



Council Bylaws and Regulations

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PART ONE

I. CONSTITUTIONAL POWERS AND DUTIES OF COUNCIL

The University of Saskatchewan Act, 1995, S.S. 1995, c. U-6.1 prescribes the constitution, powers and duties of Council. Section 60 of the Act provides that Council is responsible for “overseeing and directing the university’s academic affairs.” Section 61 provides a list of specific matters that fall within the jurisdiction of Council.¹ These include the following: (the list is not exhaustive)

- grant academic degrees, diplomas and certificates of proficiency;
- grant scholarships, prizes, fellowships, bursaries and exhibitions;
- authorize the Board on academic grounds to establish or disestablish a college, school, department, chair or institute;
- authorize the Board on academic grounds to provide for or to dissolve affiliation or federation with another educational institution;
- prescribe curricula, programs of instruction and courses of study;
- prescribe methods and rules for evaluating student performance;
- discipline students for academic dishonesty;
- prescribing academic and other qualifications for admission;
- hear appeals by students or former students concerning academic decisions affecting them;
- prescribe the number of students to be admitted to a college or program;
- review library policies;
- review the physical and budgetary plans for the university and make recommendations respecting those matters to the President or the Board;
- exercise power that the Board or Senate may delegate to it;
- appoint members to committees composed of members of Council and any or all of the Board, the Senate and the General Academic Assembly;
- make bylaws governing election of members;
- make bylaws respecting any matter over which it has jurisdiction;
- make recommendations to the President, the Board or Senate respecting any matter that Council considers to be in the interests of the University;
- do anything that it considers necessary, incidental or conducive to the exercise of its powers to promote the best interests of the University or to carry out the purposes of the Act.

¹ The exercise of some of these powers is subject to review by the General Academic Assembly and, in some cases, involves the Board of Governors or the Senate.

II. ELECTION OF FACULTY MEMBERS TO COUNCIL

1. The University Secretary will oversee the call for nominations and election of members of Council as provided in section 57(1) of *The University of Saskatchewan Act, 1995*.
2. *The Act* defines a faculty member as “a person who is employed on a full-time basis by the university or an affiliated or federated college and who serves as a professor, associate professor, assistant professor, lecturer, full-time special lecturer, full-time instructor, or librarian.
3. A faculty member may choose to stand for election under one of the following sections:
 - (a) Section 53(2)(b) [53(2)(d) - in the case of Librarian

“one faculty member representing each college or affiliated and federated college who is a member of the college and who has been elected by the members of the college;”
 - (b) Section 53(2)(c) [53(2)(e) - in the case of Librarian

“one representative, in addition to the member mentioned in clause (b), representing each college or affiliated and federated college who is either:
 - (i) the dean of the college, or a member of the college, who has been elected by the members of the college; or
 - (ii) if there is no election, the dean of the college;”
 - (c) Section 53(2)(i)

“54 faculty members who have been elected by faculty members.”
4. Nominations will be made using the form provided by the Secretary. A nomination will be endorsed by the nominee and will confirm her or his eligibility and willingness to stand for election.
5. Once the deadline for nominations has passed, the Secretary will conduct elections by making ballots available to all eligible voters for positions referenced in sections 53(2)b, c, d, e, and i.
6. If there is a nomination or nominations under section 53(2)(c), or 53(2)(e), the dean of the college or Dean, University Library, as the case may be, will be so informed and asked if he or she wishes to stand for election under this section.
7. In the event that insufficient nominations are received for faculty members at large under Section 53(2)(i) to fill the vacant positions, then those nominees whose nominations were received by the deadline will be considered elected by acclamation, and a second call for nominations will be sent.

8. In the event that insufficient nominations are received to fill the vacant positions for faculty members at large under Section 53(2)(i) following a second call for nominations, the Nominations Committee of Council will be asked to nominate faculty members to fill the vacant positions for a one-year term.
9. In the event that no nominations are received by the deadline for a College representative under Section 53(2)(b) or for a librarian under Section 53(2)(d), then a second call for nominations will be sent.
10. If after two calls for nominations no candidate comes forward for a College representative under Section 53(2)(b) or for a librarian under Section 53(2)(d), then the Dean or the College Committee charged with nominations will be asked to ensure that a candidate is nominated. The Secretary will run the election in the event that more than one nominee comes forward for a position from that process.
11. In the event that two or more nominees with the most votes receive the same number of votes, the Secretary will select the elected member from among those nominees by lot.
12. Should vacancies on Council occur between the time of the election and the date of the first Council meeting in the fall, such vacancies will continue to be filled by those unelected candidates on the voting list who received the greatest number of votes.

III. PROCEDURAL BYLAWS OF COUNCIL

1. Quorum for Meetings

- (a) The quorum for regular and special meetings will be 40%.

2. The Duties of Chairperson and Vice-Chairperson

- (a) The duties of the Chairperson will be carried out by the Vice-Chairperson when, for any reason, the Chairperson is unable to discharge these duties. When neither the Chairperson nor the Vice-Chairperson is able to discharge the duties of the Chairperson, the Provost and Vice-President Academic will act as Chairperson.
- (b) The Chairperson will preside over all meetings of Council. The Chairperson's duties are to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
- (c) The Chairperson will prepare a draft agenda for each meeting of Council and will present it for approval at the meeting.
- (d) The Chairperson will not vote on a motion before Council except when there is an equal number of voting members supporting and opposing the motion.

- (e) The Chairperson may seek the guidance and assistance of the Bylaws Committee with respect to matters pertaining to the role of the Chairperson.
- (f) The Chairperson will be the spokesperson for the Council in communications with the Board, the Senate, the General Academic Assembly and the public. In this respect, the role of the Chairperson is to explain the activities and to communicate the policies of Council.
- (g) The Chairperson will prepare a budget for Council and Council committees and will present it to Council for approval. Upon approval, the Chairperson will present to the Board a request for the amounts specified in the budget.

3. Election of the Chairperson and Vice-Chairperson

- (a) The Chairperson and Vice-Chairperson will be elected as hereinafter provided.
- (b) Thirty days prior to the deadline for receipt of nominations, the Secretary will inform all members of Council that nominations for the position of Chairperson are being requested and will provide a nomination form for this purpose.
- (c) A Council member is nominated for the position of Chairperson when the nomination form referred to in (b) containing the consent of the nominee is endorsed by three members of the Council and returned to the Secretary on or before the date specified by the Secretary. The nomination form will contain a brief description of the nominee stating the nominee's qualifications for the position of Chairperson of the Council.
- (d) Ten days prior to the date of the election, the Secretary will provide to all members of the Council a ballot setting out the names of the nominees and the brief description of each nominee referred to in (c). Information accompanying the ballot will indicate that the ballot is to be returned to the Secretary on or before the specified date.
- (e) All ballots received by the Secretary on or before the date referred to in (d) will be reported by the Secretary to the next meeting of the Council. The Chairperson of the Nominations Committee will determine whether an irregular ballot will be counted and the effect of any other election irregularities. The Chairperson's decision will be final.
- (f) In the event that the two or more nominees with the most votes receive the same number of votes, the Chairperson of the Nominations Committee will select the Chairperson by lot.
- (g) In the event that no nominations are received by the deadline for nominations for Chair, a second call for nominations will be sent. If the second call for nominations does not elicit a nomination, then the Nominations Committee will be asked to nominate a member of Council to serve as Chair for a one-year term, and a call for nominations will go out the following year.

- (h) That the Nominations Committee will nominate a member of Council to serve as Vice-Chairperson.
- (i) That the Chairperson and Vice-Chairperson will normally hold office for a period of 2 years unless removed by a vote of 2/3 of the members of the Council.

4. Council Membership

- (a) Annual elections for Council will be completed by March 31.
- (b) Term of office for Council membership begins July 1 of the year of the member's election or appointment.
- (c) Terms of student members will be one year beginning July 1.
- (d) When a person appointed to Council under Section 53 (2)(c)(ii) of the *Act* ceases to be a dean, the acting dean or a new dean appointed during the term of the incumbent dean will occupy the position of dean with voice and vote until the expiration of the incumbent dean's term on Council when a new election or appointment occurs.
- (e) A vacancy occurs on Council when:
 - (i) a member resigns from Council or ceases to be an employee of the University, or
 - (ii) a member is unavailable to attend meetings of Council for a period of greater than six months during his or her term.

5. Council Meetings

- (a) Council meetings will be open except when Council decides to have them closed.
- (b) Council will meet monthly during the academic term (September - June). The Chairperson can call a meeting during the July to August period.
- (c) Special meetings of Council can be called by the Chairperson or by petition of 20% of the members of Council.
- (d) A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than 30 days prior to the date of the meeting at which the motion is considered.
- (e) Except as provided in bylaws (d) and (g), a motion will be preceded by a notice of motion presented in writing to the members of Council not less than 10 days prior to the date of the meeting at which the motion is to be considered. This bylaw applies only to a motion dealing with a substantive matter which requires consideration by members of Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this bylaw will be determined by the Chairperson.

- (f) The requirement of bylaw (e) may be suspended upon vote of two-thirds of the members present and voting at a meeting.
- (g) A recommendation to Council contained in a committee report is deemed to be a notice of motion if the report containing the recommendation is included with the agenda of the meeting at which the report is considered.
- (h) In the event of an emergency situation as declared jointly by the president and chair of Council or their respective delegates, if Council is unable to meet or attain quorum, Council may decide urgent matters by alternative means. Procedures governing such decisions are the responsibility of the Bylaws Committee.
- (i) The meetings of the Council and of committees of Council will be conducted in accordance with the rules of order contained in *Procedures for Meetings and Organizations, Third Edition by Kerr and King*.

IV. THE COMMITTEES OF COUNCIL

1. Creation and Composition of Council Committees

- (a) Council has the statutory power to establish committees to facilitate its work. There is no requirement that these committees be composed entirely of Council members.² Council is also empowered to appoint members of joint committees involving the Board, the Senate or the General Academic Assembly.
- (b) The committees specified in Part Two of these bylaws are created as standing committees.
- (c) The Bylaws Committee will nominate the members and chairperson of the Nominations Committee.
- (d) The Nominations Committee will nominate members, including the chairpersons, of Council committees. Except where the chair is required to be a member of Council, the Nominations Committee shall first consider Council members for the position of Chair and if a suitable nominee cannot be obtained, then the Chair will be selected from the General Academic Assembly members.
- (e) The Nominations Committee will present its nominations to the Council at the May meeting and otherwise as required when vacancies occur.

It is the responsibility of the Nominations Committee of Council to present a slate of candidates for all committee positions except the Nominations Committee itself. The Committee will take into consideration the abilities and experience of the proposed nominees and the balance of representation from the various sectors of the campus. It will review the

² The only statutory restriction on the committee structure is prescribed by section 61(2) of the Act which requires that a committee established to discipline students or hear appeals with respect to student discipline must contain members of Council who are students.

names of potential nominees submitted by Faculty, Department Heads and Deans and if necessary canvas additional individuals in order to develop an able, representative slate.

The Nominations Committee will present the slate to Council with sufficient names to fill the available positions. The Chair of Council will call for any further nominations from the floor. If there are none, the slate will be elected. If there are nominations from the floor there will be an election held within two weeks. The election will be held only for those committees which have received nominations exceeding the available positions. The ballot will be prepared and distributed by the University Secretary. The ballots will include the names of the slate presented by the Nominations Committee and the nominations from the floor indicating the Council status of each. It will indicate the positions to be filled and the eligibility requirements for the positions. Voters will indicate choices up to the number of positions available. Eligible candidates with the greatest number of votes will be declared elected.

- (f) The President and the Chairperson of Council are *ex officio*, non-voting members of all Council committees. They are not counted when determining the quorum of a committee meeting.
- (g) An *ex officio* member may designate an individual to serve in her or his place on a committee of Council with the same powers as the designator. Such designations shall last for a twelve month period of time subject to renewal. In the event that the individual is unable to complete the full term, another individual can be designated in his or her place. To initiate the designation, the *ex officio* member will inform the Chairperson of Council and the Chairperson of the committee involved. During the period of designation, the *ex officio* member who initiated the designation may still attend the Committee meeting from time to time with a voice but no vote.
- (h) The U.S.S.U. and G.S.A. will name their appointees to Council committees for the entire academic year.
- (i) Resource personnel and offices providing administrative support are non-voting members of the committees and are not counted when determining the quorum of a committee meeting.
- (j) Terms of office for Council committee members will begin July 1 unless otherwise provided by the Nominations Committee.
- (k) The term of office of a faculty member of a standing committee is normally three years. The terms of student and sessional lecturer members will be one year. The term of office of Chairperson will be one year, and may be renewed annually for up to two additional years.
- (l) When a committee member is appointed as a member of Council, the term of such person will be completed even if the person ceases to be a member of Council provided the member is and remains a faculty member.
- (m) In the event of a vacancy on a Council committee, the vacancy will be filled so that the balance between Council and General Academic Assembly

members on the committee as specified in Part Two of the bylaw is maintained.

2. Committee Responsibilities

- (a) The responsibilities of the standing committees are set out in Part Two of this document.
- (b) All standing committees will meet and report to Council at least once each academic year.
- (c) Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Council.
- (d) The quorum for standing committee meetings is a majority of the voting members. The quorum for the Nominations Committee is two-thirds of the voting members.
- (e) Unless a motion of Council specifically provides otherwise, all recommendations of committees will be brought to Council for approval or change. Generally, committee recommendations are presented to Council in the form of reports.
- (f) Council has statutory power to make recommendations to the President, the Board or the Senate respecting matters that the Council considers to be in the interests of the University. A matter may be referred to a Council committee by Council to develop recommendations to be presented to the President, the Board or the Senate.
- (g) The constitutional structure of the University provides for shared jurisdiction over matters. Consequently, it may be necessary for the President, acting as the chief administrator of the University, or the Board to seek the advice or assistance of a Council committee with respect to a particular matter. The power of a committee to provide advice or assistance to the President or Board is specified in Part Two of these Bylaws or will be given by Council. The advice and assistance will not contradict or conflict with policies of Council.
- (h) A committee that provides advice and assistance pursuant to clause (f) will report to Council the general nature of the advice. However, the Committee need not report to Council on matters the disclosure of which would be inimical to the interests of the University. These matters will be disclosed to the Bylaws Committee at the request of the Chairperson of Council.

V. CONFLICT OF INTEREST

1. Council Proceedings

- (a) It is necessary to distinguish between the roles of the “representative” members of the Council, on the one hand, and the “at large” and *ex officio* members, on the other, with respect to their obligations to bring pertinent information to the Council or to committees of the Council and to report back to their constituents. However, there is no distinction with respect to

the exercise of judgment and decision-making in Council meetings and in deliberations of a committee of the Council. Members of the Council and members of committees of the Council will have as their principal concern the welfare of the University community. They will exercise independent judgment and may not act as agents of any person or organization.

- (b) There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before the Council. However, a Council member who has a conflict of interest with respect to a matter that comes before the Council will disclose the conflict when speaking on the matter in Council proceedings.

2. Committees of Council

- (a) A member of a committee of the Council will conduct herself or himself so as to avoid conflict of interest or the appearance of conflict of interest.
- (b) A member of a committee will disclose and identify a conflict of interest or perceived conflict of interest affecting that member.
- (c) A member of a committee will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.
- (d) The chairperson or a member of a committee will be entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
- (e) The chairperson or a member of a committee is entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee.
- (f) If a request referred to in paragraph (e) to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee's report relating to the matter.

3. Conflict of Interest Defined

A conflict of interest exists for a member of Council or a member of a Council committee when, with respect to a matter being considered by Council or the committee:

- (a) the decision being made is such that the member could not reasonably be expected to exercise independent judgment because of the effect the decision would or would be likely to have on the member or a person closely related or closely associated with the member; or

- (b) as a result of occupying a position or holding an office in an organization, the person is legally obligated to subordinate the interests of the University to the interests of the organization when dealing with the matter.

PART TWO

COUNCIL COMMITTEES

I. ACADEMIC PROGRAMS COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least five of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

One sessional lecturer

One undergraduate student appointed by the U.S.S.U.

One graduate student appointed by the G.S.A.

Ex Officio

The Provost & Vice-President Academic or designate

The Director of Students Records and Registrar

The Vice-President (Finance & Resources) or designate (non-voting member)

The President (non-voting member)

The Chair of Council (non-voting member)

Resource Personnel (Non-voting members)

The Director of Institutional Planning

The Director of Budget Planning

Administrative Support

The Office of the University Secretary

The Academic Programs Committee is responsible for:

- 1) Recommending to Council policies and procedures related to academic programs and sustaining program quality.
- 2) Recommending to Council on new programs, major program revisions and program deletions, including their budgetary implications.
- 3) Approving minor program changes, including additions of new courses and revisions to or deletions of existing courses and reporting them to Council.
- 4) Considering outreach and engagement aspects of programs.
- 5) Reporting to Council processes and outcomes of academic program review, following consultation with Planning and Priorities and other Council committees as appropriate.
- 6) Undertaking the academic and budgetary review of proposals for the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program and forwarding recommendations to the Planning and Priorities Committee.
- 7) Undertaking the academic and budgetary review of the proposed or continuing affiliation or federation of other institutions with the University and forwarding recommendations to the Planning and Priorities Committee.

- 8) Reporting to Council on the academic implications of quotas and admission standards.
- 9) Approving the annual academic schedule and reporting the schedule to Council for information and recommending to Council substantive changes in policy governing dates for the academic sessions.
- 10) Approving minor changes (such as wording and renumbering) to rules governing examinations and reviewing and recommending to Council substantive changes.
- 11) Recommending to Council classifications and conventions for instructional programs.

II. ACADEMIC SUPPORT COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair.

One undergraduate student appointed by the U.S.S.U.

One graduate student appointed by the G.S.A.

Resource Personnel (Non-voting members)

One representative from each of the offices of Facilities Management Division, Student and Enrolment Services Division, Vice-President (Finance & Resources) and one computer lab manager.

Ex Officio (Voting)

The Provost & Vice-President Academic

The Associate Vice-President Information and Communications Technology

Ex Officio (non-voting)

The Dean, University Library

The Director of Information Technology Services

The Director of Educational Media Access and Production

The President

The Chair of Council

Administrative Support

The Office of the University Secretary

The Academic Support Committee is responsible for:

- 1) Recommending to Council policies and priorities relating to Library, Media Technology and Information Technology
- 2) Advising the Directors of the Library, Educational Media Access and Production, and Information Technology Services on allocation of resources.
- 3) Advising the Planning and Priorities Committee on budgetary matters concerning the Library, Media Technology and Information Technology.

III. BYLAWS COMMITTEE

Membership

Three elected members of Council, one of whom will be Chair
The President's designate
Chair of Council
Chair, Academic Programs Committee of Council
Chair, Planning and Priorities Committee of Council

Ex Officio

University Secretary

Administrative Support

Office of the University Secretary

The Bylaws Committee is responsible for:

- 1) Reviewing the Bylaws of Council and recommending to Council revisions to the Bylaws.
- 2) Reviewing the Bylaws of Faculty Councils and recommending to Colleges and Schools changes to the Bylaws.
- 3) Reviewing the membership, powers, and duties of committees of Council and recommending to Council revisions to the membership, powers and duties of committees.
- 4) Recommending to Council regulations and procedures for Council and Council committees.
- 5) Advising Council with respect to its responsibilities and powers under the University of Saskatchewan Act, 1995 and recommending to Council on proposed changes to the Act.
- 6) Nominating members and Chair of the Nominations Committee of Council.
- 7) Providing advice to the Chair of Council on the role of the Chair.
- 8) Recommending to Council rules and procedures, including the penalties as prescribed by section 61(1)(h) of the University of Saskatchewan Act 1995, to deal with allegations of academic misconduct on the part of students.
- 9) Recommending to Council rules and procedures to deal with appeals by students and former students concerning academic decisions affecting them as provided in section 61 (1) (j) of the University of Saskatchewan Act 1995.

IV. COORDINATING COMMITTEE

Membership

Chair of Council, who shall be Chair
Vice-Chair of Council
Chairs of Council Committees

Resource Personnel and Administrative Support
Office of the University Secretary

The Coordinating Committee is responsible for:

- (1) Setting the agenda for Council meetings
- (2) Receiving and determining the disposition of written motions from individual members of Council. The Coordinating Committee will either include the motion on the Council agenda or refer the matter to a standing committee(s), which will then report back on the matter to the Coordinating Committee and Council.
- (3) Facilitating the flow of information between Council committees and the Administration, and between Council committees and the Senate.
- (4) Coordinating the work of Council committees.
- (5) Advising the Chair of Council on matters relating to the work of Council.

STANDING SUBCOMMITTEE OF THE COORDINATING COMMITTEE

Membership

Chair of Council, who shall be Chair
Chair of Academic Programs Committee
Chair of Planning and Priorities Committee
Chair of the Research, Scholarly & Artistic Work Committee

The Standing Subcommittee is responsible for:

- (1) Meeting regularly with the Provost's Committee on Integrated Planning in order to facilitate the flow of information between Council and PCIP.
- (2) Reporting to the Coordinating Committee on matters relating to integrated planning.

V. INTERNATIONAL ACTIVITIES COMMITTEE

Membership

Nine members of the General Academic Assembly, three of whom will be elected members of the Council, normally one of whom will be chair.

One undergraduate student appointed by the U.S.S.U.

One graduate student appointed by the G.S.A.

Ex Officio

The Provost & Vice-President Academic

The Vice-President (Research)

The Director of Enrolment

The President (non-voting member)

The Chair of Council (non-voting member)

Administrative Support

University Advancement Office

The Office of the University Secretary

The International Activities Committee is responsible for:

- 1) Recommending to Council on issues relating to international activities at the University of Saskatchewan.
- 2) Encouraging the development of programs and curricula that provide an international perspective on campus.
- 3) Promoting and expanding scholarly exchange programs for faculty, students and staff.
- 4) Encouraging interactions with university and educational/research institutions outside Canada, thereby fostering new opportunities for University of Saskatchewan stakeholders in international teaching, learning and research.
- 5) Receiving an annual report on matters related to international student, faculty and alumni activities from the International Coordinating Committee.

VI. NOMINATIONS COMMITTEE

Membership

Nine elected members of Council, not more than three members from Arts and Science and not more than two members from each of the other colleges, one of whom will be Chair.

Ex Officio Members (non-voting)

The President

The Chair of Council

Administrative Support

The Office of the University Secretary

The Nominations Committee is responsible for:

- 1) Nominating members of the General Academic Assembly and Council to serve on all standing and special committees of Council, other than the Nominations Committee, and nominating the Chairs of these committees.
- 2) Nominating members of Council to serve on other committees on which Council representation has been requested.
- 3) Nominating individuals to serve as Chair and/or Vice-Chair of Council, or as members of Council, as required, in accordance with the Bylaws.
- 4) Nominating Sessional Lecturers to Council Committees as required.
- 5) Nominating members of Council to serve on student academic hearing and appeals panels as set out in Sections 61(2) of the University of Saskatchewan Act 1995.
- 6) Nominating eligible members of the General Academic Assembly to serve on appeal and review committees as required by the Collective Agreement with the University of Saskatchewan Faculty Association.
- 7) Nominating individuals to serve on the search and review committees for senior administrators.
- 8) Advising the University Secretary on matters relating to Council elections.

Note: (a) Members of the Nominations Committee will be permitted to serve on other Council committees.

(b) To the greatest extent possible the Nominations Committee should attempt to ensure that no member of Council or the General Academic Assembly serves on more than one of the following committees: Academic Programs Committee or Planning and Priorities Committee.

(c) Members of affiliated and federated colleges may not serve on the Planning and Priorities Committee.

- (d) To the greatest extent possible, the Nominations Committee should attempt to include on committees members who are broadly representative of the disciplines of the University.
- (e) The Nominations Committee will attempt to solicit nominations widely from the Council and the General Academic Assembly.
- (f) When a member of Council is appointed to a Council committee, the term of membership on the Council committee will be completed even if the individual ceases to be a member of Council provided the member is and remains a faculty member.
- (g) Nominees will be selected for their experience, demonstrated commitment or their potential for a significant contribution to committee functions.
- (h) To the extent possible, considerations will be given to equity in representation.

VII. PLANNING AND PRIORITIES COMMITTEE

Membership

Eleven members of the General Academic Assembly, at least six of whom will be elected members of Council, normally one of whom will be chair. At least one member from the General Academic Assembly with some expertise in financial analysis will be nominated.

One Dean appointed by the Council

One undergraduate student appointed by the U.S.S.U.

One graduate student appointed by the G.S.A.

One sessional lecturer

Ex Officio Members

The Provost & Vice-President Academic or designate

The Vice-President (Finance & Resources) or designate

The Vice-President (Research) or designate

The Vice-President (University Advancement) or designate (non-voting member)

The President (non-voting member)

The Chair of Council (non-voting member)

Resource Personnel (Non-voting members)

The Assistant Provost, Institutional Planning and Assessment

The Director of Budget, Planning and Strategy

The Director of Integrated Facilities Planning

The Associate Vice-President, Facilities Management Division

The Chief Information Officer and Associate Vice-president Information and Communications Technology

The Special Advisor to the President on Aboriginal Initiatives

Administrative Support

The Office of the University Secretary

The Planning and Priorities Committee of Council is responsible for:

- 1) Conducting and reporting to Council on university-wide planning and review activities in consultation with the Provost and Vice-President Academic.
- 2) Evaluating College and Unit plans and reporting the conclusions of those evaluations to Council.
- 3) Recommending to Council on academic priorities for the University.
- 4) Recommending to Council on outreach and engagement priorities for the University.
- 5) Seeking advice from other Council committees to facilitate university-wide academic planning.
- 6) Recommending to Council on the establishment, disestablishment or amalgamation of any college, school, department or any unit responsible for the administration of an academic program, with the advice of the Academic Programs Committee.
- 7) Balancing academic and fiscal concerns in forming its recommendations.

- 8) Providing advice to the President on budgetary implications of the Operations Forecast and reporting to Council.
- 9) Considering the main elements of the Operating Budget and the Capital Budget and reporting to Council.
- 10) Advising the Academic Programs Committee on the fit with University priorities and the general budgetary appropriateness of proposals for new academic programs and program deletions.
- 11) Integrating and recommending to Council on matters referred to it from other Council committees.
- 12) Advising the President and senior executive on operating and capital budgetary matters, including infrastructure and space allocation issues, referred from time to time by the President, providing the advice is not inconsistent with the policies of Council. The Planning and Priorities Committee will report to Council on the general nature of the advice and, where practicable, obtain the guidance of Council. However, the Committee need not disclose to Council matters the disclosure of which would be inimical to the interests of the University.

VIII. RESEARCH, SCHOLARLY AND ARTISTIC WORK COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair. Two members will be Assistant or Associate Deans with responsibility for research.

One undergraduate student appointed by the U.S.S.U.

One graduate student appointed by the G.S.A.

Ex Officio

The Vice-President (Research)

The Dean of the College of Graduate Studies and Research

The President (non-voting member)

The Chair of Council (non-voting member)

Administrative Support

Office of the Vice-President (Research)

The Office of the University Secretary

The Research, Scholarly and Artistic Work Committee is responsible for:

- 1) Recommending to Council on research, scholarly and artistic work.
- 2) Recommending to Council on issues relating to the conduct of research, scholarly and artistic work and its translation within the University and community.
- 3) Recommending to Council on policies and issues related to ethics in the conduct of research, scholarly and artistic work.
- 4) Promotion and recognizing opportunities for community engagement and partnership with the research, scholarly and artistic work activities of the University.
- 5) Providing advice on issues relating to the granting agencies which provide funding to the University.
- 6) Examining proposals for the establishment of any institute engaged in research, scholarly or artistic work at the University, and providing advice to the Planning and Priorities Committee of Council.
- 7) Receiving an annual report on matters related to research, scholarly and artistic work from the Office of Research Services, the Vice-President (Research), and the Dean of Graduate Studies and Research.

IX. SCHOLARSHIPS AND AWARDS COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair. The Vice-President Academic of the USSU
The Vice-President Finance of the GSA
An Aboriginal representative from the Aboriginal Students' Centre or a College Undergraduate Affairs Office

Ex Officio

The Provost & Vice-President Academic or designate
The Dean of Graduate Studies and Research or designate
The Associate Vice-President, Student and Enrolment Services Division or designate
The Vice-President University Advancement or designate (non-voting member)
The President (non-voting member)
The Chair of Council (non-voting member)

Resource Personnel (non voting members)

The Director of Graduate Awards and Scholarships
The Director of Finance and Trusts, University Advancement
The Assistant Registrar and Manager, Awards and Financial Aid (Secretary)

Administrative Support

Office of Awards and Financial Aid, Student and Enrolment Services Division

The Scholarships and Awards Committee is responsible for:

- 1) Recommending to Council on matters relating to the awards, scholarships and bursaries under the control of the University.
- 2) Recommending to Council on the establishment of awards, scholarships and bursaries.
- 3) Granting awards, scholarships, and bursaries which are open to students of more than one college or school.
- 4) Recommending to Council rules and procedures to deal with appeals by students with respect to awards, scholarships and bursaries.

X. TEACHING AND LEARNING COMMITTEE

Membership

Nine members of the General Academic Assembly, at least three of whom will be elected members of Council, normally one of whom will be chair.

One sessional lecturer

One graduate student appointed by the G.S.A.

One undergraduate student appointed by the U.S.S.U.

Ex Officio

Provost & Vice-President Academic

Associate Vice-President Student and Enrolment Services

Dean of Libraries

Director of the Centre for Continuing and Distance Education

Director of the University Learning Centre

Director of Educational Media Access and Production

President (non-voting member)

Chair of Council (non-voting member)

Administrative Support

Office of the University Secretary

The Teaching and Learning Committee is responsible for:

- 1) Recommending to Council policies, programs and activities related to the enhancement and evaluation of teaching and learning at the University of Saskatchewan.
- 2) Encouraging the adoption of new learning modes, strategies and technologies.
- 3) Encouraging the development of community-based learning opportunities including service learning and work experience.
- 4) Promoting research on effectiveness and evaluation of teaching and learning.

PART THREE

COUNCIL REGULATIONS

INTRODUCTION

Following are the academic regulations of the University of Saskatchewan enacted by Council. Prior to 1995, these regulations were approved by the University of Saskatchewan Senate. Under the University of Saskatchewan Act of 1995, the authority over these academic regulations was transferred to Council.

Specific instances where procedures are mandated by the Act are identified.

I. DEGREES, DIPLOMAS AND CERTIFICATES

1. (a) The following degrees are authorized by Council to be granted by the University:

Bachelor and Master of Arts - B.A. & M.A.
Master of Mathematics - M.Math.
Bachelor of Science in Kinesiology - B.Sc. (Kin.)
Bachelor and Master of Fine Arts - B.F.A. & M.F.A.
Bachelor and Master of Science - B.Sc. & M.Sc.
Master of International Trade (M.I.T.)
Master of Physical Therapy - M.P.T.
Bachelor of Science in Engineering - B.E.
(Agricultural and Bioresource, Chemical, Civil, Computer, Electrical,
Environmental, Geological, Mechanical, Engineering Physics)
Master of Engineering - M.Eng.
Bachelor of Science in Agriculture - B.S.A.
Bachelor of Science in Agribusiness - B.Sc. (Agbus)
Master of Agriculture - M.Agr.
Bachelor and Master of Education - B.Ed. & M.Ed.
Master of Continuing Education - M.C.Ed.
Bachelor of Commerce - B.Comm.
Master of Business Administration - M.B.A.
Master of Professional Accounting - M.P.Acc.
Master of Public Health - M.P.H.
Bachelor of Science in Pharmacy - B.S.P.
Bachelor of Science in Nursing - B.S.N.
Master of Nursing - M.N.
Juris Doctor and Master of Laws – J.D. & LL.M.
Doctor of Dental Medicine - D.M.D.
Doctor of Medicine - M.D.
Bachelor of Science in Nutrition - B.Sc.(Nutr.)
Bachelor and Master of Music - B.Mus. & M.Mus.

Bachelor of Music in Music Education - B.Mus.
Doctor of Veterinary Medicine - D.V.M.
Master of Veterinary Science - M.Vet.Sc.
Bachelor of Science in Renewable Resource Management – B.Sc.(R.R.M.)
Bachelor of Arts and Science – B.A. Sc.
Master of Public Administration – M.P.A.
Master of Environment and Sustainability – M.E.S.
Master of Sustainable Environmental Management – M.SEM.
Doctor of Science - D.Sc.
Doctor of Letters - D.Litt.

(b) The following Honorary degrees are authorized by Senate to be granted by the University:

Doctor of Civil Law, honoris causa, D.C.L.
Doctor of Laws, honoris causa - LL.D.
Doctor of Science, honoris causa - D.Sc.
Doctor of Letters, honoris causa - D.Litt.

(c) The following certificates of proficiency and diplomas are authorized by Council to be granted by the University:

Certificates:

Certificate in Post-Secondary Technical Vocational Education
Associate Certificate in Indigenous Business Administration
Advanced and Honours Certificates in Arts and Science
Post-Degree Specialization Certificate (PDSC) in Computer Science and in Economics
Heritage Language Certificate
Post-Degree Certificate in Education: Special Education

Diplomas:

Post-Graduate Diploma (College of Graduate Studies)
Diploma in Agribusiness
Diploma in Agronomy

(d) The following certificates of successful completion are authorized by the Provost and Vice-President Academic to be granted by the University:

Business Administration Certificate
Certificate in Adult and Continuing Education
Certificates in Agriculture (for example, Crop Production Certificate, Farm Business Management Certificate, etc.)
Certificate in Ecological Education
Certificate in Teaching English as a Second Language
Labour Studies Certificate
Prairie Horticulture Certificate

(e) The following certificates of attendance are authorized by the Dean of a College (after consultation with the Provost and Vice-President Academic) to be granted by the University:

Agriculture Business Certificate
Master Gardener Certificate
Certified Crop Protection Consultant Certificate

Certificate in Agricultural Lifetime Leadership
This Land Certificate
Certificate in Human Resource Leadership Development

2. Degrees, Certificates and Diplomas may be conferred at the annual meeting of Convocation or at any other meeting of Convocation. The formal admission of candidates to degrees, certificates and diplomas shall, in the absence of the Chancellor, be made by the President (Vice-Chancellor), or by a member of the Council, appointed for that purpose. Recipients of degrees other than honorary degrees shall be presented for admission by the dean of the faculty, or a designate, to which the degree belongs. Each recipient of an honorary degree shall be presented for admission by the President or by a person designated for that purpose by the President.
3. Degrees may be conferred upon persons in absentia.

II. CANCELLATION OF DEGREES

The Council may revoke the Degree or Degrees, Diplomas, Certificates and Distinctions of the University and all privileges connected therewith of any holder of the same for cause or whose name shall have been removed for misconduct by a properly constituted legal authority from any official register of members of the profession to which he belongs or whose conduct, in the opinion of the Council, shall constitute a breach of any agreement made with the University as a condition of the conferment of such degree or degrees, diplomas, certificates or distinctions. The Council may restore, on cause being shown, any person so deprived to the degree, distinction or privileges previously enjoyed by him without further examination.

III. UNIVERSITY SCHOLARSHIPS

Under section 61(1) (d) of the University Act, Council is authorized to grant scholarships, prizes, fellowships, bursaries and exhibitions. Under section 49 (1) (i) the Board of Governors provides for the establishment of scholarships, fellowships, bursaries and exhibitions if authorized by Council.

IV. THE ESTABLISHMENT OF COLLEGES AND DIVISIONS

1. In the University the following Colleges and Schools shall be established, namely:
 - (a) The College of Arts and Science
 - (b) The College of Agriculture and Bioresources
 - (c) The College of Law
 - (d) The College of Engineering
 - (e) The College of Pharmacy and Nutrition
 - (f) The College of Education
 - (g) The Edwards School of Business
 - (h) The College of Graduate Studies and Research
 - (i) The College of Medicine
 - (j) The Western College of Veterinary Medicine
 - (k) The College of Dentistry
 - (l) The College of Kinesiology
 - (m) The College of Nursing

- (n) The Johnson-Shoyama Graduate School of Public Policy
- (o) The School of Public Health
- (p) The School of Environment and Sustainability

2. Within the College of Medicine, and subject to its oversight, the following school and program shall be established:

The School of Physical Therapy

3. In the University the following Departments and Divisions shall be established, and such other departments as may from time to time be authorized by the Board on the recommendation of Council:

Agriculture and Bioresources

Departments

- Animal and Poultry Science
- Bioresource Policy, Business & Economics
- Food and Bioproduct Sciences
- Plant Sciences
- Soil Science

Arts and Science

Departments

- Archaeology and Anthropology
- Art and Art History
- Biology
- Chemistry
- Computer Science
- Drama
- Economics
- English
- Geography and Planning
- Geological Sciences
- History
- Languages and Linguistics
- Mathematics and Statistics
- Music
- Native Studies
- Philosophy
- Physics and Engineering Physics
- Political Studies
- Psychology
- Religion and Culture
- Sociology
- Women's and Gender Studies

Divisions

- Division of Humanities and Fine Arts
- Division of Science
- Division of Social Sciences

Business

Departments

- Accounting
- Finance and Management Science

- Human Resources and Organizational Behaviour
- Management and Marketing

Dentistry

No departments

Education

Departments

- Curriculum Studies
- Educational Administration
- Educational Foundations
- Educational Psychology and Special Education

Engineering

Departments

- Chemical and Biological
- Civil and Geological
- Electrical and Computer
- Mechanical

Divisions

- Division of Environmental Engineering
- Division of Biomedical Engineering

Kinesiology

no departments

Law

no departments

Medicine

Departments

- Anesthesiology, Perioperative Medicine and Pain Management
- Anatomy and Cell Biology
- Biochemistry
- Community Health and Epidemiology
- Family Medicine
- Medical Imaging
- Medicine
- Microbiology and Immunology
- Obstetrics, Gynecology and Reproductive Sciences
- Ophthalmology
- Pathology and Laboratory Medicine
- Pediatrics
- Pharmacology
- Physical Medicine and Rehabilitation
- Physiology
- Psychiatry
- Surgery

Divisions

- Division of Oncology

Nursing

no departments

Pharmacy and Nutrition

no departments

Veterinary Medicine

Departments

- Large Animal Clinical Sciences
- Small Animal Clinical Sciences
- Veterinary Biomedical Sciences
- Veterinary Microbiology
- Veterinary Pathology

4. Under section 49 (1) (k) and (l) of the University Act (1995) the Board of Governors may provide for the establishment or disestablishment of any college, school, department, chair, endowed chair or institute if authorized by Council.
5. Under section 49(1) (l), the Board may provide for the disestablishment of any college, school, department, chair, endowed chair or institute if authorized by Council on academic grounds. If the Board considers disestablishment necessary because of financial exigency, section 49 (2) requires the Board to consult with Council, and section 49 (3) restricts implementation of the decision until (a) the Board has reported the decision to Council, and (b) Council has advised the Board respecting the effect of the decision on the academic program of the university or 60 days have passed from the date the Board reported the decision to the Council, whichever is earlier.
6. Under section 62 (3) (c), a decision of Council to authorize the disestablishment of any college, school, department, chair, institute or endowed chair is to be reported to the Senate at its next meeting and is not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.
7. Under section 23 (j), Senate may receive proposals respecting the establishment of any college, school, department or institute and recommend to the Board and the Council whether or not it should be established. Under section 23(l), Senate may consider and recommend to the Board and the Council whether or not any college, school, department or institute should be disestablished because of lack of relevance to the province.

V. CONSTITUTION AND DUTIES OF FACULTY COUNCILS

1. Membership of the Faculty Councils
 - A. In addition to those members listed in (B) below as members of Faculty Councils of each college and school, the Faculty Council of all colleges and schools shall include the following (*denotes non-voting members):
 - (a) The President of the University*
 - (b) The Provost and Vice-president Academic*
 - (c) Vice-president Research*
 - (d) The Vice-president Finance and Resources*

- (e) The Vice-president University Advancement*
- (f) The Vice-provost Teaching and Learning*
- (g) The Associate Vice-president Student and Enrolment Services*
- (h) The Associate Vice-president Information and Communications Technology*
- (i) The Dean of the College or school or, in the case of a school that is not part of a college, the Executive Director of the school
- (j) The Dean of Graduate Studies and Research
- (k) The Dean, University Library or designate*
- (l) The University Secretary *
- (m) The Registrar*
- (n) Such other persons as the university Council may, from time to time, appoint in a voting or non-voting capacity;
- (o) Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity*

B. The Faculty Councils shall be comprised as follows:

Faculty Council of the College of Graduate Studies and Research

See 1.A., sections (a) to (o)

- (p) The deans of colleges and executive directors of schools involved with graduate work and research, and any associate or assistant deans appointed to support graduate studies and research;
- (q) The Dean of the University Library, as a voting member;
- (r) The Manager, International Students and Study Abroad Centre;
- (s) The heads of those departments which are involved with graduate studies and research;
- (t) For a five year renewable term, all faculty members involved in graduate teaching, supervision of graduate students, or in research. Minimal requirements for membership of faculty members shall be established by the College of Graduate Studies and Research;
- (u) Five graduate students representing different divisions of the college, including the president and two vice-presidents of the Graduate Students' Association.

Open Studies Faculty Council

See 1.A., sections (a) to (o)

A dean or associate or assistant dean of a direct entry undergraduate college will be appointed by the provost to act as Designated Dean of Open Studies for a two-year term. Membership in the Open Studies Faculty Council is as follows:

- (p) The Designated Dean as chair;
- (q) Two faculty members from Arts and Science;
- (r) One faculty member from each of the other colleges with a direct-entry program;
- (s) One faculty member from Nursing;
- (t) Two students;
- (u) One sessional lecturer;
- (v) The Director of Support Services, the Director of the University Learning Centre; the Director of Off-Campus & Certificate Programs, Centre for Continuing & Distance Education; and the Manager of Open Studies Advising.

Faculty Council of the College of Agriculture and Bioresources

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Agriculture and Bioresources;
- (q) Faculty members of other colleges holding a position as Associate Member in a constituent department of the College of Agriculture and Bioresources;
- (r) Chemical and Biological Engineering (2) Biology (2), Chemistry (1), Business (2), Economics (1); Geography (1), Microbiology and Immunology (1), Veterinary Medicine (2).
- (s) Up to six student representatives from the College of Agriculture and Bioresources, to serve on the Faculty Council and its standing committees to take part in all discussions, including student matters. Representation will include 1 student from each of the Bachelor of Science in Agriculture program, the Bachelor of Science in Agribusiness program, the Diploma in Agriculture program, and the Bachelor of Science in Renewal Resource Management program, the Agricultural Students Association president and the Agricultural Students Association vice-president (Academic).

Faculty Council of the College of Arts and Science

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers in the College of Arts and Science;
- (q) All full-time faculty, instructors and special lecturers from St. Thomas More College teaching courses recognized for the BA, BSc or BA/BSc degrees (voting rights to be limited as set out in the terms of federation);
- (r) All full-time faculty from departments within the Division of Biomedical Sciences of the College of Medicine that offer BSc degree programs through the College of Arts and Science (voting rights to be limited as per College of Arts and Science Bylaws);
- (s) College of Arts and Science – Vice-deans, Associate Dean (Students); Associate Dean Division of Biomedical Sciences; Dean and Associate Dean of St. Thomas More College;
- (t) Five representatives of the sessional lecturers;
- (u) Ten Arts and Science student representatives (full participation in meetings except when the discussion relates to individual students or faculty);
- (v) The deans of all other colleges, or their designate (non-voting member);
- (w) Director, University Learning Centre (non-voting member).

Faculty Council for the Division of Science in the College of Arts and Science

- (a) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Special Lecturers, and Instructors who are members of department that are within the Division of Science;
- (b) Directors of interdisciplinary programs administered through the Division (voting rights to be limited to matters related to those programs);

- (c) Associate Dean and all full-time faculty from departments within the Division of Biomedical Sciences that offer BSc degree programs through the College of Arts and Science (voting rights to be limited to matters set out in the college's bylaws);
- (d) Vice-dean of the Division;
- (e) Four (4) representatives of the Sessional Lecturers who serve on Divisional Faculty Council committees;
- (f) Three (3) representatives of Arts and Science students (full participation in meetings except when the discussion relates to individual students or faculty);
- (g) Dean of Arts and Science (non-voting);
- (h) Associate Dean (Students), College of Arts and Science (non-voting);
- (i) Such other persons as Divisional Faculty Council may, from time to time, appoint (non-voting).

Faculty Council for the Division of Social Science in the College of Arts and Science

- (a) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Special Lecturers, and Instructors who are members of department that are within the Division of Social Science;
- (b) Directors of interdisciplinary programs administered through the Division (voting rights to be limited to matters related to those programs);
- (c) Dean, Associate Dean, and all full-time faculty, instructors and special lecturers from St. Thomas More College who teach courses recognized for the BA, BSc or BA/BSc degrees (voting rights to be limited to matters set out in the terms of federation) ;
- (d) Vice-dean of the Division;
- (e) Four (4) representatives of the Sessional Lecturers who serve on Divisional Faculty Council committees;
- (f) Three (3) representatives of Arts and Science students (full participation in meetings except when the discussion relates to individual students or faculty);
- (g) Dean of Arts and Science (non-voting);
- (h) Associate Dean (Students), College of Arts and Science (non-voting);
- (i) Such other persons as Divisional Faculty Council may, from time to time, appoint (non-voting).

Faculty Council for the Division of Humanities and Fine Arts in the College of Arts and Science

- (a) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Special Lecturers, and Instructors who are members of department that are within the Division of Humanities and Fine Arts;
- (b) Directors of interdisciplinary programs administered through the Division (voting rights to be limited to matters related to those programs);
- (c) Dean, Associate Dean, and all full-time faculty, instructors and special lecturers from St. Thomas More College who teach courses recognized for the BA, BSc or BA/BSc degrees (voting rights to be limited to matters set out in the terms of federation);
- (d) Vice-dean of the Division;
- (e) Four (4) representatives of the Sessional Lecturers who serve on Divisional Faculty Council committees;

- (f) Three (3) representatives of Arts and Science students (full participation in meetings except when the discussion relates to individual students or faculty);
- (g) Dean of Arts and Science (non-voting);
- (h) Associate Dean (Students), College of Arts and Science (non-voting);
- (i) Such other persons as Divisional Faculty Council may, from time to time, appoint (non-voting).

Faculty Council of the N. Murray Edwards School of Business

See 1.A, sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the Edwards School of Business;
- (q) Agriculture and Bioresources (1), Economics (1), Mathematics and Statistics (1), Social Science or Humanities including Economics (1), Computer Science (Head plus four others);
- (r) Five undergraduate students and two graduate students who shall be entitled to vote on all matters at Faculty Council meetings.

Faculty Council of the College of Dentistry

See 1.A, sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Dentistry;
- (q) Dean of Medicine; one representative from each of the following departments: Anatomy and Cell Biology, Biochemistry, Chemistry, Microbiology and Immunology, Pharmacology, Physiology, Pathology and Laboratory Medicine; Dean of Veterinary Medicine (or representative); Dean of Pharmacy and Nutrition (or representative); Dean of Nursing (or representative);
- (r) All clinical Professors, clinical Associate Professors, clinical Assistant Professors, clinical Lecturers, clinical Instructors, and Sessional Lecturers;
- (s) The registrar-secretary of the College of Dental Surgeons of Saskatchewan;
- (t) Six full-time undergraduate students who will be entitled to attend and vote on all non-confidential matters at meetings of the Faculty Council;
- (u) Manager, Finance and Administration (non-voting);
- (v) Director, Academic and Student Affairs (non-voting);
- (w) Executive Assistant to the Dean (non-voting).

Faculty Council of the College of Education

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Education;
- (q) Dean of Arts and Science and one other from Arts and Science; Dean of Agriculture and Bioresources (or nominee); Dean of Kinesiology (or nominee); one representative from each of the major departments in Arts and Science which are engaged in teaching or disciplines

commonly found on the curriculum of elementary and secondary schools where such departments are not represented through joint appointments; Fine Arts - heads of Art and Art History, Drama, and Music, and all members of the departments who teach education classes; Education Head Librarian; Director of Media and Technology Services;

- (r) Five undergraduate students from the College of Education and two Education graduate students, to have voting privileges on all matters at meetings of the Faculty Council.
- (s) The Indian Teacher Education Program (ITEP), Northern Teacher Education Program (NORTEP), and Northwest Territories Teacher Education Program (NWTEP), Directors and the Saskatchewan Urban Native Teacher Education Program (SUNTEP) Prince Albert and SUNTEP Saskatoon Coordinators, to have voting privileges on all matters at meetings of the Faculty Council.

Faculty Council of the College of Engineering

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Engineering;
- (q) Agriculture and Bioresources (2), Chemistry (2), English (1), Geological Sciences (4), Mathematics and Statistics (4), Physics and Engineering Physics (8), Computer Science (4), Business (2) and up to six other representatives from the faculty community as recommended by the Executive Committee;
- (r) Six full-time Engineering undergraduate students and two full-time Engineering graduate students will be entitled to attend and vote on non-confidential matters at meetings of the Faculty.

Faculty Council of the College of Kinesiology

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Kinesiology;
- (q) Arts and Science Biology (1), Business - Management area (1), Education (1), Physiology (1), as non-voting members;
- (r) Two full-time Kinesiology undergraduate students and one full-time Kinesiology graduate student will be entitled to attend and vote on all non-confidential matters at meetings of the Faculty Council.

Faculty Council of the College of Law

See 1.A., sections (a) to (o). Add (or nominee) after each of 1.A. (f-h)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Law;
- (q) Research Director of Native Law Centre;
- (r) Programs Director of Native Law Centre;
- (s) Law Librarian or Assistant Law Librarian;
- (t) One student representative of the Aboriginal Law Students' Association;

- (u) Five student representatives of the Law Students' Association.

Faculty Council of the College of Medicine

See 1.A., sections (a) to (o)

- (p) Associate deans of the college;
- (q) Assistant deans of the college;
- (r) The department head of each academic department of the college and the Director of the School of Physical Therapy;
- (s) One university faculty member of the college representing each department of the college, or the School of Physical Therapy, who is a member of that department or school;
- (t) Two community faculty members of the college representing each clinical department, or the School of Physical Therapy; who are members of that department or school, at least one of whom will be based outside of the Saskatoon Health Region;
- (u) Twenty university faculty members of the college;
- (v) One medical student from each year of the undergraduate medical program; one physical therapy student from each year of the physical therapy program; four postgraduate medical students, at least one of whom must be registered in the family medicine program of the College; and two graduate students enrolled in graduate programs delivered in the College;
- (w) The following persons are entitled to attend and participate in meetings of the Faculty Council but, unless they are members of the Faculty Council, are not entitled to vote:
 - i. All other directors of the College of Medicine;
 - ii. The dean and associate deans, or designates, of all other health science colleges at the university;
 - iii. The dean and the vice-deans of academic programs, humanities and fine arts, social sciences, and science, or designates, of the College of Arts and Science at the university;
 - iv. The librarian in charge of the health sciences library;
 - v. The Registrar, or designate, of the College of Physicians and Surgeons of Saskatchewan;
 - vi. The Chief Executive Officer, or designate, of the Saskatchewan Medical Association;
 - vii. The Chief Executive Officer, or designate, of each health region in the province of Saskatchewan;
 - viii. The presidents and academic vice-presidents of the undergraduate medical student society; the postgraduate medical student society; the physical therapy student society, and the College of Medicine graduate student society.

Faculty Council of the School of Physical Therapy

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Director of the School of Physical Therapy;
- (q) The Director of the School of Physical Therapy;
- (r) The Associate Dean of Physical Therapy, as Chair;
- (s) All members of the part-time faculty of the School of Physical Therapy, holding the rank of Clinical Lecturer, Clinical Assistant Professor,

Clinical Associate Professor or Clinical Professor shall be voting members of the Faculty Council of Physical Therapy;

- (t) Up to 8 student members;
- (u) Head of the Health Science Library or designate.

Faculty Council of the College of Nursing

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Nursing;
- (q) Microbiology and Immunology (1); Physiology (1); School of Public Health (1); School of Physical Therapy (1); deans of Arts and Science, Dentistry, Medicine, Pharmacy and Nutrition, Kinesiology, Veterinary Medicine;
- (r) Clinical Coordinators (3) and Provincial Clinical Coordinator (1); Director of Continuing Nursing Education; Director of Operations, College of Nursing; Development Officer, College of Nursing; Financial Officer, College of Nursing, IT Manager, College of Nursing; NAPN representatives – Regina (1), Saskatoon (1); Research Facilitators, College of Nursing – Regina (1), Saskatoon (1);
- (s) Four full-time undergraduate Nursing students, one from each nursing society and one from the post registration option, and one second degree entry option student;
- (t) Three full-time nursing graduate students: Master of Nursing (1), Master of Nursing (Nurse Practitioner) (1), Ph.D. (1).

Faculty Council of the College of Pharmacy and Nutrition

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the College of Pharmacy and Nutrition;
- (q) Anatomy and Cell Biology (1), Animal and Poultry Science (1), Food and Bioproduct Sciences (1), Biochemistry (1), Chemistry (1), Business (1), Community Health and Epidemiology (1), Mathematics and Statistics (1), Microbiology and Immunology (1), Pathology and Laboratory Medicine (1), Pharmacology (1), Physiology (1), Dean or designate of each of the Western College of Veterinary Medicine, the College of Dentistry, the College of Kinesiology, the College of Medicine, the College of Nursing; the Executive Director or designate of the School of Public Health; and the Director or designate of the Toxicology Centre;
- (r) Student representatives: voting members, in the proportion of one student representative for every 100 students in each of the Pharmacy and Nutrition undergraduate programs and one graduate student from either the Pharmacy or Nutrition program.

Faculty Council of the School of Public Health

See 1.A., sections (a) to (o).

- (p) All faculty members who hold a standard appointment in the School.
- (q) Faculty members with a primary joint appointment in the school with a 0.25FTE or more time commitment to the school or a secondary joint

appointment in the school with a 0.25FTE or more time commitment to the school.

- (r) Up to two clinical community-based faculty, at least one of whom will be based outside of the Saskatoon Health Region;
- (s) The following members may be heard in faculty council, but may not vote:
 - i. Associate members;
 - ii Adjunct members;
 - iii Faculty members who hold a primary appointment in the school or a secondary appointment in the school with a less than 0.25FTE commitment to the school.

Faculty Council of the Western College of Veterinary Medicine

See 1.A., sections (a) to (o)

- (p) Those Professors, Associate Professors, Assistant Professors, Extension Specialists, full-time Lecturers, Instructors and Special Lecturers who, for administrative purposes, are assigned to the Dean of the Western College of Veterinary Medicine;
- (q) Agriculture and Bioresources (2), Biology (1), Chemistry (1), Dentistry (1), Medicine (2), Pharmacy and Nutrition (1).
- (q) Six full-time undergraduate students to attend and vote on all non-confidential matters at meetings of the Faculty;
- (r) Two graduate students registered in Veterinary Medicine through the College of Graduate Studies and Research to attend and vote on all non-confidential matters at meetings of the Faculty.

- C. The University Secretary, or an assigned deputy, shall act as Secretary of each Faculty Council.

2. Roles and Responsibilities of the Faculty Councils

- A. The Faculty Council of each college or school, subject to the provisions of the University Act, the Bylaws of the university Council and the general control of the university Council, shall have charge of matters of scholarship and discipline.

Among the duties delegated by the university Council to the faculty councils are the following:

- (a) To make recommendations to the university Council concerning the requirements for admission to programs offered by the college or school;
- (b) To establish and report to the university Council on the number of students who may be admitted to a college or program of study and to report to the university Council on the number of students admitted each year;
- (c) To make recommendations to the university Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- (d) To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to

withdraw permanently for failure to meet the requirements for progression;

- (e) Subject to the university Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
 - (f) To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions;
 - (g) To approve candidates for degrees, diplomas and certificates;
 - (h) To approve candidates for scholarships, prizes, and other awards and honours;
 - (i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the university Council's regulations governing academic misconduct;
 - (j) To consider appeals from students in accordance with the university Council's regulations governing student appeals in academic matters.
- B. The chair or the secretary of the Faculty Council of any college or school shall transmit to the university Council for consideration and review all matters which belong to the care of the university Council or which from their nature concern more than one college or school.
- C. Each Faculty Council shall establish bylaws for the purpose of regulating the conduct of its meetings and proceedings and may establish standing committees and their terms of reference. Authority that has been delegated by university Council to the Faculty Councils, either in accordance with these bylaws or through policies approved by University Council, may not be further delegated without the permission of the university Council.
- D. Each Faculty Council shall keep a record of its proceedings and this record shall be open to any member of the faculty council. A copy of the proceedings shall, upon request, be furnished by its secretary to the chair of the university Council and/or to the president of the university.

VI. PROGRAMS OF STUDY

Each Faculty shall prepare its program or programs of study, including the curriculum for any degree of that Faculty, and shall submit them to the Council for approval. Upon the approval of the Council they may be published in the Calendar and go into effect.

VII. ADMISSION AND CLASSIFICATION OF STUDENTS

1. The classes of the University shall be open to persons who are deemed qualified to take up the work of the classes which they propose to enter.

2. A candidate for a degree is required to satisfy all the requirements for admission which may be prescribed by the Faculty concerned with the approval of the Council. Such requirements shall be published in the calendars.
3. Every student will be required as a condition of admission to the University to register at the beginning of each year of the students attendance, to supply such information and to pay fees as may be required, and may be required by the Registrar, as a condition of such admission, to submit to the Registrar, not later than the published date prior to the beginning of each year, an application in writing for admission and such information as may be required.
4. The University reserves the right to restrict registration in any or all courses whenever in the opinion of the Council such restriction of registration is necessary or advisable.
5. The University reserves the right, through Council, to require the withdrawal of any student at any time when
 - (a) in the opinion of the faculty or the college it is manifest that the student is incompetent; or
 - (b) pursuant to a hearing, held upon the recommendation of the faculty of the student's college, the panel established under Council discipline regulations is of the opinion that the student is for any reason unsuitable to continue the course or to graduate.
6. Under section 62 (3) (a) and (b) of the University Act (1995), a decision of Council to change academic and other qualifications required for admission as a student, and a decision to change the number of students who may be admitted to a college or a program of study are to be reported to the Senate at its next meeting and are not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.

VIII. EXAMINATIONS FOR DEGREES

1. The Examiners of the University shall be:
 - (a) The Professors, Associate Professors, Assistant Professors, Lecturers, Special Lecturers, Sessional Lecturers and Instructors of the University.
 - b) Such other Lecturers or teachers of the University as the Council may appoint.
 - (c) Such external and independent examiners, not being Professors, Lecturers or teachers of the University, as the Board on the recommendation of the Council may appoint.
2. All matters respecting the subjects, time and mode of the examinations and respecting the degrees and distinctions to be conferred by the University shall be provided for by regulations which are prepared by the Council. Such regulations shall be published from time to time in the University Calendar.

3. Section 23 (g) of the University Act (1995) authorizes the Senate to appoint examiners for and make bylaws respecting the conduct of examinations for professional societies or other bodies if the university or any of its agencies is required or authorized by any act to do so.

IX. AFFILIATION AND FEDERATION

1. Under section 61 (1) (e) of the University Act (1995), Council has the power to authorize the Board to provide for affiliation or federation with any educational institution, or the dissolution of any affiliation or federation with any educational institution. Under 62 (3) (d), a decision to authorize the dissolution of any affiliation or federation is to be reported to the Senate at its next meeting and is not to be implemented until either the Senate confirms the decision or 12 months have passed following the end of the fiscal year in which the decision was made, whichever is earlier.
2. Under 23 (k) and (l), the Senate may receive proposals respecting the affiliation or federation of any educational institution with the university and recommend to the Board and the Council whether or not the proposed affiliation or federation should be made. Senate may also consider and recommend to the Board and Council whether or not any affiliation or federation should be dissolved because of lack of relevance to the province.
3. Affiliation
 - (a) The aim of affiliation is to associate with the University for the purposes of promoting the general advancement of higher education in the province, those institutions which are carrying on work recognized as of university grade by the Council of the University, where such association is of mutual benefit to the University and the institution seeking affiliation.
 - (b) The following theological colleges are affiliated with the University:
College of Emmanuel and St. Chad
Lutheran Theological Seminary
St. Andrew's College
Horizon College and Seminary
Briercrest Bible College and Biblical Seminary
 - (c) The requirements for the affiliation and continued affiliation of theological colleges with the University are:
 - (i) That the theological college may offer at least three courses for which credit is given by the University toward a degree.
 - (ii) That the normal admission requirements of the theological college be at least equal to those of the University.
 - (iii) That students who receive the graduation diploma of the college shall normally have a minimum of one year of Arts credit other than theological options beyond senior matriculation.

- (iv) That the qualifications of the faculty including graduate work, the expected proportion of holders of PhDs on the faculty, and the adequacy of the library facilities be approved by the Council of the University.
 - (iv) That, except in cases of emergency as recognized by the Council of the University, the minimum number of full-time students who qualify under regulation (b) above be not less than an average of twelve students per year over any or every period of three consecutive years.
 - (v) That, the course of studies leading to the graduate diploma of the college should normally require a period of at least three academic years for completion.
 - (vi) That an institution which is seeking affiliation with the University of Saskatchewan must institute tenure provisions acceptable to the University but not necessarily equivalent to the University academic tenure regulations.
- (d) Gabriel Dumont College of Metis Studies and Applied Research is an Affiliated College with the University.
- (e) St. Peter's College is an Affiliated College with the University.

St. Peter's College

Students taking courses at St. Peter's College for university credit must be admitted to the University of Saskatchewan as well as to St. Peter's College. For work done in St. Peter's College, the University may give credit provided that the following conditions are met:

- (i) That the courses to be credited to the University are considered by the University to be equivalent in quality to its own courses.
- (ii) That the offering of each course and the appointment of its instructor are approved by the appropriate official of the University, with the concurrence of the University of Saskatchewan department head, dean or director concerned.
- (iii) That the library and other facilities of the College for a given course are judged adequate by the University, with the concurrence of the University of Saskatchewan department head, dean or director concerned.
- (iv) That the final examinations are conducted by examiners appointed or accepted by the University in accordance with university examination regulations; that the examination papers are approved in advance by the University department, faculty, or school concerned, which may also review the marked answer papers before the final results are reported to the Registrar.

- (v) That an upper-year student of the University is permitted to register at the College only part-time i.e. for a maximum of two full courses.
- (vi) That a student may not receive credit for more than two years (10 courses) of work at the College, of which not more than one year (5 courses) may consist of upper-year courses.
- (vii) Colleges which have been or shall be recognized by Council as federated colleges of the University shall be considered to be in affiliation with the University.

4. Federation

- (a) The requirements for recognition as a federated college of the University shall include the following:
 - (i) The College must be authorized by the University to give courses recognized for credit toward a Bachelor of Arts degree in the subjects of at least four departments of the College of Arts and Science.
 - (ii) The members of the College teaching staff, teaching the above University courses or classes, must possess qualifications sufficiently high to be recognized as members of the Faculty of Arts and Science and shall be so recognized.
 - (iii) The College must be situated on or adjacent to the campus at Saskatoon.
- (b) St. Thomas More College is a Federated College with the University.

St. Thomas More College, Saskatoon

St. Thomas More College, Saskatoon, which is hereinafter referred to as the College, shall be recognized as a federated college upon the following terms and conditions:

The officers and faculty of the College, as indicated, are entitled to full membership with power to vote, on the following academic bodies:

The Senate: The President to be a member.

The General Academic Assembly: The Dean, Professors, Associate Professors, Assistant Professors, full-time lecturers, special lecturers and instructors to be members.

The Council: either two elected representatives, or the Dean and one elected representative. The President to be a non-voting member.

The Faculty Council of the College of Arts and Science: The Dean, Professors, Associate Professors, Assistant Professors, full-time lecturers, special lecturers and instructors teaching courses recognized for the B.A. or B.Sc. degrees to be members.

Students enrolled in the College who have satisfied the University requirements for admission shall be admitted to such University courses

as they are qualified to enter and continue therein on the same terms as other University students, provided the fees required for such courses have been paid. Students enrolled in the University may, with the permission of the College, take courses in the College recognized for the B.A. and B.Sc. degrees provided that the fees required for such courses have been paid. The conditions will apply provided the same tuition fee is required by both the College and the University.

The foregoing provision with regard to the tuition fee for the Arts and Science courses applies to the pre-professional courses.

All students enrolled in a professional college or school must pay the University the full tuition fee required for each year of the professional program, though the University may grant credit for any course or courses taken in the College and accepted by the College of Arts and Science for the corresponding course required in a professional program.

Academic appointments to and promotions within the College shall be made by the Board of Governors of the College, on the recommendation of the President of the College but prior to making such appointments or promotions, the President of the College shall secure the approval of the President of the University.

The University will recognize the instruction given by the College in subjects in the divisions of the humanities and social sciences, and such other subjects as may from time to time be agreed upon with the College of Arts and Science, or other appropriate college, provided that the instruction is given by competent teachers and that the work done in each course is equivalent in extent and standards to that given by the University. This equivalence is to be determined by the Head of the Department in the College and the Head of the Department in the University working out in cooperation the extent of the courses, the standard and all the particulars pertaining to the subjects, including the examinations to their mutual satisfaction or, in cases of difficulties, to the satisfaction of the President of the University.

The University shall confer the B.A. or B.Sc. Degree on such students of the College as have satisfied the requirements prescribed by the University for admission and for the B.A. or B.Sc. curriculum.