



**DALHOUSIE UNIVERSITY**  
**FACULTY OF ARTS AND SOCIAL SCIENCES**

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**RULES AND PROCEDURES**

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## INTRODUCTION

In the summer of 1982, in one of his last official acts, Hubert W. King, the retiring secretary of the Faculty of Arts and Science, produced a revised, bound, complete set of the 'Rules and Procedures' of the Faculty of Arts and Science. Copies, bound with a red cover, were issued in August 1982 to every regular member of the Faculty. In the pre-word processor days this enterprise was a formidable undertaking. The origins of the Faculty's current procedures are found in the red 'Rules and Procedures' book, with some additions and amendments over time.

On July 1, 1988, when the Faculties divided, a new edition of the 'Rules and Procedures' was needed for the new Faculty of Arts and Social Sciences. In the summer of 1988 a specially selected committee of members drawn from representative sections of the new Faculty produced a simple report on new structure and processes. The criteria were straightforward, and are basically those that still apply to Faculty business:

- 1) There should be as few standing committees as possible;
- 2) *Ad hoc* committees should be used whenever needed;
- 3) The old system of having a Faculty Council meet every two weeks and pre-digest every report or recommendation before it reached general Faculty meetings should be abandoned;
- 4) Faculty itself, in its monthly general meeting, should be the only legislative body;
- 5) Any committee or group or individual may bring business directly to Faculty; and
- 6) Rules and procedures should, as far as possible, evolve; codification should be kept to a minimum; common sense and reasonable practice should govern Faculty of Arts and Social Sciences processes.

In 1988, there were three standing committees reporting to Faculty, as necessary, at the regularly scheduled Faculty meetings and submitting a full report annually:

- 1) Academic Development Committee (Planning and Curriculum);
- 2) Professional Development Committee (Tenure, Promotion and Academic Travel); and
- 3) Student Affairs Committee (Student Admissions, Appeals, Rules and Scholarships).

In addition to the standing committees, the faculty's advisory committees were:

- 1) Dean's Advisory Committee (Nominating committee);
- 2) Council of Chairs (a Forum with a sense of shared responsibility and authority among Chairs to influence, to some extent, their departments' own destinies); and
- 3) Teaching Award Committee (Award for Excellence in Teaching).

There was also Faculty representation on Senate and College Committees (a) Writing Across the Curriculum and (b) Academic Rules & Regulations (joint Calendar regulations). *Ad hoc* committees are set up as needed; Chair Advisory Committees and Unit Review Committees operate annually on a cyclical (as needed) basis.

Senate reviews in both 1998 and 2009-10 considered the way the Faculty governed itself. The primary objectives listed above were questioned by the Senate committee in 1998. In answer to these queries, in the spring of 1999, a small committee was struck to look at the governance of the Faculty, and to update the 'Rules and Procedures Handbook.' Each Faculty committee was asked to up-date the description of the Terms of Reference for their committee, which was in the Handbook. During this review process a number of new practices were identified and the Faculty

approved these changes. For example, the Dean's Advisory Committee was renamed the Nominating Committee. Also, two new standing committees -- Research Development Committee and Information and Technology Committee -- were added. However, the basic premises set out at the inception of the Faculty remained the same.

Following the 2010 Senate review, the Faculty considered other governance approaches at its annual retreat in April 2011 and commissioned an *ad hoc* committee to review the composition of the Faculty and general governance. This committee reported in May 2012, affirming basic principles of collegial governance: the concept of good-faith consultation; the attempt to increase participation in decision-making; the duty to ensure responsible decision-making; and the efficient use of faculty members' time. The *ad hoc* committee concluded that the existing terms and procedures generally met these criteria and recommended internal changes to communicating members' responsibilities. The *ad hoc* committee proposed revisions to the Composition of the Faculty, removing outdated references but maintaining the concept of the Faculty meeting as a 'committee of the whole'.

This revised handbook, available on the Faculty web site, thus incorporates all revisions passed by Faculty since 1988. (Incorporated motions are available for your perusal at the Dean's Office.)

**DALHOUSIE UNIVERSITY**  
**FACULTY OF ARTS AND SOCIAL SCIENCES**  
**PROCEDURAL RULES**

**I. Composition of the Faculty**

A. Membership. For procedural purposes, the membership of the Faculty shall consist of:

- 1) all full-time professors, associate professors, assistant professors, lecturers, senior instructors and instructors in the Faculty<sup>1</sup>;
- 2) all part-time professors, associate professors, assistant professors, lecturers, senior instructors and instructors in the Faculty;
- 3) ex officio,
  - the Dean, Associate Dean(s) and Assistant Dean(s) of the Faculty;
  - President of Dalhousie Arts and Social Sciences Society (DASSS) or designate;
  - President of Dalhousie Association of Graduate Students (DAGS) or designate;
- 4) the directors of the Dalhousie-King's programmes in Contemporary Studies, Early Modern Studies, Foundation Year, and History of Science and Technology;
- 5) the Director of the College of Sustainability;
- 6) the Library subject specialists for departments/multidisciplinary units in the Faculty;
- 7) three undergraduate students from the Faculty of Arts and Social Sciences, who shall be duly registered in programmes of departments/multidisciplinary programmes in the Faculty of Arts and Social Sciences. They shall be elected by DASSS and their election shall be subject to confirmation by the Faculty of Arts and Social Sciences. Student representatives shall hold office at the pleasure of DASSS;
- 8) two graduate students who shall be duly registered in the Faculty of Graduate Studies in programmes of departments/multidisciplinary programmes in the Faculty (including those in the Inter-Disciplinary PhD programme involving FASS subjects). They shall be elected by DAGS and their election shall be subject to confirmation by the Faculty of Arts and Social Sciences. Student representatives shall hold office at the pleasure of DAGS; and
- 9) such others as may from time to time be granted membership by motion regularly

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<sup>1</sup>This comprises the Departments of Classics, English, French, German, History, International Development Studies, Philosophy, Russian Studies, Sociology and Social Anthropology, Political Science, and Spanish and Latin American Studies; the Fountain School of Performing Arts; and the Multidisciplinary Programmes of Canadian Studies and Gender and Women's Studies.

seconded and passed by two-thirds majority of those present.

- B. Chair. The Dean shall chair meetings of the Faculty. The Associate Dean Academic shall act as Deputy Chair of the Faculty. In the absence of both the Dean and the Associate Dean Academic, the Dean shall appoint another member to chair a meeting.
- C. Secretary. The Secretary of the Faculty. The terms of reference of the Secretary are given in Appendix I.IV.
- D. Associate Dean Academic. The terms of reference of the Associate Dean Academic are given in Appendix I.II.
- E. Chairs of Departments. Appointment procedures for Chairs of Departments are given in Appendix I.V.
- F. Co-ordinators of Multidisciplinary Programmes. Appointment procedures for co-ordinators of multidisciplinary programmes are given in Appendix I.VI.
- G. Multidisciplinary Programmes. The terms of reference of Multidisciplinary Programmes are given in Appendix VI.

Modified by Faculty  
March 11, 2014

Modified by Faculty  
April 8, 2014

## **II. Meetings**

- A. Statutory Meetings. The Faculty of Arts and Social Sciences will meet at least three (3) times per term, and that four (4) meetings per term be scheduled by the beginning of the academic year. Faculty Meetings slotted for the Faculty Meeting Time, that is, Tuesday, 11:30 a.m., should not extend beyond 12:50 p.m. so as to allow members who teach or have other commitments at 1:00 pm to fully participate and vote during the Faculty Meetings. (It is suggested that any special meeting, outside the regularly-scheduled faculty meetings, should have its own adjournment time established during the early stages of such a meeting.)
- B. Other Meetings of the Faculty. These are held at appropriate times. The Dean of the Faculty may at any time summon a meeting of the Faculty, and must do so when ten or more members of the Faculty shall so request in writing.
- C. Quorum. Ten members shall constitute a quorum of the Faculty.
- D. Access. Meetings of the Faculty are open to all interested persons unless the Faculty shall, with respect to specific items of business, decide otherwise.

## **III. Agenda, Reports, Minutes**

- A. Preparation. The agenda for each meeting shall be prepared by the Dean and the Secretary of the Faculty. Any member of the Faculty may submit items of business to be placed on the agenda.
- B. Agenda of Statutory Meetings. These shall include reports of committees as called for by their terms of reference, motions for which notice has been given, unfinished business, new business and other business.
- C. Agenda of Other Meetings. These shall include new business, deferred routine business from statutory meetings and other business.
- D. Distribution of Agenda. The Agenda for statutory meetings of the Faculty shall be made available to members of the Faculty four working days before each meeting by e-mail, with supplemental distribution to departments. The agendas for all other meetings of the Faculty shall normally be distributed in like manner, but in exceptional circumstances distribution to all departments/multidisciplinary units of the agenda two working days in advance of the meeting shall suffice.
- E. Reports. Copies of all reports shall accompany the agenda of the relevant meeting. Otherwise the report shall not be considered, except with the consent of two-thirds of those present.
- F. Minutes. Minutes shall be distributed to Faculty no later than fifteen working days after the meeting which they record.

#### **IV. Procedures**

- A. Principal Motions
  - 1) Notice of motion. All main or principal motions shall be preceded by a notice of motion which is to be given in writing at a previous meeting of the Faculty or appear on the written agenda circulated by the Secretary. Otherwise such motions shall not be proceeded with, except with the consent of two-thirds of the members of the Faculty present.
  - 2) Action. All principal motions shall be referred to an appropriate committee for report, except that the rule of reference to a committee may be waived with the consent of two-thirds of the members of the Faculty present. The Secretary shall keep a record of motions so referred, and shall be prepared to inform the Faculty about the state of such motions until they have been reported.
- B. Other Motions. When a motion is under debate, no unprivileged motion shall be received unless (a) to amend; (b) to refer to a committee, waive the rules of reference, or consider a question informally; (c) to postpone to a definite time; (d) to close, limit, or extend the limit of debate; or (e) to table. These motions are listed in ascending order of precedence.
- C. Debate. No question shall be debated or put unless it has been seconded. Each motion will be stated by the Chair before debate. Ordinarily no member shall speak more than once to

the same question (and then no longer than five minutes unless permitted by the Faculty), except the mover who shall have the right of replying after all the members who choose to speak have spoken. With the permission of the Chair, members may at any time explain a material part of their remarks which may have been misunderstood.

- D. Informal consideration of a question. The Faculty may at any time consider a question informally.
- 1) Rules. Informal consideration applies only to the debate on the main question and amendments thereto. The limit on frequency and duration of members' speeches (Article IV.C above) is withheld except that no member may speak a second time to any question until every member desiring to speak shall have spoken.
  - 2) Establishment and termination. Informal consideration is introduced by a motion, "That this Faculty consider informally a certain question respecting (a specified subject)." Informal consideration terminates automatically without vote or motion when the main question under informal consideration is temporarily or permanently disposed of.
- E. Order and record of voting. The Chair shall put motions and amendments in reverse order to that in which they are moved. A member may require that 'the number voting for' and 'the number voting against' a question be recorded in the minutes.
- F. Amendments. A written draft of each amendment passed by the Faculty shall be submitted to the Secretary by the mover of the amendment.
- G. Points of Order
- 1) The Chair shall decide all questions of order, subject to appeal to the Faculty on a motion regularly seconded.
  - 2) If requested by a member of the Faculty, the Chair shall state the rule applicable to the point of order; should these procedural rules not cover the case, Robert's Rules of Order (Revised) shall govern.
- H. Suspension or Amendment of Rules. No rule governing the procedures of the Faculty shall be suspended unless two-thirds of the members present shall consent thereto; nor shall any new rule be adopted, nor any rule be repealed or amended without notice of motion given during a previous meeting.
- I. Quorum. A quorum shall consist of ten members.

## **V. Committees**

- A. Establishment. The Faculty may at any time establish a committee by motion regularly seconded and passed. Committees shall be of two types:
- 1) Standing Committees deal with recurring business; once established they serve until abolished by the Faculty.
  - 2) *Ad Hoc* Committees deal with particular questions; if the life of a committee of this

type is not defined in its terms of reference, it shall become defunct when it has failed to report to the Faculty for a period exceeding one year.

## B. Terms of Reference

- 1) A committee is bound by its terms of reference. If these initially are unclear or vague, the first task of a newly formed committee is to draft precise terms of reference and submit them to the Faculty for approval. Should a committee believe it desirable that its terms of reference be modified, explicit approval of the Faculty must be sought and secured for any change.
- 2) Terms of reference of existing standing committees, subcommittees, are given in Appendices II.I - II.IX.
- 3) The following general terms of reference apply except where the terms of reference of a committee include explicit provisions to the contrary:
  - (a) Composition. The membership and chair of standing committees shall be subject to progressive change. The membership and the chairs of *ad hoc* committees normally shall be fixed by the Faculty for the life of such committees. Except where there is a specific exclusion, the Dean shall, ex officio, be a member of all committees of the Faculty and shall have discretion to delegate this responsibility.
  - (b) Procedures
    - (i) Meetings of a committee are called by the Chair of the Committee.
    - (ii) A quorum shall consist of 2/3 (two-thirds) of the membership of a committee.
    - (iii) Each committee shall take care to ensure appropriate access to its deliberations by interested individuals and departments or multidisciplinary units.
  - (c) Reports. A committee shall submit written reports directly to the Faculty once annually; if necessary it may report more frequently.

## VI. Distribution of Procedural Rules

The Secretary of the Faculty shall maintain in the Dean's Office a current revised version of the Rules and Procedures of the Faculty, distribute copies of these rules to Departmental Chairs, ensuring updates from time to time as necessary.

## **APPENDIX I**

### **Regulations Concerning Officers of the Faculty**

#### **I. Terms of Reference of the Dean**

##### **A. Description of Office**

The Dean of the Faculty is the senior officer of the Faculty. The Dean shall be responsible for the academic and financial administration of the Faculty, and shall Chair the Faculty Meeting and the Council of Chairs.

##### **B. Terms of Office**

The Dean shall normally hold office for a fixed term of five years, which may be renewed.

##### **C. Appointment Procedures**

- 1) The Dean shall be appointed in accordance with the established Senate procedures for Deans. (See Appendix VIII.III.)
- 2) The terms of Reference for the Dean's Search Committee are described in Appendix VIII.IV.

Approved by Faculty  
September 20, 1988

## **II. Terms of Reference of the Associate Dean Academic**

### **A. Description of Office**

The Associate Dean Academic is subsidiary to the Dean of the Faculty, and the holder of the office is responsible, with the Dean, for the academic and financial administration of the Faculty. The Associate Dean Academic acts in place of the Dean in the latter's absence, and serves ex officio on the Academic Development Committee, the Council of Chairs, and the Nominating Committee.

### **B. Terms of Office**

The Associate Dean Academic shall normally hold office for a fixed term of five years, which may be renewed.

### **C. Appointment Procedures**

The Associate Dean Academic is appointed by the Board of Governors on the recommendation of the President following advice from the Dean and elected committee of the Faculty in accordance with the established Senate regulations. (See Appendix VIII.III.)

### **D. Functions of the Associate Dean Academic**

- 1) The Associate Dean Academic's primary role in the Faculty of Arts and Social Sciences is to coordinate and regulate the planning process. Responsibilities of the Associate Dean Academic include:
  - (a) The overseeing of curriculum review and curriculum innovation, which are the concerns of the Academic Development Committee. He/she shall be responsible for routine changes in curriculum (See Appendix II.I.D);
  - (b) Assisting the Dean in preparing the Faculty operating budget;
  - (c) Overseeing the use of the budget for equipment and teaching aids in the Faculty;
  - (d) Overseeing the organization of space used by departments/multidisciplinary units;
  - (e) Overseeing the planning process in the Faculty, which is also a concern of the Academic Development Committee; and
  - (f) Overseeing alterations and renovations to the Faculty of Arts and Social Sciences buildings.

- 2) The Associate Dean Academic is an ex officio member of the Writing Across the Curriculum Committee.
- 3) The Associate Dean Academic is one of two members of the Faculty of Arts and Social Sciences on the College Regulations Committee. The other member is the Chair of Student Affairs Committee (S.A.C.) or his/her designate.

Approved by Faculty  
September 20, 1988

Modified by Faculty,  
April 12, 2011

### **III. Terms of Reference of the Assistant Dean(s) and Associate Dean Research**

#### **A. Description of Office**

The Assistant Dean(s) and Associate Dean Research are appointed at the recommendation of the Dean to fulfil a particular function in the Faculty. The Assistant Dean(s) are not normally ex officio members of Faculty Committees but the Associate Dean Research serves as an ex officio member of the Research Development Committee.

#### **B. Terms of Office**

The Assistant Dean(s) and Associate Dean Research shall normally hold office for a fixed term of three years, which may be renewed.

#### **C. Appointment Procedures**

The Senate Procedures for appointment of a Dean or an Associate Dean Academic do not apply to the appointment of an Assistant Dean or Associate Dean Research since this is an "administrative office". The Assistant Dean(s) are appointed by the Dean. For the Associate Dean Research, the Research Development Committee receives nominations from the Faculty and then makes a recommendation to the Dean. The Dean shall report the appointment to Faculty.

#### **D. Functions of the Assistant Dean(s) and Associate Dean Research**

1. The Assistant Dean(s) shall undertake such tasks and responsibilities as shall be assigned by the Dean.
2. The Assistant Dean(s) shall undertake such tasks and responsibilities as are defined by the 'Rules and Procedures' of the Faculty.

##### **A) Assistant Dean Student Matters**

The Assistant Dean Student Matters shall be responsible for the routine interpretation and application to students of the academic rules of the faculty. (See Student Affairs Committee, Appendix II.VIII.) The Assistant Dean Student Matters shall be an ex officio member of the Student Affairs Committee.

The duties include but are not restricted to:

- Responsibilities involving students encountering academic difficulties:
  - a) students at risk of dismissal and probationary status.
  - b) students on probation.
  - c) students dismissed from the university and those students appealing the decision.
- Responsibilities involving the application and waiving of academic rules and regulations. These responsibilities involve the granting or denying of:
  - a) requests for transfer credits for classes not within the purview of existing

- departments.
  - b) requests for retroactive letters of permission for classes taken at other universities.
  - c) requests for retroactive withdrawals from classes after the deadlines listed in the schedule for Academic Class Add/Drop dates.
  - d) requests to waive subject group requirements (i. humanities, ii social sciences iii science).
  - e) requests to waive writing class requirements.
  - f) requests to waive the language class requirement.
  - g) requests to exceed the maximum number of classes in the major subject.
  - h) requests to exceed the maximum number of classes taken outside of the College.
  - i) requests to exceed the maximum allowable course load.
  - j) requests to waive contraventions to academic regulations which have resulted from incorrect advice from designated departmental undergraduate advisors and staff in the Student Advising Centre.
- Liaising with the following on specific student problems:
  - a) individual faculty member
  - b) departmental undergraduate advisors
  - c) parents
  - d) Dalhousie Registrar's Office
  - e) University of King's College Registrar's Office
  - f) Counselling Services
  - g) Student Advising Centre
  - h) Student Accessibility Centre
  - i) Athletic director and coaches
- Other Duties:
  - a) Advising students in Concurrent programmes, and Individual programmes.
  - b) Coordinating the Faculty Student Affairs Committee.
  - c) Various *ad hoc* committees.
- Liaise with departmental undergraduate advisors.
- In conjunction with undergraduate co-ordinators develop advising tools for departments (for example, develop an advising handbook).
- The Assistant Dean (Student Matters) shall work in conjunction with the Registrar's Office to oversee the admission of students to the Faculty.
- The Assistant Dean (Student Matters) shall represent faculty and have representation on university committees in matters of scholarship.
- The Assistant Dean of Student Matters shall have the authority to interpret and apply other rules which may govern aspects of the course of study within the Faculty.

- In cases where Faculty Regulations or practices appear to work discriminatory hardship on a student, the Assistant Dean of Student Matters may grant a specific relief or grace to be made for that student, without creating a precedent.

Approved by Faculty  
July 5, 1988  
Modified by Faculty  
April 8, 2008

#### B) Assistant Dean (Academic Integrity Officer)

The Academic Integrity Officer is the Dean of the Faculty. The Dean may further delegate this role to one or more members of his/her academic staff except those who are Senate Officers, who are otherwise involved in the student discipline process, advising students, or who otherwise are in a potential conflict of interest relative to this role.

The duties of the Assistant Dean, AIO include but are not restricted to:

- act between the student and the instructor making the allegation, in making a preliminary assessment of the case or referring to Senate Discipline Committee, as appropriate.
- present cases of academic dishonesty to the Senate Discipline Committee or the Discipline Appeals Board.
- educate and promote academic integrity among students and professors within the Faculty.
- be a member of the Senate Academic Integrity Officers Committee.
- meet with the Senate Discipline Committee at least once a year.

Reported to Faculty  
April 8, 2008

#### C) Associate Dean Research

The Associate Dean Research shall be responsible mainly for:

##### Mentoring/Facilitating

- Maintaining and updating, as required, the “Research” section of FASS website to ensure that it provides key information on internal and external grant opportunities as well as relevant processes;
- Informing FASS researchers about recent announcements of research achievements and funding opportunities, as well as public lectures and other news of broad FASS interest, as these become available;
- Talking to all FASS researchers about their research projects, making sure they know about RDF, SSHRC and other grants;

- Reviewing all grant applications before they go to the Dean for review and signature, and drafting any required documentation (e.g., in-kind letters of support) for grant applications.
- Expanding the FASS SSHRC Lending Library and SSHRC Mentors List by adding successful SSHRC applications to the various funding opportunities (Insight, Connection, Partnership), as well as distributing applications on receipt of the confidentiality form;
- Advising FASS researchers on general research matters (ethics, tri-agency guidelines, grant and fellowship applications, etc.);
- Facilitating scholarly collaboration by promoting research clusters, networks and contacts;
- Consulting with Research Services as needed to improve communications and processes related to research.

#### Outreach

- Overseeing and administering the Dalhousie Institute on Society and Culture;
- Organizing and publicizing the annual FASS Book Launch;
- Assisting with planning and publicity for the Mackay Lecture Series, the Crosscurrents seminars, the Dalhousie Shaar Shalom Lecture in Diversity & Difference, and research-related special events and retreats;
- Responding to media inquiries concerning research activities in FASS;

#### Committee & Adjudication responsibilities

- Serving on FASS Graduate Council;
- Serving as the FASS representative on the Dalhousie Research Advisory Committee;
- Attending all FASS Faculty Council and Council of Chairs meetings, and consulting as necessary with the Dean and Council of Chairs;
- Serving as member ex officio of the Research Development Committee and the FASS Library Committee;
- Serving on FASS-based Canada Research Chair Selection Committees, as they arise;
- Fielding inquiries and applications from prospective candidates for the Dalhousie Fulbright Research Chair in Globalization and Cultural Studies, as well as working with RDC on reviewing and ranking applications; Processing applications

through the RDC for FASS-Research Development Funds for International Travel and Visiting Speakers;

- Processing applications through the RDC for any competitive research process related to special funding (endowments, or special university funding), such as the Burgess Award.

Reported to Faculty  
March 25, 1999

Modified by Faculty  
September 19, 2000

Modified by Faculty  
April 8, 2008

Modified by Faculty  
March 8, 2011

Modified by Faculty  
May 14, 2013

Modified by Faculty  
December 8, 2015

#### **IV. Terms of Reference of the Secretary**

##### **A. Description of the Office**

The Secretary of the Faculty shall be a subsidiary office of the Faculty and be responsible for maintaining good communication within the Faculty regarding general Faculty business.

##### **B. Terms of Office**

The Secretary shall normally hold office for a fixed term of three years, and shall be an ex officio member and act as Secretary of the Nominating Committee.

##### **C. Appointment Procedures**

###### **1) Nominations**

- (a) Members of Faculty shall be invited to submit names of potential nominees for Secretary of Faculty. This invitation shall include the terms of reference of the Secretary of Faculty. Any submission pursuant to this invitation should include the consent of the potential nominee being nominated;
- (b) The Secretary shall be nominated by the Nominating Committee. When the nomination is under discussion, the retiring Secretary shall normally withdraw from the meeting;
- (c) Only full-time members of the Faculty are eligible for nomination;
- (d) No nomination may be made without the consent of the nominee to serve, if so elected;
- (e) There shall be no barrier to the nomination of the incumbent;
- (f) The nomination of the Nominating Committee shall be circulated at least two weeks prior to the meeting when the election is scheduled; and
- (g) Additional nominations may be made from the floor prior to balloting.

- 2) The Secretary shall normally be elected by the Faculty at the last meeting in the spring. Should there be more than one nomination, balloting shall be by mail using the preferential system of voting approved by Faculty. The newly elected Secretary shall take office July 1st.

#### D. Functions of the Secretary

The Secretary shall:

- prepare and prior to the respective meetings shall distribute to all members of Faculty the agenda for Faculty meetings and for the Nominating Committee meetings;
- prepare and promptly distribute to all the members of the Faculty, minutes of meetings of the Faculty;
- prepare minutes of Nominating Committee and meetings and promptly distribute them to members of the committee;
- distribute committee reports, proposals and other material to Faculty prior to meetings;
- ensure that adequate written documentation is available at meetings of Faculty and the Nominating Committee;
- maintain accessible records of past Faculty business;
- undertake other similar tasks necessary for easy communication within the Faculty and between the Faculty and other bodies.

Approved by Faculty  
September 20, 1988

## **V. Procedures for Appointment of Departmental Chairs and academic unit Directors**

### **A. Establishment of Chair Advisory Committees**

In the month of September every year, or earlier if considered necessary, the Nominating Committee shall set up Advisory Committees to advise the Dean on Appointments to fill vacancies for departmental chairs due to occur at the end of the academic year.

Additional Advisory Committees may be established during the year to advise on casual vacancies. When such vacancies do arise, the Dean shall give the Nominating Committee as much notice as possible so that the Advisory Committee may commence its work in good time.

The members may or may not be members of the Nominating Committee. Neither the Dean nor any Associate or Assistant Deans shall be a member.

Copies of the Procedural Rules shall be distributed to all concerned when the search for a chair is initiated.

### **B. Nominations for Departmental Chairs**

An Advisory Committee dealing with a vacancy shall write to each member of the department in which the vacancy will occur and invite nominations for the appointment. (See sample letter appended, Page 22)

The members of the department may consult together formally or informally if they so wish and submit nominations individually or collectively.

If a person not already on the faculty of the University is nominated, the nomination must include a curriculum vitae.

The Advisory Committee may add any other nominations it considers desirable.

### **C. Consultation**

Following the expiry of the time allowed for nominations, the committee shall notify members of the department and the Dean of the names of all persons nominated. There shall then be consultations as follows:

- 1) Members of the department shall have the right to appear, individually or with other members, before the Advisory Committee to give their views on any matter relating to the appointment and to have these views considered in confidence, at any time.
- 2) The committee shall consult frequently with the Dean in order that there be a mutual understanding of their respective views.
- 3) The views of the Vice-President Academic and Provost shall be sought at an early stage of the Advisory Committee's deliberations.

- 4) The advice of persons within and without the University shall be sought whenever the Advisory Committee deems it desirable.

#### D. Recommendation

- 1) After giving careful consideration to all representation and advice received, the Advisory Committee shall decide upon the person who seems most suitable and is willing to serve. If in the opinion of the Committee no such person is available, it may recommend that the position be advertised externally.
- 2) It shall inform members of the department and the Dean of the name of the person it proposes to recommend, or its alternative recommendation, and afford them the opportunity to comment if they so wish.
- 3) If the person to be recommended does not already belong to Dalhousie and has not met with members of the department, arrangements should be made to invite the candidate to visit the campus for this purpose.
- 4) The committee shall then meet with the Dean and they shall try to reach agreement. If the Dean does not agree with the nomination or recommendation, the Dean shall promptly so inform the Advisory Committee, explaining the reasons, if possible. The Advisory Committee may then repeat the procedures in D. 1), 2), and 3) to bring forward a new nomination.
- 5) As soon as the Dean or the Advisory Committee believes a stalemate has been reached it shall be the responsibility of that party to so inform the Nominating Committee. The Nominating Committee shall make recommendations to the parties with a view to resolving the stalemate. In the event of persistent disagreement, the Nominating Committee may refer the matter to a Chair Adjudication Committee, to be constituted in accordance with E. below. It shall be the function of this committee to resolve the disagreement within the Faculty and to have this resolution submitted to the President.

#### E. Chair Adjudication Committee

In the event that the Nominating Committee decides to refer a disagreement to a Chair Adjudication Committee, the Nominating Committee shall appoint three of the panel as the committee, designating one of the three as Chair of the committee.

#### F. Appointment

After agreement is reached following the procedures described in D. 1), 2), 3), and 4), the Dean shall advise the President, who, if he/she also finds the nomination acceptable, shall recommend its approval to the Board. If the Board approves, the appointment shall be made.

#### G. Rejection of Advice

If the President or the Board rejects the nomination, the Dean shall inform the Advisory Committee and, if appropriate, the Chair of the Adjudication Committee.

The Advisory Committee shall then reconsider the nominations and after appropriate consultation in accordance with C. and D. shall bring forward a new nomination.

If necessary, this procedure shall be repeated until a nomination acceptable to the Dean, the President and the Board is made.

#### H. Acting Chairs

- 1) If an Advisory Committee decides that it will be unable to arrive at a recommendation in time for an appointment to be made when the vacancy for a chair arises, it may recommend to the Dean that an acting appointment be made and name the persons it considers most suitable. The Dean shall then consult with the Nominating Committee.
- 2) If either:
  - (a) a vacancy for a departmental chair arises unexpectedly and there seems to the Dean to be insufficient time to follow the normal advisory committee procedure,
  - or
  - (b) a departmental chair becomes unable to continue in office for a period likely to be relatively prolonged,the Dean shall consult with the members of the department including, if possible, the chair, on both the need for the appointment of an acting chair and the appointment to be made.
- 3) The Dean shall notify the members of the department of the proposed recommendation to the President, and shall allow them the opportunity to comment on it.
- 4) Before making a recommendation to the President, the Dean shall report the outcome of these discussions with the department to the department concerned.

#### I. Term of Appointment

- 1) Recommendations for appointments are normally for 3 years.
- 2) In arriving at its recommendation, the Advisory Committee shall take into account the ability and willingness of the prospective chair to serve the proposed term.
- 3) An Advisory Committee will be established in September of the third year in office.

## J. Premature Termination of Appointments

Appointments shall terminate before the end of the term if:

- 1) The Board dismisses a departmental chair.
- 2) A departmental chair gives notice to the Dean of intention to resign (such notice shall be given by January 31 and take effect on the following June 30, unless the Dean accepts another arrangement).
- 3) The department concerned is consolidated with another, is divided, or is eliminated.

## K. Reappointment

Only in exceptional circumstances will a chair serve for more than 6 years consecutively.

## L. Progress Reports

Advisory Committees are asked (by the Secretary of Faculty) - to make interim reports to the Dean by January 15th of the year in which the Committee is established and a final report by April 30th of the academic year in which the committee is established. On the basis of these reports, the Dean will report to the Nominating Committee in the months of February and May, on the status of the various advisory committees.

## M. Procedure for appointing the Director, Fountain School of Performing Arts

Effective July 1, 2014, there shall be a Director of the Fountain School of Performing Arts. The Director functions as a chair and follows the duties of a chair as outlined in the 'Responsibilities of Academic Leaders at Dalhousie' document, adopted by Deans' Council, January 29 2013 (see <http://www.dal.ca/dept/leaders.html>) and as provided in the Collective Agreement between the Board of Governors and the Dalhousie Faculty Association. The term of the Director is normally three years. The Director reports to the Dean and is a member of the Council of Chairs. The Director is responsible for academic planning, human resource management and budget development, in consultation with the Dean.

The procedure for appointing the Director of the Fountain School of Performing Arts is the same as that for appointing a department chair and follows the Chair Advisory Committee procedures outlined in sections A. through L. above.

## N. Responsibilities of Academic Departmental Leaders at Dalhousie Adopted by Deans' Council, January 29, 2013

Although not developed by the Faculty of Arts and Social Sciences, a guide to the "Responsibilities of Academic Departmental Leaders at Dalhousie" can be found at: <http://www.dal.ca/dept/leaders.html>

Approved by Faculty  
October 28, 1988

Modified by Faculty  
October 25, 2007

Modified  
July 9, 2013

## **VI. Procedures for Appointment of Multidisciplinary Programme Coordinators**

Procedures for the Appointment of Multidisciplinary Programme Coordinators shall be the same as those for Departmental Chairs. See Appendix I.V

Approved by Faculty  
February 13, 1990

Date

Dear members of the \_\_\_\_\_ Department,

I am writing to introduce the committee members of the Dean's Advisory Committee on the Chair, \_\_\_\_\_ Department, and to invite you to send us nominations for this position. The description of the "Responsibilities of Academic Departmental Leaders at Dalhousie" can be found at the following link:

[<http://www.dal.ca/dept/leaders.html>]

The members of the Committee are: \_\_\_\_\_.  
All consultations will be treated as confidential by the Advisory Committee.

We invite you to send us nominations by \_\_\_\_\_ (date) \_\_\_\_\_ (c/o Name, Department of \_\_\_\_\_). Please note that the terms of reference outlining the procedures for the appointment of a Chair state that "the members of the [Department] may consult together formally or informally if they so wish and submit nominations individually or collectively."

We will inform the members of your Department and Dean \_\_\_\_\_ of the names of all nominees. If you wish to meet with the committee to discuss any matter relating to this appointment, please arrange a time with your Secretary, \_\_\_\_\_. The committee will be available to meet with you on \_\_\_\_\_ (dates and times) \_\_\_\_\_ in the \_\_\_\_\_ (location) \_\_\_\_\_. Other meetings will be arranged if needed.

In the meantime, we look forward to receiving your nominations and meeting with you.

Sincerely,

Name

cc Dean \_\_\_\_\_  
**Faculty of Arts and Social Sciences**

## **APPENDIX II**

### **Terms of Reference of Standing Committees**

#### Introduction

- A. Nominations and elections for standing committees of Faculty shall normally occur in time so that they can be completed before the final statutory meeting of Faculty each year. At this meeting a complete roster of all members of committees will be circulated for information.
- B. Incoming committee members shall normally assume office on July 1 of each year.
- C. Committee members who are granted sabbatical leave, or leave of absence, shall not normally serve on committees while on leave, and temporary replacements will be elected.
- D. Chairs of Departments shall not normally serve on Committees during their term.

Approved by Faculty of Arts and Social Sciences  
20 September 1988

Modified by Faculty  
19 September 2006

## **I. Academic Development Committee (ADC)**

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**NOTE: This Committee now includes the mandate of the Information Technology Committee (ITC) as well.**

**Approved by Faculty  
May 14, 2019**

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A. The Academic Development Committee is a standing committee of the Faculty. The Academic Development Committee acts as the Faculty's planning committee, including both academic and financial planning. It is also responsible for approving substantial curriculum changes, and may itself make proposals on curriculum development to Faculty.

### **B. Composition**

1) The committee shall be composed of 5 elected members of Faculty, one student member, and the Associate Dean Academic ex officio. It is agreed that neither the Dean nor the Associate Dean Academic shall have voting rights on the Academic Development Committee.

(a) A representative from the Killam Library (nominated by the Library, with the agreement of Faculty) will serve on the committee.

(b) A representative of the University of King's College (nominated by King's, with the agreement of Faculty) will serve on the committee in a non-voting capacity, as of 1 July 2014.

2) The committee should elect its own chair.

3) The student representative shall be duly registered in the Faculty of Arts and Social Sciences. He/she shall be elected by the Dalhousie Arts and Social Sciences Society (DASSS) and the election shall be subject to ratification by the Faculty. The Student representative shall hold office at the pleasure of the Dalhousie Arts and Social Sciences Society.

4) The elected members of the committee shall normally serve for 3 years, two being elected each year.

5) The Chair of the ADC shall also be a member of The Council of Chairs (ex officio).

### **C. Planning Functions of the Academic Development Committee**

1) For the purposes of the Collective Agreement between the Dalhousie Faculty Association and the Board of Governors, the Faculty Planning Committee shall be composed of the Academic Development Committee.

2) The Planning Committee shall meet to discharge such business as is required of it by the Articles of the Collective Agreement.

3) The Planning Committee shall also meet to discuss certain matters that are predominantly concerned with the finances and the budget of the Faculty, namely,

priorities recommended by the Associate Dean Academic in both the alterations and renovations budget, and in the non-space capital budget.

D. Curriculum Functions of the Academic Development Committee

The curriculum function of the Academic Development Committee is to approve substantive changes in the curriculum while the Associate Dean Academic deals with routine changes.

1) Routine

Business in this category may be transacted by the Associate Dean Academic without Faculty approval.

- (a) The Associate Dean Academic will strive to ensure that the description of classes and programmes in the Arts and Social Sciences section of the Calendar is accurate;
- (b) The Associate Dean Academic shall receive from the rapporteur of each experimental class information regarding its formation and content; rule as to what requirement or requirements of distribution and concentration and credit the class may be accepted as satisfying; and receive a report from the rapporteur at the end of the class on the subjects treated, the techniques of instruction and the success of the class as an experiment in pedagogy (judged so far as possible on the basis of objective comparisons with more familiar types of classes);
- (c) On receipt of written evidence that arrangements agreeable to the departments/multidisciplinary units concerned have been made, the Associate Dean Academic will ordinarily approve proposals for the cross-listing of classes and half-classes. The Associate Dean Academic's approval shall be required before newly cross-listed classes or half-classes appear in the Calendar;
- (d) The Academic Development Committee will examine proposals for new or substantially altered classes and half-classes. The Associate Dean Academic will sign these proposals on behalf of the Committee;
- (e) The Associate Dean Academic will examine proposed changes in the structure of any Honours Programme, and major changes in the structure of any other programme. Associate Dean Academic's approval shall be required before such changes are made; and
- (f) The Associate Dean Academic shall submit a written report to the Chair of the ADC at the end of each term concerning the state of all business conducted since the last report. The Chair shall submit a report to the Secretary of Faculty concerning all business conducted since the last report. It shall be submitted in sufficient time for it to be circulated with the notices for all statutory meetings.

2) Substantive

Business in this category shall be initiated either by Faculty or by the Committee with

Faculty approval, and any recommendations resulting shall be submitted to Faculty.  
Substantive business comprises:

- (a) the examination of new academic programmes;
- (b) the development of new academic programmes;
- (c) the examination or review of any other curricular matters affecting established Faculty policy;
- (d) the examination or review of programmes of academic units; and
- (e) Involvement in the Allocation Procedures for Tenure Stream Appointments, as defined in Appendix VIII.VI.

E. Procedures

- 1) Meetings shall be called by the chair when necessary;
- 2) The Committee shall invite individuals or representatives of interested groups to participate in the discussion; conversely, individuals or representatives of groups may attend meetings when a subject of interest to them will be discussed; and
- 3) The Committee shall maintain records of its meetings.
- 4) During the year following a unit review, the Committee will discuss the review, request a written response from the unit in question, and meet with the Chair or Coordinator of the unit.

F. Reporting

- 1) The Committee shall submit a written report to the Secretary of the Faculty in sufficient time for it to be circulated with the notices of the statutory meetings of Faculty. This report shall indicate the current state of all business which has come before it since the last such report.

Approved by Faculty  
July 5, 1988

Modified by Faculty  
May 12, 1997

Modified by Faculty  
November 14, 2006

Modified/Approved by Faculty  
January 14, 2014

## **II. FASS Graduate Council**

### **A. Definition**

There shall be a Graduate Council for the Faculty of Arts and Social Sciences, a standing committee of the Faculty. The Graduate Council/committee considers all aspects of graduate programming, including, but not limited to, curriculum development, evaluation methods, graduate funding, student recruitment, study/ research space, and the strategic role of graduate studies in advancing the research and teaching mission of the Faculty. The Council will also be responsible for recommending members to any committees of the Faculty of Graduate Studies, consistent with the nomination process of FGS.

### **B. Composition**

The Graduate Council will be composed of all graduate coordinators appointed at the departmental level by such internal appointment processes already existing. The Dean, Associate Dean Academic, and Associate Dean Research shall be members ex officio. There will also be two non-voting members from the Dalhousie Association of Graduate Students—one from the humanities and one from the social sciences. These students shall be elected through the Dalhousie Association of Graduate Students. The chair of the Council shall be elected from the membership for a one-year renewable term, this election to take place at the last meeting of the academic year.

### **C. Operations and Reporting**

The Graduate Council will meet at the call of the chair, normally twice per term, and will report to the Faculty at least once per year by way of a written report to the Secretary of the Faculty.

**Approved by Faculty  
April 12, 2011**

### III. Honorary Degrees Committee (HDC)

**NOTE: This Committee has been discontinued and its mandate assigned to the Nominating Committee.**

**Approved by Faculty  
May 14, 2019**

Previous Mandate (Prior to May 14, 2019)

A) The Honorary Degrees Committee is a standing committee of the Faculty. The Committee shall solicit and receive nominations of candidates for honorary degrees to be conferred at those Dalhousie convocations at which regular degrees and diplomas in Arts and Social Sciences are awarded, and it shall make recommendations regarding such candidates to the Senate Honorary Degrees Committee.

B) Composition

- 1) The Committee shall be composed of four elected members of the Faculty (one each from the foreign languages, humanities, performing arts, and social sciences Departments), and ex officio the Faculty's Alumni and Donor Relations Officer, who will also act as the Committee's recording secretary.
- 2) The members elected by the Faculty shall normally serve three-year terms, at least one elected each year.

C) Functions

- 1) The Committee shall solicit actively throughout the Faculty for suitable candidates for Honorary Degrees to be awarded at a Dalhousie convocation.
- 2) Solicitation for candidates shall begin early in the fall each year, with the aim of making a recommendation by the end of November.
- 3) The Committee will provide guidance to nominators to help ensure that nominations are properly documented.
- 4) The Committee itself may make its own Honorary Degree nominations.
- 5) The Committee may endorse nominations to the Senate Honorary Degrees Committee, guided by the guidelines of the Senate Honorary Degrees Committee.

D) Procedures

- 1) The Committee shall meet each year in September. Other meetings of the Committee shall be convened by the Alumni and Donor Relations Officer as frequently as necessary.
- 2) In recognition of the sensitive nature of the process surrounding Honorary Degree nominations, all meetings of the Committee shall be held in camera, and any record of such meetings will remain confidential.

- 3) The Dean shall transmit the recommendations of the Committee to the Senate Honorary Degrees Committee together with necessary supporting documents.

E) Reporting

- 1) The Committee shall report to the Faculty in writing once a year on its activities, but in such a way as not to reveal the identity of any Honorary Degree candidates, successful or unsuccessful.

**Approved by Faculty  
9 March 2010**

**Modified by Faculty  
April 12, 2011**

#### **IV. Information Technology Committee (ITC)**

**NOTE: This committee has been discontinued and its mandate assigned to the Academic Development Committee (ADC).**

**Approved by Faculty  
May 14, 2019**

Previous Mandate (Prior to May 14, 2019)

**A.** The Information Technology Committee is a standing committee of the Faculty

**B.** Composition

- 1) Committee will consist of five elected members and the Associate Dean Academic, ex officio.
- 2) The Committee shall elect its own chair.
- 3) The elected members will usually serve a three-year term, two being elected each year.

**C.** Functions

- 1) Liaise with related Dalhousie committees and working groups at Dalhousie at the Senate, Faculty, and University-wide levels. For example, the ITC will maintain contact with the Senate Digital Initiatives Committee, The Centre for Learning and Teaching, and Dalhousie Digital Humanities Work group.
- 2) Advocate for FASS's interest in IT decisions made at Dalhousie, especially IT procurement policies, and inform that advocacy through consultation with FASS members.
- 3) Advise the Associate Dean Academic and Associate Dean Research on teaching and research needs and priorities for the non-space capital budget.
- 4) One of the five elected members will also serve as the FASS representative on the Classroom Planning Committee.

**D.** Procedures

- 1) The chair shall call meetings when necessary.
- 2) The Committee shall keep a record of its meetings.
- 3) The Committee shall consult from time to time with the Council of Chairs and the Dean
- 4) The Committee shall invite individuals or representatives of interested groups to participate in the discussion: conversely, individuals or representatives of groups may attend meetings when a subject of interest to them will be discussed.

**E.** Reporting

- 1) The Committee shall submit a written annual report to the Secretary of the Faculty in sufficient time for it to be circulated with the notice of the final statutory Faculty Meeting of the spring term. This report shall indicate the current state of all business, which has come before it since the last report.

Discussed by Faculty  
March 25, 1999

Modified by Faculty  
April 14, 2015

Modified by Faculty  
May 8, 2018

**V. FASS Library Committee (DISBANDED by Faculty November 21, 2017)**

- A. The Library Committee shall be a standing committee of the Faculty. The members of the Committee are responsible for communicating FASS interests in relation to University Library planning, especially for the Killam Library, including such matters as budget, library space, and the allocation of resources for FASS-related acquisitions. Members of the Committee serve as FASS's representatives on the University Librarian's FASS Library Advisory Committee.
- B. Composition
- 1) The Committee shall be composed of the Associate Dean Academic, the Associate Dean Research, two elected members from the Faculty, a student representative selected by DASSS, and a student representative from FASS selected by DAGS.
  - 2) The Committee shall elect its own Chair.
  - 3) Elected members will normally serve three-year terms, and be nominated with a view to achieving broad disciplinary representation on the Committee.
- C. Functions
- 1) Serve on the FASS Library Advisory Committee.
  - 2) Meet and consult as needed to discuss FASS interests in relation to Library planning.
- D. Procedures
- 1) The chair shall call meetings when necessary, and at least once a year (in addition to FASS Library Advisory Committee meetings).
  - 2) The Committee shall keep a record of its meetings.
  - 3) The Committee shall consult, if needed, with the Council of Chairs, Graduate Council, and the Dean, as well as the Faculty.
- E. Reporting
- 1) The Committee shall submit a written annual report to the Secretary of the Faculty in sufficient time for it to be circulated with the notice of the final statutory Faculty Meeting of the spring term.
  - 2) Committee shall also report any significant developments in Library planning to the Faculty, as needed.

**Approved by Faculty  
January 14, 2014  
(effective July 1, 2014)  
Disbanded by Faculty – November 21, 2017**

## **VI. Professional Development Committee (PDC)**

- A. The Professional Development Committee is a standing committee of the Faculty. The Professional Development Committee acts as the Faculty's Tenure and Promotion Committee, the Travel Expenses Advisory Committee, and other duties related to professional development of the Faculty's member.

As the **Tenure and Promotions Committee** they shall deal with questions of Promotion and Tenure in accordance with the provisions of the Collective Agreement between the Board of Governors and the Dalhousie Faculty Association.

As the **Travel Expenses Advisory Committee** they shall be an advisory Committee to the Dean with responsibility for formulating guidelines governing living and travel expenses and the Professional Development Allowance for members of Faculty in accordance with the procedures laid down in the Collective Agreement in force between the Dalhousie Faculty Association and the Board of Governors. The committee shall make representations to the Dean concerning individual applications.

As the **Canada Research Chair (CRC) Review Committee** they shall evaluate the reappointment applications of CRCs based on the reappointment criteria documented on the CRC website. The terms for the process of this assessment are below in Appendix II.VI.F.

As the **Specific Prizes Nominating Committee** they shall solicit suggestions for nominations for specific prizes from the Faculty's Chairs and/or Directors, as appropriate and shall nominate candidates whom the committee deems merit these awards. See Appendix II.VI.G below.

### **B. Composition**

The Committee shall be composed of six elected tenured members of the Faculty of Arts and Social Sciences who shall each serve for a term of three years with two members retiring each year. The Dean shall not be a member. The PDC's primary role is to act as the Faculty's tenure and promotions committee. It deals also with other questions pertaining to the professional interests of members of Faculty. These include the approval of travel grants and other matters, such as instructional development and the enhancement of teaching effectiveness, that may be referred to it by Faculty.

A person cannot simultaneously serve on the committee and also be considered for promotion.

### **C. Nomination and Election Procedures**

- 1) The Secretary of the Faculty shall invite the submission of potential nominees for the Professional Development Committee no later than March 1st. The invitation shall list the members of the existing Committee, their terms of office, ranks, and departments/multidisciplinary units. It shall also outline the criteria for membership on the Committee. Any submission pursuant to this invitation must include the consent of the potential nominee to being nominated.

- 2) The Nominating Committee shall nominate new members to fill the positions of those retiring. These nominations should be made with a view to maintaining broad representation of the various disciplines in the Faculty as well as a cross-section of the Faculty with respect to seniority. Nominees should have a clear record of continuous scholarly activity and have a reputation for interest and excellence in teaching.
- 3) The nominations of the Nominating Committee shall be circulated at least two weeks prior to the meeting of the Faculty in April or May when election is scheduled. At this meeting, additional nominations may be made from the floor. In the absence of such nominations, the election shall be held forthwith. In the event of such nominations, the election shall be held by ballot with preferential voting.
- 4) Those newly elected shall take office on June 1st following election.
- 5) The Committee shall elect its own chair, normally from among its continuing members, as soon as possible after the Committee is constituted. This initial meeting shall be convened by the Secretary of the Faculty. The new chair shall assume office immediately after election and serve until a successor is elected by the Committee.

#### D. Functions and Procedure

- 1) On questions of Promotions and Tenure, the committee shall function within the provisions of the appropriate Collective Agreement between the Board of governors and the Dalhousie Faculty Association.
- 2) On questions of Tenure, the committee shall take into account the regulations and procedures outlined in Appendix VIII.I.
- 3) On the questions of travel the committee shall act in accordance with Article 30.33 of the Collective Agreement respectively.

#### E. Reporting

The Committee shall report in writing to the Faculty at a meeting scheduled in April or May and at other times as requested by the Faculty or deemed appropriate by the Committee. All reports must be submitted to the Secretary of Faculty in time to be circulated with the agenda for meetings.

Approved by Faculty  
July 5, 1988

Modified by Faculty  
May 6, 2008

Modified by Faculty  
April 12, 2016

#### F. Faculty of Arts and Social Sciences – Canada Research Chairs Renewal Process

1. The Dalhousie University CRC Renewal Process requires that the University decide whether the renewal of a CR Chair in the Faculty is deemed to be possible. If a CR Chair is deemed eligible for renewal, the Dean shall initiate the Faculty review process of the CR Chair.
2. The Faculty's Professional Development Committee is the Faculty's committee for this purpose of CRC renewal reviews. The PDC will review the scholarly qualities of the CRC, the Chair's performance and her or his proposed program in light of the University Strategic Research Plan and make a recommendation to the Dean. The Dean will make a recommendation to the Vice-President Academic. The Vice-President Academic will communicate the final decision of the University to the Dean, who will inform the Department Chair and the Chair holder.
3. The PDC will consider the following documentation:
  - the CR Chair's cover letter;
  - the CR Chair's initial research proposal;
  - the CR Chair's performance report for the period since the initial appointment;
  - the CR Chair's new research proposal;
  - a complete CV of CR Chair;
  - a letter of recommendation from the CR Chair's departmental committee (i.e. departmental tenure and promotion committee or equivalent) ;
  - a letter of recommendation from the CR Chair's departmental chair;
  - written input from any others in the University who have representations to make;
  - four letters of appraisal from external arm's length referees (at least two of which must be from a list of potential referees provided by the CR Chair); and,
  - a complete set of the CR Chair's publications produced during the CRC period and only those directly pertaining to the CR Chair's research proposal.
4. The departmental chair is responsible for securing the letters of appraisal from external referees, following the submission of at least four names of potential referees from the CR Chair and an equal number from others in the department. The department chair is also responsible for inviting written input from those who might be reasonably expected to be in a position to make informed representations.
5. The CR Chair may request to appear before the PDC committee. If the PDC committee anticipates a recommendation not to renew the CR Chair, it shall provide a written statement of the specific reasons with respect to the standards and criteria for renewal and invite the CR Chair to provide additional information in writing within five days and/or to appear before them.
6. The CRC Program requires that the CR Chair's performance report clearly demonstrate how the CR Chair has achieved the objectives set out in the original nomination, that the CR Chair has upheld the standards of excellence of the program, and what the added value of holding the CR Chair has been. In particular, the CR Chair's report must provide evidence that addresses the requirements that the University's recommendation be able to demonstrate clearly that:

For Tier 1 Chairs, the CR Chair:

- continues to distinguish herself or himself as an outstanding, world-class researcher;
- has successfully attracted, and continues to attract, excellent trainees, students and future researchers to the university or affiliated institute; and
- is carrying out a program of research that is producing leading-edge results which are making a significant impact at the international level.

For Tier 2 Chairs, the CR Chair:

- is developing into an outstanding, original and creative researcher of world-class calibre and is poised to become a leader in her or his field;
  - has successfully attracted, and will continue to attract, trainees, students and future researchers to the university or affiliated institute; and
  - is carrying out a program of research that is producing important results which are making a significant impact in the field.
7. Following an assessment of the scholarly qualities of the Chair, the integration of the Chair holder's research with the university's Strategic Research Plan and the Chair holder's performance in relation to the selection criteria of the CRC program, the departmental committee, the departmental chair, the committee, shall make their respective and separate recommendations to the Dean.
  8. Departmental renewal committees are strongly encouraged to consult with PDC at the beginning of the process to ask any questions and ensure that current CRC renewal criteria and processes are being addressed.
  9. **Checklist:** For Submission to Dean by CR Chair and Departmental Chair

1. Inventory Sheet indicating contents of file
2. Cover letter from candidate
3. Original Research Program Proposal
4. Performance report
5. New Research Program Proposal
6. CV
7. Letter of Recommendation from departmental committee
8. Letter of Recommendation from department chair
9. Written representations from others, if any
10. Four Letters of Appraisal from External Referees
11. Publications

**Note: Submit one original print copy of the file including publications and research grants; plus one electronic copy on a USB device. A copy of the application file must be uploaded to SharePoint as PDF files (which may be password protected) for use by PDC members.**

#### 10. Deadlines:

**October** – One year prior to the expiry of a CRC, the Vice President Research convenes meeting with appropriate Dean and Vice President Academic to discuss the University's allocation of CRCs. If renewal is possible, the Vice President Academic will notify the

Dean responsible for the Chair and the Faculty will complete an internal review of the Chair holder following the deadlines below.

**November 1** – CR Chair must submit to the department chair the names of at least four potential external referees.

**November 15** - CR Chair must submit Performance Report, Both Research Program Proposals, and CV. CR Chair should document submissions on inventory sheet.

**January 15** – Departmental Chair forwards to PDC: the CR Chair’s documentation and her or his letter of recommendation; the letter of recommendation from departmental committee; the four required letters of appraisal from external referees; and any written representations from other interested parties.

**February 15** – PDC submits recommendation to Dean.

**March 1** – Dean submits recommendation to Vice President Academic & Provost.

Modified by Faculty  
May 6, 2008

Modified by PDC  
November 6<sup>th</sup>, 2015

Modified by PDC  
February 12<sup>th</sup>, 2019

## **G. Specific Prizes Nomination Process**

The PDC shall nominate colleagues for national prizes and fellowships, as appropriate, including but not limited to the Canada Council for the Arts Molson Prizes, Killam Prizes and Killam Fellowships.

Following its first meeting in September after its Chair has been selected and no later than September 15, the Chair of the PDC shall contact all of the Faculty’s Department Chairs and/or Directors, as appropriate, to solicit potential nominations for the Molson Prize, Killam Prizes and Killam Fellowships as well as any other prize or honour that the Dean of the Faculty considers appropriate.

As nominator for specific prizes, the PDC is responsible for assembling the appropriate documentation and for ensuring that the nomination is complete by the appropriate deadline. However, it is incumbent on Chairs and/or Directors, as appropriate, as well as nominees to submit material in a timely manner.

Modified by PDC  
April 4<sup>th</sup>, 2016

## **VII. Research Development Committee (RDC)**

The Research Development Committee is a standing committee of the Faculty and deals with policies and activities related to research other than those under the purview of the Professional Development Committee.

### **A. Composition**

- 1) The Committee will consist of five elected members and the Associate Dean Research, ex officio.
- 2) The Committee shall elect its own Chair.
- 3) The elected members will usually serve a three-year term, two being elected each year.
- 4) At least one member of the Committee shall normally be drawn from the pool of Canada Research Chairs or other named Chairs in the Faculty.

### **B. Functions**

- 1) To advise Associate Dean Research on ways to enhance research within the Faculty.
- 2) To conduct periodic surveys of research needs within the Faculty, and to make recommendations to the Faculty in response to these surveys.
- 3) To serve on the governing board of the Dalhousie Institute on Society and Culture, and to conduct periodic reviews of the Institute's activities.
- 4) To help organize and lead the FASS Research Retreat (normally an annual event).
- 5) To organize the Crosscurrents Seminar Series, aiming to include researchers from FASS and at least one other Faculty, and other research-related events.
- 6) To draft any faculty-level research-related policies and other documents, including a Strategic Research Plan every five years, for approval by Faculty Council.
- 7) Meeting at least once a term with University Librarians and staff to communicate FASS interests in relation to University Library planning, especially for the Killam Library, including such matters as budget, library space, and the allocation of resources for FASS-related acquisitions. The Associate Dean Research will report any pressing updates to the Council of Chairs and FASS meetings.

### **Adjudication**

- 8) To adjudicate proposals for the MacKay Lecture Series (Terms set out below, under Appendix II.VII.E) and make recommendation to the Dean, and any other lecture series that may arise
- 9) To adjudicate applications for the Dalhousie Fulbright Research Chair in Globalization and Cultural Studies (Terms Set Out Below, under Appendix II.VII.F), and make recommendation to the Dean, so that suitable arrangements can be made and successful applicants be contacted.
- 10) To adjudicate the applications received for the Burgess Research Award, make recommendation to the Dean, and notify the award winner's department so that suitable arrangements can be made. (Terms Set Out Below, under Appendix II.VII.G)

- 11) To adjudicate the applications received for RDF international travel and visiting speakers, so that the Associate Dean, Research, can notify applicants of the outcomes and arrange for the funding to be available.
- 12) To adjudicate applications received for the Publishing Support Fund.
- 13) To fulfill other adjudication responsibilities that may be assigned to it.

#### C. Procedures

- 1) The chair shall call meetings when necessary.
- 2) The Committee shall keep a record of its meetings.
- 3) The Committee shall consult from time to time with the Council of Chairs and the Dean and other standing committees.
- 4) The Committee shall invite individuals or representatives of interested groups to participate in the discussion: conversely, individuals or representatives of groups may attend meetings when a subject of interest to them will be discussed.

#### D. Reporting

- 1) The Committee shall submit a written annual report to the Secretary of the Faculty in sufficient time for it to be circulated with the notice of the final statutory Faculty Meeting of the Spring term. This report shall indicate the current state of all business which has come before it since the last report.

#### E. **MacKay Endowment and Lecture Series**

##### Description:

Gladys MacKay left a substantial gift to the Faculty of Arts and Science in appreciation of the education that her husband, the Rev. Malcolm Ross MacKay, received at Dalhousie University. (Rev. MacKay graduated with a BA in History in 1927.) Mrs. MacKay died in the 1950s leaving her husband a life interest in the estate. Upon his death in September 1998, Mrs. MacKay's bequest came to Dalhousie University and funds have been equally shared between FASS and the Faculty of Science. The interest of the bequest became available for our use April 1, 2000.

The MacKay Lecture Series comprises four lectures given by internationally renowned speakers. Three of the lectures will revolve around a common interdisciplinary theme, which relates to the Arts and Social Sciences. The one remaining lecture will be on a broad-based historical theme, which would appeal to the general intellectual interest in the Liberal Arts and at the same time honour Rev. MacKay. In addition to the public lecture, each speaker will also give a small, specialised seminar to colleagues in his or her discipline. The MacKay Lecture Series would be administered out of the Dean's Office, with the Associate Dean Research responsible for assisting with arrangements and publicity for the lectures.

## Application and Adjudication:

In the case of the three-theme-linked lectures, each year the Research Development Committee will put out a call for proposals in early October for the next year's lecture series. Proposals should provide an outline of the theme, proposed speakers, and a brief outline of the proposed format of the lecture series including dates. Proposals should include reasons why the theme would reflect an Arts and Social Sciences viewpoint and appeal to the broader audience. By October 31 all applications should be received. The Research Development Committee and a representative of the group of individuals who organized the preceding lecture series will review the applications and choose the theme for next year. Individuals who proposed the selected theme will form an *ad hoc* committee and work with the Associate Dean Research, within a budget set by the Dean to support the lecture series.

In the case of the history lecture, each year the Associate Dean Research will ask the History Department to provide by October 31, in rank order based on availability, three possible lecture topics and speakers for the next year's lecture. The History Department will work with the Associate Dean Research, within a budget set by the Dean, to support the lecture.

## F. Fulbright Chair in Globalization and Cultural Studies

### Program Overview:

The Canada-U.S. Fulbright Program supports collaborative research efforts among members of the North American academic community on thematic issues of bilateral and global significance through the establishment of a number of Research Chair awards at Canada's leading universities and research centers, as well as a new joint award with Mexico. The program also supports an open-ended program of bilateral scholarly exchanges in any discipline and in affiliation with any university, government agency or research institution in Canada through the All Disciplines award. While the competition is open to all disciplines, the Canada-U.S. Fulbright Program is particularly interested in encouraging research on contemporary issues relevant to Canada and the United States and the relationship between the two countries. While candidates will be considered for multiple award opportunities, applicants should identify specific award opportunities in order of preference in the project statement. Applicants should also clearly document the need to be in residence in Canada to carry out the project.

### Description of Award:

Budget permitting, Dalhousie will fund up to two four-month or one nine-month University Research Chairs in Globalization and Cultural Studies, as sponsored by the Fulbright Scholar Program. The formal title of the award is "Identity, Citizenship and Cultural Studies: Dalhousie University Research Chair in Globalization and Cultural Studies." Applicants may propose to conduct research in any area within the humanities and social sciences, with special consideration being given to scholars proposing to study the influence of globalization on cultures or to examine the relation of society and culture more generally. The successful applicant(s) will be appointed to an appropriate department within the Faculty of Arts and Social Sciences, and will be

expected to conduct research, develop collaborations and offer occasional guest lectures at the undergraduate or graduate level.

**Application and Adjudication:**

A letter of invitation is not required but applicants are encouraged to contact Dalhousie to discuss research interests. Applicants must apply through the Center for International Exchange of Scholars in accordance with the terms and procedures set out by the Fulbright Scholar Program. Once applications have been vetted for eligibility by the Center for International Exchange of Scholars, they will be sent to the Office of Research Services at Dalhousie, who will then forward them to the Dean's Office of the Faculty of Arts and Social Sciences. The applications will be adjudicated by the Research Development Committee, in consultation with the Dean and the Associate Dean Research. The Associate Dean Research is expected to notify the appropriate department of the appointment as soon as possible so that suitable arrangements can be made.

Once these arrangements are confirmed, the successful applicant(s) will be notified by the Vice-President, Research, who will inform the applicant(s) of the terms of the appointment.

**G. Burgess Research Award**

**Purpose:**

To promote research in the Faculty of Arts & Social Sciences and publicize Dalhousie as an institution that emphasizes research as well as teaching excellence.

**Award:**

A stipend to cover a half-class time-release.

**Eligibility:**

All full-time faculty in Arts and Social Sciences are eligible to apply. Applicants must be under contract with Dalhousie for the time that the award will be held (i.e., year following application). Recipients will not be eligible to reapply for five years after the year in which the award is held. The Burgess Award cannot be held with any other time-release research awards. It can be held concurrently with a regular research grant. Only proposals for projects for which the applicant has previously applied for external research grant monies will be eligible for consideration.

**Application:**

All applications must contain the following:

- 1) a description (maximum 1000 words) of the proposed research project, its intended outcome(s), and the timeline for completion, indicating how the time

release will assist in the completion, given the applicant's current and recent workload;

- 2) a one-page curriculum vitae (must indicate current position, department, and any teaching releases over the past five years); and
- 3) a list of publications or artistic accomplishments. Applicants are advised to use terminology that non-specialist faculty will understand. Proposed project should be conceived with the idea that its objective will be achieved or significantly advanced with the availability of the time-release.

**Deadline:**

The last day for receipt of completed applications in the Arts/Social Sciences Dean's Office will be **October 15** for the award to be held during the following academic year.

**Adjudication:**

The applications will be adjudicated by the Research Development Committee based on criteria that include the extent to which the project will be completed or significantly advanced within the period of time release; research record considered by the applicant's stage in career; and relative consideration of workload. No RDC member may apply. The announcement of the recipient will be made as soon as possible in order that the department concerned may make suitable arrangements.

Discussed by Faculty  
March 25, 1999

Modified by Faculty  
April 8, 2008

Modified by Faculty  
December 14, 2010

Modified by Faculty  
May 13, 2014

Modified by Faculty  
May 10, 2016

Modified by Faculty  
November 21, 2017

## VIII. Student Matters Committee (SMC)

**NOTE: This committee has been discontinued and its mandate re-assigned to the Academic Appeals Committee.**

**Approved by Faculty  
May 14, 2019**

Previous Mandate (Prior to May 14, 2019)

A. The Student Affairs Committee shall be a standing committee of the Faculty. The Committee serves as the Faculty's primary means of liaison with its students, as represented by the Dalhousie Arts and Social Sciences Society (DASSS). The Committee's mandate is to encourage and facilitate improvements in student experience, engagement, retention, and success within the Faculty. The committee shall also consider equity and diversity issues in relation to student experience within the Faculty.

### B. Composition

- 1) The Committee shall be composed of the Assistant Dean of Student Matters, the Faculty's Alumni and Donor Relations Officer (ex officio), the Associate Dean (Academic), three elected members of Faculty, and two students (normally, the DASSS President, and the DASSS Vice-President Academic).
- 2) The members elected by the Faculty shall serve three-year terms, one being elected each year.

### C. Nominations and Election Procedures

- 1) The Nominating Committee shall nominate new members of Faculty to fill the positions of those retiring. The nominations shall be made with a view toward having the membership of the committee broadly representative of the Faculty.
- 2) Additional nominations may be made from the floor at the time of election.
- 3) The Faculty shall elect the new members of the Committee at the meeting in April. If balloting be necessary, it shall be conducted by mail, and be secret. Those newly elected shall take office on July 1st following election.
- 4) The committee shall be chaired by the Assistant Dean of Student Matters.

### D. Functions

- 1) To hear reports from and to offer advice to the Assistant Dean of Student Matters pertaining to developments within the Faculty and across the University (particularly developments in Student Services and the University's administrative policies and practices) which might be of interest or relevance to the Faculty and its students.
- 2) To recommend to Faculty improvements in policies, procedures, or rules that may impact student experience, engagement, retention, and overall success.
- 3) To offer a forum for the sharing of information about, or for the development and

planning of, events and activities involving students and/or faculty, sponsored by DASSS and/or the Faculty.

E. Procedures

- 1) Meetings of the Committee shall normally be convened by the Chair monthly, between September and May, each year.
- 2) Any Faculty member or member of the DASSS executive committee may attend meetings of the Committee upon notification of the Secretary of the Committee. Any student may submit written representations to the committee through its secretary, or may make oral presentations to the committee at the invitation of the secretary.
- 3) The Committee shall maintain a written record of its proceedings.

F. Reporting

To the Faculty of Arts & Social Sciences on the committee's annual activities at the April meeting of Faculty.

Approved by Faculty  
April 14, 2015

## **IX. Academic Appeals Committee (AAC)**

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**NOTE: This Committee now includes the mandate of the Student Matters Committee (SMC) as well.**

**Approved by Faculty  
May 14, 2019**

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### **I. Structure**

- A. The Academic Appeals Committee shall be a Standing Committee of Faculty. The Committee shall hear appeals from students in relation to decisions or the refusal to make decisions by the Faculty in relation to academic matters in accordance with procedures approved by the Faculty (see **Academic Appeals Procedures-Appendix II.IX.II**).

The Assistant Dean, Student Matters, may act as a resource to the AAC unless a decision made by him or her is under appeal.

### **B. Composition**

1. The Committee shall be composed of six elected members of the Faculty (no fewer than two of whom hold tenured or tenure-track positions); two undergraduate students, nominated by the Dalhousie Arts and Social Sciences Society (DASSS); and one graduate student, nominated by the Dalhousie Association of Graduate Students (DAGS).
2. The members elected by Faculty shall serve three-year terms, two being elected each year.

### **C. Nominations and Election Procedures**

1. The Nominating Committee shall nominate new members of Faculty to fill the positions of those retiring. The nominations shall be made with a view toward having the membership of the committee broadly representative of the Faculty.
2. Additional nominations may be made from the floor of the relevant Faculty meeting at the time of election.
3. The Faculty shall elect the new members of the Committee at the last Faculty meeting of the Winter term (usually in April). If balloting be necessary, it shall be conducted by mail, and be secret. Those newly elected shall take office on July 1st following election.
4. The Committee shall select its own Chair. Selection shall take place in time to be reported to Faculty at the final statutory meeting in the year (typically, May) prior to assuming office.

### **D. Functions**

1. The Committee shall devise and monitor procedures for dealing with appeals against the interpretation and application of the academic rules of the Faculty (see the Faculty's **Academic Appeals Procedures-Appendix II.IX.II**). These procedures shall be reported to the Faculty for approval.
2. The Committee shall act as an appeals committee for students seeking relief from decisions of, or the refusal to make decisions by, the Faculty regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of academic regulations according to the Faculty's **Academic Appeal Procedures-Appendix II.IX.II**.

E. Procedures

1. The Committee shall convene Hearing Panels as necessary, according to the Faculty's **Academic Appeal Procedures-Appendix II.IX.II**.
2. The Committee shall maintain written minutes of its proceedings.

F. Reporting

To the Faculty of Arts and Social Sciences on the Committee's annual activities before the Faculty's last meeting in the Spring (April or May).

Approved by Faculty  
April 14, 2015

## II. FASS Academic Appeals Procedures

### A. PURPOSE

The purpose of these procedures is to provide for the fair, orderly and expeditious resolution of student appeals relating to academic matters within the jurisdiction of the Faculty of Arts and Social Sciences.

### B. JURISDICTION

The Academic Appeals Committee (the “AAC”) hears student academic appeals according to the procedures laid out in this document, from decisions of, or the refusal to make decisions by, the Faculty regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of academic regulations of the University, Faculty or School.

For greater certainty, this jurisdiction does not extend to the following, each of which may be addressed through other processes within the University or Faculty:

- Admissions decisions;
- Decisions relating to the awarding of a scholarship, award or bursary
- Grade reassessments;
- Allegations of academic or scholarly dishonesty;
- Allegations of discrimination (including failure to provide reasonable accommodation); and
- Allegations of professional unsuitability.

### C. FORMS OF APPEAL AND ASSOCIATED PROCEDURES

1. Students may appeal when the student believes that there has been unfairness in a Decision, or the refusal to make a Decision, by an instructor, faculty member, or academic administrator regarding academic matters. Students are entitled to engage the assistance of a support person or advocate under these procedures.
2. Students should make their best efforts, where reasonable, to resolve their concerns informally with the instructor, faculty member or academic administrator who made the Decision in question.
3. If no satisfactory resolution of the dispute is possible, and if applicable, the matter should then be addressed to the relevant Departmental Chair or Program Coordinator, who will attempt to mediate a resolution between the parties. In cases where a conflict of interest may disqualify a Chair or Program Coordinator from serving as mediator, the Assistant Dean of Student Matters would mediate. Attempts to mediate the issue should normally occur within **14 days** of the Decision.
4. If the matter cannot be resolved informally under Clauses 2 and 3, the student may appeal in writing to the Chair of the AAC within **14 days of the failure of mediation** by completing a “Notice of Academic Appeal”, Appendix II.IX.III (which may be amended by the Committee from time to time), and the following information:

- a. Any supporting arguments and evidence;
  - b. Names of witnesses, if any, to be called at the hearing;
  - c. Any other relevant considerations;
  - d. Supporting letters, if applicable; and
  - e. The requested outcome.
5. Upon receipt of the student's appeal materials, the Chair of the Committee will:
  - a. Appoint three members of the Committee - two faculty and one student (the student member being an undergraduate when the appellant is an undergraduate student, and a graduate student when the appellant is a graduate student) - as the Hearing Panel for that appeal;
  - b. Appoint one of the faculty members of the Hearing Panel as the Chair of the Hearing Panel;
  - c. Provide a copy of the appeal materials to the instructor, faculty member, or academic administrator whose Decision is the subject of the appeal and require a written response within **14 days** of sending those appeal materials; and
  - d. Inform both parties of the time and location of the hearing and the names of the Hearing Panel members.
6. The Chair of the Committee will forward the student's appeal materials and the written response of the faculty member/academic administrator to the members of the Hearing Panel. The Chair of the Committee will also ensure that the student and the faculty member/academic administrator have copies of all submissions provided to the Hearing Panel.
7. After receiving submissions from the parties, the Chair of the Hearing Panel may request additional relevant information from either of the parties. Both parties must be given copies of any such additional information before the hearing and have an opportunity to respond to it.
8. Each party has the right to be present at the hearing, hear all of the evidence presented, challenge any evidence presented, and question any individuals who present information to the Hearing Panel.
9. The Hearing Panel will make best efforts to ensure the hearing is held within **28 days** of receipt of all submissions.
10. Any information gathered in any appeal, including information presented at the hearing, is confidential except to the extent that the disclosure is necessary to implement these procedures or to carry out a decision made by the Hearing Panel.
11. Following the hearing, the Hearing Panel will deliberate in camera. The decision will be by simple majority and the Hearing Panel will prepare written reasons for that decision.
12. Subject to Clause 13, the Hearing Panel may:
  - a. Dismiss the appeal;

- b. Allow the decision under appeal to stand, despite possible insubstantial procedural errors; or
- c. Allow the appeal, with an appropriate remedy within the authority of Senate.

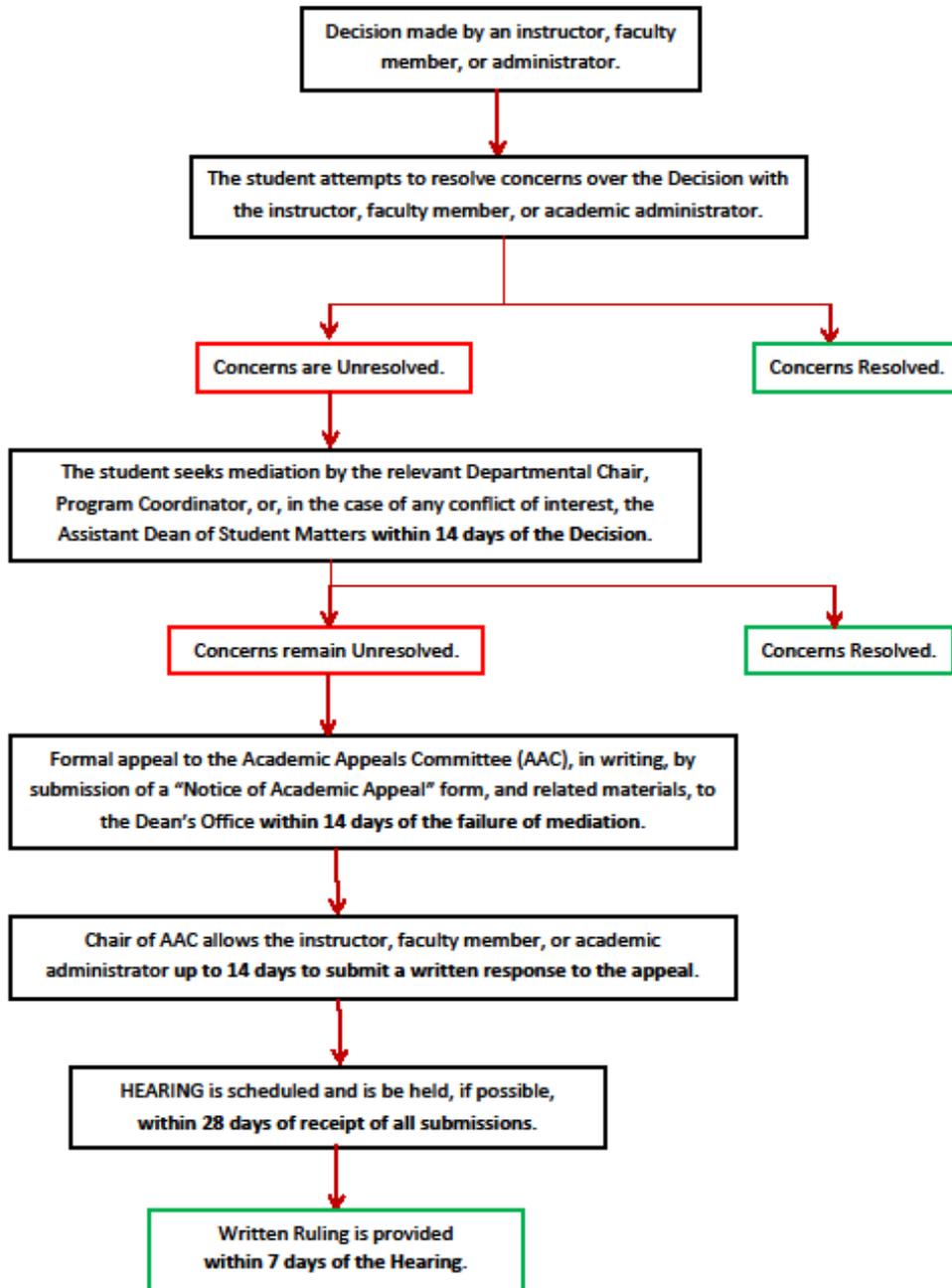
13. In no event will the Hearing Panel conduct a substantive evaluation of the work of a student, but if unfairness in the evaluation procedure is established, the Hearing Panel may recommend that a re-evaluation be conducted by a qualified person(s) designated by the Hearing Panel.
14. The Chair of the Hearing Panel will provide the written reasons to the Chair of the Committee within 7 days of the hearing. The Chair of the Committee will then provide the written reasons to the parties and to the Dean, or his or her designate.
15. Hearing Panel members will return all documentation and written notes regarding the appeal to the Chair of the Committee following its deliberations. The Chair of the Committee will ensure that official records are stored securely in the Dean's Office, or the office of his or her designate.

#### **D. APPEAL OF DECISION**

The student may appeal the decision of the Hearing Committee to the Senate Appeals Committee.

Modified by Faculty  
March 8, 2016

## FASS Academic Appeals Flowchart



Approved by Faculty,  
10 November 2015

**III. Notice of Academic Appeal Form**

**Dalhousie University  
Faculty of Arts and Social Sciences**

<b>Notice of Academic Appeal</b>	
<b>Date:</b>	
<b>Student Name:</b>	<b>Student Number:</b>
<b>Arguments and Evidence (may be attached as a separate document):</b>	
<b>Names of Witnesses (if any) to be called at the Appeal Hearing:</b>	

**Any Other Relevant Considerations:**

**Documents Attached, including Supporting Letters (if applicable):**

**Requested Outcome:**

Approved by the Academic Appeals Committee

*DATE:*

## APPENDIX III

### Terms of Reference of Advisory and other Non Standing Committees

#### The Nominating Committee

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**NOTE: This Committee now includes the mandate of the Honorary Degrees Committee (HDC) as well.**

**Approved by Faculty  
May 14, 2019**

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- A. The Committee acts as the Nominating Committee in relation to the standing committees of Faculty. It is also responsible for appointing members of committees to select Departmental Chairs, and members of unit review committees.
- B. Composition
- 1) The Committee shall consist of the Dean or the Dean's Representative, two elected faculty members and the Secretary of the Faculty.
  - 2) The Dean or the Dean's representative acts as chair.
  - 3) The Secretary of Faculty will act as the Recording Secretary for the Committee.
  - 4) The elected members shall serve for a minimum of three years, two being elected each year.
- C. Functions
- 1) The Nominating Committee shall present nominations to Faculty to fill the elected positions on the following Faculty Standing Committees: the Student Affairs Committee, the Professional Development Committee, and the Academic Development Committee.
  - 2) The Nominating Committee shall present nominations to Faculty for the elected representatives of Faculty on Inter-Faculty Committees and on Senate.
  - 3) The Secretary of Faculty of the committee shall be responsible for ensuring that those persons selected by the committee are willing to be nominated to Faculty and, with the Dean, is also responsible for ensuring that appropriate curriculum vitae are made available to Faculty before the elections. One copy of each curriculum vitae shall, in the first instance, be sent to each department in the Faculty where it should be made available for members to consult. One copy of each curriculum vitae shall also be sent to the Chief Librarian in the Killam Library for the Librarians to consult. If an election is contested, the curriculum vitae of each person concerned shall be distributed with the ballot.
  - 4) The Nominating Committee shall present nominations to Faculty to fill the elected positions on Faculty Committees on an *ad hoc* basis including Dean and Associate Dean Academic Committees.

- 5) When a vacancy for a Dean or Associate Dean Academic arises from the normal expiry of an appointment, appropriate action should be taken by Nominating Committee to ensure that a Search Committee is ready to commence its operations by **March 1st** of the year preceding the final year of the term of the appointment. When an unforeseen vacancy arises, a Search Committee should be set up at the earliest possible moment.
- 6) To adjudicate the applications received for the Award for Service Excellence, make recommendation to the Dean by April 1<sup>st</sup>. See Appendix III.I.D.

## **I. Faculty of Arts and Social Sciences Award for Service Excellence**

### **A. Introduction**

The Service Excellence Award recognizes the importance of collegial governance to the operation of the Faculty of Arts and Social Sciences. In honouring each year a faculty member who demonstrates excellence in service, the Award places high value on the professional contributions made by members of the Faculty to committee processes (at departmental and Faculty levels), departmental and Faculty leadership, and other administrative service.

### **B. Year established**

2011

### **C Eligibility**

Candidates must be members of the Faculty on continuing appointment. This includes all full time Members of the Faculty but excludes department chairs, programme co-ordinators, and office holders of the Faculty (such as the Dean, Associate and Assistant Deans).

### **D. Nomination procedures**

A call for nominations will be issued in November/early December. Nomination shall be by letter, signed by at least three members of the Faculty. The nomination letter will be a maximum of 2 pages and will detail the particular instance or instances of collegial service that the nominators deem excellent. Nominators must secure the willingness of the candidate to be nominated and provide a current CV. Evidence of Service Excellence will vary but might include:

- Exceptional service (including leadership) to departmental and/or Faculty committees
- Sustained commitment to collegial processes in the Faculty (including but not limited to those of the DFA Collective Agreement)
- Service beyond the Faculty of Arts and Social Sciences but which nonetheless reflects excellent service to scholarship and higher education.

Unsuccessful nominations will be kept on file for reconsideration in the subsequent two years.

E. Selection Committee

The Nominating Committee of the Faculty shall be the Selection Committee for the Award in Service Excellence and will recommend the successful candidate to the Dean by 1 April.

F. Award and recognition

A certificate and small plaque will be presented to the recipient. A larger plaque bearing the names of successive Award winners will be hung in a prominent area of the Marion McCain Arts and Social Sciences Building.

Approved by Faculty  
June 13, 1988

Modified by Faculty  
March 8, 2011

Modified by Faculty  
April 12, 2011

Modified by Faculty  
April 11, 2017

## **II. The Council of Chairs**

### **A. Composition of Council of Chairs**

- 1) The Council of Chairs shall be composed of all Chairs of Departments, Co-ordinators of Multidisciplinary Programmes based in the Faculty including Dal-King's Programme, the Dean the Associate Dean Academic (ex officio) and the Chair of the Academic Development Committee (ex officio).
- 2) The Dean acts as Chair. In the Dean's absence the meetings are chaired by the Associate Dean Academic.

### **B. Functions**

The Council of Chairs is a forum for discussion among those with common administrative responsibilities in relation to many of the questions coming before Faculty, and issues arising from university policies and practices.

The Council acts primarily as a forum for the presentation of mutual concerns and as a milieu within which some negotiation and mutual accommodation should be possible. It acts as a consultative body for the Dean, by expediting the process by which the Dean can obtain an appreciation of the state of Faculty opinion on issues facing the Faculty. The Council may make recommendations to the Faculty.

### **C. Procedures**

Meetings are called by the Dean as the need arises.

Approved by Faculty  
June 13, 1988

Revised by Faculty  
January 18, 2000

### **III. Teaching Award Committee**

#### The Faculty of Arts and Social Sciences Award for Excellence in Teaching

##### A. Introduction

The Faculty of Arts and Social Sciences is committed to excellence in teaching. In honouring each year a faculty member who has made an outstanding contribution to teaching and serving the students of the Faculty, this award recognizes and underlines the fundamental importance of excellence in pedagogy.

##### B. Year established

1995-96

##### C. Eligibility

Candidates must be on-going Arts and Social Sciences members of the Dalhousie University teaching staff. Sessional instructors will be eligible but should have taught at least two consecutive years.

##### D. Nomination procedures

A call for nominations will be issued in mid-November through announcements in the student newsletter, memo to Chairs and other means as deemed appropriate by members of the Selection Committee (see below). See Nomination Form (Page 58) for nomination requirements. Unsuccessful nominations will be kept on file for reconsideration in the subsequent two years.

##### E. Selection Committee

A standing committee of the Faculty known as the Selection Committee for the Excellence in Teaching Award will choose the successful candidate. The committee consists of:

- 1) three members of the Faculty or persons who have previously held appointment to the Faculty of Arts and Social Sciences;
- 2) two students chosen by the Dalhousie Arts Society for a renewable one-year term;
- 3) the Dean of the Faculty, as non-voting committee chair.

##### F. Award and Recognition

A small plaque will be presented to the recipient. A larger plaque bearing the names of successive award winners will be hung in a prominent area of the Marion McCain Arts and Social Sciences Building.

##### G. Award Presentation

The recipient will be recognized at a Faculty of Arts and Social Sciences reception.

Approved by Faculty  
February 27, 1996

Modified by Faculty

May 13, 2014

Modified by Faculty  
April 11, 2017

**FACULTY OF ARTS AND SOCIAL SCIENCES  
TEACHING AWARD**

**Nomination Form**

1. We, the undersigned wish to nominate \_\_\_\_\_ for the Arts and Social Sciences Teaching Award for 2016-17.

Signatures (at least 3 – students, staff or faculty members):

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

[Any additional signatures on reverse of, or attached to, the form]

2. The attached dossier contains:

- A title page
- Table of contents
- Letters of nomination – a maximum of three letters, ideally reflecting the views of students, staff and faculty members on the nominee’s suitability. (Maximum of 6 pages)
- CV of nominee (maximum of 8 pages)
- Statement of teaching philosophy (Maximum of 2 pages)
- List of courses taught over past three years (including data on course type and student enrolment) (Maximum of 2 pages)
- Summary of student rating of instruction data for the past three years (quantitative data presented in tabular form plus a summary of representative student comments) (Maximum of 4 pages)
- Evidence of effective and/or innovative pedagogy (description of activity, evaluation of its impact, any supporting documents such as course outlines, assignments). (Maximum of 10 pages) Nominees are encouraged to provide any evidence of contributions to the scholarship of teaching and learning, if available (pedagogical publications, scholarly articles, textbooks, conference presentations, or scholarly reviews of any of these). (Maximum of 5 additional pages)
- Evidence of educational leadership or service in support of teaching excellence within the Faculty or beyond, if available. (Maximum of 2 pages)
- Optional inclusion of additional information (Maximum of 6 pages)

Nominations and all supporting documents should reach the *Selection Committee, Office of the Dean, Arts and Social Sciences, Room 3031, Marion McCain Arts and Social Sciences Building, no later than **JANUARY 31, 2017.***

## IV. Named Professorships Committee

### A. Introduction

Also known as the Named Chairs Committee. The Faculty of Arts and Social Sciences is responsible for recommending appointments to a number of "named professorships", or chairs. These include:

- 1) The George Munro Professorship in English Literature and Rhetoric
- 2) The George Munro Professorship in Philosophy (Metaphysics)
- 3) The George Munro Professorship in History – Political Economy

The Munro professorships were established in 1879, with the Board of Governors having designated the disciplines listed above.

- 4) The Eric Dennis Memorial Professor of Government and Political Science (established in 1918).
- 5) The Alexander McLeod Professorship in Modern Languages
- 6) The Alexander McLeod Professorship in Classics

These two McLeod Professorships were established in 1883.

- 7) McCulloch Professorships in Classics, Economics, English, German, History, Music, Philosophy, Political Science, Religion, Romance Languages, Russian, Sociology, Social Anthropology and Theatre. These professorships were established in 1971 by the Board of Governors. There is up to nine professors who may be named to these professorships from among the Faculty or by department (with one in Economics).
- 8) Lester Pearson Professorship in IDS.

In all of the above cases, the professorships are honorific; no extra remuneration or benefits are provided to the recipients. In some cases, designated funds contribute, in whole or in part, to these positions; these funds are incorporated within the general revenues of the University. In the case of the McCulloch professorships, no funds are designated.

### B. Eligibility

Candidates for these professorships must be appointed full time, must be at the rank of Full Professor, and have held this rank for at least five years in one of the departments listed above. Candidates must have distinguished records as scholars and teachers, with the expectation that they will continue to be productive as scholars and effective as teachers. Except for Department Chairs, anyone holding an academic administrative position is not eligible for appointment. Canadian Research Chairs, University Research Professors & Carnegie Professors are not eligible. No one can hold more than one Chair.

### C. Named Professorships Committee

An *ad hoc* committee of the Faculty known as the Named Professorships Committee recommends faculty for these professorships to the Dean who, if he/she finds the recommendation acceptable, shall advise the President, who, if he/she finds the recommendation acceptable, shall recommend its approval to the Board. If the Board approves, the appointment shall be made.

The Named Professorships Committee shall consist of three persons chosen, on an annual basis, by the Dean from among those professors who hold named professorships with due regard to the distribution of disciplines represented on the committee. One committee member shall be from another Faculty. The committee shall choose its own chair (In the case of nominations from the Department of Economics for McCulloch professorships, the Dean of Science and the Dean of Arts and Social Sciences must agree on any recommendation(s) from the committee).

#### D. Nominations

Departments shall be invited by the committee to nominate Professors for these chairs when a vacancy occurs in the Munro, McLeod and Denis professorships or when the Committee decides, or agrees, to consider nominations for McCulloch professors as outlined below.

Nominations made by departments shall include for each of those nominated as well as their current curriculum vitae, copies of reviews of their work and summaries of their teaching evaluations.

The Department shall solicit letters from three external referees at the rank of full professor attesting to the nominee's scholarly accomplishment. These referees should be selected by the same process as used for selecting referees for tenure and promotion decisions. The submission should also include summary information (bios/one-page CVs, web profiles) indicating the relevant expertise of the external referees.

The Committee is not required to make a recommendation. When the Committee does make a recommendation, it shall outline the merits of the nominee and forward her or his complete file to the Dean.

#### E. Terms of Appointment

Appointments shall be made for an initial 5-year term and reviewed after 5 years by the FASS Named Professorships Committee, in consultation with the relevant Department(s).

In order to raise the profile of the Named Chairs and contribute to the research profile or other aspects of FASS's academic profile (e.g., recruitment), FASS Named Chairs should participate in a meeting or meetings convened by the Dean's office early each academic year at which they collectively act to organize an annual lecture by one of the group or a panel discussion on a topic of general interest to Faculty members, students, and/or the public. The Dean's office should investigate appropriate sources of funding for publicizing this event and a reception to follow it.

#### F. McCulloch Professorships

The number of McCulloch professors shall be determined by the Dean on recommendation of the Committee. In exceptional circumstances, and with the prior approval of the Dean, a nomination from a department may be considered by the committee without all departments being invited to submit nominations.

Approved by Faculty  
December 13, 1971

Modified by Faculty  
April 11, 2006

Modified by Faculty  
19 September 2006

Modified by Faculty  
11 October 2011

Modified by Faculty  
May 14, 2013

## APPENDIX IV

### Terms of Reference of Inter-University Standing Committees of the College of Arts and Social Sciences with Faculty Representation

#### I. Writing-Across-the-Curriculum Committee

A. The Writing-Across-the-Curriculum Committee shall be a standing committee at the college concerned with the encouragement of writing in every possible subject area at all levels of study and the coordination and maintenance of standards of writing in the following classes:

- 1) Writing Requirement Classes.
- 2) Writing-Across-the-Curriculum Classes which should reinforce the effectiveness of the Writing Requirement Classes.

#### B. Composition

- 1) The Committee shall be composed of two faculty members, at least one from each of the Faculty of Arts and Social Sciences and the Faculty of Science; ex officio, the Associate Dean Academic of the Faculty of Arts and Social Sciences and the Associate Dean Academic of the Faculty of Science, one of whom shall serve as Secretary to the Committee; and one student, who shall be registered in one of the degree programmes under the control of the College.
- 2) Elected faculty members shall serve a 39-month term, one to be elected each year.

#### C. Nomination and Election Procedures

- 1) The Committee shall elect its Chair annually from among the continuing elected members so that the person chosen can assume office on 1 July. This date may be delayed by arrangement between the incoming and outgoing Chair; but in any event, the new Chair shall take office by 1 September.
- 2) A new faculty member shall be elected by the College to fill the vacancy created by the retiring member at an appropriate meeting in April or May. If there is more than one eligible nomination, then a mail ballot, secret or preferential, shall be conducted. The newly elected person shall take office on June 1 following election.
- 3) The student shall be elected by the Dalhousie Student Union, and the election shall be subject to approval by the College. S/he shall hold office at the pleasure of the Dalhousie Student Union.

#### D. Functions

- 1) The Writing-Across-the-Curriculum Committee shall assume responsibilities relating

- to the existing writing class requirement, including annual distribution of the criteria to all writing requirement class instructors. (See Schedule B below)
- 2) The Committee shall also assume responsibility for the Writing-Across-the-Curriculum Classes. These classes might be similar to the Writing Requirement Classes but would require less written work and include upper-level as well as first-year classes.
  - 3) For the existing writing requirement classes, the Committee shall look into means of providing incentives (possibly including reductions in class size) for instructors in all appropriate departments/multidisciplinary units and encourage them to offer writing classes.
  - 4) The Committee will approve those classes which will fulfil the Writing Requirement.
  - 5) All proposals for Writing-Across-the-Curriculum classes must be approved by the Committee.
  - 6) The Writing-Across-the-Curriculum Committee shall investigate means of publicizing the importance of writing in the university and promoting innovative thinking in methods of teaching writing, such as an annual series of informal workshops and/or panel discussions, perhaps offered by different departments/multidisciplinary units each year.
  - 7) The Committee shall also develop recommendations to address the special concerns of students for whom English is not the first language.

### **Schedule B**

1. The language of instruction in any Writing Requirement class must be English.
2. The primary method of assessment in a Writing Requirement class must be the evaluation of students' writing assignments.
3. Form and content should have approximately equal weight.
4. At least 70% of the final class grade must be based on the student's written work. Examinations are not to be included in this 70% figure.
5. Writing assignments should be no fewer than three per term.
6. All Writing Requirement classes should include:
  - a. Formal instruction in writing;
  - b. Variation in the types of writing assigned;
  - c. And opportunities for revision.
7. It must be possible for students to receive individual attention and advice from professors or teaching assistants with respect to improving their writing.

8. No Writing Requirement class may be offered if the ratio of teaching staff (including teaching assistants) to students is greater than 1:30.

Approved by College  
February 28, 1989

Modified by Faculty,  
April 14, 2009

## **II. Academic Regulations and Standards Committee**

A. The Academic Regulations and Standards Committee shall be a standing committee of the college concerned with joint academic regulations and standards.

### **B. Composition**

This committee shall consist of two members of the Faculty of Science, two members of the Faculty of Arts and Social Sciences, the registrar (ex officio) and two student representatives who are not both registered in programmes in the same Faculty.

### **C. Functions**

It is understood that this committee will report to the College on technical problems as they arise, and will be available to advise the College and the Units within the College on matters concerning joint academic regulations and standards.

Approved by College  
February 28, 1989

## **APPENDIX V**

### **Terms of Reference of Unit Review Committees**

#### **Introduction**

According to the Senate Academic Planning Committee document of May 23, 1985, the main objectives of unit reviews are the "improvement of the quality of the University's academic offerings and the provision of information for academic planning and subsequent budgetary activities." The usefulness of a review process depends on:

- 1) departments/multidisciplinary units assessing for themselves their own strengths and weaknesses; and
- 2) departments/multidisciplinary units and review committees seeking to work closely together in order to initiate a fruitful exchange of information and ideas. Reviews should provide a comprehensive appraisal of all aspects of a unit's activities.

The Faculty of Graduate Studies has had its own review process for graduate programmes in place for some time. The reviews in the Faculty of Arts and Social Sciences have been integrated into this process. This is an economic use of faculty time, which is scarce, and it also recognizes that, from the financial perspective, the link between graduate and undergraduate programmes is close. The joint nature of the process is reflected in the requirement, set out below, that Graduate Studies appoint one member of the review committee when the unit under review has a graduate programme.

The guidelines set out below refer only to those units in the Faculty for which the Dean has budgetary responsibility.

#### **I. Overseeing the reviews**

The Associate Dean Academic shall serve as non-voting executive secretary/coordinator to each review committee.

#### **II. Review Committees**

##### **A. Composition**

The committee shall consist of four members, as follows: Associate Dean Academic as non-voting secretary, and three faculty members. In case of a Dal/King's program, the University of King's College's Nominating Committee shall appoint one of the three faculty members. In case of a Department with a Graduate programme(s), the Faculty of Graduate Studies shall appoint an additional member. After appointment, members of Unit Review Committees no longer represent any particular constituency, but are bound to apply independent judgement to the task at hand.

##### **B. Selection**

The three faculty members shall be nominated by the Nominating Committee. The Faculty of Graduate Studies' faculty member shall be nominated by the Dean of Graduate Studies.

The committee, selected as indicated above, must be agreeable to ADC.

For obvious reasons, the following criteria ought to govern the selection of faculty nominees:

- 1) they shall not be members of the unit under review; and
- 2) one nominee from another faculty or appropriate institution may be selected.

### C. Review Committee Responsibilities

The review committees shall send all members of the unit under review a copy of these guidelines;

The review committees shall inform all faculty (including those on sabbatical or other leave), staff, and students of the unit under review that members of the committee are willing to meet with them, individually or in groups; will arrange for such meetings; and are also willing to receive written or oral comment.

The review committees shall produce a report within six months of commencement of the review;

Review committees shall submit their reports, the reports of the external reviewers and any attached documents to the Chair of the unit under review on a confidential basis. The Chair shall first consult, in confidence, with all those in the unit whose work is the subject of comment in the report. The Chair shall then report within three weeks to the committee on any errors detected in the reports and any portion of the reports which may be harmful to the unit or members of the unit.

In the light of the report of the Chair, the committee shall correct established errors of fact, shall consider modifying its report in respect of items deemed harmful, and shall then submit the self-study, the committee report, the external reviewer's report, and any supporting documents to the Department, the Dean, and to ADC for information and discussion. For units with a graduate programme, copies of all the submissions to Faculty shall, at the same time, be sent to the Dean of Graduate Studies.

### III. External Reviewers

There shall normally be two external reviewers for each unit under review with both undergraduate and graduate programmes, or with the performing arts programmes. Other units with only undergraduate programmes shall have one external reviewer.

#### A. Selection

The review committee will solicit names of potential external reviewers put forward by the unit under review. It will select the name(s) from these lists in consultation with the Dean. The committee may add names to the list of potential reviewers submitted by the unit. If a person not originally suggested by the unit is to be approached, the approval of that unit must be obtained and reasons given why the list of names as a whole was unsatisfactory. The invitation to conduct the review shall come from the Dean or Deans as appropriate.

- B. External reviewers are meant to provide a broad and objective evaluation, including an assessment of the relationship of the Dalhousie Unit with those elsewhere. At the same time, they are required to work with the committee in order that a final report of considerable authority be produced. Any committee member is free to write a dissenting opinion, however.
- C. Reports of the external reviewers shall be forwarded to the committee as soon as each reaches the Dean's Office. A copy of each report shall be sent to the Dean of Arts and Social Sciences and, where the unit has a graduate programme, to the Dean of Graduate Studies.

#### **IV. Obligations of units under review**

In the first instance any unit under review shall prepare a self-study which examines and assesses its own activities. This self-study shall be submitted to the Unit Review Committee. It should take into account, but not be restricted to, such matters as staffing, curriculum, research, library, security and safety issues and other facilities and proposed developments.

Review committees may request additional information and will have made themselves available to meet with staff and students. Units are expected to cooperate fully with the committees, especially on organizational and information matters.

The unit shall compose a written response to the Unit Review Report and shall forward this to the ADC. A meeting will then be scheduled for the ADC to discuss the reports and the response with the unit.

#### **V. Responsibilities of the Academic Development Committee**

- A. The ADC is responsible for meeting with the unit to discuss the reports and the response to the reports.
- B. The ADC shall deposit in the Faculty office a set of documents comprising the Self-Study, the External Report, the Internal Report and the written response.
- C. In the year immediately following the review the Chair of the unit under review must report to the ADC in a short written response (1-2 pages in length) the steps being taken to address the recommendations.

#### **VI. Cycle of Review**

The Arts and Social Sciences reviews, combined with Graduate Studies' reviews, shall run on an approximately seven year cycle with two or three units in the Faculty of Arts and Social Sciences being reviewed each year.

Approved by ADC  
January 16, 1992

Approved by Faculty  
February 25, 1992

Modified by Faculty  
September 19, 2000

Modified by Faculty  
May 4, 2004

Modified by Faculty  
January 12, 2009

Modified by Faculty  
March 14, 2017

## **APPENDIX VI**

### **Terms of Reference - Multidisciplinary Degree Programmes**

#### **I. Multidisciplinary Degree Programmes**

##### **A. Definition of a Multidisciplinary Programme**

A multidisciplinary programme in the Faculty of Arts and Social Sciences shall be defined by the following criteria:

- 1) drawing upon two or more disciplines;
- 2) having a method of coordination as described in Appendix VI.I.B. below;
- 3) having some interdisciplinary element required of all Honours and Majors students in the programme (i.e. credit class, seminar or thesis);
- 4) constituting a recognised field of study or an established research area;
- 5) reflecting the Faculty of Arts and Social Sciences' mandate; and
- 6) being approved as degree granting.

##### **B. Administrative Structure of a Multidisciplinary Programme**

The administrative structure of programme shall consist of:

- 1) a Coordinator;
- 2) a Coordinating Committee;
- 3) Faculty; and
- 4) additional committees and academic advisors as may be required.

##### **C. Evaluation of a Programme**

The programme shall be reviewed in accordance with the established Faculty of Arts and Social Sciences procedures for unit reviews (See Appendix V). In this case "Programme" shall be substituted for "Department".

## **II. Terms of Reference, Faculty Membership**

### **A. Membership**

Faculty eligible for membership in the programme shall consist of:

- 1) all full and part-time Dalhousie Faculty who teach a class offered by the programme;
- 2) all full and part-time Dalhousie Faculty who have an active research interest in the programme's defined area; and
- 3) adjunct appointments of non-Dalhousie Faculty by the programme.

Initially the Faculty shall consist of all persons who teach a class which is or will be offered by the programme. In the case of existing programmes, the Faculty shall consist of all persons who teach a class, which is part of the approved curriculum. Other persons shall be designated as members of the programme's Faculty with the consent of the person and on the recommendation of the Coordinator, in consultation with the Coordinating Committee of the Programme, to the Dean and to the President. Adjunct appointments shall be made in accordance with established Faculty of Arts and Social Sciences procedures.

### **B. Functions of Faculty**

The Faculty shall:

- 1) meet at least once a year;
- 2) elect the Coordinating Committee; and
- 3) have responsibility for the conduct of the programme including appointments and curriculum.

### **III. Terms of Reference for the Coordinating Committee**

#### **A. Membership**

The composition of the Coordinating Committee shall be determined by the Faculty of the programme and may include students majoring in the programme.

#### **B. Appointment Procedures**

The Coordinating Committee shall be elected by the Faculty of the programme. The length of term shall be determined by the Faculty of the programme.

#### **C. Functions of the Coordinating Committee**

The Coordinating Committee shall:

- 1) meet at least once a term;
- 2) approve all class offerings of the programme;
- 3) advise the Coordinator on the matters listed in 4.D.;
- 4) act on behalf of the Faculty between Faculty meetings; and
- 5) be responsible for long term planning of the programme.

#### IV. Terms of Reference for the Coordinator

##### A. Description of Office

The Coordinator of each programme is the administrative officer of the programme. He/she reports to the Dean.

##### B. Term of Office

The Coordinator shall be appointed for a three, four or five year term unless the Coordinating Committee recommends an appointment of shorter term. Only in exceptional circumstance will a Coordinator serve for more than six years consecutively.

##### C. Appointment Procedures

The Coordinator shall be appointed in accordance with the established Faculty of Arts and Social Sciences procedures for Chairs of departments/multidisciplinary units (See Appendix I.V.) In this case, the "Faculty of the Programme" shall be substituted for the "Faculty of the Department." If the term of office of the Coordinator is to be less than three years, then the Advisory Committee shall recommend one or more additional candidates to fill the position for at least a three year period.

##### D. Functions of the Coordinator

The Coordinator, in consultation with the Coordinating Committee, shall:

- 1) oversee and coordinate the administration of the programme including secretarial and administrative staff and the budget;
- 2) oversee and coordinate supervision of student counselling;
- 3) oversee the appointment process of part-time faculty and make recommendations to the Dean concerning appointments;
- 4) oversee the development of the programme's curriculum and other related activities;
- 5) oversee the cross-listing of Faculty to the programme; and
- 6) where programmes are joint undertakings with other institutions, oversee and coordinate activities with representatives of those institutions.

The Coordinator shall be a member of the Council of Chairs.

##### E. Compensation to a Coordinator

Coordinator shall receive **either**:

- 1) an administrative stipend at the level provided to Chairs of Departments/Multidisciplinary Units as provided in the Collective Agreement, Article 31, Clauses 62-64; **or**
- 2) class release from teaching responsibilities in his/her major department, with provision of compensation to the department; **or**
- 3) other such compensation as deemed appropriate.

The terms of this compensation shall be negotiated with the Dean in consultation with the Departmental Chair of the Coordinator's major department.

Approved by Faculty  
February 13, 1990

## V. Workload Redistribution in Multidisciplinary Programmes

FASS Faculty cross-appointed in FASS multidisciplinary programmes make a variety of contributions to these programmes. These include teaching core classes, supervising individual independent study and reading classes, supervising B.A. and M.A. theses, and taking on administration. Presently there are mechanisms in place to compensate faculty for teaching core classes or for co-ordinating the multidisciplinary programme. This proposal is aimed at recognising that part of the normal workload of cross-appointed faculty in multidisciplinary programmes includes supervision of graduate and undergraduate theses, reading classes, and independent study. It also provides a mechanism to redistribute that workload between their home departments and the multidisciplinary programmes and to compensate home departments. The proposed mechanism is the Club M Point System. Started in the 1999-2000 academic year, FASS Faculty teaching in FASS undergraduate and graduate programmes can earn "points" by joining the Club M system. The system will work in the following manner.

### A. The Club M Point System

- 1) Cross-listed faculty must earn 5 "points" to be eligible for a half-class release, normally in an upper-level class, in their home department.
- 2) Points can be earned through a variety of contributions beyond the normal workload in the contributor's home department. Point values for these activities are indicated in the chart below.

Activity	Points
Supervise an independent reading full-class (Undergraduate or Graduate)	1.0
Supervise an independent reading half-class (Undergraduate or Graduate)	0.5
Supervision to completion of a MA thesis	0.5
Supervision to completion of a BA (Honours) thesis	0.5
Participation in the Canadian Studies 3000 seminars	0.5

Modified from "Club H" system used in History Department.

- 3) The term "class" is an independent study or reading course with individual students on a one-to-one basis which is part of a cross-appointed members' regular voluntary contribution to a multidisciplinary programme.
- 4) Participation in Canadian Studies 3000 seminars includes attendance at the Faculty workshop and final session, responsibility for one session, supervision and evaluation of student presentations and written reports/essays.
- 5) Points would **not** be given for teaching a class which is part of a faculty's normal workload in their home department, or for a guest lecturer in a class in a multidisciplinary course which is co-ordinated by another faculty member who is teaching the class as part of their normal teaching assignment.
- 6) Cross-listed classes, whether undergraduate or graduate, are **not** eligible for the Club M points
- 7) Multidisciplinary core classes taught by full-time faculty as overload or through a

- direct buyout from their home unit are not included. For example, if a full-time faculty member was "bought out" of their home department to teach GWST 1010, he/she could not also claim Club M points.
- 8) Faculty can accumulate points in all FASS multidisciplinary programmes and they can pool their points from the different multidisciplinary programmes.
  - 9) Points can be shared among faculty members. For example, two faculty members could jointly supervise a student's MA thesis and then split the points between them.
  - 10) Points are not transferable between faculty members.
  - 11) Co-ordinators and full-time members of a multidisciplinary programme **cannot** earn Club M points in their home multidisciplinary unit.
  - 12) Points can accumulate for only **six** years without being "cashed in" except with permission of the department.
  - 13) Half-class release cannot be combined with other class releases such as History's club H, the Burgess Award or administrative related release.

#### B. Mechanism

- 1) Each year, the Dean will put aside a budget equivalent of four half-class stipends which will be used to compensate departments when members redeem their Club M points. (If the demand is greater, then the number of half-class stipends must be re-visited.)
- 2) Faculty "register" with their Multidisciplinary Co-ordinator, undergraduate or graduate, as a Club M member.
- 3) In the spring term of each academic year, Co-ordinators must forward to the FASS administrator a list of the contributions and the equivalent Club M points earned by each registered participant. Points will be summed in the Dean's Office and reported to the individual faculty member and the Chair/Co-ordinator of their home department/unit.
- 4) In the spring term of each academic year, the Dean's Office will notify individual faculty members and the Chair/Co-ordinator of their home unit of those individuals who are eligible for a half-class release in the following academic year.
- 5) Faculty members eligible for half-class release must notify the chair/co-ordinator of their home unit by the first of March of their intention to "cash in" their Club M points against their workload the following year.

- 6) At that time, faculty members need to obtain their home department's approval and negotiate which upper-level half-class will be "bought out." Chairs or Co-ordinators must submit faculty requests for class buyouts to the Dean's Office by the 15<sup>th</sup> of March.
- 7) When more than four individuals are eligible for half-class release, and have been approved by their home unit, requests will be prioritised. Those individuals who have not previously received a half class release will have first priority. Subsequent priority will be based on the length of time since the last half-class release.
- 8) Policy shall be reviewed by the Faculty in the Fall of 2000.

Approved by Faculty  
April 15, 1999

## APPENDIX VII

### TERMS OF REFERENCE OF DALHOUSIE-KING'S JOINT PROGRAMMES

#### I. Contemporary Studies Program

##### A. Preamble:

The Contemporary Studies Programme will be restricted to a combined-honours Programme as defined by the Dalhousie College of Arts and Science (see regulation II.3). The Programme will be administered by King's and will lead to a joint Dalhousie-King's combined-honours BA degree, to be conferred upon all Contemporary Studies students on the basis of the recommendation of both the Dalhousie Senate and the King's Faculty.

Both institutions will play an equal and fundamental role in the Joint Council. As indicated below the Joint Council will take on a wider role in this co-operative Programme than a coordinating committee in a Dalhousie multidisciplinary Programme within FASS.

##### B. Administrative Structure:

- 1) The Joint Council;
- 2) The Director;
- 3) The Teaching Staff of Contemporary Studies.

##### C. Terms of Reference:

###### 1) The Joint Council:

(a) Membership: The Joint Council will be composed of:

- (i) representatives from FASS and from the King's Faculty, with equal representation from both units. King's professors in the Faculty of Arts and Social Sciences may serve as representatives of either FASS or King's.
- (ii) the Director of the Program.

(b) Appointment Procedures: Faculty representatives on the Joint Council shall be elected by the Dalhousie FASS and the King's Faculty and President, three representatives for each institution; and the Director shall be appointed by the President of King's (see-point 2B: below).

(c) Functions: The Joint Council shall:

- (i) meet at least once a term;

- (ii) have responsibility for the conduct of the Program, including curriculum and appointments (although see 2B);
- (iii) approve all class offerings of the Program;
- (iv) be responsible for long-term planning of the Program.

2. The Director:

- (a) **Description of Office:** The Director is the administrative officer of the Program. He/she is an ex officio member of the Joint Council and will normally chair its meetings. He/she reports to the Joint Council and the President of King's.
- (b) **Appointment Procedures:** The Director shall be appointed in accordance with the established FASS procedures for the appointment of Coordinators of Multidisciplinary Degree programmes, with the proviso that in this case the Dean's Chair Review/Advisory Committee shall consist of four members: two King's employees and two Dalhousie employees. After receiving the advice of the committee, the Dean shall pass recommendation on to the President of King's alone. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.

The Director, in consultation with the teaching staff and the Joint Council, shall:

- (i) oversee and coordinate the administration of the Program, including secretarial and administrative staff and the budget;
- (ii) oversee and coordinate the supervision of student counselling;
- (iii) oversee the appointment process of part-time faculty and make recommendations to the Joint Council concerning appointments;
- (iv) oversee the development of the Program's curriculum and other related activities;
- (v) oversee and coordinate activities with representatives of Dalhousie and other institutions, if so required.

3) The Teaching Staff of Contemporary Studies:

- (a) Membership: The Faculty eligible to join the teaching staff shall consist of:
  - (i) all full- and part-time King's Faculty who teach a class offered by the Program;
  - (ii) all full- and part-time Dalhousie Faculty who teach a class offered by the Program;
  - (iii) all fellows of King's College tutoring in the Program;

(iv) adjunct appointments of Faculty at King's, Dalhousie, or other universities.

(b) Appointment Procedure:

Contemporary Studies appointments will be made by King's with the prior approval of the Dalhousie Board of Governors. In practice, this means that appointments and re-appointments will be made on the recommendation of the Joint Council, in consultation with the teaching staff of the Program, to the President of King's. The Dean of the Dalhousie Faculty of Arts and Sciences will have a veto concerning such appointments to ensure that these meet prevailing FASS standards.

(c) Functions:

The teaching staff shall:

- (i) meet at least once a term;
- (ii) advise the Joint Council on matters of appointments and curriculum;
- (iii) advise the Dean's Chair Review/Advisory Committee on the selection of the Director;
- (iv) act on behalf of the Joint Council between council meetings; and
- (v) advise the Director on the administration, curriculum and development of the Program.

(d) Review Procedures:

The Programme will be reviewed periodically by the King's Faculty. The Programme will also be reviewed by the Dalhousie Faculty of Arts and Social Sciences in accordance with its own established procedures for unit reviews.

Approved by Faculty  
February 25, 1992

## II. Early Modern Studies Program

### A. Preamble:

The Early Modern Studies Programme will be restricted to a Combined Honours Programme as defined by the Dalhousie College of Arts and Science (see Degree Requirements: BA, BSc Combined Honours (4 year)). The Programme will be administered by King's and will lead to a joint Dalhousie-King's Combined-Honours BA degree, to be conferred upon all Early Modern Studies students on the basis of the recommendation of both the Dalhousie Senate and the King's Faculty.

Dalhousie and King's will oversee the Programme through the Joint Council. As indicated below it will take a wider role in this co-operative Programme than a co-ordinating committee in a Dalhousie multidisciplinary Programme within the Faculty of Arts and Social Sciences.

### B. Administrative Structure:

- 1) The Joint Council;
- 2) The Director;
- 3) The Teaching Staff of Early Modern Studies.

### C. Terms of Reference:

#### 1) The Joint Council

(a) Membership: The Joint Council will be composed of:

(i) representatives from the Faculty of Arts and Social Sciences and from the King's Faculty, with equal representation from both units. King's professors in the Faculty of Arts and Social Sciences may serve as representatives of either the Faculty of Arts and Social Sciences or King's; and

(ii) the Director of the Program.

(b) Appointment Procedures: Three Faculty representatives of the Joint Council shall be appointed by the Dean of the Faculty of Arts and Social Sciences after consulting with the Director of the Programme; three Faculty representatives shall be appointed by the King's Faculty and President; and the Director shall be a member of the Joint Council ex officio. (See points 2A and B below).

(c) Functions: The Joint Council shall:

(i) meet at last once a term;

(ii) have responsibility for the conduct of the Program, including admission standards, curriculum and appointments (although see 2B);

(iii)approve all class offerings of the Program; and

(iv)be responsible for long-term planning of the Program.

2) The Director:

(a) Description of Office: The Director shall be the administrative officer of the Program. He/she shall be an ex officio member of the Joint Council and will normally chair its meetings. He/she shall report to the Joint Council and the President of King's.

(b) Appointment Procedures: The Director shall be appointed in accordance with the established Faculty of Arts and Social Sciences procedures for the appointment of Coordinators of Multidisciplinary Degree programmes, with the proviso that in this case the Dean's Chair Review/Advisory Committee shall consist of four members: one King's Faculty and one Dalhousie Faculty, each members of the Joint Council of the Programme; one King's Faculty and one Dalhousie Faculty, each not members of the Joint Council of the program. No members of the committee is to be a member of the current Teaching Staff of the Early Modern Studies Program. After receiving the advice of the committee, the Dean shall pass recommendation on to the President of King's alone. The Director may be appointed from members of the Dalhousie Faculty of Arts and Social Sciences or King's Faculty. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.

(c) Functions of the Director:

The Director, in consultation with the teaching staff and the Joint Council, shall:

(i) oversee and coordinate the administration of the Program, including secretarial and administrative staff and the budget;

(ii) oversee and co-ordinate the supervision of student counselling;

(iii)oversee the appointment process of part-time faculty and make recommendations to the Joint Council concerning appointments;

(iv)oversee the development of the Program's curriculum and other related activities;

(v) oversee and co-ordinate activities with representatives of other King's programmes, Dalhousie, the Metro Consortium and other institutions, if so required; and

(vi)ordinarily chair meetings of the Joint Council and Teaching Staff.

3) The Teaching Staff of Early Modern Studies:

(a) Membership: The Teaching Staff shall consist of:

(i) all full- and part-time King's Faculty appointed to teach in the Program;

(ii) all full- and part-time Dalhousie Faculty appointed to teach in the Program;

(iii) all full- and part-time Faculty at other Metro Consortium universities or other universities appointed to teach in the Program; and

(iv) all teaching fellows of King's College appointed to tutor in the Program.

(b) Appointment Procedure: Early Modern Studies appointments will be made by King's with the prior approval of the Dalhousie Board of Governors. In practice, this means that appointments and re-appointments will be made on the recommendation of the Joint Council, in consultation with the teaching staff of the Program, to the President of King's. The Dean of the Dalhousie Faculty of Arts and Social Sciences will have a veto concerning such appointments to ensure that these meet prevailing Faculty of Arts and Social Sciences standards.

(c) Functions: The teaching staff shall:

(i) meet at least once a term;

(ii) advise the Joint Council on matters of appointments and curriculum;

(iii) advise the Dean's Chair Review/Advisory Committee on the selection of the Director;

(iv) act on behalf of the Joint Council between Council meetings; and

(v) advise the Director on the administration, curriculum and development of the Program.

#### D. Review Procedures:

The Programme will be reviewed periodically by the King's Faculty. The Programme will also be reviewed by the Dalhousie Faculty of Arts and Social Sciences in accordance with its own established procedures for unit reviews. The annual report of the Director of the Programme is to be forwarded to the Dean of the Faculty of Arts and Social Sciences.

#### E. General Considerations of Dalhousie's and King's Relations in the Establishment and Administration of the Program.

- 1) The Programme will normally require students to take their classes at Dalhousie and King's. There is the possibility of allowing students to take electives at other universities in the area. Students will not be allowed to enroll in a combined-honours

B.A. in Early Modern Studies and Contemporary Studies, or in Early Modern Studies and History of Science. However students may take Contemporary Studies or History of Science courses as electives. They may also take Early Modern Studies as one component of a Combined Honours Bachelor of Journalism degree.

- 2) The joint council will be responsible to the Faculty and President of King's for the conduct of the Program. The authority of the Faculty and President of King's will cover the organization, curriculum, long-term planning and all class offerings in the Program.

The organization and curriculum of the Programme must have the prior approval of the Faculty of Arts and Social Sciences, the Dalhousie Senate, and the Dalhousie Board of Governors. Once the Programme is established, the Associate Dean Academic and the Academic Development Committee of the Faculty of Arts and Social Sciences must approve any change to individual class offerings.

- 3) The first task of the joint council will be to make recommendations to the Dean of the Faculty of Arts and Social Sciences concerning initial appointments to the teaching staff. Once Dalhousie and King's have made these initial appointments a teaching staff will exist. This teaching staff must be consulted by the joint council before any further recommendations to the Dean concerning appointments are made.

The initial appointments must be of faculty who hold appointments in existing programmes at both Dalhousie and King's. The core faculty may be appointed only after some, if not all, such appointments from faculty at Dalhousie and King's are in place.

When fully phased in the initial complement of the Early Modern Studies Programme will consist of the equivalent of three full-time professorial appointments. There will be at least two faculty members teaching one full credit each appointed to the Early Modern Studies Programme from existing faculty from the Faculty of Arts and Social Sciences and at least two faculty members teaching one full credit each appointed to the Early Modern Studies Programme from existing Humanities and Social Science faculty at King's. There will be at least one new full-time faculty appointment to the EMSP.

- 4) Early Modern Studies appointments will be made by both Dalhousie and King's. However, in compliance with the Articles of Association between the two universities. King's can make no appointment to the Early Modern Studies Programme without the prior approval of the Dalhousie Board of Governors. Similar approval must be secured for any proposed appointee recommended by the joint council.

In practice, this means that appointments and reappointments will be made on the recommendation of the joint council, in consultation with the teaching staff (once there is one), to the President of King's. The Dean of Faculty of Arts and Social Sciences will have a veto concerning such appointments to ensure that these meet prevailing standards of the Faculty of Arts and Social Sciences.

King's will judge concerning tenure and promotion. Dalhousie will judge on the same

matters, using its own procedures, concerning any relation an Early Modern Studies appointment might have to Dalhousie departments and the ability of such individuals to teach accredited classes

An Early Modern Studies core appointment will not be wholly dependent on Dalhousie for tenure and promotion. If King's wished to grant tenure and Dalhousie did not, then the tenured appointment would remain at King's and Dalhousie would have to advise King's on the relation that the individual's work would have to the accreditation of classes within the Program.

If Dalhousie wished to grant tenure and King's did not, then the appointment could be taken up by a Dalhousie department and within the budget of the Faculty of Arts and Social Sciences. King's would have to advise Dalhousie on the relation that the individual's work would have to the accreditation of classes within the Program.

Approved by Faculty  
May 5, 1998

### III. History of Science and Technology Programme

#### A. Preamble.

The History of Science and Technology Programme will be restricted to a Special Combined Honours Programme as defined below (see "Combined Honours", p. 2 of Calendar Entry document). The Programme will be administered by King's and will lead to a joint Dalhousie-King's Combined-Honours BA or BSc degree, to be conferred upon all History of Science and Technology students on the basis of the recommendation of both the Dalhousie Senate and the King's Faculty.

Dalhousie and King's will oversee the Programme through the Joint Council. As indicated below it will take a wider role in this co-operative Programme than a co-ordinating committee in a Dalhousie multidisciplinary Programme within the Faculty of Arts and Social Sciences.

#### B. Administrative Structure:

- 1) The Joint Council;
- 2) The Director;
- 3) The Teaching Staff of History of Science and Technology.

#### C. Terms of Reference:

- 1) The Joint Council

(a) Membership: The Joint Council will be composed of:

- (i) six (6) representatives from the Faculty of Arts and Social Sciences and the Faculty of Sciences and from the King's Faculty. King's professors in the Faculty of Arts and Social Science may serve as representatives of either the Faculty of Arts and Social Science or King's; and

(ii) the Director of the Program.

(b) Appointment Procedures: Three Faculty representatives of the Joint Council shall be appointed by the Dean of the Faculty of Arts and Social Sciences and the Dean of the Faculty of Science (with at least one representative from each Faculty) after consulting with the Director of the Program; three Faculty representatives shall be appointed by the King's Faculty and President after consultation with the Director; and the Director shall be a member of the Joint Council ex officio. (See points 2A and B below).

(c) Functions: The Joint Council shall:

- (i) meet at least once a term;
- (ii) have responsibility for the conduct of the Program, including

admission standards, curriculum and appointments (although see 2B);

(iii) approve all class offerings of the Program; and

(iv) be responsible for long-term planning of the Program.

2) The Director:

(a) Description of Office: The Director shall be the administrative officer of the Program. He/she shall be an ex officio member of the Joint Council and will normally chair its meetings. He/she shall report to the Joint Council and the President of King's.

(b) Appointment Procedures: The Director shall be appointed in accordance with the established Faculty of Arts and Social Sciences procedures for the appointment of Coordinators of Multidisciplinary Degree programmes, with the proviso that in this case the Dean's Chair Review/Advisory Committee shall consist of four members: two King's Faculty and two Dalhousie Faculty. The Committee shall recommend to the Dean of the Faculty of Arts and Social Sciences who shall consult with the Dean of the Faculty of Science. After receiving the advice of the committee, the Dean of the Faculty of Arts and Social Sciences shall pass the recommendation on to the President of King's. The President of King's has the final responsibility for making the nomination to the King's Board of Governors which will make the appointment. The Director may be appointed from members of the Dalhousie Faculty of Arts and Social Sciences, the Faculty of Science or King's Faculty. The Director will normally be appointed for a three-year term. Only in exceptional circumstances will a Director serve for more than six years consecutively.

(c) Functions of the Director: The Director, in consultation with the teaching staff and the Joint Council, shall:

(i) oversee and coordinate the administration of the Program, including secretarial and administrative staff and the budget;

(ii) oversee and co-ordinate the supervision of student counselling;

(iii) oversee the appointment process of part-time faculty and make recommendations to the Joint Council concerning appointments;

(iv) oversee the development of the Program's curriculum and other related activities;

(v) oversee and co-ordinate activities with representatives of other King's programmes, Dalhousie, the Metro Consortium and other institutions, if so required; and

(vi) ordinarily chair meetings of the Joint Council and Teaching Staff.

3) The Teaching Staff of History of Science and Technology:

a) Membership: The Teaching Staff shall consist of:

- (i) all full- and part-time King's Faculty appointed to teach in the Program;
- (ii) all full- and part-time Dalhousie Faculty appointed to teach in the Program;
- (iii) all full- and part-time Faculty at other Metro Consortium universities or other universities appointed to teach in the Program;
- (iv) all teaching fellows of King's College appointed to tutor in the program;
- (v) adjunct appointments to the programme of faculty at King's, Dalhousie, or other universities.

(b) Appointment Procedure:

See Section E.4 below.

(c) Functions: The Teaching Staff shall:

- (i) meet at least once a term;
- (ii) advise the Joint Council on matters of appointments and curriculum;
- (iii) advise the Dean's Chair Review/Advisory Committee on the selection of the Director;
- (iv) act on behalf of the Joint Council between Council meetings;
- (v) advise the Director on the administration, curriculum and development of the Program.

D. Review Procedures:

The Programme will be reviewed periodically by the King's Faculty. The Programme will also be reviewed by the Dalhousie Faculty of Arts and Social Sciences in accordance with its own established procedures for unit reviews. In these procedures the Faculty of Science will be involved. An appropriate mechanism, agreeable to both the Faculty of Science and the Faculty of Arts and Social Sciences, will be developed for an integrated review process.

E. General Considerations of Dalhousie's and King's Relations in the Establishment and Administration of the Program.

- 1) The Programme will normally require students to take the classes indicated by an asterick at Dalhousie and King's. There is the possibility of allowing students to take electives at other universities in the area.
- 2) The Joint Council will be responsible to the Faculty and President of King's for the conduct of the Program. The authority of the Faculty and President of King's will cover the organization, curriculum, long-term planning and all class offerings in the Program.

The organization and curriculum of the Programme must have the prior approval of the Faculty of Arts and Social Sciences and the Faculty of Science, the Dalhousie Senate, and the Dalhousie Board of Governors. Once the Programme is established, the Associate Dean Academic and the Academic Development Committee of the Faculty of Arts and Social Sciences and the Associate Dean Academic of the Faculty of Science must approve changes to be made in class offerings.

- 3) The first task of the Joint Council will be to make recommendations to the Deans of the Faculty of Arts and Social Sciences and the Faculty of Science concerning initial appointments to the teaching staff. Once Dalhousie and King's have made these initial appointments a teaching staff will exist. This teaching staff must be consulted by the Joint Council before any further recommendations to the Deans concerning appointments are made.

The initial appointments must be of who hold appointments in existing programmes at both Dalhousie and King's. The core faculty may be appointed only after some, if not all, cross-appointed faculty from Dalhousie and King's are in place.

- 4) History of Science and Technology appointments will be made by both Dalhousie and King's. However, in compliance with the Articles of Association between the two universities, King's can make no appointment to the History of Science and Technology Programme without the prior approval of the Dalhousie Board of Governors. Similar approval must be secured for any proposed appointee recommended by the Joint Council.

In practice, this means that appointments and reappointments will be made in accordance with the procedures for appointment established at King's and on the recommendation of the Joint Council, in consultation with the teaching staff (once there is one), to the President of King's. The President of King's has the final responsibility for making nominations to the King's Board of Governors. The Dean of the Faculty of Arts and Social Sciences, in consultation with the Dean of Faculty of Science will have a veto concerning such appointments to ensure that these meet prevailing standards of the Faculty of Arts and Social Sciences and the Faculty of Science.

King's will judge concerning tenure and promotion. Dalhousie will judge on the same matters, using its own procedures, concerning any relation a History of Science and Technology appointment might have to Dalhousie departments and the ability of such individuals to teach accredited courses.

A History of Science and Technology core appointment will not be wholly dependent on Dalhousie for tenure and promotion. If King's wished to grant tenure and Dalhousie did not, then the tenured appointment would remain at King's and Dalhousie would have to advise King's on the relation that the individual's work would have to the accreditation of classes within the Program.

If Dalhousie wished to grant tenure and King's did not, then the appointment could be taken up by a Dalhousie department and within the budget of the Faculty of Arts and Social Sciences or the Faculty of Science. King's would have to advise Dalhousie on the relation that the individual's work would have to the accreditation of courses within the Program.

Approved by Faculty  
February 9, 1999

## APPENDIX VIII

### OTHER REGULATIONS AND PROCEDURES

#### I. TENURE PROCEDURES

##### **Statement on FASS Criteria and Standards for Tenure and Promotion.**

###### **Preamble**

The following description of the standards and criteria regarding tenure and promotion was developed by the Faculty of Arts and Social Sciences, Professional Development Committee and was adopted after review and consultation by the Faculty in September of 2019.

In the last round of Bargaining, two substantial changes were made to Article 17: a) the expansion of “scholarship” to include “the Boyer model”; b) the recognition of “non-traditional forms of scholarship and traditional ways of knowing.” The Boyer model overlaps significantly with existing definitions of scholarship and teaching excellence, but adds “the Scholarship of Application”—a category that, along with “non-traditional forms of scholarship,” recognizes (in broad terms) what SSHRC calls “knowledge mobilization.” The new Collective Agreement language thus brings us more closely into line with SSHRC granting requirements. “Traditional ways of knowing” also fills a gap for our Faculty by recognizing that Indigenous Studies as a scholarly field includes other forms of knowledge production that are traditional in Indigenous communities (and are also recognized by SSHRC). These changes affect scholarship and not professional or creative activity.

In developing these revisions, PDC recognized three important audiences for work that falls *only* under the new language in Article 17 (we did not reinvent the wheel on items that were already recognized in Faculty guidelines): i) applicants for tenure and promotion who need guidance on how to organize their file and what evidence to collect for items that fall under only the new language in Article 17; ii) department- and faculty-level PDCs who need guidance on assessment of material that falls only under the new language in Article 17; iii) Chairs who need language that they can share with external assessors who are unfamiliar with the Boyer model and what we recognize as “non-traditional forms of scholarship and traditional ways of knowing” (as appropriate to a particular file). PDC includes in its proposal the requirement that the guidelines be reviewed in two years so that they can be reassessed after two rounds of applications.

The additions below are non-exhaustive, but offer some explanation and illustrative examples for the new additions as well as retain existing language for ongoing categories (e.g., peer-reviewed articles). PDC separated creative from scholarly work because the changes to the Collective Agreement only affect the latter. PDC also advises applicants not to put items in multiple categories (given overlap in the Boyer model with continuing categories, this is a possible pitfall). The revisions below also offer guidance on what sorts of evidence can be used to support items that fall only under the new language.

**Note: This document is a first effort at reflecting new language in the 2017-20 Collective Agreement by expanding the section “Contributions to the Discipline”. It is to be assessed for effectiveness by PDC in consultation with the Faculty after two years (Sept 2021).**

## **Teaching Standards and Criteria regarding Tenure and Promotion**

In accordance with the DFA Collective Agreement, FASS recognizes that teaching effectiveness and research achievement are of equal importance in judgments relating to Tenure and Promotion. Teaching effectiveness can be evaluated only with reference to a range of indicators, and not of one alone.

Indicators or criteria that are typically used to provide evidence of teaching effectiveness may include the following (note that not all of these indicators must be used for all files):

- i) Scores and comments from official Student Ratings of Instruction (SRI). Candidates' scores should, in general, be near, at, or above the mean scores for their Department. They should also show general evidence of consistency and/or improvement over time. However, no single set of SRIs should be given undue weight in Tenure and Promotion Considerations.
- ii) Related SRI qualitative student comments
- iii) Student testimonials solicited and preferably unsolicited
- iv) Statements of teaching philosophy;
- v) Syllabi, assignments, and other course materials;
- vi) Publications or public/conference presentations relating to pedagogical approaches or development;
- vii) Certificates or other evidence of courses taken in pedagogy;
- viii) Teaching awards at the university, regional, national, or other levels;
- ix) Peer evaluation of classroom teaching and activities.

The following elements may also be considered also as possible indicators of teaching effectiveness, where relevant and appropriate to disciplines and Departments.

- i) The creation of clear and explicit learning objectives for courses and has adhered to syllabi and assignments as outlined for students;
- ii) The development of clear criteria for evaluation of students' performances and has communicated these effectively to students;
- iii) Timely and constructive feedback to students;
- iv) Ability to communicate material with clarity, focus, and due regard for the level of comprehension attained by students;
- v) Availability to students for consultation outside class periods;
- vi) Responsiveness to students' academic problems when necessary;
- vii) Dedication of time to development as a teacher;
- viii) Ability and willingness to teach a range of courses and to supervise Honours and/or Graduate students, as fits the particular needs of the member's academic unit(s);
- ix) Dedication to keeping course designs and pedagogical methods up to date, as befits the specific course material and level.

## **Contributions to the Discipline: Standards and Criteria**

**Assessment of scholarship and/or creative activity:** Scholarship in the broad sense, at least in this Faculty, covers a variety of professional- and discipline-recognized activities involved in the production of publicly recognized forms of academic output and performance.

Recognizing that productivity and qualitative standards of scholarship vary by discipline and Department, the candidate would normally be expected to **provide evidence consistent with disciplinary, Departmental and Faculty standards** in respect to **the quantity, quality and impact** of their individual scholarly and professional contributions to academic and/or public knowledge or discourse.

**Creative work** involves

- a) The **development of, conducting of and participation in creative activity**.
- b) The **solicitation of research or performance funds in support of** creative activity.
- c) The **publication and/or dissemination of creative work** in various forms and formats, sharing the results of creation with one's disciplinary peers or other relevant publics.

**Scholarly Work**

In the 2017-20 Collective Agreement, the meaning of “scholarship” was expanded: **“In keeping with the Boyer model, scholarship includes the scholarship of discovery, the scholarship of integration, the scholarship of application and/or the scholarship of teaching” (17.17).**

In *Scholarship Reconsidered* (1990; 25-page pdf at <https://depts.washington.edu/gs630/Spring/Boyer.pdf>), Ernest L. Boyer defined the “scholarship of discovery” on traditional terms: research that advances knowledge and “is tied inextricably to the freedom to think freshly” (17). The “scholarship of integration” “mean[s] making connections across disciplines, placing the specialties in larger context, illuminating data in a revealing way, often educating non-specialists too” (18). The “scholarship of application” takes as its premise that “New intellectual understandings can arise out of the very act of application—whether in . . . shaping public policy, creating an architectural design, or working with public schools” and stresses the value of “scholarly service . . . that both applies and contributes to human knowledge” (23). The “scholarship” of teaching acknowledges foundational principles of higher-education pedagogy, including that “Teaching can be well-regarded only as professors are widely read and intellectual engaged” (23), recognizing “the hard work and the serious study that undergirds good teaching” (23), including that “Pedagogical procedures must be carefully planned, continuously examined, and relate directly to the subject taught” (23-24), and that faculty too learn in the classroom and are “pushed in creative new directions” (24).

Examples of these for FASS might include (but are not limited to):

- Scholarship of Discovery: development of a program of research to add to knowledge, including applications for research funds and the publication or other dissemination of results
- Scholarship of Integration: Interdisciplinary and multidisciplinary scholarship, and contributing to non-specialist education (e.g., advising community groups or government, public documents, from op-eds to blogs to reports, etc., that illustrate the context for an issue, etc.)

- Scholarship of Application: contributions to public policy, service on non-academic boards or committees, arts juries, expert witness testimony, patents, tech development (e.g., apps), research contracts, and knowledge mobilization (as defined by SSHRC, e.g.).
- Scholarship of Teaching: research that went into new course development, pedagogical innovations that arise from pedagogical experiences and evidence, etc. This may overlap with the teaching dossier, but is an opportunity to address the research and learning that lies at the foundation of that work.

**These categories overlap:** in particular, the Scholarship of Discovery is consistent with the previous definition of scholarship and Scholarship of Teaching is largely covered by “teaching effectiveness.” Scholarship of Integration can overlap with Scholarship of Discovery (e.g., a peer-reviewed article that is interdisciplinary) and with Scholarship of Application (e.g., work on non-specialist education can fit under SSHRC’s definition of knowledge mobilization). Moreover, Scholarship of Application may overlap substantially with creative activity. **It is recommended that candidates put each item where it fits best and note that it fits another category rather than listing items more than once.**

#### **Indicators of Academic Research and Scholarship:**

The 2017-20 Collective Agreement also added new language on assessment: **“Review and assessment of scholarship should recognize non-traditional forms of scholarship and traditional ways of knowing” (17.17). The first recognizes that some scholarship defined under Boyer’s model will not fall into the conventional categories listed below. For instance, some scholarship of application may not lead to scholarly communication (e.g., community-based research that supports community objectives), new media are reshaping engagement with non-academic audiences (blogs, podcasts, etc.), and so on. The second category reminds us to respect Indigenous ways of knowing, and so fully recognize scholarship that arises from and contributes to knowledge grounded in Indigenous practices and values.**

Conventional categories for assessment remain in place, including:

- Peer-reviewed publications or performances**, in disciplinary or peer recognized or reviewed scholarly journals (print or online), monograph or book publishers, venues and productions (and evidence of the impact of these contributions through reviews, citations and translations).
- Other forms of publication or public performance**, peer-reviewed or otherwise, in venues such as podcasts, blogs, policy publications, public concerts, productions, exhibitions, etc.
- Participation** as presenter, panel organizer, panel chair, invited plenary speaker, etc., in **scholarly or professional** conferences, workshops, etc. relevant to one's discipline.
- Active involvement in design, development and participation in **a program of research** as a basis for one's scholarship (either funded or unfunded).
- Indication of work **contributing to one's academic or professional discipline** such as: serving as an official representative on disciplinary organizations or societies, serving on grant committees, editing journals, reviewing articles or monographs for publication, reviewing grant applications, serving as external examiner for tenure and promotion, etc.

□ **Communication and dissemination of one's scholarship** beyond normal peer or discipline audiences to broader or specific external publics through presentations, reports, publications, exhibitions, performances, compositions, media interviews, published articles, and other forms of knowledge mobilization.

□ **Awards or peer recognition for research or creative activity**, either within or outside of the discipline.

This list is not meant to be exhaustive. Whether additional forms or indicators of scholarship and or performance are presented is left to the judgment of the candidate and whether they are considered relevant is left to the Department. The indicators listed above are broadly recognized indicators of successful contribution to a discipline in a standard application for tenure and/or promotion and would normally constitute recognizable evidence as support for one's contribution to scholarship. **Candidates are free to propose additional or alternative indicators not described here for the consideration as part of their file, but are advised to do so with an explanatory rationale.**

Further Forms of Evidence:

For traditional forms of scholarship and creative activity, we normally reference the required evidence in the entry on a CV, e.g. where a work was published. For items added under the Boyer model as well as non-traditional forms of scholarship and traditional ways of knowing, this practice may not be useful. In such cases, candidates should provide a concise account of the significance and scope of the scholarly activity and aim to provide some evidence and/or external assessment that also speaks to the work's significance and scope. The following examples of evidence and external assessment are meant to be illustrative rather than exhaustive:

- Reviews, citation, published commentary, and translation are just as relevant here as they are for traditional scholarship, though they are less likely to be available
- For scholarship involving a community group: a letter from a member of the community with direct knowledge of the scholarly activity
- For scholarship involving a non-university organization (e.g., a high school, not-for-profit group, library, art group, etc.): a letter from an executive or other leading member of the organization with direct knowledge of the scholarly activity
- For online publications (e.g., a web resource, a blog, a podcast), a sample of materials that can be reviewed by assessors (including external reviewers and the departmental committee) as well as links
- For government work, a letter from the government office most directly involved in the scholarly activity
- For traditional ways of knowing, a letter from an elder or another community representative, as appropriate for both the scholarly activity and the community
- In some instances, a letter from a co-researcher may be considered if it also addresses any conflict-of-interest concerns.

Note: CV information may be provided as a conventional document or through another rubric. FASS does not mandate the use of Uniweb or another platform for the submission of CV information for the purposes of tenure and/or promotion.

Updated and approved by Faculty, September 10, 2019

## Tenure Procedures

The following are the regulations of the Faculty of Arts and Social Sciences that are in addition to the procedures laid down in the Collective Agreement between The Board of Governors of Dalhousie College and the Dalhousie Faculty Association (Article 15):

- A. Each department shall establish a tenure committee which shall advise the Chair on recommendations for tenure. The composition and procedures of this committee shall be known to all members of the department and acceptable to the department as a whole. The method by which the committee is composed and the rank and tenure status of its members shall be made known to the Faculty Committee and the Dean in the Chair's recommendation to the Dean.
- B. The procedures followed by the departmental tenure committee should be clearly stated, including the methods by which it arrived at the assessment of the candidate's performance, the evidence on which the assessment was based, and the candidate's response to any shortcomings in their performance.
- C. The Dean, after seeking the advice of the Professional Development Committee (the Faculty's tenure committee), shall outline, in a letter to Chairs with copies to those eligible for tenure consideration, the documentation that a candidate for tenure must submit to their Chair, the documentation that the Dean and Professional Development Committee expect to receive from Chairs and departmental tenure committees, and the obligations of Chairs and the chairs of departmental tenure committees vis-a-vis candidates for tenure. (See sample letter below, Page 91)
- D. In addition to the provisions of Article 15.20 of the Collective Agreement, the Chair of a department, before forwarding a recommendation to the Dean, shall inform the faculty member of her or his recommendation and of the recommendation of the departmental tenure committee and the faculty member shall have the right to appear before the departmental tenure committee, with the Chair present, to submit evidence on their behalf.
- E. All members of the department shall be informed by the Chair of the candidates for tenure to be considered by the departmental tenure committee in the current year.
- F. When considering a member for tenure who has significant teaching responsibilities in more than one department, including especially in Faculty multidisciplinary programmes, the Chair of the department responsible for considering tenure shall inform the chair of the other department(s), or programme coordinator(s), in sufficient time to enable them to take action as required.
- G. When the Chair of a department is herself/himself being considered for tenure, the department should elect one of its members to act as chair.

- H. In their report and recommendation, the Chair shall attach the report of the departmental tenure committee, indicate where there are significant disagreement between the committee and the Chair, and address these differences.
- I. Chairs shall deposit with the Dean all documentation submitted by candidates to the Chair and all other documentation used to consider the application at the departmental level. The latter must include statistical data compiled from student class evaluations for the candidate as well as a brief description of how the candidate's teaching performance compares with other faculty members in the candidate's department or programme.
- J. Persons submitting reviews of a candidate's scholarship shall be asked to disclose, in their report, all of their connections with the candidate in order to alert those who receive such reviews to any possible bias or conflict of interest; and, in presenting a recommendation to the dean, the Professional Development Committee (the Faculty's tenure committee) shall confirm that, in cases where there is a disclosed connection between one or more reviewers and the candidate, it is satisfied that the reports in question are credible peer assessments.
- K. Departments should endeavour to complete their deliberations as early in the autumn as possible. In any event, the recommendation from the Chair, including the recommendation from the departmental tenure committee, shall be submitted to the Dean by October 15.
- L. Candidates are encouraged to consult with the Office of Instructional Development and Technology concerning the production of a teaching dossier.
- M. Candidates are encouraged to consult the publication Under the Microscope produced by the DFA compiled from notions passed by the Faculty of Arts and Social Sciences October 19, 1971; March 8, 1976; December 15, 1977; May 5, 1978; May 1984; May 1988, November 20, 1990; March 29, 1994; May 12, 1994; January 4, 1997; and May 12, 1997.

**July 7, 2000**

**TO:** Chair  
Department of

**FROM:** Dean  
Faculty of Arts and Social Sciences

**RE: 2000/2000 Tenure recommendation**

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The Professional Development Committee acts as the Tenure Committee for FASS. It also acts as the Promotion Committee. It will be considering candidates for tenure in accordance with Article 15 of the Collective Agreement. Complete files for each candidate for tenure should reach me by **October 15, 2000**. This deadline is in accordance with the deadlines specified in the DFA Collective Agreement.

According to our records the following Member of your Department must be considered for tenure:

**Dr. 2000**

It is advisable for candidates and Chairs of their departments to begin assembling their files as soon as possible and have completed for departmental appraisal no later than **September 15, 2000**. It is particularly important to contact external referees as soon as possible in order to meet the deadlines.

In addition, I would suggest that you encourage Members who plan to apply for promotion or tenure to obtain information on the teaching dossier from the Office of Instructional Development (tel. Extension 1622) as these dossiers have been useful to the PDC in assessing candidates' performance. If the candidate is a King's Professor in the joint Faculty of Arts and Social Sciences, please contact the Vice-President of King's concerning the candidate's standing at King's.

When recommendations and dossiers are submitted, the following documentation is required:

- 1) An up-to-date CV
- 2) Recommendation of **BOTH** the departmental Chair and the departmental Promotion Committee (Clause 16.01).
- 3) Letters from referees (Clause 16.10 and 16.11), with an indication which referees were chosen by the candidate, and which by the department.
- 4) Evidence of effectiveness in teaching. If this evidence takes the form of statistical data compiled from student class evaluation forms, please provide the evidence in summary form, preferably with summary data on the mean of departmental evaluations;

- 5) Documentation of teaching to include a listing of all courses the individual has taught in each year of the candidacy period, with the number of student enrolments in each.
- 6) Evidence of effectiveness in research, scholarly or artistic activity, and professional activity;
- 7) Documentation of academic or other administration within Dalhousie.
- 8) Any other appropriate material is welcomed.

Each member of the Professional Development Committee and the Dean should have a copy of items one to six. Applicants are encouraged to submit the copies of their applications electronically, as digital files saved to USB devices (6 devices each containing the files). One full original in hardcopy is required. Only **ONE** copy of publications need be provided.

MODIFIED by Faculty  
March 12, 2013

## **II. System of Preferential Voting**

When there are more candidates than positions, members vote for as many candidates as are to be elected. If three candidates are to be elected and there are more than three candidates, a voter votes for no more than three candidates. Voters may vote for only one or two candidates. There is no ranking of the candidates. The three candidates with the most votes are elected.

Approved by Faculty of Arts and Sciences  
December 17, 1963

### **III. Board Policy - Senior Administrative Appointments Policy and Procedures**

The Policy may be found at:

[http://www.dal.ca/dept/university\\_secretariat/policies/human-resources/senior-administrative-appointments-policy-.html](http://www.dal.ca/dept/university_secretariat/policies/human-resources/senior-administrative-appointments-policy-.html)

#### **IV. Terms of Reference for Dean Search Committee**

- A. The Committee will include six elected Faculty of Arts and Social Sciences members, a student representative and the President or his nominee (ex officio).
- B. The Committee shall publicize its existence and make known that it is prepared to receive nominations and comments from any member and/or group within the university community who is concerned with the appointment. We recommend to the Committee the "Summary of Proceedings and Recommendations" prepared by the Deanship Advisory Committee, Faculty of Arts and Sciences, 23 May 1985, particularly on the question of individuals and groups to be consulted.
- C. The Committee will have to decide on the feasibility of advertising for external candidates. But in regard to this question, the 1985 committee wrote: "it is critical that the advertisements be placed early since the schedule of consultations requires a mid-autumn deadline for nominations."
- D. After considering all nominations and comments made to it and seeking such advice as it considers necessary, the Committee shall decide upon the candidate or candidates who seem to be the most suitable, and make the list public. Following the 1985 committee's report, the candidate(s) normally shall be available for a meeting with any member and/or group who requests such a meeting. The report also recommends that each candidate "address an open meeting of Faculty with respect to the Deanship and his or her candidacy."
- E. When the Committee has reached a decision to recommend a candidate for Dean, it shall meet with the President. When agreement has been reached by the Committee and the President, the Committee shall announce the name of the candidate to Faculty and the President shall recommend the appointment of the candidate to the Board.

Approved by Faculty of Arts and Social Sciences  
June 21, 1989

## V. Senate - Arts/Social Sciences Representation

- A. The Faculty of Arts and Social Sciences will have representation on Senate by electing seven Senators whose terms will be on a staggered basis (3 yr, 2 yr, 1 yr). The number of members to be elected will depend on the number of Faculty seats which will become vacant on July 1.
- 1) A call for Nominations will be issued not later than two months prior to the date of the Senate elections deadline (normally in March). The deadline for nominations will be two weeks from the date the call for nominations was issued.
    - (a) There is no restriction on the number of nominations or the number of nominations from any specific department, but all nominees must hold a 50% or greater of full-time appointment in the Faculty, and all nominees must agree in writing to allow their names to stand for election.
  - 2) After the two-week deadline has passed, the Dean will convene the Nominating Committee to review the nominations to ensure that the provisions under 1.a. are met.
    - (a) In the event that there are not enough nominations to fill existing vacancies in Senate seats, the Advisory Committee may recommend names of additional nominees for vacant Senate seats. The Secretary of the Faculty will contact the individuals designated to ensure that they agree to allow their names to stand for election.
  - 3) A list of the names of all nominees for vacant Senate seats will be issued at least one week prior to the next regular Faculty meeting following the call for Nominations (normally in February).
  - 4) At the Faculty meeting the Dean will formally bring forward the list of names of nominees for approval by the meeting, and will call for additional nominees from the floor.
    - (a) In the event that no additional nominations are made, the Dean will declare that the list of nominees are elected to Senate for the term specified.
    - (b) In the event that additional nominations are made from the floor at this meeting, and these nominations exceed the number of vacancies, the Dean will declare that there will be a mail ballot election to be carried out after the meeting.
  - 5) If a mail ballot is required as a result of 4.b., the ballot will be sent to all Faculty members holding a 50% (or greater) full-time appointment in the Faculty. The ballot will list the names of all nominees with appropriate places on the ballot designated for voting.

- (a) The mail ballot will be issued not later than one week following the Faculty meeting, and will have a deadline set for one week after the issuance of the ballot.
  - (b) Ballots will be reviewed and the results summarized by the Secretary of the Faculty who will report the result to the Nominating Committee within three days following the deadline for the return of ballots.
  - (c) Elections will be based on calculation of those names receiving the largest number of votes of ballots cast. In the event of tied votes, provisions will be made for a second run-off mail ballot to be conducted within the two weeks following the counting of the first mail ballot (and following the same procedures as in 5.a. and b., except that the names listed will only include those receiving tied votes in the first mail ballot.)
- 6) Following completion of the mail ballot(s), the Dean will issue a notice to all Faculty indicating the names of those elected to vacant seats in the Senate.
  - 7) Normally no qualified Faculty member will be able to hold a Senate seat for more than six consecutive years (usually two full terms).
  - 8) Provision will be made for election of Senators for a time shorter than three years if necessary to fill a seat of a Senator, who is on sabbatical or leave of absence for a period of one year.
    - (a) In these circumstances, the procedures outlined in 1 to 6 will be followed.

Approved by Faculty of Arts/Social Sciences  
March 28, 1995

## **VI. Allocation Procedure for Tenure Stream Appointments**

A. The mechanism for determining which and how many appointments will be made has been the focus of some controversy. The procedure outlined here is that which first operated, with the approval of the Faculty, in spring 1999.

B. General procedure

The Dean determines the number of appointments to be made.

- 1) Each department or unit intending to seek an appointment completes a questionnaire circulated by the Dean, clarifying the present circumstances of the department/unit and justifying their request for one or more new appointments. A specimen questionnaire and timetable are appended.
- 2) Once the questionnaires are submitted to the Dean, they are circulated within the Faculty, so that all departments and units may know which are seeking new appointments.
- 3) Having received the questionnaires, the Dean enters into consultation with the ADC to evaluate the requests for appointments. The Council of Chairs may also be consulted by the Dean.
- 4) The ADC draws up a written assessment of the requests for new appointments and circulates this within the Faculty. Due opportunity should be given to the departments and units to respond to the ADC's assessment.
- 5) Taking into account the ADC's assessment and responses to this assessment, the Dean determines which departments or units will receive new appointments.

C. The final decision on making appointments is that of the Dean alone. The Dean may make fewer or more appointments than initially announced.

D. The procedure outlined above will usually take place between January and May of the academic year preceding the hiring process, and thus approximately 18 months before the new appointments take up their positions.

E. If a member in a probationary tenure stream or tenure stream appointment previously approved through the Allocation Procedure leaves the University before receiving tenure, that member's department will be able to advertise and fill that position without submitting a new request through the Allocation Procedures.

**Timetable for the Appointments Process  
1999**

Information Process	Results
<b>Dean informs Faculty of number of appointments to be made</b>	February 15 <sup>th</sup>
Circulation of Statistical Data for each unit and for the Faculty as a whole	February 15 <sup>th</sup>
Cases for appointments circulated to other units of the Faculty	March 15 <sup>th</sup>
Beginning of consultation with ADC	March 15 <sup>th</sup>
Special Meeting with Council of Chairs and ADC	Third week of March
Circulation of ADC comments and evaluations of applications	April 15 <sup>th</sup>
Units response to ADC's comments sent to the Dean	April 30 <sup>th</sup>
Dean's decision	May 15 <sup>th</sup>
Advertisements – CAUT & AUCC (sent in June) Also allows advertising at the Learned's	September issue

Approved by Faculty  
January 19, 1999

Modified by Faculty  
April 8, 2008

## APPOINTMENT REQUEST INSTRUCTIONS

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### RATIONALE FOR APPOINTMENT

Departments are requested to provide responses to the Request for Appointment Questionnaire that are as concise as possible. To that end, the questionnaire recognizes certain categories of criteria. These categories are offered merely as suggested headings, and not as rankings or weightings. The information your department provides in the Questionnaire will be distributed electronically to all Departments.

**In completing the questionnaire, please provide information only to the questions preceded with a question mark (?). The information for those questions preceded by an asterisk (\*) will be supplied by the Dean's Office as attachments and should not be replicated in your response.**

### I. Academic Integrity of Department and Programmes

#### Instructions:

Please provide a summary response (up to 1000 words) to the following questions where applicable. You may provide supporting evidence for your response by citing any of the following documents, as applicable:

- Unit Review Reports
- Written Commitments Negotiated on the Basis of Early Retirements, and/or other Prior Reductions
- Figures on Faculty (PTT, TT, T) Reductions and Additions over the past two years

(Copies of relevant documents ought to be made available to the FASS office for review by all departments.)

## **Questions:**

Staffing decisions must not compromise the integrity of departmental programmes.

- Could the department continue to operate without this appointment?
- How would the department's core programmes be affected were the above appointment not forthcoming?
- Would any of the department's essential sub-disciplines be affected were the above appointment not forthcoming? How is this sub-discipline essential?
- How could the department's graduate programmes (where applicable) be affected were the above appointment not forthcoming?
- How could the department's commitment to interdisciplinary programs or other departments' programs in the Faculty be affected were the above appointment not forthcoming.
- Has the department been adversely affected by any recent series of early retirements or other reductions? How?

## **II. Enrolment Trends and Faculty Workload**

Staffing decisions should be sensitive to student demand. High or increasing enrolments in a department's honours or majors programmes may indicate a trend in student demand; high enrolments of students from other departments or faculties may likewise indicate increasing demand for a department's courses. However, some departments may already be unable to accommodate further significant increases, or may not easily accommodate students from other departments or faculties.

Staffing decisions should also serve to enable faculty members in all FASS departments to carry comparable workloads. Establishing a standard for workloads is complicated by the differences in teaching methods and/or requirements inherent in different disciplines. Administrative workloads are likewise inequitably distributed among small and large departments. Graduate enrolments may at once increase workloads, in terms of supervision, and decrease it, in terms of teaching assistance.

The information provided in response to the enrolment trends and faculty workload questions will therefore have to be treated with some caution, but may nonetheless help to define the relevance of the above appointment to student demand and workloads. It is hoped, as well, that this information will provide all departments with a sense of how enrolments and workloads have been distributed across FASS.

### **III. Interdisciplinarity, Innovation, Research Trends and Other Considerations**

#### **Instructions:**

Please provide a summary response (up to 1000 words) to the following questions where applicable. You may provide supporting evidence for your response by citing the University Mission Statement, The Faculty Strategic Plan, and/or Unit Review Recommendations.

#### **Questions:**

##### **A) Interdisciplinarity**

Though not all departments, given their appointment priorities, can easily accommodate interdisciplinary, the flexibility that multidisciplinary programmes allow students ought to be welcomed.

- Are any of your department members currently participating in multidisciplinary programmes? In what capacity? How many of your course offerings are cross-designated as electives within multidisciplinary programmes?
- How might the above appointment contribute to the development of the existing multidisciplinary programmes?
- How does your department co-operate with other departments in this university or with other institutions in designing its curriculum?

##### **B) Innovation, Growth Potential and Spin-Offs**

Not all departments may feel that they can make appointments in innovative areas, nor might they feel that such innovation is necessarily welcome. Nonetheless, forward-looking departments intent on enhancing their programmes in new and exciting ways should be encouraged to do so.

- Is the requested appointment in a new area of study, or in an area of potential growth? Briefly describe how this is a "new area" within the discipline.
- How would the requested appointment enhance existing programmes in terms of innovation or growth potential? How would it enhance Dalhousie's reputation?
- Would this appointment allow your department to develop additional sources of revenue, cooperative programmes or ventures, or any other spin-off benefits? How?

##### **C) Trends in Research and Creative Achievement**

It is difficult to define equitable standards for measuring scholarly and artistic achievements across all departments. Productive departments should be rewarded. At the same time, other departments whose records, for whatever reason, have been relatively uneven could equally maintain that a new appointment might enable them to increase their productivity.

- How many research grants or awards (SSHRC, RDF, Canada Council, etc.) have all of your department members been awarded, per year, over the past five years? And what has been the average amount of those grants or awards?
- Briefly describe some recent scholarly or artistic achievements in your department.
- Are there any special circumstances which have affected your department's recent record of achievement?
- Is there any particular way in which the above appointment could affect your department's record of achievement?

#### **D) Relation to other Metro Universities**

New appointments should be considered in relation to the programmes and faculty of the other Metro universities.

- How could the appointment be involved in inter-university programmes?
- If the appointment resembles a faculty position in another Metro university department, has your department determined, with the other department, how the appointment might affect possible future co-ordination of both departments' programmes?

#### **E) Special Considerations**

Some departments may feel that certain conditions peculiar to the discipline may affect their appointment priorities. FASS departments should therefore be informed of the exceptional needs of particular departments.

- How would this appointment contribute to your department's commitment to community service?
- How would this appointment help your department in terms of any urgent administrative needs?
- Are there any other special considerations that might bear on the value of this appointment?
- Are there any other relevant matters that FASS departments ought to consider when assessing the needs of your department?

*(last modified February 15, 2008)*

**FACULTY OF ARTS AND SOCIAL SCIENCES**

**Request for Appointment Questionnaire**

**2009 – 2010**

**Department:**

**Appointment requested, by rank and sub-discipline:**

**Participation in multidisciplinary programmes, if applicable:**

**Additional information on this request may be obtained by contacting:**

**(Name, position and/or committee)**

**(Date)**

## **I. Academic Integrity of Department and Programmes**

Insert summary response (refer to Appointment Request Instructions for details).

## **II. Enrolment Trends and Faculty Workload**

### **A) Student Demand**

1. How many students did the department have, per year, over the last three years?

SEE TABLE 1: REGISTRATION DATA

2. How many students have been enrolled in your department's classes, per year, over the last three years? Note: Enrolments in cross-listed classes are included in the Department with the Professor of record.

SEE TABLE 2: TOTAL ENROLMENT

3. Does your department offer a significant number (relative to your capacity of courses/sections that the University designates as required or recommended such as "Writing Classes"? Are there limits on course enrolments by non-majors/honours? If so, how has this affected your department's ability to accommodate demand from non-majors/honours?
4. What percentage of your class sections have had limited enrolments? \_\_\_\_%
5. What has been the enrolment, in percentage, of classes identified in question 4, over the last three years, per year?

### **B) Workload**

1. What is the number of full time faculty equivalents in your department?

SEE TABLE 3: FULL-TIME FACULTY EQUIVALENTS

2. What is the normal course load within your department?

Are graduate courses included in this figure?

Yes \_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_

3. What has been the average student/teacher ratio in your department per year, over the last three years? (The student/teacher ratio is defined as the total number of undergraduate students in full-course equivalent, divided by the total number of instructors. Enrolments in half-courses should correspondingly be reduced by half for the purpose of this calculation. This figure should include King's appointees as well as sessional and part-time instructors

not counted among the department's complement, but should not include teaching assistants or summer session enrolments, which tend to be atypical.)

SEE TABLE 4: STUDENT TEACHER RATIO

4. What has been the average class size in your department over the past three years, per level and year? Please also indicate the total number of class sections.

SEE TABLE 5: AVERAGE SIZE AND NUMBER OF CLASSES BY CLASS YEAR

5. How many undergraduate class sections has your department offered, per year, over the last three years according to the following enrolment figures? (These figures are to provide a sense of the range of class sizes offered, and there is no differentiation between full and half classes.)

SEE TABLE 6: NUMBER OF UNDERGRADUATE CLASSES BY ENROLMENT LEVEL

6. How many overload teaching units (honours theses supervisions, individual projects, directed reading classes, etc) has your department supervised every year for the last three years?

2005/06	2006/08	2007/08

Not Applicable:

- 7a. How many teaching assistants has your department employed every year for the last three years, if applicable? In what capacity?

2005/06	2006/07	2007/08

7b. What was the budget for teaching assistants every year for the last three years, if applicable?

SEE TABLE7: TEACHING ASSISTANT BUDGET

8. What is the total number of committee appointments and other administrative positions held by your department members in the past year? (These appointments should not include decanal or other appointments for which suitable replacements have been funded. Appointments as Coordinators of Multidisciplinary Programmes should be included under the FASS totals.)

**TOTAL:**

**Departmental:**

**FASS:**

**University-wide:**

How many such appointments have come with a stipulated release time from teaching?

**Total:**

**Average Release Time:**

On average, how many committee appointments are held by each departmental member?

Please explain any peculiar conditions relating to the above figures.

9. Please provide some brief interpretative comments on workload which may help the Dean and other FASS departments understand any circumstances that are specific to your department.

### **III. Interdisciplinarity, Innovation, Research Trends and Other Considerations**

Insert summary response (refer to Appointment Request Instructions for details).

## VII. Promotion to University Teaching Fellow Procedures

Effective with the 2014 to 2017, DFA/Board Collective Agreement, Senior Instructor may be considered for promotion to University Teaching Fellow as outlined in clause 12.18. Clauses 12.18 (b) and (c) indicate:

(b) "Promotion to the rank of University Teaching Fellow shall be recommended only when solid evidence is established that the Member has attained and is likely to maintain a high level of effectiveness in teaching and other primary duties and responsibilities that support the dissemination of knowledge and understanding and the Member's teaching represents a significant contribution to the University.

(c) Solid evidence of teaching effectiveness and contribution shall demonstrate a professional commitment to progress as a university teacher and to leadership in university teaching. It may include evidence of mentorship of teaching colleagues, development of new courses, development of innovative teaching aids and techniques and scholarly activity related to pedagogy. It may also include other kinds of scholarly activity if scholarly activity is a requirement of the position set out in the instructor member's letter of appointment or job description."

Application procedures will follow those outlined in the DFA/Board Collective Agreement. The promotion file must be submitted by the candidate to the Department no later than Sep 15 and by the Department to the Dean's office no later than October 31. When submitted to the Dean's Office, the file must include the Instructor Promotion to University Teaching Fellow Checklist (<https://www.dal.ca/faculty/arts/faculty-and-staff/administrative-support.html>) with all required documentation from the candidate, the template of reference request letters, letters of reference, and the departmental committee and chair's recommendations.

The two (2) letters of reference should address the criteria specified in clauses 12.18 (b) and (c) and should include evidence of teaching effectiveness and contribution including a professional commitment to progress as a university teacher and to leadership in university teaching. Any request for a written recommendation "shall include the text of Clause 12.18(b), the instructor Member's teaching dossier, and the instructor Member's job description." A copy of the letter used to solicit external references must be included in the promotion file. In accordance with Tenure Procedures of the Faculty of Arts and Social Sciences (section J, page 93 of FASS Rules and Procedures), referees "shall be asked to disclose, in their report, all of their connections with the candidate in order to alert those who receive such reviews to any possible bias or conflict of interest; and, in presenting a recommendation to the dean, the Professional Development Committee (the Faculty's tenure committee) shall confirm that, in cases where there is a disclosed connection between one or more reviewers and the candidate, it is satisfied that the reports in question are credible peer assessments."

Dated: April 28, 2017

Approved by Faculty  
May 9, 2017

## VIII. Procedures for Appointment – Professor Emeritus

### Introduction

This policy outlines the conditions and procedures for appointment to the rank of Professor Emeritus for that small minority of retiring professors who meet the criteria.

### Eligibility

Eligibility is normally confined to those who are retiring or who have retired within the last 3 years after having served Dalhousie as a **full-time Professor for at least 10 years**, and whose post-retirement appointment, if any, is less than half time.

### Criteria

The University's regulations regarding these appointments can be found here (see page 11; Section 3.6.1):

[https://www.dal.ca/content/dam/dalhousie/pdf/dept/university\\_secretariat/policy-repository/AppointmentTenurePromotionRegulations.pdf](https://www.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/AppointmentTenurePromotionRegulations.pdf)

"Recommendations shall be made only for individuals who have made outstanding academic contributions that were substantially above the norm for a Professor in their discipline at Dalhousie. Academic contributions include a superlative record of research or scholarship, a teaching performance that has been recognized as exceptional, a truly outstanding contribution to the academic administration of Dalhousie University, or some combination of these."

The regulations also stipulate that the nomination "should be discreet; that is, it should proceed, whenever possible, without the knowledge of the prospective nominee and without formal consideration by the unit as a whole (although informal canvassing of colleagues' opinions may be undertaken)."

### Procedural Guidelines

The Dean of the Faculty of Arts and Social Sciences is responsible for initiating the recommendation process. The Chairs shall discuss with the Dean the names of individuals known to be close to retirement well in advance of retirement.

The Chair of the relevant Department/School will provide documentation in support of the nomination that responds to the criteria noted above. This will include:

1. Recent curriculum vitae of the nominee.
2. The Chair's letter of nomination should clearly document the strongest possible case that the candidate's research, scholarship, teaching and service contributions are "substantially above the norm for a Professor in their discipline", "superlative", "exceptional" and "truly outstanding."
3. The Dean may ask Chairs to provide up to two additional letters of support from recognized academics who can comment on the candidate's "*outstanding academic contributions that were substantially above the norm for a Professor in their discipline at Dalhousie.*" Previous letters submitted in support of a named professorship can be re-submitted in support of Professor Emeritus nominations (e.g., Munro, McLeod, McCulloch).

### Privileges of Rank

Any of the privileges noted below that are accorded to those holding the rank of Professor Emeritus are contingent on resource availability within the relevant department, school and the Faculty of Arts and Social Science.

Privileges associated with the Rank of Professor Emeritus *may* include the following:

- Named and identified in the Dalhousie University Calendar as “Professor Emeritus” with the Department or School listing of academic staff.
- Invited to all Convocations and other public events of the University to which all faculty are invited. The invitation to Convocation will include an invitation to be part of the Convocation procession.
- Access to all social areas of the University campus on the same basis as is provided to active faculty members.
- Provision of Dalhousie University identification card.
- Access to full library privileges, recreation, and parking facilities on the same basis as is provided to active faculty members.
- Access to *shared* office space (*if available*), telephone and IT at the discretion of the Dean of the Faculty.
- Access to former Department or School for receipt of mail.
- Participation as a member of graduate student thesis committees where expertise allows.

Dated: April 20, 2017

Approved by Faculty  
May 9, 2017

## **APPENDIX IX**

### **FASS POLICIES**

#### **I. Review of Grades**

Senate policy requires that each Faculty develop procedures for review of grades and submit this information to the Senate subcommittee on teaching and learning.

**In the Faculty of Arts and Social Sciences grades shall be reviewed annually by each department, based on data from Dalhousie Analytics, in order to identify anomalous medians and distributions. Department chairs, or their designate, shall review both median grades and grade distributions for each course. This data should also be aggregated by course level ( e.g. all 1000 classes together, all 2000 level classes, etc.) for distribution to all members of a unit.**

The Dean's Office (Associate Dean Academic) will submit the request for the department grade review each year.

Approved by Faculty  
November 18, 2014

## II. USE OF FACULTY-AUTHORED TEXTS

FASS recognizes the value in our disciplines of integrating faculty research with pedagogy by assigning faculty-produced editions, anthologies, and other books suitable for classroom use. However, this falls under the Dalhousie University Conflict of Interest Policy: while FASS considers this a normal practice that does not require further action, the Policy does have a reporting requirement that must include confirmation that such material is suitable for the class in which it is assigned.

Therefore, faculty members who assign their own books (edited or authored) as required texts for graduate or undergraduate classes that they teach must report this to the relevant Chair or Coordinator no later than one week before the start of the class. Chairs and Coordinators will compile these, confirming the appropriateness of the material, and report them to the Dean by the third week of term. The Dean will then compile all of these and report to university legal counsel as required by the Conflict of Interest Policy.

Note: this policy does not apply to articles, chapters in books, or online materials available without charge. It refers primarily to (co)authored and (co)edited books that must be purchased. (Faculty are encouraged to donate any royalties from class sales to a scholarship fund.)

Approved by Faculty  
December 9, 2014

### **III. Review of Syllabi**

FASS department chairs, or their designates, shall review all course syllabi annually, prior to the start of each term, in order to assess adherence to University regulations, Faculty guidelines, and department standards.

Approved by Faculty  
December 8, 2015

#### **IV. Guidelines for Grading Participation in the Classroom**

Participation is a useful and even integral aspect of pedagogical instruction. Nonetheless, participation grades can also be seen as alarmingly subjective and confusing to students. In order to preserve the principles of sound pedagogy and transparency in determining grades for students, it is useful for instructors to be able to reference a set of guidelines when establishing methods of evaluation. However, the ADC is cognizant that some disciplines and programs may require more emphasis on participation than others, and that the nature of this participation may vary across disciplines. For this reason, these guidelines are discretionary and are only meant to serve as constructive tools for instructors and teaching assistants when considering modes of evaluation.

1. Class participation should not solely be determined by a student's attendance in a class.
2. In addition to traditional forms of participation, faculty members may consider a variety of alternate participation methods.
3. Participation grades should address the quality, and not merely the quantity, of students' input.
4. Especially where a participation grade constitutes a significant portion of the students' final mark, the precise nature of 'participation' should be articulated as clearly as possible in the 'method of evaluation' section of the class outline.
5. Students should be able to obtain feedback from professors on their participation performance during the term.
6. Unless class participation is an integral aspect of a discipline or program, a class participation grade should not comprise a significant element of a student's final grade.

Approved by Faculty  
February 8, 2011

## V. Guidelines for Departmental Governance Documents

**Preamble:** With a view to establishing structures and procedures of good governance, the Academic Development Committee hopes the following guidelines will be used as a template to facilitate transparency and accountability within and between departments.

### **Purpose:**

- maintain institutional memory through generational turnovers;
- provide a means for preventing and resolving potential conflicts and misunderstandings;
- clarify structures and procedures for students and faculty, especially new and/or untenured faculty.

Departmental governance documents should address the following:

- Appointments and hiring (e.g. tenure-track, limited term and part-time appointments, TAs);
- Committee structure (including terms of reference for committees);
- Curriculum and academic planning;
- Decision-making protocols (e.g. committee elections and nominations, who has the right to vote at departmental meetings);
- Department research culture (e.g. speakers, colloquia, library, mentors);
- Duties of the chair and other officers;
- Graduate programme administration (if applicable);
- Student liaison (e.g. student societies, study abroad programmes, administration of student awards);
- Tenure and promotion;
- Workload (including norms governing undergraduate and graduate teaching and/or supervision, and administrative responsibilities).

Each Department should also develop a handbook which outlines general departmental practices and culture (e.g. administrative deadlines, curriculum change forms, grading and assessments, photocopier access).

Approved by Faculty  
April 14, 2009