

**FACULTY OF SOCIAL SCIENCES, University of Ottawa
Faculty By-Laws (January 2013)**

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FACULTY OF SOCIAL SCIENCES

BY-LAW 1

THE FACULTY COUNCIL

In compliance with Article 157 of the *University Government*, the Faculty Council enacts policies for the management of Faculty affairs, it being understood that such policies are subject to Senate approval in academic matters and approval by designated University authorities in other matters (see *University of Ottawa Act*, Section 18(2)).

1.1 Mandate of the Faculty Council

1.1.1 To make recommendations to the Senate concerning:

- a. the development of or modifications to the undergraduate, certificate, cooperative, and French-immersion studies programs offered by the Faculty, graduate study programs offered by the Faculty as well as interdisciplinary programs in which the Faculty is involved, before submitting to the Faculty of Graduate and Postdoctoral Studies;
- b. the strategic or other formal planning documents of the Faculty;
- c. other policy issues deemed relevant to the development of the Faculty.

1.1.2

1.1.2 To establish an Executive Committee of the Faculty, an Undergraduate Studies Committee, a Graduate Studies Committee, a Research Committee, a Faculty Teaching Personnel Committee, and other standing or ad hoc committees as required, and to define their powers, functions and membership, except where otherwise specified.

1.1.3 To design and enact regulations for its own operation, subject to approval by the University Senate or the Board of Governors.

1.2 Members of the Faculty Council

Subject to the provisions of Article 158 of the *University Government*, the members of the Faculty Council are:

1.2.1 Ex-officio members:

- a. Dean, who serves as Council Chair;
- b. Vice-Dean, Undergraduate Studies;
- c. Vice-Dean, Graduate Studies;
- d. Vice-Dean, Research;
- e. Vice-Dean, Governance;
- f. Chair or director of each of the Faculty's departments, schools, and institutes;

NOTE: Three of the four Faculty officers listed above (b, c, d, or e) are considered the administrative exclusion: in the absence of the Dean, one of these officers will assume the Dean's role, including chairing meetings.

1.2.2 Elected members from the academic staff:

- a. Representatives from the regular teaching staff in each department, school and the Institute of Women's Studies of the Faculty, according to the proportional system set out below:
 - i) one representative for each unit with 15 or fewer regular positions;
 - ii) two representatives for each unit with between 16 and 30 regular positions;
 - iii) three representatives for each unit with between 31 and 45 regular positions;
 - iv) four representatives for each unit with 46 or more regular positions.

1.2.3 Elected student members:

- a. eight students representing the Faculty's departments, schools or the Institute of Women's Studies, elected by their peers in compliance with article 1.3.2;
- b. four graduate students, elected by their peers in compliance with GSAED procedures;
- c. the student elected to Senate, ex-officio;
- d. a student cannot represent a single unit twice.

1.2.4 Two support staff members:

- a. one elected member of the administrative staff, as defined in article 1.3.3 below;
- b. the Faculty's Chief Administrative Officer.

1.3 Procedures for Electing Council Members

1.3.1 Procedures for electing academic staff members:

- a. elections are held by secret ballot in April of each year. When a vacancy occurs between elections, the academic unit in question must appoint a replacement in keeping with its own internal procedures;
- b. faculty council members are elected by the regular professors in their own academic unit;
- c. all regular professors of Faculty academic units are eligible;
- d. except where otherwise stated, regular two-year terms are renewable and end when the election results are announced.
- e. terms are from July 1st to June 30th;
- f. results are conveyed to the Vice-Dean, Undergraduate Studies and Secretary by the directors concerned.

1.3.2 Procedures for electing student members:

- a. the Vice-Dean, Undergraduate Studies and Secretary launches the procedure by asking both undergraduate and graduate student associations and the Student Federation of the University of Ottawa (SFUO) to appoint a student election supervisor, according to student association rules;
- b. elections are held each year in September;
- c. student members are elected for a renewable term of one (1) year from October 1 to September 30;
- d. any full-time student in a program offered by the Faculty's academic units is eligible;
- e. student associations convey the election results to the Vice-Dean, Undergraduate Studies and Secretary.

1.3.3 Procedures for electing the support staff member:

- a. the member is elected by the regular support staff of the Faculty by secret ballot. Elections are organized by the Faculty's Chief Administrative Officer, who oversees technical and administrative employees. Nominations must be supported by at least three other regular staff members;
- b. terms of office are two (2) years, renewable;
- c. terms begin October 1 and end September 30;
- d. the elected support staff member is also an ex-officio member of the Faculty of Social Sciences Executive Committee;
- e. the Chief Administrative Officer of the Faculty conveys election results to the Vice-Dean, Undergraduate Studies and Secretary.

1.4 Quorum at Council Meetings

- 1.4.1 Quorum is 50% plus one (1) of the total number of seats (elected, ex-officio and designated), *excluding vacancies*.
- 1.4.2 Student members are not counted in the determination of quorum from May to September.
- 1.4.3 Members who miss two consecutive meetings without proper notice (to the Vice-Dean, Undergraduate Studies and Secretary of the Faculty) are not counted when determining the quorum until they attend a subsequent meeting.

1.5 Vacant seats

Council seats remain vacant when academic units, student associations or support staff employees fail to elect someone to the post.

1.6 Meeting Schedule

- 1.6.1 Council meetings are normally held once a month from September to May, inclusively.
- 1.6.2 Specific meeting dates and times are determined by the Dean and announced at the beginning of the academic year.
- 1.6.3 Special meetings may be convened when required.

FACULTY OF SOCIAL SCIENCES
BY-LAW 2
STANDING COMMITTEES OF FACULTY COUNCIL

The standing committees of Faculty Council are the Executive Committee of the Faculty, the Undergraduate Studies Committee, the Graduate Studies Committee, and the Research Committee. In addition, the Faculty Council plays a role with respect to the Faculty Teaching Personnel Committee as defined in the Collective Agreement between the University and the Association of Professors of the University of Ottawa (APUO).

2.1 Executive Committee of the Faculty

2.1.1 Terms of reference

Subject to the provisions of Article 160 of the *University Government*, the terms of reference of the Executive Committee are:

- a. review the agenda prepared by the Dean for each meeting of the Faculty Council and propose, as required, items for inclusion in it such as reports from the standing committees of Faculty Council;
- b. work with the Dean in drafting annual budget estimates and priorities as they relate to the academic development plan of the Faculty;
- c. work with the Dean to launch and run faculty fundraising campaigns;
- d. help the Dean produce strategic or other formal planning documents for submission to Faculty Council;
- e. review all proposed developments of the undergraduate and graduate programs, consider their financial or other resource implications, and make recommendations to Council or other bodies of the University;
- f. approve the annual budget statement submitted by the Dean to Faculty Council for examination and comment;
- g. act in lieu of Faculty Council with emergency powers, between meetings of Faculty Council, it being understood that such actions must be subsequently ratified by Council;
- h. provide Faculty Council with the agendas and minutes of the Executive Committee for information and comment;
- i. perform other duties that may be assigned by the Dean or Faculty Council.

2.1.2 Membership:

Subject to the provisions of Article 161 of the *University Government*, the Executive Committee consists of the following members:

- a. ex-officio members:
 - i. Dean;
 - ii. Vice-Dean, Undergraduate Studies;
 - iii. Vice-Dean, Graduate Studies;
 - iv. Vice-Dean, Research;
 - v. Vice-Dean, Governance;
 - vi. Director or Chair of each of the departments, schools, and the Institute of Women's Studies of the Faculty.
- b. elected student members:

each year, Faculty Council may elect up to two (2) of its student members, that is, one (1) undergraduate and one (1) graduate student, to the Executive Committee. These students must maintain their full-time status throughout their term on the Executive.
- c. support staff members:
 - i. the elected support staff member on Faculty Council, who is automatically a member of the Executive Committee;
 - ii. the Chief Administrative Officer of the Faculty;
 - iii. the Administrator of Undergraduate Programs, the Graduate Academic

Administrator, and the Research Manager are members without the right to vote.

2.1.3 Procedures for electing the student members to the Executive:

- a. the elections, if required, are by secret ballot during the October meeting of Faculty Council;
- b. the term of office is one (1) year, renewable, ending the date on which the next year's election results are announced. In any case, students cease to be members of the Executive Committee when their term on Faculty Council ends.

2.2 Undergraduate Studies Committee (USC)

2.2.1 Mandate

The Undergraduate Studies Committee (USC) ensures the quality of the programs according to requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). Subject to Article 162 of the *University Government*, the Undergraduate Studies Committee makes recommendations to the Faculty Council concerning:

- a. admission requirements of the Faculty's undergraduate programs;
- b. structure, content, and learning objectives of the Faculty's undergraduate programs;
- c. program creation;
- d. implementation of policies that promote academic success and enhance students' university experience;
- e. program changes;
- f. course creation – including courses introduced after unit self-assessment reports and reports from the Undergraduate-Programs Evaluation Committee are received;
- g. program changes introduced to better serve special clientele such as part-time and off-campus students;
- h. internationalizing undergraduate programs and developing opportunities for student mobility;
- i. transfer credit guidelines;
- j. recommendations made to various bodies for prizes, awards, medals and scholarships under Faculty Council's jurisdiction;
- k. establish and develop an academic information and guidance system for the Faculty's undergraduate students.

2.2.2 Membership

Subject to Article 163 of the *University Government*, the members of the USC are:

- a. Vice-Dean, Undergraduate Studies, ex-officio member and chair of the committee;
- b. a professor from each unit (or someone so appointed) who supervises bachelor's degree studies; he or she serves a two-year term;
- c. one (1) professor from the Conflict Studies and Human Rights program, who serves a two-year term;
- d. one (1) full-time undergraduate student, elected by the Faculty Council at its October meeting;
- e. Administrator of Undergraduate Programs (non-voting member).

2.2.3 The Undergraduate Studies Committee normally meets once a month during the academic year.

2.2.4 Quorum is 50% + 1 member with the right to vote.

2.3 Graduate Studies Committee (GSC)

2.3.1 Mandate

The Graduate Studies Committee ensures that program quality meets the standards set by the Ontario Council of Graduate Studies, recruitment and course offers. Specifically, the Committee makes recommendations to the Faculty Council on the following:

- a. admission requirements for the Faculty's graduate programs;
- b. structure, content and learning objectives of graduate programs;
- c. admission requirements, structure, content, and learning objectives of the interdisciplinary programs in which the Faculty takes part;
- d. creation of graduate programs;
- e. implementation of policies that promote academic success and enhance students' university experience;
- f. program changes;
- g. course creation – including courses introduced after unit self-assessment reports as well as those launched for interdisciplinary programs in which the Faculty takes part;
- h. internationalizing graduate programs and developing opportunities for student mobility;
- i. together with the Vice-Dean, Research, introduce policies for graduate students to receive proper financial assistance.
- j. Recruitment;
- k. Course offers.

2.3.2 Membership

The Graduate Studies Committee consists of the following members:

- a. Vice-Dean, Undergraduate Studies and Secretary, who also acts as chair;
- b. a professor from each unit (a graduate supervisor or designated representative) for a term of two years;
- c. a professor (a graduate supervisor or designated representative) from the International Development and Globalization program for a term of two years;
- d. one (1) student member enrolled in a graduate studies program of the Faculty, elected by the Faculty Council at its October meeting;
- e. Graduate Studies Academic Administrator (non-voting member).

2.3.3 Meetings are usually held once a month during the academic year.

2.3.4 Quorum is 50% + 1 member with the right to vote.

2.4 Research Committee

2.4.1 Mandate

Subject to Article 164 of the *University Government*, the Research Committee will:

- a. make recommendations to the Faculty Council concerning:
 - i. establishment and updating of Faculty research policy;
 - ii. priorities for the allocation of Faculty operating funds for research;
- b. make recommendations to the Executive Committee concerning:

- i. annual budget estimates for research and publications;
- ii. administration of the research and publications budget.

2.4.2 Membership

Subject to Article 165 of the *University Government*, the members of the Research Committee are:

- a. Vice-Dean, Research, who also chairs the Committee;
- b. five (5) members (from five (5) different academic units of the Faculty) elected by Faculty Council, for three-year renewable terms of office.

2.4.3 Election procedure:

- a. elections are held by secret ballot at the meeting of the Faculty Council, no later than the September meeting;
- b. terms of office are staggered so that, normally, no more than two members' terms terminate each year.

2.5 Faculty Teaching Personnel Committee

Subject to Article 166 of the *University Government*, the composition and operation of the Faculty Teaching Personnel Committee (FTPC) are determined by Article 14 of the collective agreement between the University of Ottawa and the APUO. The following provisions apply specifically to the Faculty of Social Sciences:

2.5.1 The FTPC is composed of five (5) regular tenured professors.

2.5.2 No constituent unit (department or school) may have more than one member on the FTPC.

2.5.3 The Executive Committee of the Faculty is normally designated by the Faculty Council as the committee in charge of selecting candidates for vacant FTPC positions.

FACULTY OF SOCIAL SCIENCES
BY-LAW 3
GOVERNANCE OF THE FACULTY'S ACADEMIC UNITS

The Faculty of Social Sciences is comprised of the following academic units:

- Department of Criminology
- Department of Economics
- Department of Sociology and Anthropology
- School of International Development and Global Studies
- School of Political Studies
- School of Psychology
- School of Social Work
- Graduate School of Public and International Affairs
- Institute of Women's Studies

3.1 DEPARTMENTS OF THE FACULTY OF SOCIAL SCIENCES

Articles 190-194 of the *University Government* define a department as an academic and administrative unit integrated within a single faculty. The Faculty of Social Sciences includes the Criminology, Economics, and Sociology and Anthropology departments.

3.1.1 Department chairs

3.1.1.1 Mandate

Department chairs have the following responsibilities:

- a. oversee the realization of departmental vision and mission;
- b. oversee the operation, planning and development of their department, as well as periodic evaluations, according to the applicable regulations of the University of Ottawa and the Faculty of Social Sciences and in compliance with collective agreements;
- c. perform assigned departmental management duties and functions in compliance with University policies and regulations and agreements between the University and its teaching staff;
- d. submit the departmental professors' workloads to the Dean each year for feedback and approval;
- e. prepare the department's annual report, in collaboration with the department team, to be presented to the Dean at the end of each academic year;
- f. assign teaching assistantships;
- g. sit on the Faculty's Executive Committee and the Faculty Council; chair the Departmental Assembly as well as the teaching personnel and hiring committees;
- h. represent the department in interactions with applicable external organizations;
- i. carry out certain duties on behalf of the Faculty as assigned by the Dean.

3.1.1.2 Qualifications

Candidates must meet the following requirements:

- a. be an experienced regular professor from the department in question, usually an associate or full professor;
- b. demonstrated their administrative abilities and established a solid reputation in their area of expertise;
- c. fully understand departmental policies, regulations and programs and

- d. be committed to pursuing the department's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.1.1.3 Selection criteria

The selection criteria can be found in Article 198 of the *University Government*.

3.1.1.4 Appointment procedure

The procedure for appointing departmental chairs is outlined in Article 37 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.1.1.5 Term of office

The term of office is five (5) years and renewable.

3.1.2 Supervisors of undergraduate and graduate studies programs

3.1.2.1 Mandate

Department program supervisors have the following responsibilities:

- a. lead the periodic assessment and development of the program in question, in close collaboration with the Departmental Assembly and program committees;
- b. implement the program, in compliance with academic regulations and policies of the Faculty and University, and according to guidelines established by the Departmental Assembly;
- c. approve student course selections and any course changes that may be required;
- d. ensure students receive proper advice regarding their program and course selections;
- e. work closely with the academic secretariats of both the Faculty and the Faculty of Graduate and Postdoctoral Studies;
- f. promote the undergraduate and graduate programs offered by their unit as well as the interdisciplinary programs in which the unit takes part;
- g. prepare periodic evaluation reports, as required;
- h. assume all duties assigned by the Director/Chair;
- i. chair the department's Undergraduate Studies Committee (in the case of undergraduate program supervisors);
- j. chair the department's Graduate Studies Committee (in the case of graduate program supervisors);
- k. sit on the Faculty of Graduate and Postdoctoral Studies' Commission on Graduate Studies in the Humanities (in the case of graduate program supervisors);
- l. coordinate graduate awards (in the case of graduate program supervisors).

3.1.2.2 Appointment procedure

Program supervisors are appointed by the Departmental Assembly upon

recommendation from the Director/Chair.

3.1.2.3 Term of office

The term of office is two (2) years and renewable.

3.1.3 Departmental Assembly

Under the terms of Article 195 of the *University Government*, each department is governed by a departmental assembly.

3.1.3.1 Mandate:

- a. subject to the general regulations of the University, the Departmental Assembly has power over all matters relating to the academic responsibilities of the Department, as outlined in Article 193 of the *University Government*;
- b. make recommendations to the Undergraduate Studies Committee, then to the Faculty Council regarding undergraduate courses and programs of study offered by the Department;
- c. make recommendations to the Faculty Council, for approval by the Faculty of Graduate and Postdoctoral Studies, regarding graduate courses and programs of study offered by the Department;
- d. formally establish ongoing commitment to the interdisciplinary programs in which the Department takes part;
- e. makes recommendations regarding all planning within the Department, strategic and otherwise;
- f. establish the academic orientation and priorities of the Department, as well as the budget priorities and human resource requirements in accordance with the Faculty's priorities and mission;
- g. establish standing or ad hoc committees as required in order to ensure sound management of the Department;
- h. establish the regulations and policies to be followed during its meetings, as well as the procedures to be followed for elections;
- i. reviews reports submitted by the departmental chair and standing and ad hoc committees of the Department;
- j. review the Department's yearly development plan and budget blueprint each year;
- k. meet at least five (5) times a year.

3.1.3.2 Membership

In accordance with Article 195 of the *University Government*, the Departmental Assembly is made up of the following members:

- a. Chair of the Department, who chairs the Assembly;
- b. full-time regular teaching staff of the department – regular, replacement or cross-appointed professors and chair-holders (excluding adjunct or visiting professors and research fellows);
- c. only regular full-time professors whose main affiliation is with the unit can vote on matters relating to the Association of Professors of the University of Ottawa (APUO);
- d. up to two (2) APTPUO members, in accordance with the Collective Agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO); these members are excluded when the Departmental Assembly deals with matters relating to the APUO Collective Agreement;

- e. a certain number of elected students who are registered full-time in the Department's programs of study and will continue as full-time students during their term as members; at least 20 % of these students must be registered in the Department's graduate studies programs; the number of students shall not exceed more than seven (7), nor exceed one-third (1/3) of the total number of regular professors; the Assembly can determine the total number of student members and the breakdown; student members are excluded when the Assembly deals with matters relating to the APUO Collective Agreement;
- f. Administrative Assistant of the Department, ex-officio (non-voting member);
- g. field placement coordinators (in the case of the Department of Criminology); they are voting members except on matters relating to the APUO Collective Agreement.

3.1.3.3 Procedures for electing members to the Departmental Assembly:

- a. APTPUO members are elected to the Departmental Assembly in accordance with procedures outlined in the APTPUO Collective Agreement;
- b. student members are elected to the Departmental Assembly according to the following procedures:
 - i. the chair of the Department is responsible for ensuring that the unit's student associations organize the election of their representatives;
 - ii. student members are elected to the Assembly for a renewable term of one year which runs from October 1 to September 30;
 - iii. the student association must provide the Chair with the names of the elected individuals.

3.1.3.4 Quorum

- a. quorum is 50% plus one (1) of the total number of seats, excluding vacancies;
- b. from May 1 to September 20, student members are not counted in the determination of quorum;
- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a subsequent meeting.

3.1.4 Departmental standing committees

Each department must generally set up an Undergraduate Studies Committee, a Graduate Studies Committee, and a Graduate Admissions Committee. The Departmental Assembly determines the membership of these committees.

3.1.4.1 Undergraduate Studies Committee (USC)

3.1.4.1.1 Mandate

The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, USC duties include the following:

- a. coordinating courses for the various programs offered by

- b. the unit (content, evaluation, etc.);
- b. preparing recommendations for the Departmental Assembly regarding changes to undergraduate programs;
- c. implementing policies that promote academic success and enhance students' university experience.

3.1.4.1.2 Membership

The membership of the Undergraduate Studies Committee is determined based on policies and regulations of the Department.

3.1.4.2 Graduate Studies Committee (GSC)

3.1.4.2.1 Mandate

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies (OCGS). More specifically, GSC duties include the following:

- a. planning programs of study, setting up new courses, and modifying existing programs;
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program;
- d. implementing policies that promote academic success and enhance students' university experience.

3.1.4.2.2 Membership

The membership of the Graduate Studies Committee is determined based on policies and regulations of the Department which extend to joint doctoral programs with another institution or unit.

3.1.4.3 Graduate Admissions Committee

3.1.4.3.1 Mandate

The Graduate Admissions Committee is responsible for implementing the admissions policy approved by the Departmental Assembly.

3.1.4.3.2 Membership

The membership of the Graduate Admissions Committee is determined based on policies and regulations of the Department.

3.1.4.4 Departmental Teaching Personnel Committee (DTPC)

Departments of the Faculty of Social Sciences may establish teaching personnel committees, the responsibilities for which are set out in Article 15 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.1.4.4.1 Departments with a DTPC

- a. can only be abolished by a vote of the Department's regular faculty members.

3.1.4.4.2 Departments without a DTPC

- a. can only be created by a vote of the Department's regular faculty members.
- b. the Chair carries out the mandate normally fulfilled by the DTPC.

SCHOOLS OF THE FACULTY OF SOCIAL SCIENCES

The Faculty of Social Sciences is made up of four schools: the School of International Development and Global Studies, the School of Political Studies, the School of Psychology, the School of Social Work, and the Graduate School of Public and International Affairs.

3.2 School of International Development and Global Studies (SIDGS)

The School is responsible for the undergraduate program in International Development and Globalization and the graduate program in Globalization and International Development, and plays a pivotal role in broadening multidisciplinary research in these fields.

3.2.1 School administration

The Director of the School of International Development and Global Studies is also given the title of Associate Dean.

3.2.1.1 Mandate

The Director is the authority responsible for ensuring adherence to the School's vision and the fulfillment of the School's mission. The Director assumes the following responsibilities:

- a. is responsible for updating the School's vision and mission;
- b. oversees the operation, planning and development of the School, as well as the periodic evaluations, according to the applicable regulations of the University of Ottawa and the Faculty of Social Sciences and in compliance with collective agreements;
- c. performs the duties assigned to him or her as director of the School, in compliance with the University's policies and regulations and with the agreements between the University and its professors;
- d. submits the School professors' workloads to the dean each year for feedback and approval;
- e. prepares the School's annual report, in collaboration with the School's team, for submission to the dean at the end of each academic year;
- f. assigns teaching assistantships, in cooperation with undergraduate and graduate program supervisors;
- g. is a member of the Faculty's Executive Committee and the Faculty Council; chairs the School Assembly, as well as the teaching personnel and hiring committees;
- h. represents the School in interactions with applicable external organizations and, in particular, establishes ties with public, parapublic and not-for-profit organizations in the region, to ensure a strong integration of the School in its community;

- i. negotiates affiliation agreements and contracts with external institutions on behalf of the Faculty and the University, as required;
- j. carries out certain duties on behalf of the Faculty as assigned by the dean.

3.2.1.2 Qualifications

Candidates must meet the following requirements:

- a. be an experienced regular professor, usually an associate or full professor;
- b. have demonstrated their administrative abilities and have established a solid reputation in their area of expertise;
- c. fully understand the School's policies, regulations and programs and be committed to pursuing the School's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.2.1.3 Selection criteria

The selection criteria can be found in Article 198 of the *University Government*.

3.2.1.4 Appointment procedure

The procedure for appointing a department chair also applies to the appointment of the Director of the Graduate School of Public and International Affairs. It is outlined in Article 37 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.2.1.5 Term of office

The term of office is five (5) years and renewable.

3.2.2. Assistant Director

The Director of the School submits a proposal to the School Assembly for the appointment of an Associate Director.

3.2.2.1 Mandate

- a. acts as a special advisor to the Director on all matters related to the management of the School of International Development and Global Studies;
- b. helps coordinate the following: international internships, field research courses, international exchange program, the School's conferences, and other projects assigned by the Director;
- c. replaces the Director in his/her absence, except as chair of the School Teaching Personnel Committee;
- d. ensures the integration of senior fellows in the School's research and academic activities, as well as in the community;
- e. serves a three-year, renewable term of office.

3.2.2.2 Appointment procedure

The Associate Director is appointed by the School Assembly following internal consultations and based on a proposal by the Director.

3.2.3. Supervisor of undergraduate studies program

3.2.3.1 Mandate:

- a. lead the periodic evaluation and development of the program in close collaboration with the School Assembly and the program committee;
- b. implement the program, in accordance with guidelines established by the School Assembly and in compliance with academic regulations and the policies of the Faculty and the University;
- c. ensure students receive proper advice on their program and course selections;
- d. work closely with the Faculty's academic secretariat of undergraduate studies;
- e. promote the School's undergraduate studies program;
- f. prepare periodic evaluation reports on the undergraduate program, as required;
- g. the Supervisor of the Undergraduate Program chairs the Undergraduate Studies Committee;
- h. the Supervisor of the undergraduate studies program is an ex-officio member of the Undergraduate Studies Committee;
- i. carry out all duties assigned by the Director.

3.2.3.2 Appointment procedure

Program supervisors are appointed by the School Assembly, upon recommendation from the Director. The Director may recommend a regular professor from the School or an Associate Professor who is a member of the School Assembly.

3.2.3.3 Term of office

The term of office is two (2) years and renewable.

3.2.4 Supervisor of graduate studies program

3.2.4.1 Mandate:

- a. lead the periodic assessment and development of the program in question, in close collaboration with the School Assembly and the graduate studies committee;
- b. implement the program in compliance with guidelines established by the Program Committee and in compliance with the academic regulations and policies of the Faculty and University (the Program Committee is made up of all regular professors who have taught in the program at least one time during the last three years (excluding sabbatical leaves));
- c. approve student course selections and any course changes that may be required;
- d. ensure that students receive proper advice regarding their program and course selections;
- e. work closely with the Graduate Studies Secretariat both at the Faculty of Social Sciences and at the Faculty of Graduate and Postdoctoral Studies;

- f. promote the graduate program on Globalization and International Development;
- g. prepare an annual report on the interdisciplinary program of Globalization and International Development for the Associate Dean responsible for the interdisciplinary programs of the Faculty of Graduate and Postdoctoral Studies;
- h. prepare periodic evaluation reports, as required;
- i. coordinate scholarships;
- j. chair the School's Graduate Studies Committee;
- k. sit on the Faculty of Graduate and Postdoctoral Studies' Commission on Graduate Studies in the Humanities (ex-officio member);
- l. sit on the Faculty's Graduate Studies Committee (ex-officio member);
- m. chair the graduate program's Admissions Committee;
- n. assume all duties assigned to them by the Director/Chair.

3.2.4.2 Appointment procedure

The Graduate Program Supervisor is appointed by the Dean of the Faculty of Social Sciences in consultation with the deans of the participating faculties: Arts, Law, the Associate Dean of the Faculty of Graduate and Postdoctoral Studies, and the members of the Program Committee. The members of the Admissions Committee (other than the program supervisor) assist the Dean of Social Sciences in this procedure. Generally, the position of program supervisor alternates between members of the faculties of Arts and Social Sciences.

3.2.4.3 Term of office

The term of office is three (3) years and renewable.

3.2.5 School Assembly

3.2.5.1 Mandate

In accordance with the regulations of *University government* and with the regulations and by-laws of the Council of the Faculty of Social Sciences, the Assembly formulates School policy.

- a. subject to the general regulations of the University, the School Assembly has power over all matters relating to the academic responsibilities of the School, as outlined in Article 193 of the *University Government*;
- b. it makes recommendations to the Faculty Council, regarding all graduate courses and programs offered by the School;
- c. it formally establishes its ongoing commitment to the interdisciplinary programs in which the School takes part;
- d. it makes recommendations regarding all planning within the School, strategic and otherwise;
- e. it establishes the academic orientation and priorities of the School, as well as the budget priorities and human resource requirements, in accordance with the Faculty's priorities and mission;
- f. it sets up standing or ad hoc committees, as required, in order to ensure the sound management of the School;
- g. it establishes the regulations and policies to be followed during its meetings, as well as the procedures to be followed for elections;
- h. it reviews reports submitted by the Director of the School, as well as by the School's standing and ad hoc committees;

- i. it reviews the School's development plan and budget blueprint each year;
- j. the Assembly must meet at least five (5) times a year.

3.2.5.2 Membership

- a. the Director, who chairs the School Assembly;
- b. all full-time teaching staff of the School, that is, regular professors, replacement professors, cross-appointed professors, chair-holders and senior fellows;
- c. only regular full-time professors whose main affiliation is with this unit can vote on matters relating to the Collective Agreement of the Association of Professors of the University of Ottawa (APUO);
- d. the Supervisor of the Graduate Student Program. If his or her main affiliation is with another unit or faculty, without voting right on matters relating to the Collective Agreement of the Association of Professors of the University of Ottawa (APUO);
- e. up to two (2) APTPUO members of the School, elected by their peers, according to the terms of the Collective Agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO). These members shall be excluded when the School Assembly votes on matters relating to the APUO;
- f. a certain number of full-time students registered in programs of study offered by the School, and who will continue as full-time students during their term as members. At least 40% of these students must be registered in the School's graduate studies program; the number of elected students shall not exceed more than seven (7) nor exceed one-third (1/3) of the total number of regular professors. The Assembly can determine the total number of student members and the breakdown; student members are excluded when the Assembly deals with matters relating to the APUO Collective Agreement;
- g. the School's International Field Placement Coordinator (non-voting member);
- h. the Administrative Assistant of the School of International Development and Global Studies, who also acts as Secretary for the Assembly (non-voting member).

3.2.5.3 Procedures for electing members to the School Assembly

- a. APTPUO members are elected to the School Assembly in accordance with the procedures outlined in the APTPUO Collective Agreement;
- b. student members are elected to the School Assembly according to the following procedures:
 - i. the Director is responsible for ensuring that the unit's student associations organize the election of their representatives;
 - ii. student members are elected for a renewable term of one year, which runs from October 1 to September 30 of the following year;
 - iii. the association must provide School management with the names of the elected individuals.

3.2.5.4 Quorum:

- a. the quorum is 50% plus one (1) of the total number of seats, excluding vacancies;
- b. from May 1 to September 30, student members are not counted in the determination of quorum;

- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a subsequent meeting.

3.2.6 Standing committees

Each school must generally set up an Undergraduate Studies Committee, a Graduate Studies Committee and a Graduate Admissions Committee.

3.2.6.1 Undergraduate Studies Committee (USC)

3.2.6.1.1 Mandate

The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, USC duties include the following:

- a. coordinating courses for the various programs offered by the unit (content, evaluation, etc.);
- b. preparing recommendations for the School Assembly regarding changes to undergraduate programs;
- c. implementing policies that promote academic success and enhance students' university experience.

3.2.6.1.2 Membership:

- a. the School Director;
- b. the Supervisor of undergraduate programs, who chairs the Undergraduate Studies Committee;
- c. three (3) professors who are members of the School;
- d. one professor who represents the professors and professors associated with the International Development and Globalization program;
- e. a member of the Department of Sociology and Anthropology;
- f. a member of the School of Political Studies;
- g. a member of the Department of Economics;
- h. a full-time student registered in the International Development and Globalization program, elected by his or her peers.

3.2.6.1.3 Procedures for electing a student member to the Undergraduate Studies Committee:

- a. the Director is responsible for ensuring that the unit's student association organizes the election of their representative to the Undergraduate Studies Committee;
- b. a student member is elected for a renewable term of one year, which runs from October 1 to September 30 of the following year.

3.2.6.1.4 Procedures for electing members to the Undergraduate Studies Committee:

- a. the School professors' representatives are appointed to the Undergraduate Studies Committee by the School Assembly;
- b. the associate professors' representative is appointed by the School's director following internal consultations with the professors associated with the program;
- c. academic units' representatives are appointed by their School Assembly taking into account their interest in International Development and Globalization.

3.2.6.1.5 Term of office

The term of office for each of the academic units' representatives is two (2) years and renewable.

3.2.6.2 Graduate Studies Committee (GSC)

3.2.6.2.1 Mandate

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies (OCGS). More specifically, GSC duties include the following:

- a. planning programs of study, setting up new courses and modifying existing programs;
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program;
- d. implementing policies that promote academic success and enhance students' university experience.

3.2.6.2.2 Membership:

- a. the Supervisor of graduate programs, who chairs the Graduate Studies Committee;
- b. a representative of each of the following participating academic units: Civil Law and Common Law sections, History, Geography, Religious Studies, Women's Studies, Political Studies, Economics, and Sociology and Anthropology;
- c. two (2) professors among those hired specifically for the Master's program in Globalization and International Development;
- d. two (2) professors who are members of the School;
- e. a student registered full-time in the Globalization and International Development program, elected by his or her peers.

3.2.6.2.3 Procedures for electing a student member to the Undergraduate Studies Committee:

- a. the Director is responsible for ensuring that the unit's student association organizes the election of their representative to the Graduate Studies Committee;

- b. a student member is elected for a renewable term of one year, which runs from October 1 to September 30 of the following year.
- c. Procedures for electing members to the Graduate Studies Committee
- d. the academic units' representatives are appointed to the Graduate Studies Committee by their Faculty's Dean while taking into account their interest in Globalization and International Development;
- e. the two (2) affiliated faculty's representatives are appointed to the School Assembly.

3.2.6.2.4 Term of office

The term of office is two (2) years and renewable.

3.2.6.3 Graduate Admissions Committee

3.2.6.3.1 Mandate

The Graduate Admissions Committee is responsible for implementing the admissions policy approved by the School Assembly.

3.2.6.3.2 Membership

Membership should always include at least one participating member of the Faculty of Arts and one from the Faculty of Social Sciences:

- a. the Supervisor of graduate programs;
- b. two (2) professors among those hired specifically for the Master's program in Globalization and International Development;
- c. one member of the School to represent the undergraduate program of International Development and Globalization.

3.2.6.4 Faculty Teaching Personnel Committee

The schools of the Faculty of Social Sciences may, if they choose, set up a Faculty Teaching Personnel Committee (FTPC). The duties of this committee are set out in Article 15 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.2.6.4.1 Schools with an FTPC:

- a. in these schools, this committee can only be abolished by a vote of the School's regular faculty members.

3.2.6.4.2 Schools without an FTPC:

- a. in these schools, a committee can only be created by a vote of the School's regular faculty members;
- b. the Director carries out the mandate normally fulfilled by the STPC.

3.2.6.5 The School's Advisory Committee

3.2.6.5.1 Mandate

The Advisory Committee shall meet at least once per year to share and discuss the activities, orientation and community links of the School of International Development and Global Studies.

3.2.6.5.2 Membership (maximum 10 members):

- a. Director of the SIDGS, who chairs;
- b. Associate Director of the SIDGS;
- c. two (2) professors of the School;
- d. one affiliated member from the University of Ottawa;
- e. five (5) community representatives affiliated with sectors related to the School's mission (private and public sectors – eventually, it would be preferable if two of the five members were former students from the program).

3.2.6.5.3 Term of office

Associate members and members from the community are appointed for three-year terms, renewable one time, by the Dean of the Faculty of Social Sciences, upon recommendation from the SIDGS Advisory Committee. The selection of affiliated members must reflect the principles of bilingualism and Canadian diversity, as well as the SIDGS' main fields of research and activity.

3.3 School of Political Studies

The school is in charge of the Political Studies, Public Administration, International Studies and Modern Languages programs.

3.3.1 School Administration:

The Director of the School of Political Studies also holds the title of Associate Dean.

3.3.1.1 Mandate

The Director has the following responsibilities:

- a. oversee the realization of departmental vision and mission;
- b. oversee the operation, planning and development of the School, as well as periodic evaluations, in accordance with the applicable regulations of the University and of the Faculty of Social Sciences and in compliance with collective agreements;
- c. perform duties assigned to him/her as Director of the School in compliance with University policies and regulations and with agreements between the University and its teaching staff;
- d. submit professor workloads to the Dean at the end of each academic year for feedback and approval;
- e. prepare the School's report, in collaboration with the School's team, to be presented to the Dean at the end of each academic year;
- f. assign teaching assistantships;
- g. serve as member of the Executive Committee of the Faculty and the

- Faculty Council; chair the School Assembly, Teaching Personnel Committee, and the School's hiring committee;
- h. represent the School in interactions with applicable external organizations;
- i. negotiate affiliation agreements and contracts with external institutions on behalf of the Faculty and the University, as required;
- j. carry out certain duties on behalf of the Faculty, as requested by the Dean.

3.3.1.2 Qualifications

Candidates must meet the following criteria:

- a. be an experienced regular professor of the School, usually an associate or full professor;
- b. have demonstrated his/her administrative abilities and established a solid reputation in his/her field of expertise;
- c. fully understand the School's policies, regulations, and programs and be committed to pursuing the School's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.3.1.3 Selection criteria

The selection criteria are outlined in Article 198 of the *University Government*.

3.3.1.4 Appointment procedure

The procedure for appointing a department director/chair also applies to the appointment of the Director of the School of Political Studies. It is outlined in Article 37 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.3.1.5 Term of office

The term of office for the School Director is five (5) years and is renewable.

3.3.2 Associate Director of the School

If the duties so require, the Director of the School submits a proposal to the School Assembly for the appointment of an Associate Director.

3.3.2.1 Mandate:

- a. acts as a special advisor to the Director on matters related to the management of the School of Political Studies;
- b. helps coordinate certain matters such as workloads of full-time and part-time professors, space, the recruitment of new professors, and periodic evaluations;
- c. replaces the Director in his/her absence, except as Chair of the school's Teaching Personnel Committee;
- d. serves a two-year, renewable term of office.

3.3.2.2 Appointment procedure

The Associate Director is appointed by the School Assembly following internal consultations and based on a proposal by the Director. The specific procedure is governed by the School's by-laws.

3.3.3 Supervisors of undergraduate and graduate studies programs

3.3.3.1 Mandate

Program supervisors carry out the following duties:

- a. lead the periodic evaluation and development of the program in close collaboration with the School Assembly and the program committees;
- b. implement the program, in accordance with guidelines established by the School Assembly and in compliance with academic regulations and the policies of the Faculty and the University;
- c. approve student course selections and any course changes that may be required;
- d. ensure students receive proper advice on their program and course selections;
- e. work closely with the academic secretariats of both the Faculty and the Faculty of Graduate and Postdoctoral Studies;
- f. promote the unit's undergraduate and graduate studies programs, as well as the interdisciplinary programs in which the unit takes part;
- g. prepare periodic evaluation reports, as required;
- h. the Supervisor of the Graduate Studies Program coordinates awards;
- i. the Supervisor of the Undergraduate Program chairs the Undergraduate Studies Committee;
- j. the Supervisor of the Graduate Studies Program chairs the Graduate Studies Committee;
- k. the Supervisor of the Graduate Studies Program is an ex-officio member of the Faculty of Graduate and Postdoctoral Studies' Commission on Graduate Studies in the Humanities;
- l. carry out all duties assigned to them by the Director.

3.3.3.2 Appointment procedure

Program supervisors are appointed by the School Assembly, upon recommendation from the Director.

3.3.3.3 Term of office

The term of office is two (2) years and renewable.

3.3.4 School Assembly

In accordance with the regulations outlined in the *University Government* and the bylaws and statutes of the Council of the Faculty of Social Sciences, the Assembly prescribes governing principles of the School.

3.3.4.1 Mandate:

- a. subject to the general regulations of the University, the School Assembly has power over all matters relating to the academic responsibilities of the School as outlined in Article 193 of the *University Government*;
- b. make recommendations to the Undergraduate Studies Committee,

then to the Faculty Council regarding all undergraduate courses and programs of study offered by the School:

- c. make recommendations to the Faculty Council, for approval by the Faculty of Graduate and Postdoctoral Studies, regarding the graduate courses and programs of study offered by the School;
- d. formally establish ongoing commitment to the interdisciplinary programs in which the School takes part;
- e. make recommendations regarding all planning within the School, strategic and otherwise;
- f. establish the academic orientation and priorities of the School as well as the budget priorities and human resource requirements, in accordance with Faculty priorities and mission;
- g. establish standing or ad hoc committees as required in order to ensure the sound management of the School;
- h. establish regulations and policies to be followed during its meetings, as well as electoral procedures;
- i. review reports submitted by the Director of the School as well as by the School's standing and ad hoc committees;
- j. review the School's yearly development plan and budget blueprint;
- k. the Assembly must meet at least five (5) times a year.

3.3.4.2 Membership:

- a. the Director, who chairs the School Assembly;
- b. all full-time teaching staff of the School – regular professors, replacement professors, cross-appointed professors, and chair-holders (excluding visiting and adjunct professors and research fellows);
- c. only regular full-time professors whose main affiliation is with this unit can vote on matters relating to the Collective Agreement of the Association of Professors of the University of Ottawa (APUO);
- d. up to two (2) APTPUO members of the School, elected by their peers, according to the terms of the Collective Agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO); these members shall be excluded when the School Assembly votes on matters relating to the APUO;
- e. a certain number of full-time students registered in programs of study offered by the School and who will continue as full-time students during their term as members; at least 20 % of these students must be registered in the School's graduate studies programs; the number of elected students shall not exceed more than seven (7) nor exceed one-third (1/3) of the total number of regular professors; the Assembly can determine the total number of student members and the breakdown; student members are excluded when the Assembly deals with matters relating to the APUO Collective Agreement.
- f. the Administrative Assistant of the School of Political Studies, who also acts as Secretary for the Assembly (non-voting member).

3.3.4.3 Procedures for electing members to the School Assembly:

- a. APTPUO members are elected to the School Assembly in accordance with the procedures outlined in the APTPUO Collective Agreement;
- b. student members are elected to the School Assembly according to the following procedures:
 - i. the Director is responsible for ensuring that the unit's student associations organize the election of their representatives;
 - ii. student members are elected for a renewable term of one year, which runs from October 1 to September 30;

- iii. the association conveys to School management with the names of elected individuals.

3.3.4.4 Quorum:

- a. quorum is 50% plus one (1) of the total number of seats, excluding vacancies.
- b. from May 1 to September 30, student members are not counted in the determination of quorum.
- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a subsequent meeting.

3.3.5 Standing committees of the School

Each school must generally set up an Undergraduate Studies Committee, a Graduate Studies Committee, and a Graduate Admissions Committee. The School Assembly determines the membership of these committees.

3.3.5.1 School Management Committee

3.3.5.1.1 Mandate

The Management Committee acts as an advisory group to the Director regarding the administration of the School and its policies.

3.3.5.1.2 Membership

Membership is determined based on policies and regulations of the School.

3.3.5.2 Undergraduate Studies Committee (USC)

3.3.5.2.1 Mandate

The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, USC duties include the following:

- a. coordinating courses for the various programs offered by the unit (content, evaluation, etc.);
- b. preparing recommendations for the School Assembly regarding changes to undergraduate programs;
- c. implementing policies that promote academic success and enhance students' university experience.

3.3.5.2.2 Membership

Membership is determined based on policies and regulations of the School.

3.3.5.3 Graduate Studies Committee (GSC)

3.3.5.3.1 Mandate

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies (OCGS). More specifically, GSC duties include the following:

- a. planning programs of study, setting up new courses, and modifying existing programs;
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program;
- d. implementing policies that promote academic success and enhance students' university experience.

3.3.5.3.2 Membership

Membership is determined based on policies and regulations of the School, including where it relates to joint doctoral programs with another institution or unit.

3.3.5.3.3 Graduate Admissions Committee

3.3.5.3.4 Mandate

Implement the admissions policy approved by the School Assembly.

3.3.5.3.5 Membership

Membership is determined based on policies and regulations of the School.

3.3.5.4 Board of Directors of the Centre on Governance

3.3.5.4.1 Mandate of the Board of Directors:

- a. the Board of Directors is mandated to develop the Centre's research activities;
- b. members of the Board of Directors are appointed by the School Assembly, upon recommendation from the Director;
- c. the term of office of the members of the Board of Directors is two (2) years and renewable.

3.3.5.4.2 Membership:

- a. Director of the Centre;
- b. Director of the School;
- c. Associate Director of the School;
- d. a minimum of three (3) professors with research interests in governance (these professors may come from academic units other than the School of Political Studies, or from faculties other than the Faculty of Social Sciences);
- e. a professor from the School of Management with research interests in governance, appointed by the Dean of the School of Management.

3.3.5.4.3 Procedure for appointing the Director of the Centre:

- a. the Director of the Centre is appointed by the University's Administrative Committee. The Vice-Rector, Research sets up a committee to choose the director;
- b. the selection committee membership is as follows: Vice-Rector, Research or his/her delegate as chair of the committee; Dean of the Faculty of Social Sciences; Dean of the School of Management; a minimum of two professors, with at least one being designated by the members of the Centre and the others chosen by the Vice-Rector, Research;
- c. the Centre Director's term of office is three (3) years and can only be renewed once.

3.3.5.5 Teaching Personnel Committee

Schools of the Faculty of Social Sciences may set up a School Teaching Personnel Committee (STPC). The duties of this committee are set out in Article 15 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.3.5.5.1 Schools with an STPC:

- a. can only be abolished by a vote of the School's regular faculty members.

3.3.5.5.2 Schools without an STPC:

- a. can only be created by a vote of the School's regular faculty members;
- b. the Director carries out the mandate normally fulfilled by the STPC.

3.4 SCHOOL OF PSYCHOLOGY

3.4.1 School Administration

The Director of the School of Psychology also holds the title of Associate Dean.

3.4.1.1 Mandate

The Director assumes the following responsibilities:

- a. oversees the realization of departmental vision and mission;
- b. oversees the operation, planning and development of the School, as well as periodic evaluations, in accordance with the applicable regulations of the University and of the Faculty of Social Sciences and in compliance with collective agreements;
- c. performs the duties assigned to him/her as Director of the School, in compliance with the University's policies and regulations and with the agreements between the University and its professors;
- d. submits the School professors' workloads to the Dean each year for feedback and approval;
- e. prepares the School report, in collaboration with the School's team, for submission to the Dean at the end of each academic year;

- f. assigns teaching assistantships;
- g. is a member of the Executive Committee of the Faculty and the Faculty Council; chairs the School Assembly, the School Council, as well as the teaching personnel, management and hiring committees;
- h. represents the School in interactions with applicable external organizations;
- i. negotiates affiliation agreements and contracts with external institutions on behalf of the Faculty and the University, as required;
- j. carries out certain duties on behalf of the Faculty, as requested by the Dean.

3.4.1.2 Qualifications

Candidates must meet the following criteria:

- a. be an experienced regular professor of the School, usually an associate or full professor;
- b. have demonstrated his/her administrative abilities and established a solid reputation in his/her field of expertise;
- c. fully understand the School's policies, regulations and programs and be committed to pursuing the School's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.4.1.3 Selection criteria

The selection criteria are outlined in Article 198 of the *University Government*.

3.4.1.4 Appointment procedure

The procedure for appointing a department director/chair also applies to the appointment of the Director of the School of Psychology. It is outlined in Article 37 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.4.1.5 Term of office

The term of office is five (5) years and renewable.

3.4.2. Associate Director of the School of Psychology

3.4.2.1 Mandate

The Associate Director assumes the following responsibilities:

- a. acts as a special advisor to the Director on all matters related to the management of the School of Psychology;
- b. helps coordinate the following: the workloads of full-time professors, space, the recruitment of new professors, periodic evaluations of the School;
- c. replaces the Director in his/her absence, except as chair of the School Teaching Personnel Committee;
- d. is an ex-officio member of the School Council, the Management Committee, the Committee for the Selection of New Professors, and the Space Management Committee;

- e. serves a two (2) year term of office, which is renewable.

3.4.2.2 Appointment procedure

The Associate Director is appointed by the School Council following internal consultations and based on a proposal by the Director. The specific procedure is governed by the School's by-laws.

3.4.3 Program directors

There are two (2) program directors:

- a. Director of the Experimental Program
- b. Director of the Clinical Program

3.4.3.1 General mandate:

- a. lead the periodic evaluation and development of the program, in collaboration with the School Council and the program committees;
- b. implement the program in accordance with the academic regulations and the policies of the Faculty and the University;
- c. approve student course selections and any course changes that may be required;
- d. ensure that students receive proper advice on their programs and course selections;
- e. work closely with the academic secretariats of both the Faculty and the Faculty of Graduate and Postdoctoral Studies;
- f. carry out all duties assigned to them by the Director;
- g. are ex-officio members of:
 - i. School's Management Committee
 - ii. School Council
 - iii. Faculty Council
 - iv. Selection Committee for New Professors
 - v. Space Management Committee
- h. the directors of the Experimental and Clinical programs are, respectively, ex-officio members of the Commission on Graduate Studies in the Sciences and the Commission on Graduate Studies in the Humanities of the Faculty of Graduate and Postdoctoral Studies.

3.4.3.2 Specific mandates

Director of the Experimental Program:

- a. represents the program team as an ex-officio member of the Faculty Council;
- b. supervises and coordinates laboratory activities by:
 - i. supervising the technicians;
 - ii. monitoring space and equipment allocation, in close collaboration with the Director and the Management Committee;
 - iii. making recommendations to the Director and the Management Committee regarding staff and equipment requirements for the laboratories.
- c. ex-officio member of the Graduate Studies Committee and the Graduate Admissions Committee.
- d. member of the Commission on Graduate Studies in the Sciences (Faculty of Graduate and Postdoctoral Studies).

3.4.3.3 Director of the Clinical Program:

- a. represents the program team as an ex-officio member of the Faculty Council;
- b. liaises with the School's internal and external training units, through the Practicum and Internships Coordinator. In this capacity, makes recommendations to the appropriate bodies regarding the following:
 - i. accreditation procedures for these units;
 - ii. evaluation criteria for the remuneration and performance of clinical supervisors;
 - iii. guidelines for evaluating the performance of student interns;
 - iv. guidelines for determining the equivalence of internship credits;
 - v. placement procedures for internships and practica.
- c. ex-officio member of the Graduate Studies Committee and the Graduate Admissions Committee;
- d. member of the Commission on Graduate Studies in the Humanities (Faculty of Graduate and Postdoctoral Studies).

3.4.3.4 Appointment procedure

Program directors are appointed by the Director in accordance with the policies and regulations set out by the School.

3.4.3.5 Term of office

The term of office is three (3) years and renewable.

3.4.4 Director of Undergraduate Programs

3.4.4.1 Mandate:

- a. leads the periodic evaluation and development of the program in close collaboration with the School Council and the program committees;
- b. implements the program, in accordance with guidelines established by the School Assembly and in compliance with the academic regulations and the policies of the Faculty and the University;
- c. approves student course selections and any course changes that may be required;
- d. ensures students receive proper advice on program and course selections;
- e. works closely with the academic secretariat of the Faculty;
- f. promotes the unit's undergraduate programs as well as the interdisciplinary programs in which the unit takes part;
- g. prepares periodic evaluation reports, as required;
- h. chairs the Undergraduate Studies Committee;
- i. carries out all duties assigned to him/her by the Director.

3.4.4.2 Appointment procedure

The program director is appointed by the Director in accordance with the policies and regulations set out by the School.

3.4.4.3 Term of office

The term of office is two (2) years and renewable.

3.4.5 Practicum and Internship Coordinator

3.4.5.1 Mandate

The Practicum and Internship Coordinator assumes the following responsibilities:

- a. oversees the clinical training components of the doctoral program in clinical psychology;
- b. carries out his/her duties in consultation with the Director of the Clinical Program, who is ultimately responsible for all decisions;
- c. deals with clinical training matters while academic matters are always handled by the Director of the Clinical Program.

3.4.5.2 Coordinator's mandate within committees:

- a. ex-officio member of the Graduate Studies Committee's Subcommittee of the Clinical Program;
- b. ex-officio member of the Internship Committee at the Centre for Psychological Services;
- c. ex-officio member and chair of the Clinical Program Student Review Committee.

3.4.5.3 Appointment of the Coordinator

Upon recommendation from the Director of the Clinical Program and after consulting with the clinical program professors and students registered in the doctoral program in clinical psychology, the Director of the School of Psychology appoints the Practicum and Internship Coordinator.

3.4.5.4 Term of office

The term of office of the Practicum and Internship Coordinator is three (3) years and renewable.

3.4.6. Director of the Centre for Psychological Services

The administration of the Centre for Psychological Services is the responsibility of a Director who reports directly to the Director of the School of Psychology. The Director of the Centre is also a full-time faculty member of the School of Psychology. The candidate must be a registered psychologist of the Province of Ontario.

3.4.6.1 Mandate

The Director of the Centre for Psychological Services must:

3.4.6.1.1 ensure the sound administration of the Centre by:

- a. supervising and coordinating the work of the support staff;
- b. overseeing the administration of the allocated budget and preparing the budget forecast each year;

3.4.6.1.2 in consultation with the Practicum and Internship Coordinator, oversee the training program for practicum students at the Centre by:

- a. coordinating the activities carried out by supervisors and

- consultants;
- b. determining the distribution of trainees among supervisors and consultants;

3.4.6.1.3 ensure the efficiency, quality, and professional ethics of client services;

3.4.6.1.4 prepare an annual report on the Centre's activities.

3.4.6.2 Appointment of the Director of the Centre for Psychological Services

The Director of the Centre for Psychological Services is appointed for a three-year term by the Director of the School of Psychology in accordance with the policies and regulations established by the School of Psychology.

3.4.7 School Assembly

3.4.7.1 Mandate

The School Assembly meets once a year to update its members on the School's activities.

3.4.7.2 Membership

All professors (regular, adjunct, clinical, cross-appointed) and administrative and technical staff are members of the Assembly.

3.4.8 School Council

3.4.8.1 Mandate of the School Council

In accordance with the regulations of the *University Government* and the regulations and by-laws of the Council of the Faculty of Social Sciences, the Council formulates School policy.

Subject to the approval of the Faculty Council, and in compliance with the University's governance regulations, the School Council:

- a. establishes its own by-laws and regulations for conducting its meetings and election procedures;
- b. sets up a Management Committee, as well as any standing or ad hoc committees that may be required, and determines their powers, duties, and membership in accordance with Faculty Council and Senate regulations;
- c. makes recommendations to the Undergraduate Studies Committee and Faculty Council regarding all undergraduate courses and programs of study offered by the School;
- d. makes recommendations to the Faculty Council, for approval by the Faculty of Graduate and Postdoctoral Studies, regarding the graduate courses and programs of study offered by the School;
- e. takes necessary measures to ensure compliance with University regulations, the *University of Ottawa Act*, the regulations of the Board of Governors and the Senate, and regulations of the Faculty Council and the School Council;
- f. establishes and recommends to the Faculty of Social Sciences a priority scale for the School's program development and budget forecasts;

- g. formally establishes ongoing commitment to the interdisciplinary programs in which the School takes part;
- h. reviews the key provisions of the School budget to ensure the budget reflects priorities of the Faculty and School Council;

3.4.8.2 Membership (24 members):

- a. Director, who acts as chair;
- b. Associate Director;
- c. Directors of the Clinical, Experimental and Undergraduate Programs;
- d. Director of the Centre for Psychological Services;
- e. eight (8) full-time professors, elected by their peers;
- f. only regular full-time professors whose main affiliation is with the unit can vote on matters relating to the Collective Agreement of the Association of Professors of the University of Ottawa (APUO);
- g. up to two (2) APTPUO members of the School, in compliance with the agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO). These members shall be excluded when the School Council deals with matters relating to the Association of Professors of the University of Ottawa's (APUO) Collective Agreement;
- h. eight (8) full-time students registered in the programs offered by the School, as follows:
 - i. four (4) graduate students elected by their peers, one of whom is the President of the Psychology Graduate Students' Association;
 - ii. four (4) undergraduate students elected by their peers, one of whom is the Vice-president, Academic Affairs;
 - iii. one (1) non-voting member of the support and technical staff, elected by his/her peers.

3.4.8.3 Term of office of elected members

The term of office of the elected members of the School Council is one (1) year, from October 1 to September 30 and is renewable.

3.4.8.4 Quorum:

- a. quorum is 50% plus one (1) of the total number of seats (excluding vacancies);
- b. from May 1 to September 30, student members are not counted in the determination of quorum;
- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a subsequent meeting.

3.4.9 Standing committees of the School

Each School must generally set up an Undergraduate Studies Committee, a Graduate Studies Committee, and a Graduate Admissions Committee. The School Council determines the membership of these committees.

3.4.9.1 Management Committee of the School of Psychology

3.4.9.1.1 Mandate

The Management Committee acts as an advisory group to the Director in the administration of the School and its policies.

3.4.9.1.2 Membership

Membership is determined based on policies and regulations of the School.

3.4.9.2 Undergraduate Studies Committee (USC)

3.4.9.2.1 Mandate

The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, USC duties include the following:

- a. coordinating courses for the various programs offered by the unit (content, evaluation, etc.);
- b. preparing recommendations for the School Council regarding changes to undergraduate programs;
- c. implementing policies that promote academic success and enhance students' university experience.

3.4.9.2.2 Membership

Membership is determined based on policies and regulations of the School.

3.4.9.3 Graduate Studies Committee

3.4.9.3.1 Mandate

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies (OCGS). More specifically, its duties include the following:

- a. planning programs of study, setting up new courses and modifying existing programs;
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program;
- d. implementing policies that promote academic success and enhance students' university experience.

3.4.9.3.2 Membership

Membership is determined based on policies and regulations of the School.

3.4.9.4. Graduate Admissions Committee

3.4.9.4.1 Mandate

The Graduate Admissions Committee implements the admissions policy approved by the Council of the School of Psychology.

3.4.9.4.2 Membership

Membership is determined based on policies and regulations of the School.

3.4.9.5 Committee on Linguistic Orientation

3.4.9.5.1 Mandate

The Committee on Linguistic Orientation implements the linguistic orientation policy approved by the Council of the School of Psychology. It carries out its mandate in the “defence” of the linguistic rights of all members of the School of Psychology.

3.4.9.5.2 Membership

Membership is determined based on policies and regulations of the School.

3.4.9.6 Space Management Committee

3.4.9.6.1 Mandate

The Space Management Committee implements the space management policy approved by the Council of the School of Psychology.

3.4.9.6.2 Membership

Membership is determined based on policies and regulations of the School.

3.4.9.7 School Teaching Personnel Committee

The schools of the Faculty of Social Sciences may, if they choose, set up a School Teaching Personnel Committee (STPC). The duties of this committee are set out in Article 15 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.4.9.7.1 Schools with an STPC

In these schools, this committee can only be abolished by a vote of the School's regular faculty members.

3.4.9.7.2 Schools without an STPC

In these schools, a committee can only be created by a vote of the School's regular faculty members.

The Director carries out the mandate normally fulfilled by the STPC.

3.5 The School of Social Work

3.5.1 School Administration

The Director of the School of Social Work also holds the title of Associate Dean.

3.5.1.1 Mandate

The Director assumes the following responsibilities:

- a. oversees the realization of the departmental vision and mission;
- b. oversees the operation, planning and development of the School, in accordance with the applicable regulations of the University and of the Faculty of Social Sciences and in compliance with collective agreements;
- c. performs the duties assigned to a departmental director, as set out in the University's policies and procedures and the agreements between the University and its professors;
- d. submits the School professors' workloads to the Dean each year for feedback and approval;
- e. prepares the School report, in collaboration with the School's team, for submission to the Dean at the end of each academic year;
- f. assigns teaching assistantships;
- g. is a member of the Executive Committee of the Faculty and the Faculty Council; chairs the School Assembly, as well as the teaching personnel and hiring committees;
- h. represents the School in interactions with applicable external organizations;
- i. negotiates affiliation agreements and contracts with external institutions on behalf of the Faculty and the University, as required;
- j. carries out certain duties on behalf of the Faculty, as requested by the Dean.

3.5.1.2 Qualifications

Candidates must meet the following criteria:

- a. be an experienced regular professor of the School of Social Work, usually an associate or full professor;
- b. have demonstrated his/her administrative abilities and have established a solid reputation in his/her field of expertise;
- c. fully understand the School's policies, regulations and programs and be committed to pursuing the School's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.5.1.3 Selection criteria

The selection criteria are outlined in Article 198 of the *University Government*.

3.5.1.4 Appointment procedure

The procedure for appointing a department director/chair also applies to the appointment of the Director of the School of Social Work. It is outlined in Article 37 the Collective Agreement between the University and the

Association of Professors of the University of Ottawa (APUO).

3.5.1.5 Term of office

The term of office is five (5) years and renewable.

3.5.2 Supervisors of undergraduate and graduate studies programs

3.5.2.1 Mandate:

- a. leads the periodic evaluation and development of the program, in close collaboration with the School Assembly and the program committees;
- b. implements the program, in accordance with guidelines established by the School Assembly and in compliance with the academic regulations and the policies of the Faculty and the University;
- c. approves student course selections and any course changes that may be required;
- d. ensures that students receive proper advice on their program and course selections.
- e. works closely with the academic secretariats of both the Faculty and the Faculty of Graduate and Postdoctoral Studies;
- f. promotes the unit's undergraduate and graduate studies programs, as well as the interdisciplinary programs in which the unit takes part;
- g. prepares periodic evaluation reports, as required;
- h. the Supervisor of the Graduate Studies Program coordinates awards;
- i. the Supervisor of the Undergraduate Program chairs the Undergraduate Committee;
- j. the Supervisor of the Graduate Studies Program chairs the Graduate Studies Committee;
- k. the Supervisor of the Graduate Studies Program is an ex-officio member of the Faculty of Graduate and Postdoctoral Studies' Commission on Graduate Studies in the Humanities;
- l. carries out all duties assigned to him/her by the Director.

3.5.2.2 Appointment procedure

The program supervisors are appointed by the School Assembly, upon recommendation from the Director.

3.5.2.3 Term of office

The term of office is two (2) years and renewable.

3.5.3 School assembly

In accordance with the regulations of the *University Government* and the regulations and by-laws of the Council of the Faculty of Social Sciences, the Assembly formulates School policy.

3.5.3.1 Mandate:

- a. subject to the general regulations of the University, the School Assembly has power over all matters relating to the academic responsibilities of the School, as outlined in Article 193 of the *University Government*;
- b. it makes recommendations to the Undergraduate Studies Committee, and then to the Faculty Council, regarding all undergraduate courses

- c. and programs of study offered by the School;
- c. it makes recommendations to the Faculty Council, for approval by the Faculty of Graduate and Postdoctoral Studies, regarding the graduate courses and programs of study offered by the School;
- d. it formally establishes its ongoing commitment to the interdisciplinary programs in which the School takes part.

3.5.3.2 Membership:

- a. the Director, who chairs the School Assembly;
- b. all full-time teaching staff of the School, that is, regular professors, replacement professors, cross-appointed professors, and chair-holders (excluding visiting and adjunct professors);
- c. only regular full-time professors whose main affiliation is with the unit can vote on matters relating to the Collective Agreement of the Association of Professors of the University of Ottawa (APUO);
- d. up to two (2) APTPUO members of the School, elected by their peers, according to the terms of the Collective Agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO). These members are excluded when the School Assembly votes on matters relating to the APUO;
- e. a certain number of full-time students registered in programs of study offered by the School, and who will continue as full-time students during their term as members. At least 20 % of these students must be registered in the School's graduate studies programs. The number of elected students shall not exceed more than seven (7) nor shall it exceed one-third (1/3) of the total number of regular professors. The Assembly can determine the total number of student members and the breakdown. Student members are excluded when the Assembly deals with matters relating to the APUO Collective Agreement;
- f. the Head of Field Training has voting rights, except for matters relating to the APUO Collective Agreement;
- g. the Administrative Assistant of the School of Social Work, who also acts as Secretary for the Assembly (non-voting member).

3.5.3.3 Procedures for electing members to the School Assembly:

- a. APTPUO members are elected to the School Assembly in accordance with the procedures outlined in the APTPUO Collective Agreement;
- b. student members are elected to the School Assembly according to the following procedures:
 - i. the Director is responsible for ensuring that the unit's student associations organize the election of their representatives;
 - ii. student members are elected for a renewable term of one year, which runs from October 1 to September 30 of the following year;
 - iii. the associations must inform the Director of the names of the elected individuals.

3.5.3.4 Quorum:

- a. quorum is 50% plus one (1) of the total number of seats (excluding vacancies);
- b. from May 1 to September 30, student members are not counted in the determination of quorum.
- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a

subsequent meeting.

3.5.4 Standing committees

Each School must generally set up an Undergraduate Studies Committee, a Graduate Studies Committee and a Graduate Admissions Committee. The School Council determines the membership of these committees.

3.5.4.1 Undergraduate Studies Committee

3.5.4.1.1 Mandate

The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, USC duties include the following:

- a. coordinating courses for the various programs offered by the unit (content, evaluation, etc.);
- b. preparing recommendations for the School Assembly regarding changes to undergraduate programs;
- c. implementing policies that promote academic success and enhance students' university experience.

3.5.4.1.2 Membership

Membership is determined based on policies and regulations of the School.

3.5.4.2 Graduate Studies Committee (GSC)

3.5.4.2.1 Mandate

The role of the Graduate Studies Committee is to ensure that the program quality meets the requirements of the Canadian Association of Schools of Social Work (CASSW) and the Ontario Council on Graduate Studies (OCGS) regulations. More specifically, GSC duties include the following:

- a. planning graduate study programs, setting up new courses and modifying existing programs;
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program;
- d. implementing policies that promote academic success and enhance students' university experience.

3.5.4.2.2 Membership

Membership is determined based on policies and regulations of the School.

3.5.4.3 Graduate Admissions Committee

3.5.4.3.1 Mandate

The Graduate Admissions Committee implements the admissions policy approved by the Assembly of the School of Social Work.

3.5.4.3.2 Membership

Membership is determined based on policies and regulations of the School.

3.5.4.4 School Teaching Personnel Committee

The schools of the Faculty of Social Sciences may, if they choose, set up a School Teaching Personnel Committee (STPC). The duties of this committee are set out in Article 15 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.5.4.4.1 Schools with an STPC:

- a. in these schools, this committee can only be abolished by a vote of the School's regular faculty members.

3.5.4.4.2 Schools without an STPC:

- a. in these schools, a committee can only be created by a vote of the School's regular faculty members;
- b. the Director carries out the mandate normally fulfilled by the STPC.

3.6 Graduate School of Public and International Affairs

The School is responsible for the graduate program in public and international affairs and plays a pivotal role in broadening research in these fields.

3.6.1 School administration

The Director of the Graduate School of Public and International Affairs is also given the title of Associate Dean.

3.6.1.1 Mandate

The Director is the authority responsible for ensuring adherence to the School's vision and the fulfillment of the School's mission. The Director assumes the following responsibilities:

- a. is responsible for updating the School's vision and mission;
- b. oversees the operation, planning and development of the School, as well as the periodic evaluations, according to the applicable regulations of the University of Ottawa and the Faculty of Social Sciences and in compliance with collective agreements;
- c. performs the duties assigned to him or her as director of the School, in compliance with the University's policies and regulations and with the agreements between the University and its professors;
- d. submits the School professors' workloads to the dean each year for feedback and approval;

- e. prepares the School's report, in collaboration with the School's team, for submission to the dean at the end of each academic year;
- f. assigns teaching assistantships, in cooperation with undergraduate program supervisors;
- g. is a member of the Faculty's Executive Committee and the Faculty Council; chair the School Assembly, as well as the teaching personnel and hiring committees;
- h. represents the School in interactions with applicable external organizations and, in particular, establishes ties with public, parapublic and not-for-profit organizations in the region, to ensure a strong integration of the School in its community;
- i. negotiates affiliation agreements and contracts with external institutions on behalf of the Faculty and the University, as required;
- j. carries out certain duties on behalf of the Faculty as assigned by the dean.

3.6.1.2 Qualifications

Candidates must meet the following requirements:

- a. be an experienced regular professor, usually an associate or full professor;
- b. have demonstrated their administrative abilities and have established a solid reputation in their area of expertise;
- c. fully understand the School's policies, regulations and programs and be committed to pursuing the School's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.6.1.3 Selection criteria

The selection criteria can be found in Article 198 of the *University Government*.

3.6.1.4 Appointment procedure

The procedure for appointing a department chair also applies to the appointment of the Director of the Graduate School of Public and International Affairs. It is outlined in Article 37 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.6.1.5 Term of office

The term of office is five (5) years and renewable.

3.6.2. Assistant Director

If the duties so require, the Director of the School submits a proposal to the School Assembly for the appointment of an Associate Director.

3.6.2.1 Mandate

The Associate Director assumes the following responsibilities:

- a. acts as a special advisor to the Director on all matters related to the

management of the Graduate School of Public and International Affairs;

- b. helps coordinate the following: the workloads of full-time and part-time professors, space, the recruitment of new professors, periodic evaluations;
- c. replaces the Director in his/her absence, except as chair of the School Teaching Personnel Committee;
- d. serves a two-year, renewable term of office.

3.6.2.2 Appointment procedure

The Associate Director is appointed by the School Assembly following internal consultations and based on a proposal by the Director. The specific procedure is governed by the School's by-laws.

3.6.3 Supervisor of graduate studies programs

3.6.3.1 Mandate:

- a. lead the periodic assessment and development of the program in question, in close collaboration with the School Assembly and the graduate studies committee;
- b. implement the program in compliance with guidelines established by the School Assembly and compliance with the academic regulations and policies of the Faculty and University;
- c. facilitates the integration of senior fellows into the School's teaching and research activities;
- d. approve student course selections and any course changes that may be required;
- e. ensure that students receive proper advice regarding their program and course selections;
- f. work closely with the academic secretariat for graduate studies both at the Faculty and at the Faculty of Graduate and Postdoctoral Studies;
- g. promote the School's graduate program, as well as the interdisciplinary programs in which the School takes part;
- h. prepare periodic evaluation reports, as required;
- i. coordinate scholarships; assume all duties assigned to them by the Director/Chair;
- j. chair the Graduate Studies Committee;
- k. sit on the Faculty of Graduate and Postdoctoral Studies' Commission on Graduate Studies in the Humanities (ex-officio member);
- l. carry out all duties assigned by the Director.

3.6.3.2 Appointment procedure

Program supervisors are appointed by the School Assembly, upon recommendation from the Director.

3.6.3.3 Term of office

The term of office is two (2) years and renewable.

3.6.4 School Assembly

3.6.4.1 Mandate

In accordance with the regulations of *University government* and with the

regulations and by-laws of the Council of the Faculty of Social Sciences, the Assembly formulates School policy:

- a. subject to the general regulations of the University, the School Assembly has power over all matters relating to the academic responsibilities of the School, as outlined in Article 193 of the *University Government*;
- b. it makes recommendations to the Faculty Council, regarding all graduate courses and programs offered by the School;
- c. it formally establishes its ongoing commitment to the interdisciplinary programs in which the School takes part;
- d. it makes recommendations regarding all planning within the School, strategic and otherwise;
- e. it establishes the academic orientation and priorities of the School, as well as the budget priorities and human resource requirements, in accordance with the Faculty's priorities and mission;
- f. it sets up standing or ad hoc committees, as required, in order to ensure the sound management of the School;
- g. it establishes the regulations and policies to be followed during its meetings, as well as the procedures to be followed for elections;
- h. it reviews reports submitted by the Director of the School, as well as by the School's standing and ad hoc committees;
- i. it reviews the School's development plan and budget blueprint each year;
- j. the Assembly must meet at least five (5) times a year.

3.6.4.2 Membership:

- a. the Director, who chairs the School Assembly;
- b. all full-time teaching staff of the School, that is, regular professors, replacement professors, cross-appointed professors, and chair-holders and senior fellows;
- c. only regular full-time professors whose main affiliation is with this unit can vote on matters relating to the Collective Agreement of the Association of Professors of the University of Ottawa (APUO);
- d. up to two (2) APTPUO members of the School, elected by their peers, according to the terms of the Collective Agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO). These members shall be excluded when the School Assembly votes on matters relating to the APUO;
- e. a certain number of full-time students registered in programs of study offered by the School, and who will continue as full-time students during their term as members. Two students can sit as members of the Assembly. Student members are excluded when the Assembly deals with matters relating to the APUO Collective Agreement;
- f. the Administrative Assistant of the School of Public and International Affairs, who also acts as Secretary for the Assembly (non-voting member).

3.6.4.3 Procedures for electing members to the School Assembly:

- a. APTPUO members are elected to the School Assembly in accordance with the procedures outlined in the APTPUO Collective Agreement;
- b. student members are elected to the School Assembly according to the following procedures:
 - i. the Director is responsible for ensuring that the unit's student associations organize the election of their representatives;

- ii. student members are elected for a renewable term of one year, which runs from October 1 to September 30 of the following year;
- iii. the association must provide School management with the names of the elected individuals.

3.6.4.4 Quorum:

- a. the quorum is 50% plus one (1) of the total number of seats, excluding vacancies.
- b. from May 1 to September 30, student members are not counted in the determination of quorum.
- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a subsequent meeting.

3.6.5 Standing committees

Each school must generally set up a Graduate Studies Committee and a Graduate Admissions Committee. The School Assembly determines the membership of these committees.

3.6.5.1 Graduate Studies Committee (GSC)

3.6.5.1.1 Mandate

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies (OCGS). More specifically, GSC duties include the following:

- a. planning programs of study, setting up new courses and modifying existing programs;
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program;
- d. implementing policies that promote academic success and enhance students' university experience.

3.6.5.1.2 Membership

Membership is determined based on policies and regulations of the School, including for joint doctoral programs offered in cooperation with another institution or unit.

3.6.5.2 Graduate Admissions Committee

3.6.5.2.1 Mandate

The Graduate Admissions Committee is responsible for implementing the admissions policy approved by the School Assembly.

3.6.5.2.2 Membership

Membership is determined based on policies and regulations of the School.

3.6.5.3 Faculty Teaching Personnel Committee

The schools of the Faculty of Social Sciences may, if they choose, set up a Faculty Teaching Personnel Committee (FTPC). The duties of this committee are set out in Article 15 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.6.5.3.1 Schools with an FTPC:

- a. in these schools, this committee can only be abolished by a vote of the School's regular faculty members.

3.6.5.3.2 Schools without an FTPC:

- a. in these schools, a committee can only be created by a vote of the School's regular faculty members.
- b. the Director carries out the mandate normally fulfilled by the STPC.

3.7 Institute of Women's Studies

Definition and mandate

The Institute of Women's Studies (IWS) is associated with the Faculty of Social Sciences and its mandate is to promote the development of feminist education and research in both a multidisciplinary and interdisciplinary setting. The IWS accomplishes this through its undergraduate and graduate programs, by providing the infrastructure required for interuniversity and community exchanges, and by generating and disseminating knowledge (symposiums, conferences, seminars and workshops) on feminism, gender relations and women in all their diversity.

3.7.1 The Institute's administration

3.7.1.1 Mandate of the Director of the Institute

The Director assumes the following responsibilities:

- a. oversees the realization of the Institute's vision and mission;
- b. oversees the operation, planning and development of the Institute, as well as periodic evaluations, in accordance with the applicable regulations of the University and of the Faculty of Social Sciences and in compliance with collective agreements;
- c. performs the duties assigned to her as Director, as set out in the University's policies and regulations and the agreements between the University and its professors;
- d. submits the professors' workloads to the Dean each year for feedback and approval;
- e. prepares the Institute's report, in collaboration with the Assembly, for submission to the Dean at the end of each academic year;
- f. assigns teaching assistantships;
- g. maintains agreements reached with faculties that have consented to grant teaching credits to the Institute of Women's Studies each year, in accordance with the Protocol established on August 18, 2004;
- h. is a member of the Executive Committee of the Faculty and the Faculty

Council; chairs the Institute Assembly, as well as the Institute's Advisory Committee;

- i. chairs the Administrative Committee of the University of Ottawa / Carleton University Joint Chair in Women's Studies (at the University of Ottawa); the IWS oversees the Joint Chair in Women's Studies at the University of Ottawa;
- j. prepares periodic evaluation reports, as required;
- k. carries out certain duties on behalf of the Faculty, as requested by the Dean.

3.7.1.2 Qualifications

Candidates must meet the following criteria:

- a. be an experienced regular professor of the Institute or affiliated with the Institute, usually an associate or full professor;
- b. have demonstrated her administrative abilities and established a solid reputation in her field of expertise;
- c. fully understand the Institute's policies, regulations and programs and be committed to pursuing the Institute's mission;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have shown outstanding leadership and interpersonal skills.

3.7.1.3 Selection criteria

The selection criteria are outlined in Article 198 of the *University Government*.

3.7.1.4 Appointment procedure

The selection and appointment procedure for the Director of the Institute is outlined in Article 37.2 of the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO). The Director must be a regular member of the APUO and may be a regular member of the Institute, in which case Article 37.1.1 does not apply. However, the Director must be an affiliated member of the Institute who is also a regular APUO member and who meets the criteria set out in Article 37.2.3.2.

3.7.1.5 Term of office

The term of office is five (5) years and renewable.

3.7.2 Associate Director and Supervisor of Graduate Studies

3.7.2.1 Mandate

The Associate Director and Supervisor of Graduate Studies assumes the following responsibilities:

- a. leads the periodic evaluation and development of the program, in close collaboration with the Institute Assembly and the Graduate Studies Committee;
- b. implements the program, in accordance with the guidelines established by the Assembly and in compliance with the academic regulations and the policies of the University;

- c. approves student course selections and any course changes that may be required;
- d. ensures that students receive proper advice on their program and course selections;
- e. chairs the Institute's Graduate Studies Committee;
- f. represents the Institute as a member of the Commission of the Humanities;
- g. plans and coordinates IWS research activities;
- h. prepares an annual report on the Collaborative Program in Women's Studies at the Master's level for the Associate Dean responsible for interdisciplinary studies within the Faculty of Graduate and Postdoctoral Studies;
- i. closely collaborates with the graduate studies academic secretariat of the Faculty as well as that of the Faculty of Graduate and Postdoctoral Studies;
- j. ensures the coordination of awards and scholarships;
- k. reviews and approves dissertation or thesis proposals submitted by students registered in the Master's program;
- l. appoints a reader, in consultation with the home department (in the case of a dissertation); proposes a reviewer, in consultation with the home department (in the case of a thesis committee);
- m. assigns research assistantships, as required.

3.7.2.2 Appointment procedure:

- a. the Associate Director and Supervisor of Graduate Studies is appointed by the Assembly of the IWS, upon recommendation from the Director. An ad hoc committee chaired by the Director and made up of two members designated by the Assembly is responsible for recruiting this individual. The appointment is approved by the appointee's home faculty;
- b. the Associate Director generally comes from a faculty other than the Director's and is recruited within faculties with a voting member on the Institute's Assembly.

3.7.2.3 Term of office

The term of office is two (2) years and renewable.

3.7.3 Supervisor of Undergraduate Studies

3.7.3.1 Mandate

The Supervisor of Undergraduate Studies assumes the following responsibilities:

- a. leads the periodic evaluation and development of the program, in close collaboration with the Institute Assembly and the program committees;
- b. implements the program, in accordance with the guidelines established by the Institute Assembly and in compliance with the academic regulations and the policies of the Faculty and the University;
- c. approves student course selections and any course changes that may be required;
- d. ensures that students receive proper advice on their program and course selections;
- e. works closely with the academic secretariat of the Faculty;
- f. promotes the undergraduate programs;

- g. prepares periodic evaluation reports on the undergraduate programs, as required;
- h. carries out all duties assigned to him/her by the Director;
- i. chairs the Institute's Undergraduate Studies Committee.

3.7.4 School assembly

3.7.4.1 Mandate

- a. subject to the general regulations of the University, the Assembly has power over all matters relating to the academic responsibilities of the Institute, as defined in Article 193 of the *University Government*;
- b. it makes recommendations to the Faculty Council regarding all undergraduate courses and programs of study offered by the Institute;
- c. it makes recommendations to the Faculty Council, for approval by the Faculty of Graduate and Postdoctoral Studies, regarding the graduate courses and programs of study offered by the Institute;
- d. it establishes the academic orientation, research orientation and priorities of the Institute, as well as the budget and research priorities and human resource requirements, in accordance with the Faculty's priorities and mission;
- e. it sets up standing or ad hoc committees, as required, in order to ensure the sound management of the Institute;
- f. it establishes the procedures and policies to be followed during Institute meetings, as well as the procedures to be followed for elections;
- g. it reviews reports submitted by Institute management, as well as by the Institute's standing and ad hoc committees;
- h. the Assembly must meet at least five (5) times a year.

3.7.4.2 Membership:

- a. the Director, who chairs the Assembly;
- b. the Associate Director/Supervisor of Graduate Studies;
- c. a representative from each of the following faculties:
 - i. Faculty of Arts
 - ii. Faculty of Law
 - iii. Faculty of Education
 - iv. Faculty of Medicine
 - v. Faculty of Health Sciences
 - vi. Faculty of Social Sciences
- d. all full-time professors of the Institute, as well as chair-holders whose main affiliation is with the Institute;
- e. up to two (2) APTPUO members who are professors at the Institute, elected by their peers, according to the terms of the Collective Agreement between the University of Ottawa and the Association of Part-time Professors of the University of Ottawa (APTPUO). These members shall be excluded when the Institute Assembly votes on matters relating to the APUO.
- f. a certain number of full-time students registered in programs of study offered by the Institute, and who will continue as full-time students during their term as members. At least 20 % of these students must be registered in the Institute's graduate studies programs. The number of elected students shall not exceed more than seven (7) nor shall it exceed one-third (1/3) of the total number of regular professors. The Assembly can determine the total number of student members and the breakdown. Student members shall be excluded when the Assembly

- g. deals with matters relating to the APUO Collective Agreement.
- g. the Administrative Assistant of the Institute, who also acts as Secretary for the Assembly (non-voting member).
- h. other non-voting members:
 - i. Librarian
 - ii. Academic Advisor
 - iii. non-voting members of the Assembly require the approval of their supervisors.
- i. non-voting observers:
 - i. the future director, during the year preceding her term of office;
 - ii. representatives of new partner faculties
 - iii. School of Management
 - iv. Faculty of Engineering
 - v. Faculty of Science

These representatives can become voting members after a six-month probation period, upon recommendation from the Assembly.

3.7.4.3 Procedure for electing members to the Institute Assembly:

- a. faculty representatives who are voting members are appointed by the Dean of the faculty in question, upon recommendation from the Institute Assembly; the term of office for these members is three (3) years and can be renewed only once;
- b. APTPUO members are elected to the Institute Assembly in accordance with the procedures outlined in the APTPUO Collective Agreement;
- c. student members are elected to the Institute Assembly according to the following procedures:
 - i. the Director is responsible for ensuring that the Institute's student association organizes the election of its representatives;
 - ii. student members are elected for a renewable term of one year, which runs from October 1 to September 30 of the following year;
 - iii. the association must inform the Director of the names of the elected individuals.

3.7.4.4 Quorum:

- a. quorum consists of at least six (6) voting members;
- b. from May 1 to September 30, student members are not counted in the determination of quorum;
- c. members who miss two consecutive meetings without proper notice are not counted when determining the quorum until they attend a subsequent meeting.

3.7.5 Standing committees

Normally, each academic unit must set up an Undergraduate Studies Committee, a Graduate Studies Committee and a Graduate Admissions Committee. The Assembly determines the membership of these committees.

3.7.5.1 Institute of Women's Studies Advisory Committee

3.7.5.1.1 Mandate:

- a. the Advisory Committee shall meet at least once per year to share and discuss activities of the IWS;

- b. membership (maximum 12 members):
 - i. Director of the IWS, who chairs;
 - ii. Associate director of the IWS;
 - iii. Joint Chair of Women's Studies, University of Ottawa and Carleton University;
 - iv. three associate members from the University of Ottawa;
 - v. five community representatives (private and public sectors).

Associate and affiliated members are appointed for non-renewable three-year terms by the Dean of the Faculty of Social Sciences, upon recommendation from the IWS Advisory Committee. The selection of affiliated members must reflect the principles of bilingualism and Canadian diversity, as well as the IWS's main fields of research and activity.

3.7.5.2 Undergraduate Studies Committee

3.7.5.2.1 Mandate

The Undergraduate Studies Committee is responsible for ensuring the program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, USC duties include the following:

- a. coordinating courses for the various programs offered by the unit (content, evaluation, etc.);
- b. preparing recommendations for the Institute Assembly regarding changes to undergraduate programs;
- c. implementing policies that promote academic success and enhance students' university experience.

3.7.5.2.2 Membership

Membership is determined based on policies and regulations of the Institute.

3.7.5.3 Graduate Studies Committee in Women's Studies (GSC)

3.7.5.3.1 Mandate

The role of the Graduate Studies Committee is to ensure that the program quality meets the requirements of the Ontario Council on Graduate Studies (OCGS) regulations. More specifically, GSC duties include the following:

- a. planning graduate study programs (setting up new courses, modifying existing programs);
- b. updating brochures, manuals, periodic program evaluations or evaluation reports;
- c. consulting with students about the program.

3.7.5.3.2 Membership

Membership is determined based on policies and regulations of

the Institute.

3.7.5.4 Graduate Admissions Committee

3.7.5.4.1 Mandate

The Graduate Admissions Committee implements the admissions policy approved by the Assembly of the Institute and approves applications for admission from participating units.

3.7.5.4.2 Membership

Membership is determined based on policies and regulations of the Institute.

3.7.6 Joint Chair in Women's Studies, University of Ottawa and Carleton University

3.7.6.1 At the University of Ottawa, the Joint Chair in Women's Studies falls under the general supervision of the IWS, through its director.

3.7.6.2 The day-to-day management of the Joint Chair is the responsibility of a joint administrative committee. The committee's main role is to select the incumbent of the Joint Chair, to provide direction to this individual, and to evaluate her performance. It also negotiates the Joint Chair's salary with the Vice-Rector (Academic) of the University of Ottawa and with the Vice-President (Academic) of Carleton University.

FACULTY OF SOCIAL SCIENCES

BY-LAW 4

**GOVERNANCE OF MULTIDISCIPLINARY PROGRAMS
NOT AFFILIATED WITH A UNIT**

4.1 Conflict Studies and Human Rights

Program director:

4.1.1 Mandate and responsibilities

The program director carries out duties that include the following:

- a. makes recommendations regarding affiliation, hiring, tenure, and promotions for professors associated with the program, assesses the required resources and determines course offerings for the specialized program in conflict studies and human rights;
- b. collaborates with the Faculty's undergraduate academic secretariat;
- c. chairs the Program Committee;
- d. serves as member of the Faculty's Undergraduate Studies Committee

4.1.1.1 Appointment procedure

The program director is appointed by the Dean of the Faculty of Social Sciences.

4.1.1.2 Term of office

The term of office is three (3) years and renewable.

4.1.2 Conflict studies and human rights program committee

4.1.2.1 Mandate

The Program Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, its duties include the following:

- a. coordinating course offerings (content, evaluation, etc.);
- b. preparing recommendations for the Vice-Dean of Academic and Secretary regarding changes to the program;
- c. implementing policies that promote academic success and enhance students' university experience.

4.1.2.2 Membership

- a. the Program Director, who acts as the chair;
- b. all professors hired in association with the conflict studies and human rights program;
- c. one student representative, registered at full-time in the conflict studies and human rights program, elected by her/his peers.

4.1.2.3 Election of the student member:

- a. the Vice Dean of Academic and Secretary is responsible for ensuring that the students' association for conflict studies and human rights

- b. organizes an election of their representative;
students elected to the Program Committee shall hold a renewable term of one year from October 1 to September 30.

4.2 Gerontology

Program director

4.2.1 Mandate and responsibilities

The program director carries out duties that include the following:

- a. makes recommendations regarding affiliation, hiring, tenure, and promotions for professors associated with the program, assesses the required resources and determines course offerings for the Minor Program in Gerontology;
- b. collaborates with the Faculty's academic secretariat;
- c. chairs the Program Committee;
- d. prepares the annual report;
- e. develops a recruitment plan;
- f. is responsible for the periodic evaluation.

4.2.1.1 Appointment procedure

The program director is appointed by the Dean of the Faculty of Social Sciences.

4.2.1.2 Term of office

The term of office is two (2) years and renewable.

4.2.2 Program committee

4.2.2.1 Mandate

The Program Committee is responsible for ensuring that program quality meets the requirements of the University and the Undergraduate Program Review Audit Committee (UPRAC). More specifically, its duties include the following:

- a. coordinating course offerings (content, evaluation, etc.);
- b. preparing recommendations for the Vice-Dean of Academic and Secretary regarding changes to the program;
- c. implementing policies that promote academic success and enhance students' university experience.

4.2.2.2 Membership:

- a. the Program Director, who acts as the chair;
- b. all professors hired in association with the Program;
- c. one student member, invited in consultation with the students;
- d. chairs the Nomination Committee for the Program Manager;

- e. chairs the Nomination Committee for members who have not been employed in conjunction with the program;
- f. organizes outreach activities for students in the program.

FACULTY OF SOCIAL SCIENCES
BY-LAW 5
FACULTY MANAGEMENT PERSONNEL

At the University of Ottawa, the management personnel of the faculties and their constituent units are formally appointed by the Board of Governors (*University of Ottawa Act*, 1965: Part II, 11). This by-law describes the procedures for making appointment recommendations and, where appropriate, provides key elements of the mandate and selection criteria.

5.1 Dean, Faculty of Social Sciences

5.1.1 Mandate

The Dean:

- a. is the titular head of the Faculty whose main functions are determined by his/her dual role as chair of the Faculty Council and chief administrator of the Faculty;
- b. as chair of the Faculty Council, carries out his/her duties in accordance with the Senate and Faculty Council regulations; is also an ex-officio member of all Faculty Council committees;
- c. as chief administrator of the Faculty, acts in compliance with the *University of Ottawa Act*, the regulations of the Board of Governors, and the Faculty's specific regulations;
- d. more specifically, is responsible for:
 - i. preparing the Faculty's academic development plan proposal and proposals regarding its annual renewal for submission to the Faculty Council;
 - ii. preparing budgets forecasts for the following year in consultation with the Faculty Council's Executive Committee and in accordance with the academic development plan approved by the Faculty and Senate; includes his/her recommendations regarding priorities to be set between requests for new human and material resources and changes to existing resources;
 - iii. overseeing the daily administration of the Faculty budget, as approved by the Board of Governors;
 - iv. chairing the Faculty Teaching Personnel Committee (FTPC) and submitting the Committee's recommendations to the Board of Governors regarding appointments, contract renewals, promotions, various leave and tenure for teaching staff; is required, as such to include his/her personal recommendations;
 - v. acting as a communication and information officer between the Faculty and the University and more specifically, ensuring that Faculty members are informed of the work carried out and decisions made by the Senate and its committees and by the Faculty Council and its committees;
 - vi. preparing the annual report on Faculty activities;
 - vii. organizing and presiding the FSS annual assembly;
 - viii. carrying out any other tasks assigned to him/her.

5.1.2 Qualifications

The candidate must meet the following requirements:

- a. be a senior regular professor within one of the units of the Faculty of Social Sciences. In the case of an external candidate, the appointment is conditional upon his/her appointment as a regular professor within one of the units of the Faculty of Social Sciences;
- b. have an established reputation as a highly regarded academic and university

- administrator;
- c. have extensive knowledge and understanding of the policies and regulations of the University;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have demonstrated outstanding leadership, academic, administrative and interpersonal skills.

5.1.3 Appointment procedure

The Dean is appointed in accordance with Article 170 of the *University Government* and University regulations.

5.1.4 Term of office

The term is normally five (5) years and renewable. Please refer to articles 171 to 173 of the *University Government*.

5.2 Vice-Dean of Undergraduate Studies

5.2.1 Mandate

The Vice-Dean of Undergraduate Studies assists the Dean with the administration of the Faculty. His/her responsibilities include:

- a. overseeing the development, planning and coordination of the undergraduate programs;
- b. chairing the Faculty's Academic Fraud committee;
- c. coordinating the management of academic fraud allegations;
- d. supervising the academic secretariat of the Faculty of Social Sciences;
- e. coordinating such undergraduate academic matters as admissions, calendar texts, time-tables for courses and examinations, requests for deferred examinations, revisions of marks, course withdrawals, procedures for revising marks, and student complaints;
- f. overseeing the general time-tables for courses and classrooms, subject to the regulations and procedures of the University;
- g. ensuring that information about academic awards and undergraduate scholarships is disseminated to students, and coordinating the selection of recipients;
- h. serving as member of the Senate;
- i. serving as an ex-officio member of the Senate and the University Council on Undergraduate Studies;
- j. chairing the Undergraduate Studies Committee (USC);
- k. ensuring the development of activities of an international nature at the undergraduate level;
- l. collaborating with the Faculty's Administrative Director in order to:
 - i. ensure that teaching and course assessments are completed by students;
 - ii. ensure that the Faculty Council regulations are reviewed and updated in accordance with the *University of Ottawa Act* and the *University Government*;
- m. carrying out all other duties assigned by the Dean;
- m. coordinating academic activities for certain faculty programs not affiliated with an academic unit

5.2.2 Qualifications

The candidate must:

- a. have demonstrated leadership, teaching, research, administrative and interpersonal skills;
- b. have a demonstrated interest and proven abilities in academic administration and in matters relating to undergraduate and graduate students;
- c. be a regular member of the teaching staff of the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. have knowledge of university program regulations and procedures;
- f. be able to work efficiently and harmoniously with teaching and support staff teams, as well as with students.

5.2.3 Appointment procedure

5.2.3.1 The Vice-Dean of Undergraduate Studies and Secretary is appointed by the Board of Governors upon the Dean's recommendation to the Rector, following consultations with the directors of the academic units and Faculty Council members.

5.2.3.2 Consultations with Faculty Council members are held according to the following procedures:

- a. the Dean invites each member of the Faculty Council to provide him/her with the names of any individuals deemed qualified to take up the position of Vice-Dean of Academic and Secretary;
- b. a selection committee made up of the Dean, as well as two directors elected by the Executive, submits the name of the candidate of their choice to the Executive Committee;
- c. the Dean officially consults the Faculty Council to inform its members of his/her recommendation and that of the Executive Committee;
- d. once the appointment request has been approved by the Board of Governors, the Dean advises the Faculty personnel.

5.2.4 Term of office

The term of office is five (5) years and renewable.

5.3 Vice-Dean, Graduate Studies

5.3.1 Mandate

The Vice-Dean, Graduate Studies assists the Dean with the administration of the Faculty. His/her responsibilities include:

- a. ensuring the development and planning of graduate programs;
- b. supervising the graduate studies academic secretariat of the Faculty of Social Sciences;
- c. coordinating such as academic matters as admissions, calendar texts and student

- complaints;
- d. ensuring that information related to tuition fees and scholarships for graduate students is made known and if necessary, coordinating the selection of recipients;
- e. serving as an officer member of the graduate and post-doctoral Faculty Council;
- f. ensuring the development of activities of an international nature at the graduate level;
- g. ensuring the quality of the student experience;
- h. carrying out all other duties assigned to him/her by the Dean.

5.3.2 Qualifications

The candidate must meet the following requirements:

- a. demonstrated leadership and skill in teaching, research, administration, and interpersonal relations;
- b. demonstrated interest and proven abilities in administration;
- c. be a regular professor within the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. be bilingual, as much at the oral as written level;
- e. have knowledge of university regulations and procedures;
- f. be able to work effectively harmoniously with teaching and support staff.

5.3.3 Appointment procedure

5.3.3.1 The Faculty's Vice-Dean, Graduate Studies is appointed by the Board of Governors upon the Dean's recommendation to the Rector following consultations with the directors of the administrative units and Faculty Council members

5.3.3.2 Consultations with Faculty Council members are held according to the following process:

- a. the Dean invites each member of the Faculty Council to provide him/her with the names of any individuals deemed qualified to take up the position of Vice-Dean, Graduate Studies;
- b. a selection committee made up of the Dean, as well as two directors elected by the Executive, submits the name of their chosen candidate to the Executive Committee;
- c. the Dean officially consults the Faculty Council to inform its members of his/her recommendation and that of the Executive Committee;
- d. once the appointment request has been approved by the Board of Governors, the Dean advises the Faculty personnel.

5.3.4 Term of office

The term of office is five (5) years and renewable.

5.4 Vice-Dean, Research

5.4.1 Mandate

The Vice-Dean, Research assists the Dean with the administration of the Faculty. More specifically, he/she is responsible for:

- a. promoting research within the Faculty of Social Sciences;
- b. increasing research dissemination and development;
- c. developing research between the Faculty's academic units;
- d. supervising research centre operations;
- e. chairing the Faculty's Research Committee and ensuring the implementation of the Faculty's research policy;
- f. advising the Dean on all matters affecting research activities;
- g. encouraging the development of international research;
- h. supervising the Faculty's research secretariat;
- i. overseeing the use of funds allocated for research and publications in the Faculty budget;
- j. carrying out all other duties assigned to him/her by the Dean.

5.4.2 Qualifications

The candidate must meet the following requirements:

- a. demonstrated leadership and skill in teaching, research, administration, and interpersonal relations;
- b. demonstrated interest and abilities in dealing with matters relating to research development;
- c. be a regular professor within the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. knowledge of university research regulations and procedures;
- f. be able to work efficiently and harmoniously with teaching and support staff teams.

5.4.3 Appointment procedure

5.4.3.1 The Faculty's Vice-Dean, Research is appointed by the Board of Governors upon the Dean's recommendation to the Rector, following consultations with the directors of the administrative units and Faculty Council members

5.4.3.2 Consultations with Faculty Council members are held according to the following procedures:

- a. the Dean invites each member of the Faculty Council to provide him/her with the names of any individuals deemed qualified to take up the position of Vice-Dean, Research;
- b. a selection committee made up of the Dean, as well as two directors elected by the Executive, submits the name of the candidate of their choice to the Executive Committee;
- c. the Dean officially consults the Faculty Council to inform its members of his/her recommendation and that of the Executive Committee;
- d. once the appointment request has been approved by the Board of Governors, the Dean advises the Faculty personnel.

5.4.4 Term of office

The term of office is five (5) years and is renewable.

5.5 Vice-Dean, Governance

The Vice-Dean, Governance assists the Dean with the administration, evaluation and planning of the Faculty in carrying out the duties assigned.

5.5.1 Mandate:

- a. assuring liaison with the other faculties, the Senate and central administration in regard to issues of governance and strategic planning;
- b. in collaboration with the Dean, the other vice-deans, the unit directors and the Administrative Director, evaluating the Faculty's initiatives in terms of student experience, international activities and activities related to Francophonie;
- c. performing and developing various preparatory analyses, as well as performance indicators;
- d. in collaboration with the Administrative Director of the Faculty:
 - i. ensuring the review and update of Faculty regulations, in accordance with University Law and the University Government;
 - ii. assisting the Dean in preparing the agenda of the Faculty Council;
 - iii. receiving student nominations to the various Faculty committees and doing a follow-up with the Council;
 - iv. coordinating the process of Faculty elections;
- e. sitting as an ex officio member of the Senate;
- f. in collaboration with the Dean, the other vice-deans, the unit directors and the Administrative Director, making proposals related to the implementation of initiatives consistent with the strategic plan in terms of student experience, international activities, and activities related to Francophonie;
- g. coordinating new initiatives or special projects at the Dean's request;
- h. carrying out all other duties assigned to him/her by the Dean.

5.5.2 Qualifications

- a. demonstrated leadership and skill in teaching, research, administration, and interpersonal relations;
- b. demonstrated interest and abilities in dealing with matters relating to school administration and issues affecting undergraduate students and graduate students;
- c. be a regular professor within the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. be bilingual, that is, able to speak and write in both English and French;
- e. knowledge of university research regulations and procedures;
- f. be able to work efficiently and harmoniously with students and teaching and administrative staff teams.

5.5.3 Appointment procedure

The Faculty's Vice-Dean, Governance is appointed by the Board of Governors upon the Dean's recommendation to the Rector, following consultations with the directors of the administrative units and Faculty Council members. Consultations with Faculty Council members are held according to the following procedures:

- a. the Dean invites each member of the Faculty Council to provide him/her with the names of any individuals deemed qualified to take up the position of Vice-Dean, Governance;
- b. a selection committee made up of the Dean, as well as two directors and a vice-dean elected by the Executive, submits the name of the candidate of their choice to the Executive Committee;
- c. the Dean officially consults the Faculty Council to inform its members of his/her recommendation and that of the Executive Committee;
- d. once the appointment request has been approved by the Board of Governors, the Dean advises the Faculty personnel.

5.5.4 Term of office

The term of office is five (5) years and is renewable.

5.6 Administrative Exclusion

After consulting the Executive Committee, the Dean selects one of the vice-deans to become the Faculty's administrative exclusion.

In accordance with Article 174 of the *University Government*, the administrative exclusion exercises the powers of the Dean in his/her absence or when he/she is unable to do so. In the case of holidays, he/she temporarily carries out the duties until such time that an acting dean or administrator is appointed.

Once the appointment request has been approved by the Board of Governors, the Dean advises the Faculty personnel.

The administrative exclusion's term of office ends when a new dean assumes the position.