

Capilano University

Terms of Reference for the Faculty of Arts & Sciences

Revised October 2014

The Faculty of Arts & Sciences is established under the terms of the University Act and the Capilano University Senate Minutes of April 7, 2009, Minute #9.

1. Membership

Voting members of the Faculty of Arts & Sciences include the following:

- a) The Dean of the Faculty of Arts & Sciences;
- b) The President or delegate;
- c) All faculty appointed in the Faculty of Arts & Sciences: instructors, lab supervisors, special appointees, instructional associates, and the relevant Continuing Education faculty members;
- d) 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; and
- e) One student representative from each Division; each Division will choose an alternate student representative to attend in the absence of the student representative.

Non-Voting member: the Registrar

2. Chair

The Dean of the Faculty of Arts & Sciences serves as Chair of the Faculty Meeting. A vice-chair is elected by the Faculty. The vice chair is elected for a one year term with no term limits.

3. Quorum and Representative Attendance

To ensure representation from departments and the achievement of quorum, the following attendance rules apply at regularly scheduled Faculty meetings:

- a) Quorum consists of a minimum of 15 members of the Faculty of Arts and Sciences with at least three faculty member representatives from each division plus the Chair or Vice-Chair in attendance.

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4. Faculty Business

- a) Faculty business, such as general administration and curriculum review, is carried out by the Dean's Advisory Committee. Membership in the DAC is comprised of Chairs, Coordinators, and such other members of the teaching or administrative staff as the DAC decides to include from time to time. The Dean of Arts & Sciences is the chair of this committee. The DAC reports at the regular Faculty meetings.
- b) The Faculty of Arts & Sciences Academic Planning Committee is comprised of the Dean and Vice Chair of the Faculty of Arts & Sciences, the Chairs of the Faculty of Arts and Sciences Divisions, and one other faculty member representing each division. The Vice Chair chairs these meetings. This committee meets at least once per term and report to both DAC and the Faculty Meetings.
- c) Ad Hoc Committees may be struck as needed.

5. Agenda and Minutes

- a) Faculty agendas are prepared by the Dean and published 7 days before the scheduled Faculty meeting. Agendas are circulated to members of the DAC for distribution among all members of the faculty and published on Frontlines.
- 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 Frontlines.

6. Meeting Times:

The Faculty meets at least twice a year, in the Spring and the Fall terms. Two weeks' notice will be given prior to any Faculty of Arts and Sciences Meeting