

University of
Lethbridge



GENERAL FACULTIES COUNCIL BYLAWS



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Whereas the Alberta *Post-Secondary Learning Act* (“Act”) provides in Sections 23, 24, and 25 for the establishment of a General Faculties Council at The University of Lethbridge;
and whereas the General Faculties Council has deemed it desirable to make certain regulations respecting the calling of meetings, the quorum and conduct of business at those meetings and generally as to the conduct of its affairs;
and whereas Section 26 of the Act provides for the powers of General Faculties Council by providing to it, subject to the authority of the Board, responsibility for the academic affairs of the university;
Now therefore the General Faculties Council resolves that:

PART 1. ENACTMENT, DEFINITIONS AND INTERPRETATION

A. Enactment

1. The General Faculties Council, consents to the enactment of these Bylaws by a motion passed at General Faculties Council on the 8th day of January 2001 as amended on the 4th day of May 2020.
2. All prior Bylaws are rescinded, and Resolutions and procedures of the Council, including the Operating Manual, inconsistent herewith are hereby amended, modified and revised in order to give effect to this Bylaw.

B. Bylaw Definitions

1. **“Academic Staff”** shall mean Professors, Associate Professors, Assistant Professors, Lecturers, Professional Librarians, Instructors and Academic Assistants holding appointments at The University of Lethbridge. For the purposes of these Bylaws, persons holding Adjunct or *Emeritus* appointments shall not be considered to be Academic Staff. *(Amended Mar. 3, 2014)*
2. **“Adjunct Professor”** shall mean an individual, appointed by the President on the recommendation of a Dean following an assessment by a Faculty/School committee, who participates in the University’s teaching or research activities in a way which reflects a commitment over time, while fully committed to a position outside the University or to a non-academic position in the University. Such appointments may be made at the Adjunct Professor, Adjunct Associate Professor or Adjunct Assistant Professor level, based on the individual’s qualifications and experience which would be the equivalent of University appointments to the professorial rank.
3. **“Alternate Member”** shall be an individual who attends committee meetings when the committee member is not available to attend or has a conflict of interest. Alternate Members have full voting privileges, when attending in place of the committee member. Alternate Members may attend all meetings unless there is a conflict, including those at which the committee member counterpart is present, but have no voting privileges in such cases. All Agendas and Minutes may be circulated to all committee and all Alternate Members. *(Approved Apr. 7, 2014)*
4. **“Alternative Vote System”** Voting is done by a preferential ballot, on which all candidates are ranked 1, 2, 3, et cetera or identified as unacceptable. If an absolute Majority of the committee deems a given candidate unacceptable, then that candidate is eliminated. For the remaining candidates, the number of first

preferences (“1’s) are calculated. If a given candidate has an absolute Majority of these, then said candidate is chosen. If no candidate has an absolute Majority, then the candidate with the fewest first preferences is eliminated, and the second (or subsequent) preference of their supporters are added to those of other candidates. This procedure shall be repeated until one candidate has an absolute Majority of preferences. Whenever two candidates are tied in terms of preferences, and only one may carry on, then the Chair shall break the tie.

5. **“APO”** shall mean Administrative Professional Officer.
6. **“AUPE”** shall mean the Alberta Union of Provincial Employees, Local 053.
7. **“Appointed”** shall mean appointed to a position defined in these Bylaws, by Resolution of Council either on the receipt of a recommendation from a Faculty/School Council or following a selection process provided in these Bylaws. Appointments shall be the first action item on the agenda of each Council meeting.
8. **“Appointed Members”** shall mean those Members of Council whose appointments are made pursuant to Sections 23(d) and 25 of the Act.
9. **“Board”** shall mean the Board of Governors of the University.
10. **“Bylaws”** shall mean The University of Lethbridge General Faculties Council Bylaws.
11. **“Chair”** shall mean the Chair of General Faculties Council.
12. **“Committee”** shall mean a standing or ad-hoc committee established by the General Faculties Council under Part 3 of these Bylaws.
13. **“Committee Chair”** shall mean a chair of any Committee of Council.
14. **“Council”** shall mean General Faculties Council.
15. **“Deans’ Council”** shall mean Statutory Deans’ Council.
16. **“Elected”** shall mean elected by vote of members of Council.
17. **“Executive Committee”** shall mean the General Faculties Council Executive Committee.
18. **“Faculty Member”** shall mean Academic Staff, as defined above, excepting Academic Assistants.
19. **“Full-time Academic Staff”** shall mean Professors, Associate Professors, Assistant Professors, Lecturers, Professional Librarians I, II, III and IV, Instructors and Academic Assistants holding full-time appointments with tenure, probationary appointments, continuing appointments, or term appointments for periods of one year or more as employees of The University of Lethbridge:

- a. For the purpose of these Bylaws, Full-time Academic Staff on leaves of any kind are counted as Full-time Academic Staff and assigned to the faculty or school to which they are Appointed even though they are ineligible to serve as *ex-officio*, elected or Appointed Members of GFC (see Part 2, Section E.12 of the Bylaws).
- b. However, senior administrators who are members of Council by virtue of their offices, Emeritus appointments, Sessional Lecturers, persons holding term contracts of less than one year duration, Visiting Professors, persons holding post-retirement contracts or having reduced load status shall not be considered to be Full-time Academic Staff.
- c. For the purposes of these Bylaws, Academic Staff members who were granted reduced load status prior to July 1, 2011 shall be considered to be Full-time Academic Staff while those granted reduced load status on or after July 1, 2011 shall not be considered to be Full-time Academic Staff. While on reduced load status, Academic Staff Members are eligible to serve as Appointed Members of Council.
(Amended: Mar. 3, 2014; Dec. 12, 2011)

20. **“Graduate Students’ Association”** shall mean The Graduate Students’ Association of The University of Lethbridge.
21. **“Largest Remainder Method with Hare Quota”** For the purposes of these Bylaws, the Hare quota is determined by dividing the total number of Full-Time Academic Staff by the number of elected positions, rounded to two decimal places. For example, if there were 403 Full-Time Academic Staff and 26 elected positions, the quota would be $403/26 = 15.50$. The largest remainder system involves determining the number of positions allocated to each faculty in whole numbers and then determining the remainder for each. For example, if the quota were 15.50 and a faculty had 70 Academic Staff ($70/15.50 = 4$ with a remainder of 8), it would receive 4 positions. Most positions will be awarded based on full quotas but any remaining positions shall be awarded first to the faculty with the largest remainder, and so on until all positions have been allocated. Should two faculties be tied with the same remainder when only one position is left, the position shall go to the faculty with the largest total undergraduate and graduate credit hours taught in the previous fall semester.
22. **“Majority”** shall mean the smallest whole number that is greater than 50.0% of the total.
23. **“Member”** or **“Members”** shall mean member(s) of General Faculties Council.
24. **“Post-Secondary Learning Act (Act)”** shall mean the *Post-Secondary Learning Act*, Statutes of Alberta 2003, Chapter P-19.5 as amended.
25. **“President”** shall mean the President & Vice-Chancellor of the University.
26. **“Quorum”** shall exist when a Majority of the members are in attendance in person, by telephone, or video link. From May until the end of August, students are not counted towards the membership base for the determination of Quorum; however, they may attend Council as members and count towards Quorum.

27. **“Resolution”** shall mean a motion passed by a simple Majority of those voting, not including abstentions, at a duly constituted meeting of the Council.
28. **“Secretary”** shall mean the Secretary to General Faculties Council.
29. **“Students’ Union”** shall mean The University of Lethbridge Students’ Union.
30. **“ULFA”** shall mean The University of Lethbridge Faculty Association.
31. **“University”** shall mean The University of Lethbridge.
32. **“Vice-Chair”** shall mean the Vice-Chair of General Faculties Council.

C. Amendments

1. These Bylaws or any of them may be amended by a Resolution of the Council passed by a vote of two thirds (2/3) of the votes cast at any duly constituted meeting of the Council at which notice of Bylaw amendments was given.
2. Any Member may propose amendments to these Bylaws by submitting a written amendment to Executive Committee. Executive Committee may suggest changes to the proposed amendment, which may or may not be accepted by the Member. If the Member does not accept proposed changes, Executive Committee may provide written comments with the proposed amendment when it is placed on Council Agenda.
3. Ongoing editorial amendments needed to these Bylaws such as typos, committee administrative resource changes and position title changes do not require approval at Council. Changes will be brought forward to the next Council meeting for information. *(Approved April 8, 2013)*

D. Interpretation

1. Unless otherwise defined in these Bylaws, words and expressions have the same meaning as those defined in the Act.
2. To the extent any part of these Bylaws is inconsistent with the Act, or is found to be unenforceable or invalid, the balance of the Bylaws shall be interpreted as if such part had not been included.

A. Name

The name of this body shall be The University of Lethbridge General Faculties Council.

B. Primary Role of Council

1. The primary role of Council is to be responsible for the academic affairs of the University, subject to the authority of the Board, in accordance with Section 26 of the Act.
2. In fulfilling this role, Council shall promote the University's teaching, research, scholarship and performance, consistent with its Mandate and Roles (<http://www.uleth.ca/governance/mandate>).

C. Council Year

A Council Year begins July 1 and ends on June 30 of the following year.

D. Powers and Capacity of the Council

1. The powers of the Council, in accordance with Section 26 of the Act, may only be exercised at a duly constituted meeting of Council at which a Quorum is present, unless otherwise required by these Bylaws.
2. Every Resolution of Council is effective:
 - a. on the date the Resolution was made, if there is no effective date in the Resolution; or
 - b. on the date stated in the Resolution to be the effective date.

E. Council Members

(Amended Dec. 8, 2014)

1. Membership of Council shall be as provided by the Act, Sections 23-25.
2. The President of the University shall be the Chair (see Part 4. Officers A. Chair).
3. The Provost & Vice-President (Academic) of the University shall be the Vice-Chair (see Part 4. Officers B. Vice-Chair).
4. If the Chair is not present in person at the meeting, the Vice-Chair shall chair. Should the Vice-Chair be unable to chair the Deputy Provost shall then chair.
5. *Ex-officio* Members of Council or its Committees shall be Members only so long as they hold the University office that entitles them to be *ex-officio* Members.
6. At the March meeting of Council, the Parliamentarian shall report to Council and provide:
 - a. the number of Full-Time Academic Staff in each faculty and school effective the previous January 31, excluding senior administrators who are members of Council by virtue of their offices

- b. the total number of elected members to be on Council which shall be twice the number of persons who are members of Council by virtue of their offices, and
 - c. determine and assign to each Faculty and School the number of members using the largest remainder method with Hare quota that may be elected by each Faculty/School in accordance with Section 24(2)b of the Act.
7. Students nominated pursuant to Section 23(c) or Appointed pursuant to Section 25 of the Act shall take office at the time designated for the changeover of officers of the Students' Union or Graduate Students' Association (normally May 1), as appropriate. Student Member terms shall end at the time designated for the changeover of officers of the Students' Union or Graduate Students' Association (normally April 30), as appropriate.
8. There are three categories of Appointed Members: Appointed *ex-officio* Members, Appointed Faculty/School/Library Members, and Appointed Student Members. Academic Staff Members on reduced load status are eligible to serve as Appointed Members of Council. (*Amended Dec. 12, 2011*)
9. Appointed *ex-officio* Members shall serve for as long as they hold office:
 - a. Deputy Provost
 - b. Vice-Provost (Students)
 - c. GFC Nominee to the Board of Governors
 - d. President of ULFA.
10. Appointed Faculty/School/Library Members shall normally be nominated in September for two-year terms staggered to provide continuity (where possible) as follows:
(*Amended Nov. 6, 2017*)
 - a. Faculty of Arts and Science: 2
 - b. Faculty of Education: 2
 - c. Faculty of Fine Arts: 2
 - d. Faculty of Health Sciences: 2
 - e. Dhillon School of Business: 2
 - f. School of Graduate Studies: 1
 - g. School of Liberal Education: 1
 - h. Library: 1.
11. Appointed Student Members:

To be eligible as Appointed Student Members, students must enrol for credit in at least one course at the University of Lethbridge in either the fall or spring semester during their term as a Student Member.

 - a. Eight (8) Undergraduate Student Members are Appointed for a period of one year on the nomination of the Students' Union. At least one Undergraduate Student Member shall be Appointed from each Faculty.
 - b. Two (2) Graduate Student Members are Appointed for a period of one year on the nomination of the Graduate Students' Association.

12. Procedure for Appointed Members:
(Amended Sept. 8, 2014)
At the first meeting of each council year, in accordance with Section 25 of the Act, the members referred to in Section 23(a) who are members by virtue of their offices, the elected members of the Academic Staff referred to in Section 23(b), and the three student members referred to in Section 23(c) shall move a motion to appoint the following Appointed Members to GFC: Appointed Faculty/School/Library Members, and Appointed Student Members.
13. In exercising their powers and discharging their duties under the Act, the Members shall:
 - a. act honestly and in good faith with a view to the best interests of the University; and
 - b. exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
14. A person shall cease to be a Member upon:
 - a. the resignation of the Member from Council, in writing, to the Chair;
 - b. the expiration of an elected or Appointed term;
 - c. the expiration of, or effective date of resignation from, an *ex-officio* appointment;
 - d. the effective date of termination of appointment to the University, whether such termination is by resignation, expiration of appointment or other cause;
 - e. the failure of a student Member to meet the registration condition defined in Part 2, Section E.8.
15. Members of the Academic Staff on leave of any kind are ineligible to serve as members of Council or on its committees.
16. A vacancy on the Council does not impair the ability of the remaining Members to act.

F. Responsibility of Members

1. The Members of Council shall, subject to the provisions of the Act:
 - a. manage or supervise the academic and business affairs of Council;
 - b. establish the policies of the Council; and
 - c. exercise all powers of the Council.

G. Frequency of Council Meetings

1. The Council shall hold regular meetings each month from September to June unless the Executive Committee deems it unnecessary due to lack of Agenda items.
2. The Executive Committee may call a special meeting of the Council on the request of the Chair or the Vice-Chair, should the need arise.
3. A special meeting may also be called upon petition by two-thirds (2/3) of the Members, excluding students in the summer months (see definition of Quorum).

H. Council Meetings

(Amended Dec. 8, 2014)

1. A Council Meeting shall be duly constituted when Members, in accordance with Part 2, Section I.2 of these Bylaws, receive notice of the meeting, and a Quorum of Members is present.
2. All Council meetings shall be open unless Council resolves to go into closed session.
3. When Council is in closed session, the closed session ends with the adjournment of the Meeting or following a Resolution to return to open session, whichever occurs first.
4. Any person may attend the open meetings as an observer, subject to the limitation of space and good conduct as determined at the sole discretion of the Chair.
5. No observer shall be permitted to address an Open Meeting, except with the prior permission of the Chair. Council may hear representatives from the public at large on reasonable, prior application to the Chair.
6. Committee Chairs, their committee members and resources, who may not be members of Council, may be called upon by the Chair to speak at Council if needed.

I. Notice of Council Meetings

1. The Secretary shall propose dates for regular Council Meetings for the proceeding three (3) years in May of each year, subject to reschedule or cancellation by the Executive Committee.
2. A Notice of Meeting, including date, time, agenda, and location, shall normally be provided to Members four (4) working days prior to the meeting date.

J. Loss of Quorum

1. A Meeting that begins with a Quorum shall be deemed to continue with a Quorum until the Meeting is adjourned, or a Member challenges Quorum and less than a Majority of Members then holding office are present at the time of the challenge.
2. A meeting at which Quorum is challenged and lost shall be deemed adjourned at the time that Quorum is challenged.

K. Time and Place of Council Meetings

Meetings normally start at 3:00 p.m. on the first Monday of each month in the Boardroom, Room W646 as designated by the Chair, Vice-Chair or Executive Committee.

L. Adjournment

Any meeting of the Council may be adjourned at any time and from designated time to designated time. No meeting of Council shall proceed past 5:00 p.m. unless a Majority of those Members present shall vote to continue for a specified period of time.

M. Question Period

Normally, a minuted question period of up to twenty (20) minutes shall follow the President's Report.

N. Voting and Eligibility to Vote

(Amended Dec. 8, 2014)

1. Each Member present (in person, telephone, or by video link) at a meeting shall have one (1) vote. The Chair may exercise their vote only to break a tie.
2. Voting shall be conducted by a show of hands unless any Council Member requests a ballot vote (those attending by telephone or video link can vote by a verbal Aye or Nay in private to the Parliamentarian).
3. Unless otherwise specified, all Resolutions receiving a Majority of affirmative votes of Council Members present (in person, by telephone, or by video link) and casting votes, shall be carried, except in the case of changes to the Bylaws, as stated in Part 1, Section C.2 of these Bylaws.
4. Voting by proxy is not permitted.

O. Ballot

(Amended Dec. 8, 2014)

1. If a ballot is required under Part 2, Section N.2 above, the Parliamentarian shall serve as the Returning Officer.
2. The Returning Officer shall distribute ballots to all Council Members present.
3. Ballots shall be returned at the call of the Chair to the Returning Officer.
4. The Returning Officer shall count the votes in the presence of the Chair and announce the count.

P. Rules of Order

Robert's Rules of Order shall govern in all cases in which they are applicable and not in conflict with these Bylaws.

Q. Minutes of the Meeting

(Amended Dec. 8, 2014)

1. The Secretary shall present the minutes of a Council meeting to the next meeting of the Council to be adopted following such modifications and corrections as Council deems necessary.
2. The Minutes as adopted and ratified by the Council shall be receivable as prima facie evidence of the matters stated in such Minutes.

PART 3. COMMITTEES

(Amended May 6, 2019)

A. Establishment of Standing Committees

1. Council may establish Standing Committees from time to time and in relation to any committee:
 - a. shall determine the name of the Committee;
 - b. shall determine the number of members of the Committee and any other conditions pertaining to the composition of the Committee;
 - c. may appoint or rescind the appointment of the members of the Committee;
 - d. may for any office of a committee, appoint a person by name or by position to hold that office or rescind such appointment;
 - e. shall determine the powers and duties of the committee;
 - f. may determine the powers and duties of the members of the committee; and
 - g. may dissolve or temporarily suspend the committee.
2. Those designated as resource members are non-voting members.
3. Unless otherwise specified, Standing Committees shall be subject to the same procedural rules as Council.
4. Unless otherwise specified, the Director, University Secretariat (or designate) shall be Secretary (administrative support) to a Committee.
5. The minutes and agendas of the Committee shall be distributed to members and resource members of the Committee. The minutes and agendas shall be retained by the designated Secretary (administrative support).
6. Committee Chairs shall prepare a report of activities undertaken by their Committees during the Council year and file it with the Director, University Secretariat for review by Executive Committee at its September meeting and Council as items for information at its October meeting.
7. At the October meeting of Council the Director, University Secretariat will identify any Standing Committee that has not met during the preceding year.

B. Standing Committee Membership, Powers and Duties

1. General
 - a. Unless otherwise stated, Standing Committee members serve for two (2) year terms.
 - b. Each committee may invite other resource members as required.
 - c. If deemed necessary, each committee may establish working groups or sub-committees to assist in fulfilling their powers and duties.
 - d. Where specified, nominating bodies shall also nominate Alternate Members for appointment in accordance with Part 1. B. 3 of the GFC Bylaws.
2. Election Procedures

- a. Executive and Nominations Committee - The Academic Staff Members designated for each Committee shall be elected following nominations from the floor. For the Executive Committee this shall occur at the October meeting of Council, and for the Nominations Committee this shall occur at the November meeting of Council. A recommendation for varying term lengths, as recommended by the Executive Committee, may be required to ensure staggering where possible.
 - i. In the event that one or more nominations are made from the floor and accepted by the nominee, Council will conduct an election for that position at the meeting by a show of hands after inviting the candidates (if present) to leave the room.
 - ii. Council uses “approval voting” which allows members to vote in favour of any one or more of the nominated candidates. The candidate or candidates receiving the largest number of votes will be declared elected for that position or positions.
 - iii. When the Chair has determined that there are no more nominations from the floor and votes have been held for all contested positions, Council may elect by acclamation the remaining slate in its entirety with a motion that all nominations cease.

- b. Standing and Other Committees - Members of all other Standing Committees of Council shall normally be elected at the time the Committee is formed, and thereafter annually at the May meeting of Council or as required to fill vacancies.
 - i. In preparation for the May meeting of Council, the Nominations Committee is required to prepare a slate of members for Standing Committee vacancies. This will be accomplished through an open call for nominations. Unless there is a requirement for diversity or specific skill set, if there are more nominations than vacancies an electronic vote of members will occur. The slate of nominees will be included with the agenda for the May meeting for Council to approve.
 - ii. If all available positions have not been filled, the Nominations Committee may move a motion to open nominations from the floor.
 - In the event that one or more nominations are made from the floor and accepted by the nominee, Council will conduct an election for that position at the meeting by a show of hands after inviting the candidates (if present) to leave the room.
 - Council uses “approval voting” which allows members to vote in favour of any one or more of the nominated candidates. The candidate or candidates receiving the largest number of votes will be declared elected for that position or positions.
 - When the Chair has determined that there are no more nominations from the floor and votes have been held for all contested positions, Council may elect by acclamation the remaining slate in its entirety with a motion that all nominations cease.

3. Executive Committee

- a. The following shall be members (voting) of the Executive Committee:
 - President & Vice-Chancellor [Committee Chair] *ex-officio*
 - Provost & Vice-President (Academic) [Vice-Chair] *ex-officio*
 - Four (4) Academic Staff Members, nominated and elected by Council for two-year terms*
 - One (1) Undergraduate Student, selected by the Students' Union for a one-year term
 - One (1) Graduate Student, selected by the Graduate Students' Association for a one-year term

* Council shall try to ensure diversity of Faculty or School representation where possible.

Resource Member (non-voting):

Director, University Secretariat (Administrative Support)

Members of Council Executive Committee must be members of Council. Academic Staff members whose term has expired on Council, can continue to serve on the Executive

Committee, and vote at Council, until their replacement is approved, which is normally at the October meeting of Council.

- b. Powers and Duties
 - i. Review the organization and procedures of Council and its committees, and report with appropriate recommendations for improved effectiveness.
 - ii. Approve the agenda for meetings of Council, ensuring that agenda materials are sufficiently developed to afford fruitful debate at Council.
 - 1. Any business that could have been transacted at the original meeting, but was not, shall be considered at the next Meeting of the Executive Committee for inclusion at a subsequent Meeting of Council.
 - 2. Report to Council at each meeting on their activities and provide the approved meeting minutes for information.
 - iii. Prepare a two-year Council meeting schedule and present it to Council for information.
 - 1. If the Executive Committee deems it necessary, a summer meeting of the full Council will be called to deal with business of significance.
 - iv. Review and make recommendations concerning matters not assigned to other committees.
 - v. Ensure completion of the annual review of powers and duties for all standing committees, and make necessary recommendations to Council on behalf of all committees.
 - vi. Act on behalf of Council for matters requiring immediate action when a Quorum of Council is not reached including, if necessary, the period from June through August. All actions taken on behalf of Council will be reported at the next regular meeting of Council.
 - 1. The Executive Committee may not act on behalf of the Council in establishing procedures under Section 22 (2) of the Act.
- c. The powers and duties of the Executive Committee may be limited as provided by Resolution of the Council from time to time, and, in particular the Executive Committee shall not:
 - i. remove any member of the Executive Committee;
 - ii. amend the Bylaws.

4. Academic Appeals and Discipline Committee

- a. The following shall be members (voting) of the Academic Appeals Committee:
 - Provost & Vice-President (Academic) or designate [Committee Chair] *ex-officio*
 - Two (2) Academic Staff Members, nominated by the Nominations Committee (Selected to represent different Faculties/Schools)
 - Two (2) alternate Academic Staff Members, nominated by the Nominations Committee
 - *Two (2) Undergraduate Students, selected by the Students' Union (Selected to represent different Faculties/Schools)
 - Two (2) alternate Undergraduate Students, selected by the Students' Union
 - *Two (2) Graduate Students, selected by the Graduate Students' Association
 - Two (2) alternate Graduate Students, selected by the Graduate Students' Association

Resource Member (non-voting):

Director, University Secretariat (Administrative Support)

*Undergraduate Students shall serve on appeals pertaining to undergraduate students, and Graduate Students shall serve on appeals pertaining to graduate students.

- b. Powers and Duties:
 - i. To hear appeals regarding final grades in accordance with applicable policies and procedures.

- ii. To hear, investigate, and decide on complaints about student's academic misconduct in accordance with the applicable policies and procedures.
- iii. To hear appeals to Council in accordance with other applicable policies and procedures.
- iv. Recommend to Council through the Curriculum Coordinating Committee changes to policy and procedures pertaining to student academic conduct and appeals.
- v. Annually review powers and duties and report their findings to the Executive Committee.

5. Academic Quality Assurance Committee

- a. The following shall be members (voting) of the Academic Quality Assurance Committee:

Provost & Vice-President (Academic) or designate [Committee Chair] *ex-officio*

One (1) Academic Staff Member of Deans' Council, selected by Deans' Council

Five (5) tenured Faculty Members, selected by the Nominations Committee for three (3) year staggered terms

One (1) Undergraduate Student (or alternate), selected by the Students' Union

One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

Resource Members (non-voting) (Administrative Support):

Admin Support for Deputy Provost, and Academic Initiatives Manager

- b. Powers and Duties

- i. In consultation with the Deans/University Librarian and senior administrators, select academic programs, academic units, and academic support units to be reviewed using the Academic Quality Assurance Policy and Procedures.
- ii. Facilitate the review process to ensure it is proceeding according to the Academic Quality Assurance Policy and Procedures. This includes orienting and advising review personnel, and monitoring and managing the progress of reviews.
- iii. Receive and evaluate all documents produced for review processes, returning documents when revision is required and approving documents when they are complete.
- iv. Disseminate the results of quality assurance reviews when they are completed and approved.
- v. Report annually to Council on the reviews undertaken and in progress and any issues arising from the review process.
- vi. In alignment with government timelines and processes, conduct a review of the academic quality assurance policy and process, and take action in accordance with the recommendations that emerge from this review.
- vii. Develop the action plan, which specifies the recommendations emerging from the review that the program or unit is responsible for implementing.
- viii. Receive and evaluate reports that describe the progress on implementing recommendations one and three years after review closure.
- ix. Annually review powers and duties and report their findings to the Executive Committee.

6. Academic Timetable Committee

- a. The following shall be members (voting) of the Academic Timetable Committee:

Provost & Vice-President (Academic) or designate [Committee Chair] *ex-officio*

Executive Director (Strategic Enrolment Management) & Registrar or designate *ex-officio*

Assistant Registrar, Curriculum and Student Records or designate *ex-officio*

Dean or Designate, Arts & Science *ex-officio*

Dean or Designate, Education *ex-officio*

Dean or Designate, Fine Arts *ex-officio*

Dean or Designate, Health Sciences *ex-officio*

Dean or Designate, Business *ex-officio*
Dean or Designate, Graduate Studies *ex-officio*
Dean of Designate, Liberal Education *ex-officio*
Seven (7) Academic Staff Members, one selected by each Faculty and School Council;
One (1) Professional Librarian, selected by the Professional Librarian Committee
One (1) Undergraduate Student (or alternate), selected by Students' Union
One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

Resource Members (non-voting):

Administrative Assistant to Registrar's Office (Administrative Support)

- b. Powers and Duties
 - i. Make recommendations to Council on institutional timetable and examination scheduling policies and procedures.
 - ii. Monitor and receive reports from departments and related working groups on timetabling and exam scheduling, and make recommendations or provide reports to the Executive Committee and Council where necessary.
 - iii. Annually review powers and duties and report their findings to the Executive Committee.

7. Admissions Standards Committee

- a. The following shall be members (voting) of the Admissions Standards Committee comprises:
 - Provost & Vice-President (Academic) or designate [Committee Chair] *ex-officio*
 - Executive Director (Strategic Enrolment Management) & Registrar or designate *ex-officio*
 - Assistant Registrar, Admissions and Transfer or designate *ex-officio*
 - Manager of Admissions *ex-officio*
 - Dean or Designate, Arts & Science *ex-officio*
 - Dean or Designate, Education *ex-officio*
 - Dean or Designate, Fine Arts *ex-officio*
 - Dean or Designate, Health Sciences *ex-officio*
 - Dean or Designate, Business *ex-officio*
 - Dean or Designate, Graduate Studies *ex-officio*
 - Dean or Designate, Liberal Education *ex-officio*
 - Six (6) Academic Staff Members, one selected by each Faculty and School Council;
 - One (1) Professional Librarian, selected by the Professional Librarian Committee
 - Two (2) Undergraduate Students (or alternate), selected by Students' Union (selected from different Faculties/Schools)
 - One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

Resource Member (Non-voting):

Administrative Assistant to Registrar's Office (Administrative Support)

- b. Powers and Duties
 - i. Recommend to Council new program admission requirements.
 - ii. Recommend to Council new or changes to institutional admission requirements.
 - i. Monitor changes in provincial, national, and international education systems that would impact on the qualifications of an applicant to the University and ensure admission requirements are updated accordingly; and
 - ii. Examine admission-related trends and issues at the provincial, national, and international levels, and provide information to stakeholders on best practices.
 - iii. Recommend to Council admission policy and transfer assessment and credit policy.

- iv. Make recommendations and/or provide advice to Faculty/School Councils on program admission requirements.
- v. Review, make recommendations and approve changes to admission requirements to programs as recommended to the Committee by Faculty/School Councils.
- vi. To support its mandate, the Committee is governed by the following principles:
 - i. Academic excellence;
 - ii. Applicants' preparation for success;
 - iii. Identification and consideration of applicants or groups of applicants to facilitate access; and
 - iv. Appropriateness, fairness and transparency of admission and transfer credit policies and the assessment and awarding of transfer credit

8. Convocation Ceremony Committee

- a. The following shall be members (voting) of the Convocation Committee:

Chief Marshal, appointed by President [Committee Chair]
 President or designate *ex-officio*
 Chancellor or designate *ex-officio*
 Vice-President (External Relations) *ex-officio*
 Vice-Provost (Students) *ex-officio*
 Executive Director (Strategic Enrolment Management) & Registrar *ex-officio*
 Director, Community Engagement *ex-officio*
 Three (3) Academic Staff Members, nominated by the Nominations Committee
 Convocation Coordinator *ex-officio* (Administrative Support)
 One (1) Undergraduate Student (or alternate), selected by Students' Union
 Director, Alumni Relations & Operations *ex-officio*
 One (1) Alumnus/Alumna (or alternate), selected by Alumni Association Council
 One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

- b. Powers and Duties

In recognition that Convocation is an institutional celebration consisting of various components, stakeholders, communications and events:

- i. Provide oversight on the planning, and strategic operation of University Convocation Ceremonies.
- ii. In consultation with the Board of Governors, the Senate, the Alumni Association, Graduate Students' Association and the Students' Union, provide oversight for the installation of the President and Chancellor.
- iii. Recommend to Council approval of any Convocation policies or procedures, and the Committee shall monitor compliance of such policies and procedures.
- iv. Approve any information pertaining to graduation as contained within the University Calendar, and provide this to the Curriculum Coordinating Committee.
- v. Annually review powers and duties and report their findings to the Executive Committee.

9. Curriculum Coordinating Committee

- a. The following shall be members (voting) of the Curriculum Coordinating Committee:

Provost & Vice-President (Academic) or designate [Committee Chair] *ex-officio*
 Vice-Provost (Students) or designate *ex-officio*
 Executive Director (Strategic Enrolment Management) & Registrar *ex-officio*
 Officer responsible for Curriculum as designated by the Dean of each Faculty or School (7) *ex-officio*
 Faculty of Arts and Science
 School of Business

Faculty of Education
Faculty of Fine Arts
School of Graduate Studies
Faculty of Health Sciences
School of Liberal Education

One (1) Professional Librarian as designated by the University Librarian, *ex-officio*

Two (2) Academic Staff Members, nominated by the Nominations Committee

Two (2) Undergraduate Students, selected by Students' Union (selected to represent different Faculties/Schools)

One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

Resource Member (non-voting):

Administrative Assistant to the Registrar's Office (Administrative Support)

b. Powers and Duties

- i. Receive and consider proposals from Faculty and School Councils regarding academic regulations including examination policy, program requirements, curriculum changes, and the establishment of new credit programs and make recommendations concerning these matters to Council taking into account any relevant recommendations from the most recently completed internal quality assurance process.
- ii. With respect to all matters cited in i), on its own account and as it may be deemed useful, communicate with and make recommendations to the Faculty/School Councils.
- iii. With respect to all matters cited in i), determine areas of common concern, coordinate inter-unit interests, and make recommendations concerning these matters to the Faculty/School Councils.
- iv. Propose policies to Council for approval governing the publication of all official University calendars.
- v. Develop procedures for the coordination, preparation, and publication of University Calendars, including the final authorization of text that is the responsibility of other GFC Standing Committees, except text relating to matters over which the Board of Governors has authority and which shall be included in the Calendar as the Board of Governors directs.
- vi. Annually review powers and duties and report their findings to the Executive Committee.

- c. If required, the Chair of the Curriculum, Coordinating Committee] shall ensure coordination of matters between the Academic Appeals, Academic Timetable, Admissions Standards Committee and the Curriculum Coordinating Committee.

10. Iniskim Academic Development Advisory Circle (IADAC)

- a. The following shall be members (voting) of the GFC Iniskim Academic Development Advisory Circle: Three (3) Academic Staff Members*, nominated by the Nominations Committee (one (1) shall be Indigenous and preference for others with experience with Indigenous Communities or Indigenous education.)

One (1) Member, appointed by the Iniskim Aawaahskataiksi Council

One (1) Undergraduate Student, selected by the Student's Union

One (1) Graduate Student, selected by the Graduate Students' Association

Two (2) Internal or External Community Members, recommended by the Iniskim Aawaahskataiksi Council and selected by the IADAC

*The Committee Chair shall be selected from among the three (3) Academic Staff Members annually (July 1 – June 30) by the Committee.

Resource Members (non-voting):
Vice-Provost (Iniskim Indigenous Relations)

b. Powers and Duties

- i. In consultation with Iniskim Aawaahskataiksi Council develop Indigenous Academic relationships and initiatives. Make recommendations to GFC and GFC Standing Committees on practical operationalization and implementation of Indigenous academic relationships and initiatives.
- ii. Manage information flow on Indigenous Academic matters to and from Iniskim Aawaahskataiksi Council, as well as to and from Faculty/School/Library Advisory Circles.
- iii. Ensure actions are aligned with Truth and Reconciliation Calls to Action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), as well as governance enablers responsible for adhering to policies and regulations at the University. Resource documents to be used as required within the powers and duties: [Iniskim Governance Process](#) and [Iinnii Document](#).
- iv. Meet at minimum twice per semester.
- v. The IADAC is encouraged to invite non-members to participate as needed as a means to provide learnings to support the relationships and initiatives.

11. Library Committee (*Amended May 4, 2020*)

- a. The following shall be members (voting) of the Library Committee:
University Librarian or designate [Committee Chair] *ex-officio*
Provost & Vice-President (Academic) or designate *ex-officio*
One (1) Academic Staff Member of Deans' Council (or alternate), selected by Deans' Council
One (1) Associate University Librarian (or alternate), selected by the Professional Librarians
Two (2) Professional Librarians (or alternate), selected by the Professional Librarians
Five (5) Academic Staff Members (or alternate), one selected by each Faculty Council
One (1) Academic Staff Member (or alternate), selected by Graduate Studies' Council
Two (2) Undergraduate Students (or alternate), selected by the Students' Union
One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

Resource Member (Administrative Support): Administrative Assistant, University Librarian

b. Powers and Duties

- i. Recommend to Council rules and regulations for the management and operation of the Library, in light of advice from and interactions with the Library Advisory and Planning Committee.
- ii. Annually review powers and duties and report their findings to the Executive Committee.

12. Nominations Committee

- a. The following shall be members (voting) of the Nominations Committee:
One (1) Academic Staff Member, approved for a two-year term by the Executive Committee from their Academic Staff Committee members and shall serve as Committee Chair.
Four (4) Academic Staff Members, who are current members of Council, selected by Council (following Executive Committee election procedures)
One (1) Undergraduate Student serving on Executive Committee, *ex-officio*
One (1) Graduate Student serving on Executive Committee, *ex-officio*

Resource Member (non-voting) (Administrative Support):

Director, University Secretariat
Vice-Provost (Equity, Diversity and Inclusion)

*Academic Staff Members whose term has expired on Council, can continue to serve on the Nominations Committee, until their replacement is approved which is normally at the November meeting of Council.

b. Powers and Duties

- i. Recommends to Council for approval slates of members for standing committees and other committees requiring representation from Council.
 1. The Committee shall ensure the best possible match and broadest possible diversity for all committees were possible.
 2. The Committee shall recommend term lengths of less or more than two –years to provide an overlap of experience if appropriate.
 3. The Committee shall hold their meetings in-camera (no discussion of particular candidates will appear in the minutes) to enable an open review of nominations.
 4. The Committee shall follow the election procedures designated in (Part 3. B. 2 b.) and shall inform Council on the development of any additional process.
- ii. Ensures the replenishment of Council and other committees requiring Council representation.
- iii. Annually review powers and duties and report their findings to the Executive Committee.

13. Research Planning Committee

a. The following shall be members (voting) of the Research Planning Committee:

Vice-President (Research) or designate [Committee Chair]
Associate Vice-President (Research) or designate [Committee Chair] *ex-officio*
Provost & Vice-President (Academic) or designate *ex-officio*
Dean, School of Graduate Studies and Post Doctoral Affairs or designate *ex-officio*
Nine (9) Academic Staff Members*, nominated by Nominations Committee

- Three (3) Faculty of Arts & Science
 - One (1) from Humanities
 - One (1) from Sciences
 - One (1) from Social Sciences
- One (1) Faculty of Education I
- One (1) Faculty of Fine Arts
- One (1) Faculty of Health Sciences
- One (1) Faculty of Dhillon School of Business
- One (1) School of Graduate Studies
- One (1) School of Liberal Education

Resource Member (non-voting) (Administrative Support):
Grant Officer

* Members will normally hold an appointment at the senior Associate or Full Professor level and provide evidence of a sustained track record in ideally at least three of the following:

- Obtaining external funds to support their research, creative, or scholarly endeavours, including provincial, Tri-Agency (Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council and Social Sciences and Humanities Research Council), or other federal funding;
- Participating as a review panel member within the past 10 years for an external funding agency at the provincial, national, or international level;
- Serving as a Director of a research Centre or Institute for more than three years;
- Supervising and mentoring undergraduate and graduate students and/or post-doctoral fellows;

- Acting as a Director in an external research-focused organization (for example, PolicyWise or Alberta Gambling Research Institute).

b. Powers and Duties

- i. The primary advisory body to provide advice, recommendations and feedback to the Vice-President (Research) on a variety of files or issues within the research and innovation portfolio including (but not limited to): the development of policies and procedures, strategic research planning, and initiatives to enhance the research, scholarship and creative endeavours at the University.
- ii. The allocation of resources, such as internal funding programs, and the awarding of awards and honour is delegated to sub-committees. These sub-committees, unless otherwise specified, shall follow procedures approved by the Research Planning Committee and shall report annually to the Research Committee. The sub-committees shall manage: Royal Society of Canada Nominations; Speaker Research Award; Board of Governors Research Chairs; research grants such as community research excellence development, University of Lethbridge Research and Travel Fund; Chinook Summer Research awards; Undergraduate student research awards; and establishments and renewals of research institutes.
- iii. For the Travel Fund, in accordance with the Faculty Handbook, Article 30, the powers and duties are as follows:
 - a. set the maximum award amount for a travel grant prior to each travel year (July 1-June 30);
 - b. receive applications for and award travel grants in accordance with the Travel Fund Procedures approved by Council.
- iv. On behalf of Council, receive the annual reports from the Human Subjects Research Committee and the Animal Welfare Committee, for review prior to providing them to Council.
- v. Annually review powers and duties and report their findings to the Executive Committee.

14. Strategic Planning Committee

- a. The following shall be members (voting) of the Strategic Planning Committee:
 - President [Committee Chair] or designate *ex-officio*
 - Provost & Vice-President (Academic) *ex-officio*
 - Vice-President (Finance & Administration) *ex-officio*
 - Vice-President (External Relations) *ex-officio*
 - Vice-President (Research) *ex-officio*
 - Vice-Provost (Iniskim Indigenous Relations) *ex-officio*
 - Chief Human Resources Officer *ex-officio*
 - Seven (7) Academic Staff Members, nominated by the Nominations Committee (Selected to ensure broadest possible diversity, and no more than one from each Faculty or School)
 - One (1) Board of Governors Member, selected by the Board of Governors
 - One (1) Undergraduate Student (or alternate), selected by Students' Union
 - One (1) Graduate Student (or alternate), selected by the Graduate Students' Association
 - Two (2) non-Academic Staff members, elected from among the Administrative Professional Officers or Exempt Support Staff or Alberta Union of Provincial Employees or a Post-Doctoral Fellow
 - One (1) Alumnus/Alumna (or alternate), selected by Alumni Association Council
 - Two (2) Members of Deans selected by Deans' Council (one must be an Executive Director), selected from Deans' Council

Resource Member (non-voting):

Executive Assistant to the President (Administrative Support)
Director, Office of the President
Associate Vice-President (Finance)
Vice-Provost (Students)
Vice-Provost (Equity, Diversity and Inclusion)
Chief Information Officer
Vice-Provost (Calgary Campus)

b. Powers and Duties

- i. Produce a Strategic Plan with final approval being required from the Board of Governors, that both commits and guides the University.
- ii. Facilitate, communicate and provide leadership to the high-level, university-wide strategic planning process.
- iii. Guide a full consultation process that will engage and facilitate participation by all stakeholder groups in the strategic planning process.
- iv. Analyze, interpret, and synthesize available information and opinion in order to provide recommendations on updating the strategic plan.
- v. Make available a website which allows interested individuals to monitor the progress of the University's Strategic Plan and provide feedback and comments in regards to its progress and issue discussions.
- vi. Report annually to Council, the Board of Governors and the University community the progress the University is making in achieving its strategic priorities.
- vii. Annually review powers and duties and report their findings to the Executive Committee.

15. Student Awards Committee

a. The following shall be members (voting) of the Student Awards Committee:

Vice-Provost (Students) or Designate [Committee Chair] *ex-officio*

Executive Director (Student Services) *ex-officio*

Manager, Scholarships and Student Finance *ex-officio*

Vice-President (External Relations) or designate *ex-officio*

Dean's Designate (or alternate), Arts & Science

Dean's Designate (or alternate), Education

Dean's Designate (or alternate), Fine Arts

Dean's Designate (or alternate), Health Sciences

Dean's Designate (or alternate), Business

Dean's Designate (or alternate), Graduate Studies

Two (2) Academic Staff Members, nominated by the Nominations Committee

Two (2) Undergraduate Students (or alternate), selected by the Students' Union and selected from different Faculties

One (1) Graduate Student (or alternate), selected by the Graduate Students' Association

Resource Member (non-voting) (Administrative Support):

Scholarship Administrative Assistant

b. Powers and Duties

- i. Recommend to Council policy for the acceptance of student awards.
- ii. Recommend to Council policy for the administration of student awards.
- iii. In accordance with policy approved by Council, select the recipients of student awards.
- iv. Serve as awards committee for each Faculty/School Council, including reporting to the Faculty/School Council on matters within the jurisdiction of the Faculty/School Council as it relates to student awards.

- v. Annually review powers and duties and report their findings to the Executive Committee.

C. Ad Hoc Committees

1. Council may by Resolution establish *Ad hoc* Committees for limited terms as Council may deem necessary.
2. The procedures shall be in accordance with Part 3, Section A.1 of these Bylaws.
3. Council shall establish the date or event that result in the dissolution of the Committee at the time the Committee is established.
4. Each *Ad hoc* Committee shall report to Council at the end of its mandate. If the Committee mandate extends beyond one year, the Committee shall report to Council annually and at the end of the Committee mandate.
5. An *Ad hoc* Committee may become a Standing Committee by an amendment to these Bylaws.

D. Appointments to External Bodies

1. Council shall nominate members for appointment to external bodies where required by the Act. The Nominations Committee shall recommend candidates to Council for ratification.
2. Council shall not appoint representatives to serve as members of a Board or equivalent governing bodies that are not governed by the Act.
3. Subject to 2 (above), Council may, on the request of a third party, appoint a person to represent Council's interests in relation to the business or activity of a third party. Such appointments shall be done on a case by case basis, for the term and under the conditions Council may determine at the time the request is considered. Any such appointment shall be subject to the provisions that follow:
 - i. Executive Committee shall review each request and make recommendations to Council regarding whether the request should be filled, what conditions should be attached to the appointment, and who should be appointed.
 - ii. Council will not automatically make such an appointment because an appointment has been requested.
 - iii. The appointment shall be to represent Council's interest only.
4. Council may rescind the appointment at any time and such right of rescission of the appointment shall be a condition of the appointment in all cases.

PART 4. OFFICERS

(Amended Dec. 8, 2014)

A. Chair

1. According to Section 23 of the Act, the President shall be the Chair.
2. The Chair:
 - a. shall provide leadership to the Council;
 - b. is accountable to the Council;
 - c. shall act as spokesperson for Council decisions, where the Council determines such to be appropriate; and
 - d. shall at all times maintain an independent perspective to represent, to the best of the Chair's ability, the interests of the Council and other stakeholders.
3. The Chair shall:
 - a. when able, preside at all meetings of the Council and the Executive Committee;
 - b. call the meeting to order at the appointed time;
 - c. announce in its proper order the business which should come before Council;
 - d. assign the floor to members who desire to speak;
 - e. state all motions that have been proposed and seconded and to restate, in the best possible form without changing the meaning, any motion not clearly phrased, providing such changes be acceptable to the proposer;
 - f. explain the effect of a motion, if necessary;
 - g. restrict discussion to the question before Council;
 - h. consult with the Parliamentarian when there is uncertainty on how to proceed;
 - i. restate the exact question upon which the Council is to vote when discussion on a question has ceased or has been closed by a motion to that effect, and to put the question to a vote;
 - j. state the vote and the result of the vote; and
 - k. perform all other duties usually pertaining to this office.

B. Vice-Chair

1. The Provost & Vice-President (Academic) shall be the Vice-Chair.
2. The Vice-Chair shall perform the duties and exercise the powers of the Chair in the event that the Chair is absent or unable to act.
3. Should the Vice-Chair be unable to chair the Deputy Provost shall then chair.

C. Parliamentarian

1. The Director, University Secretariat shall be the Parliamentarian. The Parliamentarian shall have at each meeting the latest versions of:
 - a. the Act;
 - b. the Bylaws;
 - c. Robert's Rules of Order; and
 - d. Council membership.

2. The Parliamentarian, using the resources above, is to assist the Chair and Members to answer parliamentary inquiries when they arise, and where helpful, to comment on procedural matters before Council.
3. The Parliamentarian shall also count votes and distribute, collect and count ballots if required.
4. In the absence of the Director, University Secretariat, the Chair may appoint any other Member to act in this capacity.

D. Recording Secretary

The Recording Secretary shall be the Secretary to General Faculties Council. The Secretary shall:

- a. have at each meeting the latest agenda;
- b. take minutes in order to furnish the exact wording of the motion or motions before Council;
- c. keep minutes of all meetings of the Council and meetings of committees established by the Council;
- d. search the minutes for information which may be requested by officers or members;
- e. maintain an official list of those members that may vote;
- f. keep the Council policies; and
- g. carry on the official correspondence of the Council.

E. Other Members

1. The duties of all other Members shall be as prescribed by the Council or called for by the terms of their engagement. All Members appointed by the Council shall carry out such directions as they may receive from Council.
2. Members shall not delegate their vote or voice on Council or any of its Committees to another individual.

F. Incapacity of Member(s) to Act

1. If any Member is unable to perform their duties for any reason, another Member may perform the duties of that Member as the Council may from time to time appoint for that purpose.
2. Except as provided in the immediately preceding paragraph, a Member shall not, under any circumstances, delegate their voice or vote to any other person.

PART 5. CONFLICT OF INTEREST

The University has established, through its Board, a [Conflict of Interest and/or Commitment Policy](#) dated December 15, 2016. Those Members of Council identified in the policy, as it may be amended from time to time, shall adhere to this policy and those Members of Council not specifically identified shall adhere to the spirit of the policy. It shall be the responsibility of the Chair to ensure administration of this policy.