STATEMENT OF FACULTY REGULATIONS
AND PROCEDURES
WITHIN THE COLLEGE OF COMMERCE

SEPTEMBER 7, 1988
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STATEMENT OF FACULTY
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This Statement shall always be subject to adherence
to the overall University regulations

A. ORGANIZATION OF THE COLLEGE

The College of Commerce is organized into four departments: The Department of Accounting, The Department of Finance and Management Science, The Department of Industrial Relations and Organizational Behavior, The Department of Management and Marketing. Subsections 1, 2 and 3 of this section reproduce the general provisions of the University Act, 1974 and the Statutes of the Senate, 1975 relevant to this organization.

1. The Dean

(a) "There shall be a Dean of each College of the University who shall be appointed by the board, who shall be the chief executive officer of the College, and who shall, subject to the authority of the President, have general supervision over and direction of the work of the College, and of the teaching and training of the students of his College." (The University Act, 1974, Article 84.)

(b) "The Dean shall be the Executive Officer and public representative of the Faculty. He shall summon the meetings of the Faculty and shall prepare business for, and record (unless a secretary is appointed for that purpose) the minutes of such meetings. He shall be ex officio a member of all committees of the Faculty." (Regulations of the Board of Governors of the University.)
2. **Head of a Department**

(a) "There shall be a head of each department of a College, who shall be appointed by the board, who shall have general supervision over and direction of the work of the department and who shall assign teaching duties to the members of the department; following consultation with the department, in committee."

(b) "The head of each department of a College is responsible to the Dean in the first instance for the satisfactory performance of the work of the department." *(The University Act, 1974, Article 85.)*

3. **The Faculty**

(a) **Definition** *(Statutes of the Senate, 1975, Sections X.1.1 and X.1.3)* The Faculty of the College shall include the following:

(i) The President of the University.
(ii) The Vice-Presidents.
(iii) The Dean of the College and, in the case of a School, the Director.
(iv) The University Secretary.
(v) The Registrar.
(vi) Those Professors, Associate Professors, Assistant Professors, full-time Lecturers and Lecturers in charge of departments, who are members of departments which, for administrative purposes, are assigned to the Dean of that College.
(vii) Instructors and Special Lecturers.
(viii) The Head of Computational Science plus four other members.
(ix) One member each for: Economics and Political Science Mathematics Social Science or Humanities including Economics & Political Science Extension Division.
(x) Dean of Graduate Studies and Research.
(xi) Five undergraduate students appointed by the Commerce Students’ Society.
(xii) Two graduate students appointed by the M.B.A. Students’ Society.
(xiii) Such other persons as the Senate may, from time to time, appoint.

(b) **Responsibilities**

The Faculty shall recognize two aspects of their responsibilities as members of this College:
(i) **University Responsibilities** (Statutes of the Senate, 1975).

Each Faculty, subject to the provisions of The University Act, the Statutes of the Senate and the general control of the Council, shall in its College have charge of matters of scholarship and discipline.

Among the duties of the Faculty are the following:

1) To make recommendations to the Council concerning the requirements for admission; the courses of study; the conditions for graduation; the nature of the degrees to be conferred.

2) To establish rules and methods for the advancement and graduation of students and their suspension for neglect of studies, or defective scholarship.

3) To recommend candidates for degrees in course and candidates for scholarships, prizes, etc.

4) To report to the Council any cases of misconduct which call for investigation by that body.

5) To recommend to Council when deemed advisable, in exceptional cases, that a student be required to withdraw when, in the opinion of the faculty of his College, it is manifest that he is incompetent.

6) To recommend to the Council or to an appropriate Council subcommittee when deemed advisable that a student be required to withdraw when, in the opinion of the faculty of his College he is unsuitable to continue his course or to graduate; provided that this power shall vest in only the faculty or faculties as from time to time designated by the Council.

Cases of minor discipline and misconduct which occur wholly within one College may be considered and determined by the Faculty of the College in which the offense occurred. The determination in all instances shall be reported at once to the President of the University. In any case of discipline, the student concerned shall have the right of appeal to the University Council.
(ii) **College Responsibilities**

The Faculty, normally through its established committee structure, shall accept the responsibility of making recommendations to the Dean on such matters as the Faculty deems appropriate to the satisfaction of its responsibilities including those activities presented in Section B.2.(e).

4. **The Administration**

(a) **Definition**

The administrative structure of the College includes the Dean, the Associate Dean, Assistant Dean, the Department Heads and such other positions as needed and defined by the Dean.

(b) **The Executive Committee**

The Dean, the Associate Dean, the Assistant Dean and the Department Heads shall form the body known as the Executive Committee.

(c) **Delegation**

The Dean may delegate to the members of the administrative structure any duties so long as this is not inconsistent with any University ruling or general rule of the Faculty. Contrarily, the Head of a Department with the consent of the members of the Department, may delegate certain departmental authorities to the Dean in the interest of administrative efficiency. Such delegation may not be permanent and shall be effected by an arrangement between the parties as to the term and tasks involved without affecting the general jurisdictional provisions of this document. The details of any such arrangement shall be made available to other Department Heads.

(d) **Duties and Responsibilities of the Administrators**

**The Dean**

The Dean is the chief executive officer of the College. He retains the final authority of supervision and decision-making in all areas of activity of the College. The purport of the following list is to mention some specific duties of the Dean without limiting the general scope of his authority.

1) Establish the goals of the College in consultation with the Faculty and the administration of the University.
2) Determine and define a long-range strategy for achieving the College goals.

3) Provide liaison with other units of the University, and relevant external communities.

4) Provide the initiative to establish programs, centres or institutions that will enhance the potentials of the Faculty as well as the status of the College in the community at large;

5) Prepare, present and control the College budget. Departmental budgets may be established for specific items to be negotiated.

6) Plan, in consultation with Faculty and Administration of the University, the external fund raising program of the College.

**The Associate Dean**

1) Encourage, coordinate, and promote the research activities of the College's faculty and students.

2) Supervise and control the research contract activity undertaken by the College and its faculty and students.

3) Coordinate and promote the international activity undertaken by the College and its faculty and students.

4) Supervise and control the non-degree activity of the College.

5) Assume the responsibilities of the Dean in his absence.

**The Assistant Dean**

1) Supervise and control the operation of the registration and student records processes for MBA and B.Comm. students.

2) Coordination of the class schedule and the assignment of all rooms in the Commerce Building for all scheduled and unscheduled uses.

3) Supervision of all matters connected with the running of the Commerce Building.

4) Assume the duties of the Associate Dean in his absence.
The Head of the Department

1) Develop and monitor teaching standards.

2) Assign teaching responsibilities.

3) Plan and control academic manpower resources.

4) Provide liaison with Program Directors.

5) Formulate and evaluate proposals for curriculum change.

6) Approve text book selections.

7) Counsel students with regard to academic programs.

8) Approve students' final class grades.

9) Identify and assign student assistants.

10) With the consent of the faculty member(s) concerned, and after consultation with the members of the Department, prepare recommendations to the Dean on "extra-pay" teaching assignments.

11) In consultation with members of the Department, prepare a recommendation to the Dean on the employment of Sessional Lecturers and on classes to be taught by the Sessionals.

12) In consultation with the members of the Department, prepare a recommendation to the Dean on classes to be offered in Intersession and Summer School, and for the staffing of those classes.

13) Plan sabbatical and annual leaves, and approve short-term absences from duties.

14) Chair the following Departmental Committees: Search Committee, Tenure Committee, Renewal of Probationary appointments Committee, Promotions Committee, and Salary Committee (if it exists).

15) Call and chair regular meetings of members of the Department.

16) Sit as a member of the Appointments Committee.
17) Meet regularly with the Dean and other Department Heads as a member of the Executive Committee of the College.

18) Formulate and prepare recommendations concerning the introduction of, or changes to, Departmental graduate programs.

19) Prepare Departmental budgets, and an annual Departmental report.

20) Recommend members to the Nominations Committees of Council and of the College of Graduate Studies and Research and to any other relevant university bodies.

21) Provide liaison with other units of the University and relevant external communities.

Program Directors

The Dean may appoint people to serve as Directors of the various academic programs. The Directors shall be responsible for the administration of the programs and the faculty rules and regulations pertaining to such programs. The Directors shall exercise authority delegated by the Dean.

5. The Students

(a) Standing Committee Membership

Students shall be eligible for membership on certain standing committees as provided for in Section B.2.(e).

(b) Undergraduate Student-Faculty Council

(i) Functions

The Undergraduate Student-Faculty Council shall act as a forum for any discussions concerning mutual administrative, Faculty, or student concern. The Undergraduate Student-Faculty Council shall meet at least twice during the academic year at the call of the Dean or upon petition from the student members. The Dean shall chair the meetings and report appropriate matters to the faculty from time to time but no less than once a year.
(ii) **Membership**

The membership of the Undergraduate Student-Faculty Council will be the student representatives, the Dean, the Assistant Dean, and at least two members of faculty to be appointed by the Executive Committee.

(c) **The M.B.A. Student-Faculty Council**

(i) **Functions**

The M.B.A. Student-Faculty Council shall act as a forum for any discussion of mutual administrative, Faculty, or student concern. The M.B.A. Student-Faculty Council shall meet at least twice during the academic year at the call of the Dean or upon petition from the student members. The Dean shall chair the meetings and report appropriate matters to the faculty of the College of Commerce from time to time but no less than once a year.

(ii) **Membership**

The membership of the M.B.A. Student-Faculty Council will be the student representatives, the Dean of the College of Commerce, the Associate Dean, the Assistant Dean and at least two members of faculty to be appointed by the Executive Committee.

**B. ORGANIZATION OF THE FACULTY**

1. **The Internal Secretary**

A member of the support staff in the Dean's Office shall act as Internal Secretary and shall record and distribute to members of the governing Faculty the minutes of all meetings of the Faculty, the votes, special reports and all other official action of the Faculty. For the first Faculty meeting of the academic year, the Secretary shall collect, compile, and distribute to all members of the governing Faculty all standing rules of the Faculty which may have been enacted or revised during the preceding year.
2. The Standing Committees

(a) Functions of the Committees

(i) It shall be the function of the Committees to consider such matters as are related to their specific subject of concern, as initiated by the membership of the committees, or as referred to them by the Faculty and by the administrative officers of the College; and to make recommendations thereon for Faculty consideration.

(ii) Where given authority by the Faculty, the appropriate committees may act for the Faculty. This authority is given only by the provisions of this document and amendments or additions thereto.

(iii) Committees shall report regularly, but at least once a year, to the Faculty on their deliberations and upon actions which they have performed for the Faculty.

(b) Membership of the Standing Committees

(i) All members of the governing Faculty shall be eligible for committee service.

(ii) Committees will be composed of the Dean or designate as a member ex officio and members as specified in Section B.2.(e).

(iii) Ex officio status on a committee includes full rights of membership including the right to vote unless the individual is already a member of the committee.

(iv) The term of office for members of the standing committees shall be one year with members eligible for re-election.

(v) Student committee members shall have full rights as members of standing committees except when such bodies are meeting on confidential matters. Discussion of records, personal or academic, which concern individual students or faculty members or a discussion wherein policies are to be applied to individual students or faculty members are deemed confidential.

(c) Determination of Membership of Standing Committees

(i) Annually, in the month of May, the Nominations Committee shall prepare a slate of faculty members of the standing
committees. This slate shall include the identification of the Chairman of each committee.

(ii) A Chairman of a standing committee will be a full voting member on all issues before that committee.

(iii) The proposed slate of standing committee members shall be presented to the regularly scheduled May convocation faculty meeting of the College for approval by faculty.

(iv) Should a vacancy occur between May convocation meetings the Nominations Committee may appoint a person to fill the vacant position.

(d) **Enumeration of the Committees**

Standing Committees of the Faculty will be:

(i) Committee on Undergraduate Curriculum
(ii) Committee on Undergraduate Studies
(iii) Committee on Research
(iv) The M.B.A. Committee
(v) Committee on Continuing Education
(vi) Committee on Teaching Effectiveness
(vii) Nominations Committee
(viii) Scholarship Committee
(ix) Library Committee

(e) **Description of the Committees**

(i) **Committee on Undergraduate Curriculum**

Up to four (4) faculty members and two (2) undergraduate student members shall sit on this Committee. The Committee shall evaluate submissions by individual members of faculty and by Departments with regard to additions and deletions of classes from the undergraduate curriculum of the College. In addition, this Committee shall examine all proposals of changes in the core and the structuring of the requirements for the majors offered in the College.

The Committee shall obtain sufficient information so as to be able to evaluate all written submissions and present for Faculty consideration the proposals received, any supporting information deemed relevant, and evaluatory comments stemming from the Committee’s deliberations.
(ii) **Committee on Undergraduate Studies**

Up to four (4) faculty members shall sit on this Committee. The Committee shall be concerned with the maintenance of the undergraduate academic standards of the College of Commerce. The Committee shall review and recommend to Faculty requirements for admission to the College of Commerce.

The Committee shall recommend to Faculty for its approval the list of students eligible for Convocation. It shall, on behalf of Faculty, review the academic records of undergraduates and take appropriate actions thereon. The Committee may act for faculty in consideration and resolution of appeals by students in respect to the administering of the academic regulations of the College of Commerce. The Committee shall submit its report concerning all actions taken on behalf of Faculty to the subsequent regular meeting of Faculty.

(iii) **Committee on Research**

Up to four (4) faculty members shall sit on this Committee. The Committee shall be concerned with stimulating and facilitating those faculty activities leading to the accomplishment of research objectives. The Committee shall formulate longer term research policy recommendations for faculty consideration.

(iv) **The M.B.A. Committee**

Up to four (4) faculty members and two (2) M.B.A. students shall sit on this Committee. The Committee shall be concerned with various aspects of the M.B.A. Program of the College. With regard to curriculum, the Committee shall perform, for the M.B.A. program, a function equivalent to that of the Undergraduate Curriculum Committee as described above. Once M.B.A. curriculum matters are approved by the Commerce Faculty, they shall be transmitted to the College of Graduate Studies and Research for its approval. The Committee shall propose for Faculty approval the appropriate criteria for awarding of those scholarships under the control of the College of Commerce and act for Faculty in the application of these criteria in recommending to the Dean of Commerce the candidates to be granted scholarships. Recommendations regarding other scholarships shall be made to the Dean of the College of Graduate Studies and Research. The Committee shall recommend admissions requirements and any changes in them to the Commerce Faculty for approval. Approved requirements shall then be transmitted to the appropriate bodies.
on campus. The Committee shall review the individual programs of study recommended by the M.B.A. Program Director for each student electing the thesis option and shall review other individual programs of studies when requested by the Program Director or by the individual student. The Committee shall recommend the names of those students eligible for graduation.

(v) Committee on Continuing Education

Up to four (4) faculty members shall sit on this Committee. In general, this Committee is charged with maintaining appropriate academic standards in all College of Commerce sponsored but nondegree programs. In this role it will monitor each program's entrance requirements. Additionally, it will act as a curriculum committee and report its deliberations to Faculty. It should review participant performance to make sure that any actions taken are in line with the program's standards. This Committee will advise the Dean and report to the Faculty on the merits of any proposed changes of the College's commitment to nondegree business education.

(vi) Committee on Teaching Effectiveness

Up to four (4) faculty members plus two (2) undergraduate students, and one (1) M.B.A. student shall sit on this Committee. The Committee shall be concerned with stimulating and facilitating those faculty activities related to teaching performance. The Committee shall consider and recommend to faculty policies dealing with teaching resources, including audio-visual materials, and with problems associated with the teaching-learning activity. In its duties, the Committee shall also be concerned with the measurement of teaching performance and, where widespread problem areas are noted, shall organize formal sessions on such topics.

(vii) Nominations Committee

The Dean and Department Heads shall sit on this Committee. The Committee shall nominate a slate of candidates for the standing committees of the faculty and shall carry out such other activities as are assigned to it by the Collective Agreement.

(viii) Scholarship Committee

Up to three faculty members shall serve on this Committee. The Committee shall review and recommend to the Faculty
policies on the assignment of such scholarships as are designated for the College of Commerce. The Committee shall recommend to the Faculty the assignment of available scholarships for graduating students; for the assignment of other undergraduate awards the Committee shall act for Faculty and report the assignments to the Faculty. Additionally the Committee should attempt to secure new scholarships for Commerce students.

(ix) **Library Committee**

Up to four faculty members shall serve on this Committee and the Chairman shall be designated as Commerce Library Contact Person. Up to two (2) undergraduate students and one (1) M.B.A. student may sit on the Committee. The Committee shall be concerned with stimulating and facilitating those faculty activities related to the library. The Committee shall act for Faculty in the regular book and periodical ordering process, and recommend to Faculty policies affecting its relationship to the library.

3. **Tenure, Renewal of Probationary Appointment, Promotions and Career Development Increases**

The procedures relating to these activities are specified elsewhere, such as the Collective Agreement, College and Department Standards, etc.

4. **Faculty Meetings**

(a) **General Authority**

The governing Faculty at regularly called meetings shall constitute the legislative body of this College within the limits of its authority for the promulgation and review of necessary rules and regulations of this College. It shall adopt the rules for its own government and procedure and shall keep a record of Faculty action duly entered in minutes kept for the purpose.

(b) **Notice of Meetings**

Written notices of Faculty meetings shall be sent from the office of the Dean to all members of Faculty in time to be delivered, normally at least a week, and in no case less than forty-eight (48) hours, before the hour set for such meetings. This rule may be suspended by the members of the Executive Committee when, in their opinion, an emergency has arisen which will not permit delay in the calling of a meeting.
(c) **Agenda**

Agenda and relevant supporting documents for a meeting of the Faculty shall be circulated by the office of the Dean of the College at least forty-eight (48) hours before a meeting, to all faculty members as defined in Section A.3.(a), except that documents dealing with confidential matters shall not be circulated to student members.

(d) **Meetings**

The Faculty shall meet regularly, from September through May, and as otherwise called by the Dean.

(e) **Special Meetings**

The Dean shall call a special meeting when requested by petition. Such petitions shall be signed by no fewer than five (5) members of the Faculty, and shall state the purpose of the meeting.

(f) **Quorum**

The quorum is the number which is equal to one third (1/3) of those Professors, Associate Professors, Assistant Professors, Instructors, Special Lecturers, full-time Lecturers and Lectures in charge of Departments who are members of departments which, for administrative purposes, are assigned to the Dean of that College. A smaller number may receive reports and special orders, discuss any matter properly before them, and adjourn the meeting to another day, provided however, that no motion shall be in order to amend, repeal, or adopt a standing rule of the Faculty, or to adopt, repeal, or modify any legislative policy, nor shall any elections be held, or any expression on College policies be recorded in the absence of a quorum.

(g) **Visitors at Faculty Meetings**

Invitations to attend meetings of the governing Faculty may be extended by the Dean to other individuals. Those so invited shall be introduced to the Faculty by the Dean.

(h) **Voting in Faculty Meetings**

All members of the Faculty as provided for in Section A.3.(a) above, shall be entitled to vote at Faculty Meetings. Student members shall be entitled to vote on all nonconfidential matters at Faculty Meetings, excluding a decision as to whether an agenda item is confidential. Discussion of records, personal or academic, which concern individual students or faculty members or a discussion wherein policies are to be
applied to individual students or faculty members are deemed confidential.

Unless otherwise specifically provided, all issues in Faculty meetings shall be decided by majority vote. Voting shall ordinarily be by *viva voce* but a show of hands may in all cases of doubt be ordered by the Chair or when requested by a member of the governing Faculty.

(i) **Rules of Procedure**

College of Commerce Faculty meetings shall be conducted according to the procedures and order as determined by the Chairman. The Chairman may, if deemed appropriate, apply such rules of order as contained in *Robert's Rules of Order*.

(j) **Circulation of Notices of Motion, Supporting Documents and Committee Reports**

Every proposal to amend, repeal or adopt a standing rule of the Faculty or to amend, repeal or adopt any legislative policy shall be submitted to the Faculty through the Dean of the College in time to be circulated as part of the agenda at least forty-eight (48) hours before a meeting. This rule of notice may be suspended at any meeting, with a quorum in attendance, by two-thirds (2/3) consent.

5. **Amendment of this Statement of Faculty Regulations and Procedures**

(a) Proposals for the amendment of this Statement shall be submitted in writing to the Faculty at least fourteen (14) days before the proposal is to be considered formally.

(b) Amendment of this Statement shall require a two-thirds (2/3) vote of the governing Faculty present at a duly constituted meeting.

(c) All amendments shall be subject to the overall regulations of the University.

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