

## MEMBERSHIP AND POWERS OF THE FACULTY COUNCILS AND THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

---

### Table of contents

Membership of the Council of the Faculty of Arts and Science  
Membership of the Council of the Gina Cody School of Engineering and Computer Science  
Membership of the Council of the Faculty of Fine Arts  
Membership of the Council of the John Molson School of Business  
Powers of the Faculty Councils  
Membership and powers of the Council of the School of Graduate Studies

---

### MEMBERSHIP OF THE COUNCIL OF THE FACULTY OF ARTS AND SCIENCE

- a) **Chair**
- Dean of the Faculty of Arts and Science (votes only in the event of a tie)
- b) **Secretary and/or Recording Secretary of Council (non-voting)**
- c) **Ex-officio (with voting privileges)**
- President and Vice-Chancellor
  - Provost and Vice-President, Academic Affairs
  - Vice-President, Research and Graduate Studies
  - Associate Deans of Arts and Science
- d) **Voting members**
- One full-time faculty member elected from each Department and College in the Faculty to serve as its representative to Council for a three-year term; in the event that the elected member from these units cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a written notice is given to the Secretary in advance of the meeting.
  - Two part-time faculty members, teaching in Arts and Science, nominated by CUPFA and ratified by Council
  - Eight undergraduate students, nominated by ASFA (or the Concordia Student Union in such years where ASFA is not active) and ratified by Council. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Arts and Science.
  - Two graduate students, nominated by the GSA and ratified by Council
- e) **Non-voting members**
- University Librarian, or delegate
  - Registrar, or delegate

- Dean of the School of Graduate Studies, or delegate
- One full-time faculty member elected by the Council of the John Molson School of Business
- One full-time faculty member elected by the Council of the Faculty of Engineering and Computer Science
- Administrative Directors of the Faculty of Arts and Science reporting to the Dean

*As approved by the Board of Governors on June 9, 1977.*

*And amended by the Board of Governors February 8, 1979; October 11, 1979; November 20, 1980; December 18, 1980; February 19, 1981; June 21, 1981; December 15, 1983; October 17, 1985; February 18, 1987; April 19, 1989; December 18, 1996; November 19, 1997; March 17, 1999; June 16, 1999; October 18, 2007; January 12, 2012.*

## **MEMBERSHIP OF THE COUNCIL OF THE GINA CODY SCHOOL OF ENGINEERING AND COMPUTER SCIENCE**

### **Chair**

The Dean of the Gina Cody School of Engineering and Computer Science shall be the Chair of the Council. The Chair can vote in case of a tie.

### **Voting Members**

The President and Vice-Chancellor

The Provost and Vice-President or delegate

The Associate Deans of the Gina Cody School of Engineering and Computer Science

The Chair/Director of each academic unit within the School

Four (4) full-time faculty members from each academic unit, with the following exceptions: one (1) each from the Centre for Engineering in Society, and the Department of Chemical and Materials Engineering. All memberships are for a two-year term.

One (1) part-time faculty member, elected according to the School Elections Procedures for a two-year term.

One (1) undergraduate student from each department with an accredited undergraduate program, nominated by the Engineering and Computer Science Students' Association, each for a one-year term.

The President of the Engineering and Computer Science Students' Association, for a one-year term.

The Vice-President Academic from the Engineering and Computer Science Students' Association, for a one-year term.

Three (3) graduate students nominated by the Engineering and Computer Science Graduate Association according to their bylaws, for a one-year term.

### **Non-voting Members**

The Dean of Graduate Studies or delegate  
The University Librarian or delegate  
The Registrar or delegate  
Secretary of Council  
Recording Secretary of Council

### **Observers**

Principal Director of Development of Advancement and Alumni Relations  
Executive Director or delegate of the Center for Continuing Education  
Director or delegate for the Institute of Co-operative Education  
Communications Advisor  
Manager, Students Academic Services  
Finance and Planning Officer  
Manager, Planning and Operations Facilities

*As approved by the Board of Governors on October 11, 1973.*

*And amended by the Board of Governors on December 13, 1973, January 10, 1974, May 8, 1975; January 8, 1976, June 10, 1976, May 12, 1977; May 10, 1979; November 20, 1980; December 18, 1980; January 20, 1983; November 16, 1988, May 15, 1991; May 21, 1997; November 19, 1997; March 17, 1999; December 9, 2015; October 24, 2018*

---

## **MEMBERSHIP OF THE COUNCIL OF THE FACULTY OF FINE ARTS**

### Chair & Secretary

Dean of the Faculty of Fine Arts (votes only in the event of a tie)  
Secretary and/or recording Secretary of Council (non-voting)

### Voting members

#### Ex-Officio

President and Vice-Chancellor  
Provost and Vice-President, Academic Affairs  
Vice-president Research & Graduate Studies  
Associate Deans of Fine Arts  
Department Chairs

#### Elected or Nominated members

One faculty member elected from each department with at minimum four full-time continuing members (tenure track or ETA) for a three year term. In the event that the elected member from these units cannot attend a Council meeting, a delegate may be appointed with speaking and voting privileges, provided that a written notice is given to the secretary in advance of the meeting.

Three part-time members teaching in Fine Arts, nominated by CUPFA and ratified by Council. Every effort should be made to ensure that the members chosen reflect the diverse constituency of Fine Arts.

One staff member, elected by the staff of the Faculty of Fine Arts for a three year term.

Five undergraduate students, nominated by FASA and ratified by Council. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Fine Arts.

Two graduate students, nominated by the GSA and ratified by Council.

Non-voting members

Dean, School of Graduate Studies, or delegate

Registrar, or delegate

University Librarian, or delegate

Communications Advisor, or delegate

Administrative Directors of the Faculty of Fine Arts reporting directly to the Dean

*As approved by the Board of Governors on March 13, 1975.*

*And amended by the Board of Governors on February 10, 1977; January 15, 1981; May 21, 1981; January 15, 1987; May 24, 1989; February 15, 1995; December 17, 1997; March 18, 1998; March 17, 1999; November 15, 2000; October 18, 2007; April 16, 2014.*

---

**MEMBERSHIP OF THE COUNCIL OF JOHN MOLSON SCHOOL OF BUSINESS**

**CHAIR**

The Dean shall chair the Council and vote in the event of a tie

Secretary/Recording Secretary (non-voting member)

**VOTING MEMBERS**

**Ex-officio members**

President

Provost and Vice-President, Academic Affairs

Vice-President, Research and Graduate Studies or delegate

University Librarian or delegate

Registrar or delegate

All Associate Deans

Director, Assessment and Accreditation

All Department Chairs

**Elected members**

Three full-time faculty members from each Department (2-year term)

Two full-time staff representatives (2-year term)  
One part-time faculty representative (2-year term)  
Two graduate student representatives (JMGSA) (1-year term)  
Eight undergraduate student representatives (CASA) (1-year term)

*As approved by the Board of Governors on October 11, 1973.*

*And amended by the Board of Governors on November 8, 1973; February 12, 1976; October 11, 1979; October 20, 1983; October 18, 1984; May 29, 1985; April 16, 1987; April 19, 1989; February 14, 1990; December 16, 1992; November 17, 1993; March 17, 1999; June 16, 1999; March 15, 2000; November 14, 2001; April 12, 2007; January 23, 2019.*

---

### **POWERS OF THE FACULTY COUNCILS**

Each Faculty Council shall have power to:

1. establish committees, and delegate any of its responsibilities to committees; receive, consider, and act upon the reports of its committees;
2. consider and recommend to Senate, or in the case of graduate programs, to the Council of the School of Graduate Studies:
  - i. any changes, additions or deletions in the curriculum for degrees, certificates or diplomas offered within the Faculty;
  - ii. any changes, additions or deletions in honours, major or any Programs offered within the Faculty;
  - iii. any changes, additions or deletions in course offerings within the Faculty;
3. decide on students' requests for exemption from the academic regulations. The Faculty Council shall submit annually to Senate a report on the disposition of students' requests;
4. recommend to Senate, or in the case of graduate programs, to the Council of the School of Graduate Studies, the list of candidates for the conferment of degrees, certificates and diplomas;
5. grant Faculty awards;
6. recommend to Senate on the granting of other awards when called upon to do so;
7. recommend to Senate on the establishment, consolidation or discontinuance of departments;
8. appoint Faculty representatives to University committees when called upon to do so;

9. appoint Faculty representatives to Senate;
10. make recommendations to Senate concerning the composition of the Faculty Council;
11. make any recommendations it sees fit to Senate or to the appropriate University administrators;
12. establish procedures for the conduct of its affairs.

*As approved by the Board of Governors on September 6, 1973.*

*And amended by the Board of Governors on November 19, 1981 and November 20, 1991.*

---

## **MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF GRADUATE STUDIES**

### **MEMBERSHIP**

#### **Non-voting members**

The Dean of Graduate Studies shall be the Chair of the Council

The President and Vice-Chancellor - Honorary Chair

The Vice-President, Research and Graduate Studies

The Provost and Vice-President, Academic Affairs

The University Librarian or delegate

The Council Secretary

The Associate Vice-President, Strategy and Operations

The Associate Vice-President, International

The University Registrar or delegate

The Vice-Provost, Teaching and Learning

#### **Voting members**

The Associate Deans of the School of Graduate Studies

A member of the decanal team involved in graduate studies, from each Faculty, appointed by the Dean of the Faculty

Three faculty members involved in graduate studies from the Faculty of Arts and Science, representing the sciences, the humanities and the social sciences, each appointed for a three-year term by Faculty Council

Three faculty members involved in graduate studies from the John Molson School of Business, each appointed for a three-year term by Faculty Council

Three faculty members involved in graduate studies from the Faculty of Engineering and Computer Science, each appointed for a three-year term by Faculty Council

Three faculty members involved in graduate studies from the Faculty of Fine Arts, each appointed for a three-year term by Faculty Council

Three graduate students, each appointed for a one-year term by the Graduate Students' Association, each from a different Faculty

Three graduate Program directors, nominated by the School of Graduate Studies and ratified by Council (one must be the Director of the Individualized Program or Humanities Program)

One Postdoctoral fellow (elected through a process to be monitored by the School of Graduate Studies)

## **POWERS**

The Council of the School of Graduate Studies shall have the power to:

1. establish committees, and delegate any of its responsibilities to committees; receive, consider and act upon the reports of its committees;
2. consider, approve and recommend to Senate:
  - i. the establishment and implementation of any program of graduate studies by any academic unit;
  - ii. the modification or discontinuance of any program of graduate studies by any academic unit;
  - iii. the awarding of graduate degrees;
3. establish university-wide standards and procedures for admission to graduate programs;
4. establish university-wide standards and procedures for graduation from graduate programs;

5. establish university-wide standards and procedures for the evaluation of all graduate work, including theses, reports, projects and comprehensive examinations;
6. establish university-wide standards and policies which ensure that graduate program directors, graduate supervisors, instructors and tutors for graduate courses have the requisite qualifications and experience;
7. establish any other university-wide standards for graduate programs that the Council deems appropriate;
8. establish policies, procedures and mechanisms for:
  - i. promoting interdisciplinary, multidisciplinary or inter-university graduate programs; and
  - ii. managing those graduate programs of an interdisciplinary, multidisciplinary or inter-university dimension, which are under the supervision of the School of Graduate Studies;
9. establish rules and procedures governing requests for exemption from academic regulations. Such rules and procedures take precedence, with respect to graduate students, over similar rules and procedures established by Faculty Councils. The Council and the School shall submit an annual report to Senate on the disposition of exemption requests;
10. establish procedures for the conduct of its own affairs;
11. make recommendations to Senate concerning the following matters:
  - i. the composition of the Council of the School of Graduate Studies;
  - ii. the establishment of graduate fellowships and bursaries;
  - iii. the establishment of post-doctoral Programs;
  - iv. the conduct of periodic academic appraisals of all graduate Programs;
  - v. priorities and directions for the development of graduate studies at Concordia University.

*As approved by the Board of Governors on September 6, 1973.*

*And amended by the Board of Governors on October 11, 1973, May 8, 1975; June 9, 1977; December 18, 1980; May 24, 1989; November 20, 1991; May 15, 1996; June 18, 1997; June 16, 1999; June 21, 2012.*