



UNIVERSITY OF TORONTO

COUNCIL OF THE LAWRENCE S. BLOOMBERG FACULTY OF NURSING

CONSTITUTION

1. DERIVATION OF AUTHORITY

The Council of the Lawrence S. Bloomberg Faculty of Nursing exercises its powers and duties under the provisions of the *University of Toronto Act 1971* as amended.

2. DEFINITIONS

In this Constitution and the accompanying By-laws:

- a. "Faculty" means Lawrence S. Bloomberg Faculty of Nursing and "Council" means the properly composed Council of the Lawrence S. Bloomberg Faculty of Nursing of the University of Toronto.
- b. "Teaching Staff" means a member of the Lawrence S. Bloomberg Faculty of Nursing who holds an academic appointment of 50% or more in the Lawrence S. Bloomberg Faculty of Nursing and who holds the title of Professor; Associate Professor; Assistant Professor, Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional), or Assistant Professor, Teaching Stream (conditional).
- c. "Administrative Staff" means an appointed staff member of the Lawrence S. Bloomberg Faculty of Nursing who is not a member of the Teaching Staff and who holds an appointment of 25% or more.
- d. "Undergraduate Student" means any student registered in a program of study leading to a degree, post-secondary diploma or for credit certificate in the Lawrence S. Bloomberg Faculty of Nursing who is not registered in the School of Graduate Studies.
- e. "Graduate Student" means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Lawrence S. Bloomberg Faculty of Nursing.
- f. "Alumnus/a" means anyone who has received a degree, post-secondary diploma, or for credit certificate from the Faculty, or who has completed

one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

- g. "External Stakeholder" means a teaching staff member of other faculties, schools, or departments in the University of Toronto; or staff of clinical agencies.

3. GENERAL POWERS, DUTIES AND RESPONSIBILITIES OF COUNCIL

Subject to the provisions of the *University of Toronto Act, 1971*, as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.

- a. Council shall determine its composition, and the number, composition and authority of its committees.
- b. Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
- c. Council plays an advisory role, tendering advice to the divisional administration.

4. SPECIFIC POWERS AND DUTIES OF COUNCIL

The specific power and duties of the Council are the following:

- a. Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at meetings
- b. Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.
- c. Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has the authority, be that in its decision-making capacity or in its advisory role, over recommendations brought forward by such committees.
- d. Council shall determine the standards of

admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.

- e. Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.
- f. Council shall consider the content, quality and requirements of the academic programs and courses of study which lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.
- g. Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of new academic programs.
- h. Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the *Policy on Certificates (For Credit and Not-for-Credit)*. These approvals shall be reported annually for information to the appropriate body of Governing Council.¹
- i. Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates.² All major modifications shall be reported annually for information to the appropriate body of Governing Council.
- j. Subject to the provisions of the above, Council may delegate its authority for the approval of

¹Definitions of Category 1 and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs.

²Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.

- k. Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council.

Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the *Policy on Academic Appeals within Divisions*.

- l. Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the *Policy on Interdisciplinary Education and Research Planning* and the *Guidelines for Extra-Departmental Units*.
- m. Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the University of Toronto Quality Assurance Process.
- n. Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.
- o. To consider and report to the Governing Council upon such matters affecting the Faculty as the Faculty sees fit.

5. POWERS, DUTIES AND RESPONSIBILITIES OF THE DEAN

- a. Council recognizes that the Dean exercises powers under the authority of the *Policy on Appointment of Academic Administrators* which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.”
- b. While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources.
- c. The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
- d. The Dean shall advise Council of the resource implications of proposed academic policies.
- e. The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
- f.

6. TERM AND QUORUM OF OFFICE

- a. The term of office for the Council shall be from July 1 – June 30.
- b. The term of office for Council Committees shall be September 1 - August 31st
- c. The quorum for a meeting of Council shall be one-third of the voting members from Constituencies 1 to 5 (see Section 7). This number will be determined each year.

7. MEMBERSHIP OF THE COUNCIL The membership of the Council shall be composed of
(voting unless otherwise noted):

Constituency 1 (Faculty ex officio):

- i. The Dean of the Faculty
- ii. The Associate Deans of the Faculty
- iii. The Assistant Dean(s) of the Faculty
- iv. Chief Administrative Officer of the Faculty
- v. The Registrar of the Faculty
- vi. The President of the Nursing Undergraduate Student Society
- vii. The President of the Graduate Nurses Student Union
- viii. The President of the Alumni Association

Constituency 2 (Teaching Staff):

all Teaching staff

Constituency 3 (Elected Administrative Staff):

one member elected by and from the Administrative Staff

Constituency 4 (Elected Student Representatives):

- i. one Undergraduate Student
- ii. one Graduate student

Constituency 5 (External Stakeholders):

- i. one Emeritus Professor
- ii. Up to two External Stakeholders
- iii. Up to two University or TASHN partners

Constituency 6 (University ex officio):

- i. The President of the University, or designate
- ii. The Vice-President and Provost, or designate
- iii. The Dean of the School of Graduate Studies, or designate
- iv. The University Librarian, or designate

8. OFFICERS

CHAIR

- a. The Council shall elect at its final meeting, from among its members for that year who will be continuing members, a Chair and a Vice-Chair for the succeeding year.
- b. The chair shall preside at all meetings of the Council for the term of office of the new Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting. The Chair shall be a non-voting member of the Council.

SECRETARY

The Secretary of Council shall be appointed by the Dean in consultation with the chair. The Secretary shall be a non-voting ex officio member of Council.

9. MEETINGS

- a. Council shall meet at least three times in each academic year.
- b. Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.
- c. A special meeting may be called by the Chair of the Council, the Dean of the Faculty of Nursing, or upon the written request of six members of the Council, and shall be convened within ten days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one week prior to the meeting.
- d. Normally, items requiring a vote of Council will be distributed to members not less than one week prior to a meeting.
- e. Unless otherwise provided for, all questions that come before Council shall be decided by a simple majority of members present, either in person or via telephone or other electronic means.
- f. Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.
- g. Meetings of Council shall be open to the public

except when matters of a confidential nature may be discussed. The Faculty Council will then move *in camera*.

**MEETINGS BY TELEPHONE OR
OTHER MEANS OF SIMULTANEOUS
OR INSTANTANEOUS
COMMUNICATION**

- a. Normally, it is expected that members attend Council meetings in person. At the discretion of the Chair however, members who are unable to attend in person may participate in that meeting by such means of telephone or other communication technology that permit all members to communicate simultaneously and instantaneously. Members participating in such a meeting by such means are deemed to be present at the meeting. For those meetings, or portions thereof, held in closed session or *in camera*, it is expected that members participating by such means of telephone or other communication facilities will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.
- b. In such cases, a University meeting room will be provided for members of the public who wish to hear the proceedings of the open session of the meeting. For these meetings, or portions thereof, held in closed session or *in camera*, it is expected that members will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.

10. BY-LAWS

- a. The procedures of Council will be set forth in the By-Laws of Council.
- b. The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.

11. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

12. AMENDMENT

- a. The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council. Voting shall take place at a regularly constituted meeting to which there has been 14 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
- b. The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been 14 days' notice of the proposed amendment.

Amended and approved by Faculty Council on November 24, 2004 and approved by the Executive Committee of the Governing Council on April 20, 2005.

Amended and approved by Faculty Council on 21st March, 2012 and approved by the Executive Committee of the Governing Council on May 7, 2012.

Amendments recommended for approval by Faculty Council to the Academic Board on November 1, 2017; approved by the Academic Board on January 25, 2018; and confirmed by the Executive Committee of the Governing Council on February 6, 2018.

