

## MEMBERSHIP AND POWERS OF THE FACULTY AND SCHOOL COUNCILS

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

#### **a) Chair**

- Dean of the Faculty of Arts and Science (FAS). The Chair can vote in case of a tie.

#### **b) Voting members**

##### Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research, Innovation, and Impact or delegate
- Vice-Dean of the FAS
- Associate Deans of the FAS
- Unit head of each academic unit in the FAS to serve as its representative to Council; if the Unit head cannot attend, a delegate may be appointed with advanced written notice to the Secretary of Council.

##### Elected or nominated members

- Two part-time faculty members teaching in Arts and Science, nominated by CUPFA and ratified by Council, each appointed for a two-year term.
- Eight FAS undergraduate students nominated by the Arts and Science Federation of Associations (ASFA) (or the Concordia Student Union in such years where ASFA is not active) and ratified by Council, each appointed for a one-year term. Every effort should be made to ensure that the students chosen reflect the diverse constituency of Arts and Science.

- Two FAS graduate students, nominated by the Graduate Student Association (GSA) and ratified by Council, each appointed for a one-year term.

**c) Non-voting members**

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar 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 Gina Cody School of Engineering and Computer Science
- One full-time faculty member elected by the Council of the Faculty of Fine Arts
- Director of the Institute for Co-operative Education or delegate
- Administrative Directors of the FAS reporting to the Dean
- FAS Senior Communications Advisor
- Faculty Affairs Officer
- Secretary of Council

*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; June 16, 2022 and June 19, 2025.*

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

**a) Chair**

- Dean of the Faculty of Fine Arts (FOFA). The Chair can vote in case of a tie.

**b) Voting members**

Ex-Officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research, Innovation, and Impact or delegate
- Associate Deans of the FOFA
- Department Chairs of the FOFA

### Elected or nominated members

- One faculty member elected from each department and ratified by Council with, at minimum, four full-time continuing members (tenure-track or ETA), each appointed 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 faculty members teaching in Fine Arts, nominated by CUPFA and ratified by Council, each appointed for a two-year term. Every effort should be made to ensure that the members chosen reflect the diverse constituency of the FOFA.
- One staff member elected by the staff of the FOFA and ratified by Council, appointed for a three-year term.
- Five undergraduate students nominated by FASA and ratified by Council, each appointed for a one-year term. Every effort should be made to ensure that the students chosen reflect the diverse constituency of the FOFA.
- Two graduate students nominated by the GSA and ratified by Council, each appointed for a one-year term.

### **c) Non-voting members**

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Communications Advisor, FOFA
- Secretary of Council
- Recording Secretary of Council

*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; June 16, 2022 and June 19, 2025.*

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

### **a) Chair**

- Dean of the Gina Cody School of Engineering and Computer Science (GCS). The Chair can vote in case of a tie.

### **b) Voting members**

#### Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research, Innovation, and Impact or delegate
- Associate Deans and Special Advisors of the GCS
- Chair/Director of each academic unit within the GCS

#### Elected or nominated members

- Four full-time faculty members from each academic unit, with the following exceptions: one each from the Centre for Engineering in Society and the Department of Chemical and Materials Engineering. Representatives are elected according to the GCS Elections Procedures for a two-year term and are ratified by Faculty Council.
- One part-time faculty member elected according to the GCS Elections Procedures, for a two-year term.
- One 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.
- The Vice-President Academic from the Engineering and Computer Science Students' Association.
- Three graduate students nominated by the Engineering and Computer Science Graduate Association according to their By-Laws, for a one-year term.

### **c) Non-voting members**

- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Secretary of Council

- Recording Secretary of Council

**d) Observers**

- Principal Director of Development, GCS
- Executive Director of Concordia Continuing Education or delegate
- Director of the Institute for Co-operative Education or delegate
- Communications Manager, GCS
- Manager, Students Academic Services, GCS
- Senior Faculty Financial Officer, GCS
- Manager, Planning and Operations, Facilities, GCS
- Director, Academic Information Technology Services
- Senior Advisor, Strategic Initiatives and Special Projects
- Academic Personnel Administrator

*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; June 16, 2022 and June 19, 2025.*

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

**a) Chair**

- Dean of the John Molson School of Business (JMSB). The Chair can vote in case of a tie.

**b) Voting members**

Ex-officio members

- President and Vice-Chancellor
- Provost and Vice-President, Academic or delegate
- Vice-President, Research, Innovation, and Impact or delegate
- Dean of Graduate Studies or delegate
- University Librarian or delegate
- University Registrar or delegate
- Associate Deans of the JMSB
- Department Chairs of the JMSB

### Elected or nominated members

- Three full-time faculty members from each department, appointed by the department for a two-year term.
- Two full-time staff representatives, appointed in accordance with the faculty elections procedures for a two-year term.
- One part-time faculty representative, appointed by CUPFA for a two-year term.
- Two graduate student representatives appointed by the JMGSa for a one-year term.
- Eight undergraduate student representatives appointed by the CASA for a one-year term.

### **c) Non-voting members**

- Secretary of Council
- Recording Secretary of Council

*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; June 16, 2022 and June 19, 2025.*

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

Each Faculty Council 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 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 or the School;
  - ii. any changes, additions or deletions in honours, major or any programs offered within the Faculty or the School;
  - iii. any changes, additions or deletions in course offerings within the Faculty or the School;
3. decide on students' requests for exemption from the academic regulations;

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 full-time Faculty representatives to Senate;
10. appoint full-time Faculty representative to the Board of Governors;
11. make recommendations to Senate concerning the composition of the Faculty Council;
12. make any recommendations it sees fit to Senate or to the appropriate University administrators; and
13. 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; November 20, 1991; June 16, 2022.*

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## **MEMBERSHIP AND POWERS OF THE COUNCIL OF THE SCHOOL OF HEALTH**

### **MEMBERSHIP**

#### **a) Chair**

- Dean of the School of Health (SoH). The Chair can vote in case of a tie.

#### **b) Voting members**

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor\*
- Provost and Vice-President, Academic\*
- Vice-President, Research, Innovation, and Impact\*
- Associate Deans of the SoH

### Elected or nominated members

- Four full-time faculty members who are members of SoH under the Concordia University Researcher category, other than the Associate Deans, with one member from each academic faculty (FAS, FOFA, GCS, JMSB) appointed for a three-year term. In line with the University's commitment to EDI and decolonization, every effort shall be made to have representation from equity-deserving groups.
- One part-time faculty member with health-related expertise, nominated by CUPFA and ratified by Council, each appointed for a two-year term.
- Three Directors of Concordia University's institutional research centres and platforms, each appointed for a three-year term and whose nomination shall be ratified by the SoH Council.
- Two doctoral students working in a health-related field, each appointed by the Graduate Students' Association for a two-year term.
- One postdoctoral fellow working in a health-related field, chosen through a process monitored by the School of Graduate Studies for a two-year term.

### **c) Non-voting members**

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

### **POWERS**

The Council of the School of Health 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 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 School;
  - ii. any changes, additions or deletions in honours, major or any programs offered within the School; and
  - iii. any changes, additions or deletions in course offerings within the School.



3. decide on students' requests for exemption from academic regulations;
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 School of Health awards;
6. recommend to Senate the granting of other awards when called upon to do so;
7. recommend to Senate the establishment, consolidation or discontinuance of academic units;
8. appoint SoH members to University committees when called upon to do so;
9. make recommendations to Senate concerning the composition of the School of Health Council;
10. make any recommendations it sees fit to Senate or to the appropriate University administrators; and
11. establish procedures for the conduct of its affairs.

*As approved by the Board of Governors on June 16, 2022; and June 19, 2025.*

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

### **MEMBERSHIP**

#### **a) Chair**

- Dean of Graduate Studies. The Chair can vote in case of a tie.

#### **b) Voting members**

Ex-officio members (members marked with an asterisk are voting members who do not count for quorum)

- President and Vice-Chancellor – Honorary Chair\*
- Provost and Vice-President, Academic\*
- Vice-President, Research, Innovation, and Impact \*
- Associate Deans of the School of Graduate Studies

### Elected or nominated members

- A member of the decanal team involved in graduate studies, from each Faculty and the School of Health, appointed by the relevant Dean
- Three tenured or tenure-track 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 tenured or tenure-track faculty members involved in graduate studies from the John Molson School of Business, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track faculty members involved in graduate studies from the Gina Cody School of Engineering and Computer Science, each appointed for a three-year term by Faculty Council.
- Three tenured or tenure-track 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, each nominated for a two-year term 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, appointed for a one-year term and elected through a process to be monitored by the School of Graduate Studies.

### **c) Non-voting members**

- University Librarian or delegate
- University Registrar or delegate
- Vice-Provost, Innovation in Teaching and Learning
- Secretary of Council
- Recording Secretary of Council

### **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;
- 10. establish procedures for the conduct of its own affairs; and
- 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; June 16, 2022 and June 19, 2025.*