



**UNIVERSITY OF TORONTO**  
**CONSTITUTION OF**  
**THE ARTS & SCIENCE COUNCIL**

<b>I.</b>	<b>Derivation of Authority from the U of T Act</b>
	The Council of the Faculty of Arts and Science exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971</i> , as amended.
<b>II.</b>	<b>Definitions</b>
	In this Constitution and the accompanying By-laws:
II-1	“Faculty” means the Faculty of Arts and Science and “Council” means the properly composed Council of the Faculty of Arts and Science of the University of Toronto. It will be known as the “Arts and Science Council.”
II-2	“College” means one of the seven St. George Colleges that register Undergraduate Students in the Faculty of Arts and Science, whether a constituent college (Innis College, New College, University College, Woodsworth College) or a college at a federated university (St. Michael’s College, Trinity College, Victoria College).
II-3	“Teaching Staff” means any member of the Faculty of Arts and Science who holds an academic appointment, and who holds the rank of Professor; Associate Professor; Assistant Professor; ; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (Conditional); or Assistant Professor, Teaching Stream (Conditional). This includes those who hold such ranks at the colleges of the federated universities and are involved in the delivery of Faculty of Arts and Science programs.
II-4	“Administrative and Technical Staff” means any staff member of a Faculty of Arts and Science department, college or Extra-Departmental Unit who is not a member of the Teaching Staff.

II-5	“Undergraduate Student” means any student registered in a program of study leading to a Bachelor’s degree, post-secondary diploma or for credit certificate in the Faculty of Arts and Science who is not registered in the School of Graduate Studies.
II-6	“Graduate Student” means any student registered in the School of Graduate Studies and in a department or EDU (Extra-Departmental Unit) within the Faculty of Arts and Science in a program of study leading to a Master’s or Ph.D. degree, post-secondary diploma or for credit certificate.
<b>III.</b>	<b>General Powers and Duties of Council</b>
	Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.
III-1	Council shall determine its composition, and the number, composition and authority of its committees.
III-2 <i>Academic policies</i>	Council recommends for approval to the appropriate body of Governing Council divisional academic policies and amendments to such policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
III-3 <i>Advisory role</i>	In addition to III-1 and III-2, Council plays an advisory role, tendering advice to the Faculty’s administration.
III-4 <i>Limits</i>	The responsibilities of the Council are not extended into areas that are, according to the University of Toronto Act, the responsibility of other bodies (e.g. budget, hiring, promotion, tenure).
<b>IV.</b>	<b>Council’s Specific Powers and Duties</b>
	The specific powers and duties of Council are the following:
IV-1 <i>Determine its rules and regulations</i>	Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
IV-2 <i>By-Laws</i>	Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

<p>IV-3  <i>Establish committees</i></p>	<p>Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.</p> <p>The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p>
<p>IV-4  <i>Admissions</i></p>	<p>Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</p>
<p>IV-5  <i>Awards</i></p>	<p>Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.</p>
<p>IV-6  <i>Petitions and appeals</i></p>	<p>Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council.</p> <p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>
<p>IV-7  <i>Academic programs</i></p>	<p>Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the <i>Policy on Certificates (For</i></p>

	<p><i>Credit and Not-for-Credit</i>). These approvals shall be reported annually for information to the appropriate body of Governing Council.<sup>2</sup></p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates.<sup>3</sup> All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p>
<p>IV-8  <i>Delegation of authority</i></p>	<p>Subject to the provisions of Section IV-7 above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.</p>
<p>IV-9  <i>Academic and Interdisciplinary units</i></p>	<p>Council shall consider and recommend for approval to the Governing Council proposals concerning academic units as per University policy. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i>.</p>
<p>IV-10  <i>Transcript notations</i></p>	<p>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</p>
<p><b>V.</b></p>	<p><b>Powers, Duties and Responsibilities of the Dean</b></p>
<p>V-1</p>	<p>Council recognizes that the Dean exercises powers under the authority of the “<i>Policy on Appointment of Academic Administrators</i>” which states that “the Dean of the Faculty is the</p>

<sup>2</sup> Definitions of Category 1 and 2 certificates are provided in the [Policy on Certificates \(For Credit and Not-for-Credit\)](#). The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

<sup>3</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the [University of Toronto Quality Assurance Process](#) and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

	chief executive officer of the Faculty and reports directly to the Vice-President and Provost.”
V-2	While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources.
V-3	The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
V-4	The Dean shall advise Council of the resource implications of proposed academic policies.
V-5	The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
<b>VI.</b>	<b>Membership of Council</b>
VI-1 <i>Elected members (voting)</i>	<ul style="list-style-type: none"> <li>• One member of the Teaching Staff from each department (not the Chair)</li> <li>• One member of the Teaching Staff from each college (not the Principal)</li> <li>• One member of the Teaching Staff from each extra-departmental unit <b>A</b> (not the Director)</li> <li>• Three full-time Undergraduate Students, Humanities</li> <li>• Three full-time Undergraduate Students, Social Sciences</li> <li>• Three full-time Undergraduate Students, Sciences</li> <li>• Three full-time Undergraduate Students in first-year</li> <li>• Two part-time Undergraduate Students</li> <li>• Six Graduate Students</li> <li>• Five Administrative and Technical Staff including at least one College Registrar</li> </ul>

<p>VI-2  <i>Ex-officio members (non-voting)</i></p>	<ul style="list-style-type: none"> <li>• President of the University (or designate)</li> <li>• Vice-President and Provost of the University (or designate)</li> <li>• Dean of the Faculty of Arts and Science</li> <li>• Vice-Deans and Associate Deans of the Faculty of Arts and Science</li> <li>• Faculty Registrar</li> <li>• Chairs of each Department</li> <li>• Principals of the St. George Colleges</li> <li>• Registrars of the St. George Colleges</li> <li>• Directors of Faculty of Arts and Science EDU-As</li> <li>• President of Arts and Science Students' Union</li> <li>• President of Association of Part-Time Undergraduate Students</li> <li>• Delegated Executive Member of Graduate Students' Union</li> <li>• Vice-Principal (Academic), UTM (or designate)</li> <li>• Vice-Principal (Academic), UTSC (or designate)</li> <li>• Dean of the School of Graduate Studies (or designate)</li> </ul>
<p><b>VII.</b></p>	<p><b>Term and Quorum of Council</b></p>
<p>VII-1</p>	<p>The term of office of members of Council shall be one year, from July 1 to June 30, with the term of Student members beginning in September.</p>
<p>VII-2</p>	<p>The terms of office for members of Council's Standing Committees shall also be one year, from July 1 to June 30, unless a By-Law establishes a different term of office for members of a particular committee.</p>
<p>VII-3</p>	<p>At all meetings of the Council, 25 of the voting members shall form a quorum.</p>
<p><b>VIII.</b></p>	<p><b>Officers</b></p>
<p>VIII-1  <i>Chair</i>  <i>Vice-Chair</i></p>	<p>There shall be a Chair and Vice-Chair of the Arts and Science Council who shall be elected by the members of the Council, and by virtue of this election have and enjoy the authority and respect of the Council.</p>
<p>VIII-2</p>	<p>At the first meeting of the Council held in the fall term, the first item of business shall be the election of the Chair, Vice-Chair, the Proctors, and the members of Standing Committees elected directly by Council, with the Dean of the Faculty in the Chair pro tempore, or if the Dean is not present, the Secretary of the Faculty.</p>

	<p>The Council may establish By-Laws by which one or more of its Standing Committees is expected to bring forward nominees for these directly elected positions, although other nominations shall also be accepted.</p> <p>These officers shall be chosen by the majority of those present and voting.</p> <p>When the election of these officers shall be completed, the Chair shall be taken by the officer chosen by the Council.</p>
VIII-3	The Chair and Vice-Chair so chosen shall hold office until the election of their successors is completed at the first meeting of the Council of the academic year following.
VIII-4	If the Chair of the Council is chosen from among the voting members of the Council, that member shall vacate his or her seat thereon and be replaced according to the original procedures of his or her election or appointment. If the member is an ex-officio member, he or she shall designate a replacement as a member of the Council.
VIII-5 <i>Presiding Officer</i>	At all meetings of the Council, save as specifically provided elsewhere in these articles, the Chair shall preside or, if the Chair be absent, the Vice-Chair shall preside. In the event that both are absent, the meeting shall elect a Chair pro tempore for that meeting by a majority of the members present and voting.
VIII-6 <i>Secretary</i>	The Secretary of the Council shall be the Secretary of the Faculty of Arts and Science.
VIII-7 <i>Proctors</i>	<p>a) There shall be four members of the Arts and Science Council chosen by the Council to be known as Proctors of whom one shall be designated Chief Proctor.</p> <p>b) The duties of the Proctors shall be:</p> <ul style="list-style-type: none"> <li>(i) to ensure the groupings of members and of observers in such a manner that the counting of votes can be carried out without undue delay;</li> <li>(ii) to assist in the counting of votes;</li> <li>(iii) to assist the Chair in any way that the Chair may direct to ensure that the business of the Council is effectively and properly done.</li> </ul> <p>The Proctors retain their rights as members and may speak freely in debate and cast their own votes.</p>

<b>IX.</b>	<b>Meetings</b>
IX-1 <i>Regular Meetings</i>	There shall be regular meetings of Council, normally held in the months of October, November, December, February, March and April. The scheduled dates shall be published by the beginning of September.
IX-2	Notice of time and place of any regular meeting of the Council shall be given not less than four clear working days before the day on which the meeting is to be held. The day of giving notice and the day of the meeting shall not be counted when computing said four clear days. Council shall establish By-Laws detailing its procedures for giving notice.
IX-3 <i>Special Meetings</i>	Council may establish By-Laws whereby a Committee of Council may direct the Secretary to call a Special Meeting. In addition, a Special Meeting shall be called upon the requisition of not fewer than 1/3 of the voting members of the Council, for the transaction of such business as may be specified in the notice of such meeting.
IX-4 <i>Voting</i>	Each voting member is entitled to one vote, and only the members present may vote on any question.
IX-5 <i>Alternates</i>	Notwithstanding IX-4 (above) Council may establish By-Laws to permit members to name alternates, including permission for an alternate to exercise the vote of a voting member.
IX-6	The Chair of Council shall have no vote while he or she occupies the Chair.
IX-7	All meetings of the Council shall be open to observers, but only members present at the meeting will be permitted to participate in the debate. Observers may address the meeting at the discretion of the Chair.
IX-8	The Council may move into closed session to consider a specific item of business at the request of the majority of members present and voting. At any meeting of the Council, the members may decide to hold the next meeting of the Council in closed session, but such a decision shall require a two-thirds majority of the members present and voting.
<b>X.</b>	<b>Parliamentary Authority</b>
X-1	Council shall establish its own rules of order in its By-Laws.



<b>XI.</b>	<b>Amendment of the Constitution and By-Laws</b>
XI-1 <i>Constitution</i>	The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
XI-2 <i>By-Laws</i>	The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present. Voting shall take place at a regularly constituted meeting to which there has been 10 clear working days' notice of the proposed amendment. However, in the case of amendments to the By-Laws concerning Rules of Procedure, notice must also be given on the agenda of the regular meeting prior to the one in which a vote on the amendments will be held.

*First approved May 1971.*

*Amended and approved by Faculty Council in 1972, 1973, 1977, 1980, 1983, 1985, 1989, 1990, 1992, 1994, 2000, 2001, 2002, 2006, 2015 and on (Date).*

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