

Capilano University

Terms of Reference for the Faculty of Fine and Applied Arts

The Faculty of Fine and Applied Arts is established under the terms of the University Act and the Capilano University Senate Minutes of June 5, 2012.

1. Membership

The following individuals will have voting rights at the meetings of the Faculty of Fine and Applied Arts:

- a) The Dean of the Faculty of Fine and Applied Arts.
- b) The President or delegate.
- c) All faculty appointed in the Faculty of Fine and Applied Arts, including:
 - a. Instructors
 - b. Lab supervisors
 - c. Special appointees
 - d. Private music instructors
 - e. Instructional associates
 - f. All other private music instructors at Capilano University
 - g. The Continuing Education Programmer for Fine and Applied Arts
 - h. The liaison Librarian for Fine and Applied Art
- d) Technicians and support staff employed in the Faculty of Fine and Applied Arts.
- e) Such other members of the teaching or administrative staff of the Faculty or University as the Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate.
- f) One student representative from each School. Students may be selected by School Chairs in the absence of nominations from students in the Faculty.

The following individual will have non-voting rights at the meetings of the Faculty of Fine and Applied Arts:

- a) The Registrar.

2. Chair and Vice Chair

The Dean of the Faculty of Fine and Applied Arts serves as Chair of the Faculty meetings. A Vice-Chair is elected by the Faculty for a one year term with no term limits.

3. Quorum, Meeting Notice and Frequency

- a) Quorum at Faculty meetings consists of at least five faculty representatives from each School plus the Chair or Vice-Chair in attendance.

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- b) Two weeks' notice will be given prior to any Faculty meeting.
- c) Faculty meetings will occur at least three times per year (e.g. August, December, May).

4. Faculty Business

- a) Faculty business, such as general administration, exchange of information between the Dean and faculty members, and review of course outlines and curriculum, is carried out by the Dean's Advisory Committee (DAC). The DAC is comprised of Chairs, Coordinators, Managers, and such other members of the teaching or administrative staff as the DAC decides from time to time. The Dean of Fine and Applied Arts chairs this committee. The DAC reports at the Faculty meetings.
- b) An Academic Planning Committee (APC) will be established. The APC is comprised of the Dean, the Chair of each School, three additional faculty members from each School, the Continuing Education Programmer for Fine and Applied Arts, and one student per School. The Chair is elected by the Committee for a one year term with no term limits. This committee meets at least twice per term and reports to the DAC, Chair/Coordinator Meetings for each School, and Faculty meetings.

See *Terms of Reference for the Academic Planning Committee of the Faculty of Fine and Applied Arts* for committee business and other information.

- c) Sub-Committees and Ad Hoc Committees may be struck as needed.

5. Agenda and Minutes

- a) Faculty meeting agendas are prepared by the Dean and published one week before each scheduled meeting. Agendas are circulated to members of the DAC for distribution among all members of the Faculty, and published on the University web site.
- b) Minutes of these meetings are taken and produced by the Assistant to the Dean. Minutes are kept and circulated at Faculty meetings and published on the University web site.