

Faculty of Global and Community Studies

Terms of Reference

June 3, 2015

The Faculty of Global and Community Studies is established under the terms of the University Act and the Capilano University Senate Minutes of June 5, 2012

1. **Chair:** The Dean of the Faculty of Global and Community Studies will serve as the Chair of the Faculty Meeting. A Vice-Chair will be elected by the Faculty. The vice-chair will be elected on an annual basis without restriction to re-election in subsequent years.
2. **Voting:** The following individuals will have voting rights at meetings of the Faculty of Global and Community Studies:
 - a) All Faculty members as defined by Senate.
 - b) Support staff of the Faculty at the DDA4 level plus one additional DDA appointed by the Chair of the Faculty
 - c) One student representative from each School of the Faculty plus one additional from each School offering a degree program.
 - d) The Dean of the Faculty of Global and Community Studies
 - e) The President or his/her delegate
3. **Quorum and Representative Attendance:** A quorum will consist of at least 11 faculty members in attendance; it is the responsibility of all faculty members to attend
4. **Non-voting members:** Non-voting members include **the Registrar**, members of other Faculties (as determined by Senate) with current teaching assignments in courses unique to the Schools of the Faculty, and DDAs and support staff that work for the Schools of the Faculty.
5. **Faculty Business:**
 - a) Faculty business including general administration and curriculum review will be carried out by the Deans Advisory Committee (DAC). Voting membership in the DAC is comprised of School Chairs or Coordinators, Program Conveners, Program Managers (as determined by the Dean), Standing Committee Chairs, and the DDA4 plus one other DDA (as approved by the Dean). Non-voting members include Ad-hoc Committee Chairs (as approved by the Dean), Project Managers (as determined by the Dean), and DDA's. The Dean of Faculty of Global and Community Studies will be the Chair of this committee. The DAC will report at the regular Faculty meetings through the Chair.
 - b) Standing committees will be established including an Academic Planning Committee. This will consist of the Dean, the Chair or Coordinator of each School and, where the Chair oversees more than one School, a program convener from those respective Schools as determined by DAC. The Academic Planning Committee will make academic decisions and report to DAC.
 - c) Ad-hoc committees may be struck as needed

6. Agenda and Minutes:

- a) Faculty meeting agendas will be prepared by the Dean and published 7 days before the scheduled Faculty meeting and circulated to all members of the Faculty. Minutes of these meetings will be taken and produced by the assistant to the Dean.
- b) Minutes will be kept and circulated to Faculty members within 14 days as designated in the terms of reference by the Assistant to the Dean.

7. Meeting Times: The Faculty will meet at least twice a year, in the Spring and Fall terms.