

TABLE OF CONTENTS

By-Law 1: The Faculty Council	3
1.1 Mandate	3
1.2 Members	3
1.3 Procedures for electing Faculty Council members	4
1.4 Quorum at Faculty Council meetings	5
1.5 Vacancies	6
1.6 Meeting schedule	6
By-law 2: Standing Committees of the Faculty Council	7
2.1 Faculty Executive Committee	7
2.2 Undergraduate Studies Committee (USC)	8
2.3 Graduate Studies Committee (GSC)	9
2.4 Research Committee	11
2.5 Faculty Teaching Personnel Committee	11
2.6 Executive Subcommittee on Academic Regulations	12
By-law 3: Governance of Faculty's Academic Units	13
3.1 Faculty of Social Sciences departments, schools and Institute of Feminist and Gender Studies	13
3.2 General provisions	13
3.2.1 Departmental or school assembly	13
3.2.2 Director of a department or school	15
3.2.3 Supervisors of undergraduate and graduate programs	17
3.2.4 Assistant director of a department or school	17
3.2.5 Unit ad hoc or standing committees	18
3.2.6 Unit management committee	18
3.2.7 Undergraduate Studies Committee	19
3.2.8 Graduate Studies Committee	19
3.2.9 Graduate Admissions Committee	20
3.2.10 Teaching Personnel Committee of the department or school	20
3.3 Specific provisions	20
3.3.1 School of Political Studies	20
3.3.2 School of Psychology	21
3.3.3 School of Social Work	28
3.3.4 Institute of Feminist and Gender Studies	30
By-law 4: Faculty Executive	32
4.1 Dean of the Faculty of Social Sciences	32
4.2 Vice-Dean of Undergraduate Studies	34
4.3 Vice-Dean of Graduates Studies	35
4.4 Vice-Dean of Research	37
4.5 Vice-Dean of Governance and Internationalization	38
4.6 Faculty Officer with Administrative Exclusion	40

FACULTY OF SOCIAL SCIENCES

BY-LAW 1

FACULTY COUNCIL

*Updated Version
Approved by the
Executive Committee on May 9, 2017, Faculty
Council on May 23, 2017, and Executive Committee of the Senate on
November 21, 2017*

The Faculty Council develops by-laws for the effective management of Faculty affairs. Such by-laws are subject to approval by the University's Senate in academic-related matters and by the designated University authority for all other matters (section 18(2) of the *University of Ottawa Act, 1965*).

1.1 **Mandate**

1.1.1 Make recommendations to the Senate concerning:

- a. The development of or modifications to the undergraduate programs, cooperative education or immersion programs offered by the Faculty, the Faculty's graduate study programs, as well as any interdisciplinary programs the Faculty participates in;
- b. All Faculty strategic planning or other formal planning exercises;
- c. All policies aimed at fostering the growth of the Faculty.

1.1.2 Except as otherwise indicated, 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 establish their powers, functions and membership.

1.1.3 Establish its own by-laws, subject to approval by the University Senate or the Board of Governors.

1.2 **Members**

The Faculty Council comprises the following members:

1.2.1 Ex-officio members:

- a. Dean, as chair;
- b. Vice-Dean of Undergraduate Studies;
- c. Vice-Dean of Graduate Studies;
- d. Vice-Dean of Research;
- e. Vice-Dean of Governance and Internationalization;
- f. Director or chair of each of the Faculty's departments and schools and of the Institute of Feminist and Gender Studies.

NOTE: Up to three of the four vice-deans listed above (b, c, d, or e) are officers with administrative exclusion. In the absence of the Dean, one of these officers will take over the role of chair.

1.2.2 Elected members from among the Faculty's regular teaching staff:

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

1.2.3 Elected members from among the student body (a student cannot represent more than one unit at a given time):

- a. Nine undergraduate students (one per unit) representing the Faculty's departments and schools and the Institute of Feminist and Gender Studies, elected by their peers in keeping with the procedure outlined in article 1.3.2;
- b. Four graduate students, elected by their peers in keeping with the procedure outlined in article 1.3.2;
- c. The Faculty of Social Sciences student Senate representative, as an ex officio member.

1.2.4 Two representatives of the administrative and support staff:

- a. One member of the support staff, elected in keeping with the procedure outlined in article 1.3.3;
- b. The Faculty's Chief Administrative Officer.

1.3 Procedure for electing Faculty Council members

1.3.1 Procedures for electing regular teaching staff members:

- a. In April of each year, elections are held by secret ballot. Any vacancy that occurs between elections must be filled by the academic unit concerned according to its own procedures;
- b. Members of the Faculty Council are elected by the regular faculty members of their own academic unit;
- c. All regular teaching staff of the Faculty's academic units are eligible;

- d. Unless otherwise indicated, terms are two years, renewable;
- e. Terms are from July 1 to June 30;
- f. The directors or chairs convey the election results to the Vice-Dean of Governance and Internationalization.

1.3.2 Procedures for electing student members:

- a. The Vice-Dean of Governance and Internationalization begins the process by asking the Faculty's undergraduate and graduate student associations, the Student Federation of the University of Ottawa (SFUO) and the Graduate Students' Association (GSAED) to appoint a student to oversee the elections, according to the procedure established by the student associations;
- b. Elections take place each September;
- c. Student members are elected for a renewable term of one year, from October 1 to September 30;
- d. All regular full-time students of an academic unit of the Faculty are eligible;
- e. The student associations convey the election results to the Vice-Dean of Governance and Internationalization.

1.3.3 Procedure for electing representative of the support and technical staff:

- a. The member is elected by his or her peers by secret ballot during elections organized by the Faculty's Chief Administrative Officer (not eligible), who oversees support and technical employees. All nominations must be supported by at least three other regular staff members;
- b. Terms of office are two years, renewable;
- c. Terms begin October 1 and end September 30;
- d. The elected staff member is also an ex officio member of the Faculty's Executive Committee;
- e. The Faculty's Chief Administrative Officer communicates the election results to the Vice-Dean of Governance and Internationalization.

1.4 Quorum at Faculty Council meetings

- 1.4.1 A majority of voting members constitutes a quorum (elected, ex officio and designated), excluding any vacancies.
- 1.4.2 From May to September, student members are not counted when determining whether quorum has been met.

- 1.4.3 Any members who miss two consecutive meetings without proper advance notice (to the Vice-Dean of Governance and Internationalization) are not counted when determining whether quorum has been met until they have attended a subsequent meeting.

1.5 Vacancies

If an academic unit, student association or support and technical staff council member is not elected, the seat will remain vacant.

1.6 Meeting schedule

- 1.6.1 Council meetings are normally held once a month from September to May, inclusively.
- 1.6.2 Meeting dates and times are set by the Dean and announced to members at the beginning of the academic year.
- 1.6.3 Special meetings may be called if required.

BY-LAW 2

STANDING COMMITTEES OF THE FACULTY COUNCIL

Updated Version

Approved at the Faculty of Social Sciences Faculty Council meeting on February 17, 2017 and the Executive Committee of the Senate on November 21, 2017

The Faculty's Executive Committee, the Undergraduate Studies Committee, the Graduate Studies Committee, the Research Committee and the Executive Subcommittee on Academic Regulations are standing committees of the Faculty Council. The Faculty Council also plays a role in 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 Faculty Executive Committee

2.1.1 Mandate:

- a. Review the agenda prepared by the Dean for all Faculty Council meetings and suggest topics to be added, such as reports from Faculty standing committees;
- b. Work with the Dean in drafting annual budget forecasts and priorities in keeping with the Faculty's academic development plan;
- c. Work with the Dean to launch faculty fundraising campaigns;
- d. Work with the Dean to produce strategic planning or other formal documents for submission to Faculty Council;
- e. Review proposed changes to the undergraduate, master's and PhD level programs, evaluate the financial impact or other consequences of the changes and make recommendations to Council or other bodies of the University;
- f. Approve the annual report submitted by the Dean to the Faculty Council for verification and comment;
- g. Act with the same power and authority of the Faculty Council between Council meetings in the case of an emergency, it being understood that any decisions taken must be subsequently ratified by the Council;
- h. Provide members of the Faculty Council with the agendas and minutes of Executive Committee meetings for information purposes or for comment;
- i. Perform other duties assigned by the Dean or Faculty Council.

2.1.2 Membership

The Committee comprises the following members:

- a. Ex-officio members:
 - i. Dean, as Council chair;
 - ii. Vice-Dean of Undergraduate Studies;
 - iii. Vice-Dean of Graduate Studies;
 - iv. Vice-Dean of Research;
 - v. Vice-Dean of Governance and Internationalization;
 - vi. Director or chair of each of the Faculty's departments and schools and of the Institute of Feminist and Gender Studies.
- b. Elected student members :
 - i. Each year, Faculty Council can elect up to two (2) of its student members to the Executive Committee, with one being an undergraduate student of the Faculty and one being a graduate student of the Faculty; the students must maintain full-time status during their term.
- c. Administrative and technical staff members:
 - i. Elected representative of support and technical staff members, who sits as an ex officio member on the Faculty's Executive Committee;
 - ii. Chief administrative officer of the Faculty;
 - iii. Administrator of undergraduate programs, administrator of graduate programs and research manager (non-voting members).

2.1.3 Procedure for electing student members :

- a. Elections, if required, are by secret ballot during the October meeting of Faculty Council;
- b. Term of office is one year, renewable, ending the date on which the next year's election results are announced. A student's term as member of the Executive Committee ceases at the end of their term as member of the Faculty Council.

2.2 Undergraduate Studies Committee

2.2.1 Mandate:

The Undergraduate Studies Committee is responsible for ensuring the quality of the programs as required by the University and the Ontario Universities Council on Quality Assurance. The Committee reviews, comments on and makes recommendations to the Faculty

Council concerning:

- a. Admission requirements for the Faculty's undergraduate programs;
- b. The structure, content and learning objectives of the Faculty's undergraduate programs;
- c. The creation of new undergraduate programs;
- d. Implementation of policies to promote academic success and ensure a high quality student experience;
- e. Program changes;
- f. The creation of new courses, including courses recommended following receipt of self-assessment reports of units that have undergone a cyclical review and reports from the Senate Committee on the Evaluation of Undergraduate Programs;
- g. Changes made to programs in order to better serve part-time and off-campus students;
- h. Internationalizing undergraduate programs and developing opportunities for student mobility;
- i. Transfer credits;
- j. Recommendations to various bodies for prizes, awards, medals and scholarships that fall under its jurisdiction;
- k. Development of an academic information and guidance system for the Faculty's undergraduate students.

2.2.2 Membership:

The Committee comprises the following members:

- a. Vice-Dean of Undergraduate Studies, as chair;
- b. A professor from each unit who supervises undergraduate programs (or a designated person) for a term of two years;
- c. One full-time undergraduate student, elected by the Faculty Council at its October meeting;
- d. 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 A majority of voting members constitutes a quorum.

2.3 Graduate Studies Committee

2.3.1 Mandate:

The Graduate Studies Committee is responsible for ensuring that graduate program quality meets the requirements of the Higher Education Quality Council of Ontario (HEQCO). It also oversees

recruitment and course offerings. The Committee reviews, comments on and makes recommendations to the Faculty Council concerning:

- a. Admission requirements for the Faculty's graduate programs;
- b. The structure, content and learning objectives of the Faculty's graduate programs;
- c. Admission requirements, structure, content and learning objectives of the interdisciplinary programs the Faculty participates in;
- d. The creation of new graduate programs;
- e. Implementation of policies to promote academic success and ensure a high quality student experience;
- f. Changes to graduate programs;
- g. The creation of new courses, including courses recommended following receipt of self-assessment reports of units that have undergone a cyclical review and those related to interdisciplinary programs the Faculty participates in;
- h. Internationalizing graduate programs and developing opportunities for student mobility;
- i. Together with the Vice-Dean of Research, introducing policies to ensure adequate funding is received for graduate students;
- j. Recruiting.

2.3.2 Membership:

The Committee comprises the following members:

- a. Vice-Dean of Graduate Studies, as chair;
- b. One professor (a graduate supervisor or designated representative) from each unit, for a term of two years;
- c. One student enrolled in a graduate studies program of the Faculty, elected by the Faculty Council at its October meeting;
- d. Administrator of Graduate Programs (non-voting member).

2.3.3 The Committee normally meets once a month during the academic year.

2.3.4 A majority of voting members constitutes a quorum.

2.4 Research Committee

2.4.1 Mandate:

The Research Committee is responsible for:

- a. Making recommendations to the Faculty Council related to:
 - i. Developing and updating the Faculty's research policy;
 - ii. Priorities for the allocation of Faculty operating funds for research;
- b. Making recommendations to the Executive Committee related to:
 - i. Annual budget forecasts for research and planning;
 - ii. Administration of funds allocated for research and publications.

2.4.2 Membership:

The Committee comprises the following members:

- a. Vice-Dean of Research, as chair;
- b. One member each from five different academic units elected by the Faculty Council, for a renewable term of three years;
- c. Senior Research Advisor (non-voting member).

2.4.3 Elections:

- a. Elections are held by secret ballot at a meeting of the Faculty Council, no later than September of each year;
- b. Terms of office are usually staggered so that there are no more than two positions to fill each year.

2.5 Faculty Teaching Personnel Committee

The composition and functions of the Faculty Teaching Personnel Committee (FTPC) are indicated in the collective agreement between the University of Ottawa and the APUO. The following provisions apply to the Faculty of Social Sciences:

2.5.1 The FTPC comprises five regular tenured professors;

2.5.2 No unit (department, school or institute) of the Faculty can 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 to fill vacant positions on the FTPC.

2.6 Executive Subcommittee on Academic Regulations

2.6.1 Mandate:

The Executive Subcommittee on Academic Matters performs the functions assigned by the Faculty Executive Committee under various academic regulations approved by the Senate, including:

- a. Regulation I-14 on academic fraud ;
- b. All other academic regulations or appeals processes approved by the Senate and that provide for the involvement of the Faculty's Executive Committee.

2.6.2 Membership :

The Committee comprises the following members:

- i. Dean, as chair;
- ii. Vice-Dean of Undergraduate Studies;
- iii. Vice-Dean of Graduate Studies;
- iv. Vice-Dean of Research;
- v. Vice-Dean of Governance and Internationalization;
- vi. The Faculty's Chief Administrative Officer (non-voting member);
- vii. Administrator of undergraduate programs, administrator of graduate programs and research manager (non-voting members).

2.6.3 Operations :

- a. During discussions in the Executive Subcommittee, the Vice-Dean of the unit involved does not have the right to vote;
- b. A majority of voting members constitutes a quorum.

2.6.4 The Committee normally meets every two weeks during the academic year.

BY-LAW 3

GOVERNANCE OF THE FACULTY'S ACADEMIC UNITS

Updated Version

*Approved by the Executive Committee on May 9, 2017,
the Faculty Council on May 23, 2017 and the Executive Committee of the Senate on
November 21, 2017*

The Faculty of Social Sciences comprises the following academic units:

- Department of Criminology
- Department of Economics
- School of Sociological and Anthropological Studies
- 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 Feminist and Gender Studies

3.1 Faculty of Social Sciences departments, schools and Institute of Feminist and Gender Studies

The term *academic unit* at the Faculty refers to its departments, schools and Institute of Feminist and Gender Studies.

3.2 General provisions

The provisions described in this section apply to all academic units of the Faculty, subject to the specific provisions in section 3.3.

3.2.1 Departmental or school assembly :

Each department or school is governed by a departmental assembly.

3.2.1.1 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 or school;
- b. Make recommendations to the Undergraduate Studies Committee and the Faculty Council on

- matters related to the Department's courses and programs;
- c. Formally establish its ongoing commitment to the interdisciplinary programs the Faculty participates in;
 - d. Make recommendations related to all strategic planning or other types of planning exercises at the unit;
 - e. Establish the academic orientation and priorities of the unit as well as the budget priorities and human resource requirements in accordance with the Faculty's priorities and mission;
 - f. Strike standing or ad hoc committees, as required, in order to ensure the sound management of the unit;
 - g. Establish the regulations and policies for its meetings as well as election procedures;
 - h. Review reports submitted by the unit's director and standing and ad hoc committees;
 - i. Review the unit's annual development plan and budget outline;
 - j. Meet at least five times a year.

3.2.1.2 Membership

The Departmental Assembly comprises the following members:

- a. Director of the department or school, as chair;
- b. Full-time regular professors, continuing special appointment professors, replacement or cross-appointed professors and chairholders (excluding adjunct or visiting professors and research fellows);
- c. Only regular full-time professors and continuing special appointment professors whose main affiliation is with the unit can vote on matters relating to the collective agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO);
- d. Under the collective agreement, up to two members of the Association of Part-time Professors of the University of Ottawa (APTPUO), in keeping with the agreement between the University of Ottawa and the APTPUO. These members must recuse themselves when the Assembly is dealing with matters relating to the APUO collective agreement;

- e. A certain number of full-time students registered in the department's programs and who must maintain full-time status during their term. At least 20% of these students must be registered in one of the unit's graduate programs. The number of elected students must not exceed seven nor be greater than one third of the total number of regular professors. The Assembly can determine the total number of student members and the breakdown. Student members must be excused when the Assembly is dealing with matters relating to the APUO collective agreement,
- f. The Administrative Assistant of the unit, as Assembly secretary (non-voting member);
- g. In the case of the Department of Criminology and the School of Social Work, the field placement coordinators, who are voting members except on matters relating to the APUO collective agreement.

3.2.1.3 Elections :

- a. APTPUO members are elected to the Departmental Assembly in accordance with procedures outlined in the APTPUO collective agreement.
- b. Procedure for electing student members:
 - i. The chair or director of the unit is responsible for ensuring that its student associations hold elections for the student members;
 - ii. Student members are elected to the Assembly for a renewable term of one year, which runs from October 1 to September 30 of the following year;
 - iii. The student associations must provide the chair or director with the names of the elected individuals.

3.2.1.4 Quorum

- a. A majority of voting members constitutes a quorum;
- b. From May 1 to September 30, student members are not counted when determining whether quorum has been met;
- c. Any members who miss two consecutive meetings without proper advance notice are not counted when determining whether quorum has been met until they have attended a subsequent meeting.

3.2.2 Director of a department or school. The director of a school also holds the title of Associate Dean.

3.2.2.1 Mandate:

The role and responsibilities of the director of a department or school are defined in the APUO collective agreement. In addition, and as authorized under the APUO collective agreement, the Director has the following responsibilities:

- a. Oversees the planning and cyclical reviews, according to the University's and Faculty's applicable regulations, in keeping with the provisions of any collective agreements in effect;
- b. Assigns teaching assistantships;
- c. Carries out other duties on behalf of the Faculty as assigned by the Dean.

3.2.2.2 Qualifications:

Candidates must meet the following requirements:

- a. Be an experienced regular professor, normally at the rank of associate or full professor;
- b. Has demonstrated the necessary administrative abilities and has a solid reputation in their area of expertise;
- c. Has an in-depth understanding of the department's policies, regulations and programs and is committed to pursuing the department's mission;
- d. Be bilingual (French and English, written and spoken);
- e. Has demonstrated outstanding leadership and excellent interpersonal skills.

3.2.2.3 Appointment procedure:

The procedure for appointing the director of a department or school is outlined in the APUO collective agreement.

3.2.2.4 Term:

The maximum term is five years, renewable for additional terms of three years. If the initial appointment is for a three-year term, it can be extended for two more years. In this case, the confirmation process will involve a consultation between the Dean and the regular members of the unit, as would be the case with appointing an interim director (refer to the APUO collective agreement).

3.2.3 Supervisors of undergraduate and graduate programs.

3.2.3.1 Mandate :

Program supervisors have the following responsibilities:

- a. Provide leadership for cyclical reviews and program development, in close collaboration with the Departmental Assembly and program committees;
- b. Implement the curriculum, in compliance with the University's and Faculty's academic regulations and policies and according to the guidelines established by the Departmental Assembly;
- c. Approve student course selections and any changes to the choices that may be required;
- d. Ensure students receive sound advice on their program and course selections;
- e. Work closely with the undergraduate and graduate studies academic secretariats of the Faculty and of the Graduate Studies Office;
- f. Promote the unit's undergraduate and graduate programs as well as the interdisciplinary programs in which the unit is involved;
- g. Coordinate graduate awards, if applicable;
- h. Prepare any cyclical review reports, as required;
- i. Carry out duties as assigned by the director;
- j. Program supervisors chair program committees;
- k. A graduate studies program supervisor is an ex officio member of the Faculty's Graduate Studies Committee; an undergraduate studies program supervisor is an ex officio member of the Faculty's Undergraduate Studies Committee.

3.2.3.2 Appointment procedure:

Program supervisors are appointed by the unit's Assembly upon recommendation of the director.

3.2.3.3 Term:

Term of office is two years, renewable.

3.2.4 Assistant director of a department or school:

If the duties so require, and in keeping with Faculty policies and procedures, the director of the unit can recommend to the unit's

Assembly the appointment of an assistant director.

3.2.4.1 Mandate:

- a. Act as a special advisor to the Director on matters related to the management of the School of Political Studies;
- b. Assist in the coordination of matters such as workloads of full-time and part-time professors, space, recruitment of new professors and cyclical reviews;
- c. Replace the Director during any absence, except as chair of the School's Teaching Personnel Committee;
- d. Hold office for a term of two years, renewable.

3.2.4.2 Appointment procedure:

Assistant directors are appointed by the unit's Assembly following internal consultations and upon recommendation of the director. The specific procedure is governed by the unit's by-laws.

3.2.5 Unit ad hoc or standing committees

Normally, each academic unit is required to strike an undergraduate studies committee, a graduate studies committee and a graduate admissions committee.

The Departmental Assembly determines the membership of these committees.

3.2.6 Unit management committee:

Each unit can strike a management committee.

3.2.6.1 Mandate :

The Management Committee acts as an advisory group to the Director on the unit in order to assist in the administration of the unit and its policies.

3.2.6.2 Membership :

Membership is determined according to the policies and regulations of the unit.

3.2.7 Undergraduate Studies Committee :

3.2.7.1 Mandate:

The Undergraduate Studies Committee is responsible for ensuring that program quality meets the requirements of the University and the Ontario Universities Council on Quality Assurance. Specific duties are:

- a. Oversee coordination of courses for the unit's various programs (content, evaluation, etc.);
- b. Prepare recommendations on changes to undergraduate programs for submission to the Departmental Assembly;
- c. Implementation of policies to promote academic success and enhance the student experience.

3.2.7.2 Membership:

Membership is determined according to the policies and regulations of the unit.

3.2.8 Graduate Studies Committee :

3.2.8.1 Mandate:

The Graduate Studies Committee is responsible for ensuring that program quality meets the requirements of the Ontario Council on Graduate Studies. More specifically, the Committee's duties are:

- a. Program planning, creating new courses, making changes to current programs;
- b. Updating brochures, manuals, evaluation or cyclical review reports;
- c. Consulting with students about programs;
- d. Implementing policies to promote academic success and ensure a high quality student experience.

3.2.8.2 Membership:

Membership is determined according to the policies and regulations of the unit, including when related to interdisciplinary programs or joint programs with another institution.

3.2.9 Graduate Admissions Committee :

3.2.9.1 Mandate:

Apply the admission policy set by the University and in accordance with the practices approved by the Departmental Assembly.

3.2.9.2 Membership:

Membership is determined according to the policies and regulations of the unit.

3.2.10 Teaching Personnel Committee of the department or school:

The units of the Faculty of Social Sciences may, if they choose, set up a Teaching Personnel Committee. The duties of this committee are set out in the collective agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

3.2.10.1 In order to abolish the Committee, a unit must hold a vote of its regular unionized faculty members.

3.2.10.2 In order to establish a Teaching Personnel Committee, a unit must hold a vote of its regular unionized faculty members. The Director carries out the mandate normally fulfilled by the Committee.

3.3 Specific provisions

Some units, due to their mission or responsibilities, have adopted specific provisions unique to their unit. The Faculty of Social Sciences recognizes this. The following provisions for specific units complement or, when in direct conflict, replace the general provisions listed above.

3.3.1 School of Political Studies

Board of Directors of the Centre on Governance:

3.3.1.1 Mandate:

- a. Ensure the development of the Centre's research activities;
- b. Members of the Board of Directors are appointed by the School Assembly upon recommendation of the Director;
- c. Hold office for a term of two years, renewable.

3.3.1.2 Membership:

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

3.3.1.3 Procedure for appointing the Director of the Centre:

- a. The Director of the Centre is appointed by the University's Administration Committee. The Vice-President, Research, strikes a committee to choose the Director;
- b. The members of the selection committee are Vice-President, Research, or delegate, as chair; Dean of the Faculty of Social Sciences; Dean of the Telfer School of Management; and at least two professors, with a minimum of one being chosen by the members of the Centre and the others chosen by the Vice-President, Research;
- c. The Director's term of office is three years, renewable only once.

3.3.2 **School of Psychology**

3.3.2.1 Assistant Director :

- a. Mandate:
 - Act as a special advisor to the Director on matters related to the management of the School of Psychology;
 - Assist in the coordination of matters such as workloads of full-time and part-time professors, space, the recruitment of new professors and cyclical reviews;
 - Replace the Director during any absence, except as chair of the School's Teaching Personnel Committee;
 - Sit as an ex officio member of the School Council, the Management Committee, the Committee for the Selection of New Professors and the Space

- Management Committee;
- Hold office for a term of two years, renewable.

b. Appointment procedure:

The Associate Director is appointed by the School Council following internal consultations and upon recommendation of the Director. The specific procedure is governed by the School's by-laws.

3.3.2.2 School of Psychology program directors: There are two program directors, one each for the experimental program and the clinical program:

a. General mandate:

- Provide leadership for cyclical reviews and program development, in close collaboration with the School Council and program committees;
- Implement the curriculum, in compliance with the University's and Faculty's academic regulations and policies;
- Approve student course selections and any changes to the choices that may be required;
- Ensure students receive sound advice on their program and course selections;
- Work closely with the graduate studies academic secretariats of the Faculty and of the Graduate Studies Office;
- Perform other duties assigned by the Director;
- Sit as ex officio member of the following bodies:
 - Management Committee of the School;
 - School Council;
 - Faculty Council;
 - Selection Committee for New Professors;
 - Space Management Committee.

b. Specific duties: Director of the Experimental Program

- Represent the program team as an ex officio member of the Faculty Council;
- Supervise and coordinate laboratory activities, including:
 - Supervising the technicians;
 - Monitoring space and equipment allocation, in

- Making recommendations to the Director and the Management Committee regarding staff and equipment requirements for the laboratories;
- Serving as ex officio member of the Graduate Studies Committee and the Graduate Admissions Committee.

c. Specific duties: Director of the Clinical Program

- Represent the program team as an ex officio member of the Faculty Council;
- Liaise with the School's internal and external training units, through the Practicum and Internships Coordinator. In this capacity, make recommendations to the appropriate individuals about:
 - Accreditation procedures for the units;
 - Evaluation criteria for the remuneration and performance of clinical supervisors;
 - Guidelines for evaluating the performance of student interns;
 - Guidelines for determining equivalencies for internship credits;
 - Placement procedures for student internships and practicums;
- Sit as an ex officio member of the Graduate Studies Committee and the Graduate Admissions Committee.

d. Appointment procedure :

The Program Director is appointed by the Director in accordance with the policies and regulations established by the School of Psychology.

e. Term :

The term of office is three years, renewable.

3.3.2.3 Practicum and Internship Coordinator :

a. General mandate:

- Oversee the clinical training components of the doctoral program in clinical psychology;

- Carry out duties in consultation with the Director of the Clinical Program, with whom final decisions rest;
- Deal with clinical training matters (the Director of the Clinical Program is always responsible for academic matters).

b Coordinator's role within committees :

- Sit as ex officio member of the Graduate Studies Committee's clinical program subcommittee;
- Sit as ex officio member of the Centre for Psychological Services' Clinical Training Committee;
- Sit as ex officio member and chair of the Professional Training Evaluation Committee.

c Appointment of the Coordinator :

Upon recommendation of 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.

d Term :

The Practicum and Internship Coordinator's term of office is three years, renewable.

3.3.2.4 Director of the Centre for Psychological Services:

The administration of the Centre for Psychological Services is the responsibility of a person, 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 authorized to practise psychology in Ontario (registered psychologist in Ontario).

a. Mandate:

- Oversee the clinical training components of the doctoral program in clinical psychology;
- Ensure the sound administration of the Centre by:
 - supervising and coordinating the work of the support staff;

- overseeing administration of the allocated budget;
- Preparing annual budget forecasts.
- In consultation with the Practicum and Internship Coordinator, oversee the training program for practicum students at the Centre by:
 - coordinating activities carried out by supervisors and consultants;
 - determining the distribution of trainees among supervisors and consultants;
 - ensure the efficiency, quality and ethic standards of client services;
 - preparing an annual report on the Centre's activities.

b. 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.

3.3.2.5 School Assembly

a. Mandate:

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

b. Membership:

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

3.3.2.6 School Council

a. Mandate :

- In accordance with the regulations and by-laws of the Faculty Council, 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 will:

- establish its own by-laws and regulations for conducting meetings and its own election procedures;
- strike a Management Committee and any standing or ad hoc committees required and determine their powers, duties and membership in accordance with Faculty Council and Senate regulations;
- make recommendations to the Undergraduate Studies Committee and the Faculty Council on matters related to all the School's undergraduate courses and programs;
- make recommendations to the Faculty Council, for approval by the Graduate Studies Office, regarding the School's graduate courses and programs;
- take measures necessary to ensure compliance with University regulations, the University of Ottawa Act, the regulations of the Board of Governors and the Senate and the regulations of the Faculty Council and the School Council;
- establish and recommend to the Faculty of Social Sciences a priority scale for the School's program development and budget forecasts;
- formally establish its ongoing commitment to the interdisciplinary programs in which the School is involved;
- review the key provisions of the School's budget to ensure it reflects the priorities of the Faculty and the School Council.

b. Membership (24 members)

- Director, as chair;
- Associate Director;
- Clinical, experimental and undergraduate program directors;
- Director of the Centre for Psychological Services;
- Eight full-time professors, elected by their peers;
- only regular full-time professors whose main affiliation is with the unit can vote on matters relating to the APUO collective agreement;
- Under the collective agreement, up to two APTPUO

members in keeping with the agreement between the University of Ottawa and the APTPUO. These members must be excused when the School Council is dealing with matters relating to the APUO collective agreement;

- Eight full-time students registered in the School's programs, as follows:
 - four graduate students elected by their peers, one of whom is to be the President of the Psychology Graduate Students' Association;
 - four undergraduate students elected by their peers, one of whom is to be the Vice-President, Academic Affairs;
- One member of the support and technical staff, elected by their peers (non-voting member).

c. Term of office of elected members:

Members are elected for a renewable term of one year, from October 1 to September 30.

d. Quorum :

- A majority of voting members constitutes a quorum;
- From May 1 to September 30, student members are not counted when determining whether quorum has been met;
- Any members who miss two consecutive Council meetings without proper advance notice are not taken into consideration when determining whether quorum has been met until they have attended a subsequent meeting.

3.3.2.7 Committee on Linguistic Orientation

a. 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 to "defend" the language rights of all members of the School of Psychology.

b. Membership :

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

3.3.2.8 Space Management Committee

a. Mandate :

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

b. Membership :

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

3.3.3 School of Social Work

3.3.3.1 Undergraduate Studies Committee

a. 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:

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

b. Membership:

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

3.3.3.2 Minor in Gerontology Program Committee

a. Mandate:

- Oversee coordination of courses offered by the

- program (content, evaluation, etc.);
- Prepare recommendations on changes to the program for the School Assembly;
- Implementation of policies to promote academic success and enhance student s experience;
- Act as the nomination committee for members who have not been employed in conjunction with the program;
- Organize outreach activities fro students in the program.

b. Membership:

- Program supervisor, who chairs;
- Director of the School of Social Work;
- One regular full-time professor of the School with a particular interest for social gerontology;
- All professors that have been employed in conjunction with the minor in gerontology program;
- One student invited in consultation with the students registered in the program.

3.3.3.3 Graduate Studies Committee

a. 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:

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

b. Membership:

Membership is determined based on policies and

regulations of the School.

3.3.4 Institute of Feminist and Gender Studies

3.3.4.1 Associate Director and Supervisor of Graduate Studies of the Institute.

a. Mandate:

- Provide leadership for cyclical reviews and program development, in close collaboration with the Assembly and Graduate Studies Committee;
- Implement the curriculum, according to the guidelines established by the assembly and in compliance with the University's academic regulations and policies;
- Approve student course selections and any changes to the choices that may be required;
- Ensure students receive sound advice on their program and course selection;
- Chair the Institute's Graduate Studies Committee;
- Plan and coordinate the Institute's research activities;
- Work closely with the graduate studies academic secretariats of the Faculty and of the Graduate Studies Office;
- Coordinate graduate scholarships;
- Review and approve dissertation and thesis proposals submitted by master's students;
- In consultation with the student's home department, appoint a reader for dissertations or recommend a reviewer for the thesis committee;
- Assign any research assistantships.

b. Appointment procedure:

The Assistant Director and Graduate Program Supervisor is appointed by the Institute's Assembly upon recommendation of 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.

c. Term:

Term of office is two years, renewable.

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

- a. At the University of Ottawa, the Joint Chair falls under the general supervision of the Institute, through its director.
- b. The day-to-day management of the Joint Chair is the responsibility of a joint administrative committee. The committee's main roles are to select the chairholder, determine objectives of the Chair and evaluate the chairholder. The Committee also negotiates the salary of the Joint Chair with the Vice-President, Academic and Provost, of the University of Ottawa and the Provost and Vice-President (Academic) of Carleton University.

BY-LAW 4

FACULTY EXECUTIVE

Updated Version

Approved at the Faculty of Social Sciences Faculty Council meeting on November 18, 2016 and the Executive Committee of the Senate on November 21, 2017

At the University of Ottawa, the heads of the faculties and their units are appointed pursuant to procedures established by the Board of Governors (*University of Ottawa Act, 1965, Part I, Section 11*). This by-law describes the procedures for making appointment recommendations and, where appropriate, provides the selection criteria and the key elements of the administrators' roles.

4.1 Dean of the Faculty of Social Sciences

4.1.1 Mandate:

- a. The Dean is the titular head of the Faculty. The Dean's main functions are determined by his or her dual role as Chair of the Faculty Council and Chief Executive Officer of the Faculty;
- b. As Chair of the Faculty Council, the Dean carries out his or her duties in accordance with the Senate and Faculty Council regulations. The Dean is also an ex officio member of all committees of the Faculty Council;
- c. As Chief Executive Officer of the Faculty, the Dean acts in compliance with the *University of Ottawa Act*, the regulations of the Board of Governors and the Faculty's regulations;
- d. More specifically, the Dean's responsibilities include:
 - preparing the Faculty's academic development plan and annual updates to the plan for submission to the Faculty Council;
 - 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. He or she includes its recommendations for priorities to be established between requests for additional material and human resources and changes being recommended to the academic development plan;
 - overseeing the daily administration of the Faculty budget approved by the Board of Governors,

- chairing the Faculty Teaching Personnel Committee (FTPC) and submitting to the Board of Governors the Committee's recommendations for appointments, contract renewals, promotions, various leaves and tenure. The Dean is required to also include a personal recommendation;
- acting as communication information officer between the Faculty and the rest of the University and, more specifically, for ensuring that faculty members are kept informed of the work and decisions of the Senate and its committees and of the Faculty Council and its committees;
- preparing an annual report on the Faculty's activities;
- carrying out any other duties as assigned.

4.1.2 Qualifications:

Candidates must meet the following requirements:

- a. Be an experienced regular professor of one of the Faculty's units; in the case of an external candidate, the appointment is conditional upon appointment of the candidate as a regular professor in one of the Faculty's units;
- b. Have a reputation as a highly regarded academic and university administrator;
- c. Have extensive knowledge and a deep understanding of the University's policies and regulations;
- d. Be bilingual (French and English, written and spoken);
- e. Have demonstrated outstanding leadership and skill in teaching, research, management and interpersonal relationships.

4.1.3 Appointment procedure:

The Dean is appointed in keeping with the process outlined in Procedure for Appointing a Dean, approved by the Joint Committee of the Senate and the Board of Governors, available at uOttawa.ca/administration-and-governance/procedure-for-the-appointment-of-a-dean.

4.1.4 Term:

The term is normally five years, renewable for one additional term of no more than five years.

4.2 Vice-Dean of Undergraduate Studies

The Vice-Dean of Undergraduate Studies assists the Dean in managing the Faculty. The Vice-Dean is also responsible for overseeing the activities of the Office of the Vice-Dean of Undergraduate Studies. The duties of the Vice-Dean include:

4.2.1 Mandate:

- a. Oversee the development, planning and coordination of the undergraduate programs;
- b. Chair the Faculty's Academic Fraud Committee;
- c. Coordinate management of alleged cases of academic fraud;
- d. Supervise the Faculty's undergraduate studies academic secretariat;
- e. Coordinate undergraduate-level academic activities, such as admissions, course catalogue content, course and examination timetables, requests for deferred examinations, review of marks, course withdrawals, procedures for reviewing marks and student complaints;
- f. Oversee the general timetables for courses and classrooms, subject to the University's regulations and procedures;
- g. Ensure information about academic awards and undergraduate scholarships is communicated to students and coordinate selection of recipients;
- h. Sit on the Council on Undergraduate Studies;
- i. Chair the Faculty's Undergraduate Studies Committee;
- j. Together with the Faculty's Chief Administrative Officer, ensure that the evaluation of teaching and courses is completed;
- k. Coordinate academic activities for faculty programs not affiliated with an academic unit;
- l. Carry out duties as assigned by the Dean.

4.2.2 Qualifications:

Candidates must meet the following requirements:

- a. Have demonstrated leadership and skill in teaching, research, management and interpersonal relationships;
- b. Have a demonstrated interest and proven abilities in academic administration and in matters relating to undergraduate and graduate students;

- c. Be a regular professor at the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. Be bilingual (French and English, written and spoken);
- e. Have knowledge of regulations and procedures related to university programs;
- f. Able to work effectively as a member of a team together with teaching and support staff as well as students.

4.2.3 Appointment procedure :

- a. The Vice-Dean of Undergraduate Studies is appointed by the Dean upon recommendation of the Selection Committee and following consultation with the members of the Faculty Council;
- b. The Selection Committee is made up of the Dean, directors of two of the Faculty's academic units elected by the Faculty's Executive Committee and one member selected by the Vice-President, Academic;
- c. Consultations with Faculty Council members occur as follows:
 - i. The Dean invites each member of the Faculty Council to provide the names of any individuals deemed qualified for the position of Vice-Dean of Undergraduate Studies.
- d. The Committee tasked with evaluating the candidates meets with each one and makes a recommendation to the Dean;
- e. The Dean officially advises the Faculty Council of his or her recommendation by communication the name of the successful candidate;
- f. The Dean advises Faculty staff of the successful candidate.

4.2.4 Term:

Term of office is three years, renewable only once. Renewal for a second term is decided by the Dean in consultation with the Executive Committee. The Dean officially advises the Faculty Council of his or her decision.

4.3 Vice-Dean of Graduate Studies

The Vice-Dean of Graduate Studies assists the Dean in managing the Faculty. The Vice-Dean is also responsible for overseeing the activities of the Office of the Vice-Dean of Graduate Studies.

4.3.1 Mandate :

- a. Oversee the development and planning of graduate programs;
- b. Supervise the Faculty's graduate studies academic secretariat;
- c. Coordinate graduate-level academic activities, such as admissions, course catalogue content, course and examination timetables and student complaints;
- d. Ensure information about academic awards and scholarships is communicated to graduate students and, if necessary, coordinate selection of recipients;
- e. Sit as an ex officio member of the Graduate Studies Committee and the Strategic Committee on Graduate and Postdoctoral Studies;
- f. Ensure the development of activities of an international nature at the graduate level;
- g. Ensure a high quality student experience;
- h. Chair the Faculty's Graduate Studies Committee;
- i. Carry out duties as assigned by the Dean.

4.3.2 Qualifications :

Candidates must meet the following requirements:

- a. Have demonstrated leadership and skill in teaching, research, management and interpersonal relationships;
- b. Have a demonstrated interest and proven abilities in administration;
- c. Be a regular professor at the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. Be bilingual (French and English, written and spoken);
- e. Have knowledge of the University's policies and regulations;
- f. Have the ability to work effectively as a member of a team with teaching and support staff as well as students.

4.3.3 Appointment procedure:

- a. The Vice-Dean of Graduate Studies is appointed by the Dean upon recommendation of the Selection Committee and following consultation with the members of the Faculty Council;
- b. The Selection Committee is made up of the Dean, directors of two of the Faculty's academic units elected by the Faculty's Executive Committee and one member selected by the Vice-President, Academic;
- c. Consultations with Faculty Council members occur as follows:
 - i. The Dean invites each member of the Faculty Council to provide the names of any individuals deemed qualified for the position of Vice-Dean of Graduate Studies;
- d. The Committee tasked with evaluating the candidates meets with each

- one and makes a recommendation to the Dean;
- e. The Dean officially advises the Faculty Council of his or her recommendation by communication the name of the successful candidate;
- f. The Dean advises Faculty staff of the successful candidate.

4.3.4 Term

Term of office is three years, renewable only once. Renewal for a second term is decided by the Dean in consultation with the Executive Committee. The Dean officially advises the Faculty Council of his or her decision.

4.4 **Vice-Dean of Research**

The Vice-Dean of Research assists the Dean in managing the Faculty. The Vice-Dean is also responsible for overseeing the activities of the Office of the Vice-Dean of Research.

4.4.1 Mandate:

- a. Promote research at the Faculty of Social Sciences;
- b. Increase dissemination and visibility of research;
- c. Develop research opportunities between the Faculty's academic units;
- d. Supervise operations of the research centres;
- e. Chair the Faculty's Research Committee and ensure implementation of the Faculty's research policy;
- f. Advise the Dean on all matters related to research activities;
- g. Promote the development of international research;
- h. Supervise the Faculty's research secretariat;
- i. Oversee the use of funds allocated for research and publications in the Faculty budget;
- j. Evaluate research support provided by the Faculty and the University and make related recommendations;
- k. Carry out duties as assigned by the Dean.

4.4.2 Qualifications:

Candidates must meet the following requirements:

- a. Have demonstrated leadership and skill in teaching, research, management and interpersonal relationships;
- b. Have a demonstrated interest and proven abilities in research development;

- c. Be a regular professor at the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. Be bilingual (French and English, written and spoken);
- e. Have knowledge of policies and procedures related to research at the University;
- f. Have the ability to work effectively as a member of a team with teaching and support staff.

4.4.3 Appointment procedure:

- a. The Vice-Dean of Research is appointed by the Dean upon recommendation of the Selection Committee and following consultation with the members of the Faculty Council;
- b. The Selection Committee is made up of the Dean, directors of two of the Faculty's academic units elected by the Faculty's Executive Committee and one member selected by the Vice-President, Research;
- c. Consultations with Faculty Council members occur as follows:
 - i. The Dean invites each member of the Faculty Council to provide the names of any individuals deemed qualified for the position of Vice-Dean of Research;
- d. The Committee tasked with evaluating the candidates meets with each one and makes a recommendation to the Dean;
- e. The Dean officially advises the Faculty Council of his or her recommendation by communication the name of the successful candidate;
- f. The Dean advises Faculty staff of the successful candidate.

4.4.4 Term

Term of office is three years, renewable only once. Renewal for a second term is decided by the Dean in consultation with the Executive Committee. The Dean officially advises the Faculty Council of his or her decision.

4.5 Vice-Dean of Governance and Internationalization

The Vice-Dean of Governance and Internationalization assists the Dean in managing the Faculty and in planning and evaluation activities by carrying out assigned duties. The Vice-Dean is responsible for overseeing the activities at the Office of the Vice-Dean of Governance and Internationalization.

4.5.1 Mandate:

- a. Liaise with the other faculties, the Senate and central administration on issues related to governance and strategic planning;

- b. Act as Faculty Secretary;
- c. With the Dean, the other vice-deans, unit directors and the Chief Administrative Officer, evaluate the Faculty's initiatives in terms of student experience, international activities and activities related to the francophonie;
- d. Carry out and draw up various exploratory analyses and develop performance indicators;
- e. With the Faculty's Chief Administrative Officer:
 - Ensure that the Faculty's regulations are reviewed and updated in accordance with the *University of Ottawa Act* and the *University Government*;
 - Assist the Dean in preparing Faculty Council and Executive Committee agendas;
 - Receive nominations for student representatives of the various Faculty committees and follow up with the Faculty Council;
 - Coordinate the Faculty election process.
- f. With the Head of International Field Training:
 - i. Implement and supervise international activities for students;
 - ii. Develop international activities for students.
- g. Sit as an ex officio member of the Senate;
- h. With the Dean, the other vice-deans, unit directors and the Chief Administrative Officer, make suggestions for implementing initiatives that are consistent with the strategic plan related to the student experience, international activities and the francophonie;
- i. Coordinate new initiatives or special projects at the Dean's request;
- j. Carry out duties as assigned by the Dean.

4.5.2 Qualifications:

- a. Has demonstrated leadership and skill in teaching, research, administration and interpersonal relationships;
- b. Have a demonstrated interest and proven abilities in academic administration and in matters relating to undergraduate and graduate students;
- c. Be a regular professor at the Faculty of Social Sciences, normally at the rank of associate or full professor;
- d. Be bilingual (French and English, written and spoken);
- e. Have knowledge of regulations and procedures related to university programs;
- f. Have the ability to work effectively as a member of a team with teaching and administrative staff as well as students.

4.5.3 Appointment procedure :

- a. The Vice-Dean of Governance and Internationalization is appointed by the Dean upon recommendation of the Selection Committee and following consultation with the members of the Faculty Council
- b. The Selection Committee is made up of the Dean, directors of two of the Faculty's academic units elected by the Faculty's Executive Committee and one member selected by the Vice-President, Academic
- c. Consultations with Faculty Council members occur as follows:
 - i. The Dean invites each member of the Faculty Council to provide the names of any individuals deemed qualified for the position of Vice-Dean of Governance and Internationalization;
- d. The Committee tasked with evaluating the candidates meets with each one and makes a recommendation to the Dean;
- e. The Dean officially advises the Faculty Council of his or her recommendation by communication the name of the successful candidate;
- f. The Dean advises Faculty staff of the successful candidate.

4.5.4 Term

Term of office is three years, renewable only once. Renewal for a second term is decided by the Dean in consultation with the Executive Committee. The Dean officially advises the Faculty Council of his or her decision.

4.6 Faculty Officer with Administrative Exclusion

The Dean selects one or more of the vice-deans to become the Faculty's officer(s) with administrative exclusion.

In the case of absence or unavailability of the Dean, one or more officers with administrative exclusion exercise the powers of the Dean. Should the office of dean become vacant, the office is filled by an officer with administrative exclusion until an interim dean or an administrator is appointed.

The Dean advises Faculty staff of the appointment(s).

The term of office of the Officer with Administrative Exclusion ends when a new dean assumes the position or the term of the vice-dean ends.