curriculum shall:

- a. exercise the delegated authority of Arts Faculty Council to receive, review, and approve all course curriculum offered for credit by departments and programs within the Faculty, and to recommend course curriculum to Senate and its appropriate Standing Committees for approval;



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- b. review periodically curricular and program components (including, but not limited to, prerequisite structures, class format, credit assignment, learning outcomes, learning activities, assessment models, and prior learning assessment processes) and make such recommendations to Faculty Council as may be appropriate;
- c. ensure that all curriculum developed within the Faculty conforms to University policies and procedures and meets appropriate academic standards;
- d. receive and review Program Concepts and Full Program Proposals (or such equivalent submissions as come to stand in their place) for degree and non-degree programs (such as post-baccalaureate credentials, associate degrees, diplomas, certificates, and citations), consult with the Standing Committee on Academic Planning and Priorities, and report with recommendations to Faculty Council;
- e. review the implementation of new degree and non-degree programs as required by Senate or its appropriate Standing Committee(s), and report with recommendations to Faculty Council;
- f. receive and review program revisions for degree and non-degree programs, and report with recommendations to Faculty Council;
- g. ensure, where appropriate, that any external requirements for licensing, certification and accreditation arising from degree and non-degree programs within the Faculty are met;
- h. ensure that curriculum materials are properly documented for approval and/or use by other areas of the University (e.g. Registrar's Office, Admissions, Counselling, University Secretariat);
- i. provide detailed minutes, including a list of curriculum approved at each meeting of the Standing Committee on Curriculum, for information to the next scheduled meeting of Faculty Council;
- j. coordinate as necessary the presentation to Faculty Council of provincial articulation meeting reports, and highlight any concerns relating to articulation;
- k. make recommendations regarding appointments to other University committees and/or working groups on curriculum via the Standing Committee on Nominations and Governance;
- l. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;
- m. establish subcommittees as required to fulfill the Committee's responsibilities;
- n. perform other duties as assigned by Faculty Council.

**III. Standing Committee on Academic Planning and Priorities**

90. Membership of the Standing Committee on Academic Planning and Priorities consists of:

- a. The Dean or designated Associate Dean (*ex officio*, voting);
- b. The Chair or Vice-Chair of Faculty Council (*ex officio*, voting);

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- c. Four (4) members of Faculty Council, at least three (3) of whom are members of the Faculty as defined in Bylaw 6.a, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);
  - d. a maximum of three (3) additional members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty (appointed, voting);
  - e. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting);
  - f. A designated administrative support representative employed within the Faculty (*ex officio*, non-voting);
  - g. One (1) B.A. Advisor (*ex officio*, non-voting);
  - h. Representative(s) from the Faculty of Arts on the Senate Standing Committee on Academic Planning and Priorities, unless occupying another position on the Arts Standing Committee on Academic Planning and Priorities as designated above (*ex officio*, non-voting);
91. The Standing Committee on Academic Planning and Priorities shall:
- a. advise Faculty Council on the mission, educational goals, objectives, strategies, and priorities of the Faculty;
  - b. advise Faculty Council on whether the establishment, revision, or discontinuance of educational programs and other curricular changes support the mission and mandate, educational goals, objectives, strategies, and priorities of the Faculty;
  - c. advise Faculty Council on the priorities for implementation of new programs leading to certificates, diplomas, and degrees;
  - d. advise Faculty Council on the establishment or discontinuance of departments and other educational administrative units within the Faculty;
  - e. advise Faculty Council on whether the terms of affiliation, articulation, and other contractual agreements with other post-secondary institutions support the mission, educational goals, objectives, strategies, and priorities of the Faculty;
  - f. advise Faculty Council on the number of students that may be accommodated by the Faculty and on policies for enrolment management;
  - g. advise Faculty Council on processes for the development, review, implementation, and communication of educational and action plans that support the priorities of the Faculty;
  - h. advise the Faculty Council on whether the Faculty budget proposal supports the academic priorities of the Faculty;

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- i. review Program Reviews and action plans;
- j. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;
- k. establish subcommittees as needed to fulfill the Committee's responsibilities;
- l. perform other duties as assigned by Faculty Council.

**IV. Standing Committee on Research and Scholarship**

92. Membership of the Standing Committee on Research and Scholarship consists of:
- a. The Dean or designated Associate Dean (*ex officio*, voting);
  - b. The Chair or Vice-Chair of Faculty Council (*ex officio*, voting);
  - c. Seven (7) members of the Faculty as defined in Bylaw 6.a, recommended by the Standing Committee on Nominations and Governance and endorsed by Faculty Council, selected to ensure that the composition of the Committee reflects the diversity of programs within the Faculty. At least one of these seven shall be a member of Faculty Council, and at least one shall be a past or present member of the Research Ethics Board (appointed, voting);
  - d. One (1) student representative. Unless otherwise permitted by Faculty Council, this student shall be declared in any credential offered by the Faculty of Arts. Nominations will go forward to the Standing Committee on Nominations and Governance, which shall recommend one student to Faculty Council for endorsement (appointed, voting).
93. The Standing Committee on Research and Scholarship shall:
- a. make recommendations on Faculty Council on how research and scholarship within the Faculty may be facilitated in support of the Faculty's mission, educational goals, objectives, strategies, and priorities and in recognition of the diversity of research and scholarship undertaken in various disciplines within the faculty.
  - b. advise Faculty Council on the establishment, revision or discontinuance of research centres, institutes, and research chairs and professorships, and other research-related matters requiring Faculty Council approval;
  - c. review periodically the Committee's mandate, composition, processes, and approval criteria and make such recommendations to the Standing Committee on Nominations and Governance as may be appropriate;
  - d. perform other duties as assigned by Faculty Council

**V. Student Advisory Standing Committee**

94. Membership of the Student Advisory Standing Committee consists of:
- a. The Dean or designated Associate Dean (*ex officio*, voting)
  - b. Ten (10) students from the Faculty of Arts. Members shall be recruited to reflect the diversity of areas of study (voting).
  - c. Two (2) student representatives on Faculty Council (*ex officio*, voting)
  - d. The Chair, Vice-Chair, or an elected member of Faculty Council (voting)
  - e. The Chair and Vice-Chair shall be elected every year at an April or May meeting

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95. The Student Advisory Standing Committee shall:

- a. Act as a forum for discussion and dialogue about the student experience and student educational needs in the Faculty of Arts.
- b. Develop and coordinate opportunities to enhance the student experience and campus life for students in the Faculty of Arts
- c. Develop opportunities for interaction between students and faculty in the Faculty of Arts.
- d. Advise Faculty Council and the Dean regarding opportunities to improve the experiences of students in relation to registration and admission
- e. Advise Faculty Council and the Dean regarding opportunities to enhance student development and success
- f. In cooperation with the KSA, Vice-President University Affairs, assist the Faculty Council in finding students willing to serve as representatives on other committees and in other roles.
- g. Advise on and provide feedback to the Faculty Council and Dean regarding proposed new courses, and new areas of study and opportunities for curricular improvements.
- h. Advise on and provide feedback to the Faculty Council and Dean regarding policies and procedures which may impact the quality of education and the quality of the student experience in the Faculty of Arts.