Constitution

School of Computing Science
Simon Fraser University

January 2023

Contents

1 Mission Statement

The School of Computing Science seeks to serve citizens of the provincial, national, and international communities through excellence in Computing Science research and education. Within this framework, the School affirms its commitment to the following principles:

- To advance the state of the art in both theoretical and applied Computing Science through a strong research program of international standing.

- To provide an outstanding and flexible program of undergraduate Computing Science education.

- To provide an internationally respected program of graduate education in Computing Science.

To achieve these priorities, we undertake in particular the following:

- Commitment to quality graduate and undergraduate education within a collegial academic community of faculty and students.

- Recognition of the experimental and interdisciplinary nature of Computing Science by actively encouraging flexible innovative programs of scholarship and research.

- Commitment to encourage and provide a hospitable environment for the underrepresented and for minorities.

- Public service by the School to the larger community of British Columbia via excellence in cooperative education and industry collaboration.

2 Structure of the School

2.1 Members of the School

The School of Computing Science includes:

- **Faculty.** Research Faculty: instructors, assistant professors, associate professors, professors, practitioner faculty; Teaching Faculty: lecturers, senior lecturers, university lecturers, laboratory instructors.

- **Staff.** Administrative staff, Technical Support staff.

- **Students.** Graduate and undergraduate students currently enrolled in Computing Science programs.

- **Affiliated Members.** Professors emeriti/ae, university research associates, post-doctoral fellows, associate members, adjunct professors, visiting faculty, sessional instructors, Student Affairs and Co-op staff for Computing Science programs, students currently enrolled in Computing Science courses.

2.2 Structure of the School

The chief legislative body of the School is School Council which consists of Computing Science Faculty and representatives of the Staff and Student groups. Most legislation must be passed by School Council. (See Sections 3.1 and 3.2.)

The School is administered by an Executive Committee consisting of administrative officers and senior staff members of the School. (See Section 4.2.)

Most policy and curriculum legislation is formulated by Standing Committees and Special Committees. (See Sections 5 and 6.)

2.3 Guiding Principles

The governance of the School is based on the principles of consensus, openness, transparency, and respect for all views.

Committees represent the School as a whole. Committees are expected to consult widely in the School and to make recommendations that have broad support in the School. Committees should strive to make decisions and recommendations that are based on consensus, both within the committee and in the School.

When there is a conflict between this constitution, school policy, or curriculum legislation, and the policies and procedures of the University, the policies and procedures of the University shall prevail.

3   School Council

3.1   Terms of Reference

School Council is the primary legislative body of the School. All legislation involving policy and curriculum must be passed by School Council except when stated otherwise in this constitution.

All members of the School are entitled to attend meetings of School Council. All members in attendance at a meeting of School Council may participate fully in discussion and debate. Voting is restricted to members of School Council.

3.2   Membership

School Council consists of:

- Faculty as defined in Section 2.1.

- The Senior Manager, Strategic and Program Planning representing the Administrative staff.

- The Manager of Research and Instructional Computing representing the Technical Support staff.

- One representative and one alternate representative of the undergraduate students in the School of Computing Science selected by the Computing Science Student Society in consultation with the Software Systems Student Society.

- One representative and one alternate representative of the graduate students in the School of Computing Science selected by the Computing Science Graduate Students Association.

3.3   Preparation for Meetings

- Regular meetings of School Council are called by the Director with at least two weeks notice.

- Any member of School Council may give notice of motion.

- Any motion concerning policy, budget, or curriculum can only be placed on the agenda of a meeting by giving at least one week notice of motion, including the exact wording of the proposed motion.

- An agenda item with the written support of at least five faculty members of School Council, with notice of at least one week, should be placed on the agenda of the meeting if possible. If the agenda item is not placed on the meeting agenda, then it must be placed on the agenda of the following meeting.

- The chair of a meeting shall establish an agenda for the meeting, including any notices of motion received at least one week before the meeting, and shall publish the agenda at least one week before the meeting.

- The chair of a meeting shall ensure that the minutes of previous meetings are available before the meeting.

- An exceptional meeting of School Council can be called by the Director or by any five members of School Council to consider an urgent item of business. The rules for exceptional meetings are the same as for regular meetings except that only 72 hours notice is required and the agenda is restricted to the item of business for which the meeting was called.

3.4 Conduct of Meetings

Quorum

- The quorum for School Council meetings is 50% of the members of School Council.

Chair

- Meetings of School Council are normally chaired by the Director, or by a person designated by the Director. The chair for an exceptional meeting of School Council that is not called by the Director is chosen by School Council.

Agenda

- Any member of School Council in attendance at a meeting may propose amendments of the agenda.

Adjournment

- The chair of a meeting shall set a nominal time for adjournment.

- Upon reaching the nominal time of adjournment, the chair shall declare the meeting adjourned at the request of any member present.

- A request for adjournment is only in order if no other motion is pending.

- The chair may declare a meeting adjourned when the end of the written agenda has been reached.

Moving and Seconding

- Any member of School Council in attendance at a meeting may move a motion.

- Motions that do not appear on the agenda with proper notice, and which do not concern policy, budget, or curriculum issues, may be accepted at the discretion of the chair of the meeting.

- Motions need not be seconded unless a call for a seconder is made from the floor immediately upon announcement of the motion. If a call for a seconder is made and no seconder is forthcoming, the chair shall declare the motion withdrawn.

- A motion may be withdrawn by the mover of the motion. A withdrawn motion may be reintroduced by any member of School Council in attendance at the meeting.

Amendment

- A motion to amend the main motion may be made and debated.

- An amendment must be substantially in the same spirit as the original motion.

- A proposed amendment may be accepted by the original mover of the motion (friendly amendment).

- During debate on an amendment, an amendment to the amendment may only be made with concurrence of the original amender and cannot be debated.

- Once an amendment has been accepted, passed, or defeated, the main motion is open to further amendment.

Deferral

- During debate on a motion or its amendment, a member of School Council may make a motion to defer consideration of the main motion with instructions for its further consideration.

- Instructions for deferral may include referral to a committee or subcommittee, postponement of consideration to a future date, or other similar actions.

- In exceptional circumstances, the instructions for deferral may specify a vote by ballot.

- Amendment of the instructions for deferral may be proposed and debated under the rules for amendments above.

- If a motion of deferral has been debated and fails, further motions of deferral for the main motion may only be considered at the discretion of the chair of the meeting.

Closing Debate

- The chair may set a time limit for debate on a motion.

- Upon recognition of the chair, a member of School Council may "call the question," that is, to move that debate on the current motion be closed and a vote called thereon.

- The motion to close the debate shall be put to an immediate vote without debate.

Question of Privilege or Point of Order

- At any point, a member of School Council may raise a question of privilege or point of order.

- The chair shall make a determination on the question of privilege or point of order, possibly after asking for advice from the assembly.

- The member may appeal the decision of the chair, in which case the appeal shall be put to a vote without debate.

Voting

- Voting during meetings shall normally be conducted by show of hands.

- Unless stated otherwise, a motion shall pass whenever the votes in favour exceed the votes opposed.

- The chair of a meeting shall not normally vote unless the chair's vote will either create a tie or break a tie.

- Proxy votes are not permitted.

3.5 Ballots

- Votes by ballot are conducted electronically.

- Votes conducted by ballot are required for constitutional amendments, election of the Tenure and Promotion Committee, ratification of the Faculty Search Committee, demonstrated support for candidates recommended for appointment by the Faculty Search Committee, and election or ratification of candidates for the positions of Director, Associate Director, and Director of an academic program in the School.

- Votes by ballot on other matters can be called by the Director or by resolution of School Council and must specify who is entitled to vote.

- The deadline for receipt of ballots shall be at least one week after the date that the ballots are distributed, except the deadline for votes of demonstrated support shall be at least two working days after the ballots are distributed.

- The results of ballots conducted by School Council, including the number of eligible voters, the votes in favour, and the votes opposed, shall be announced in a timely manner.

4 Executive Committee

4.1 Terms of Reference

The Executive Committee is responsible for the administration of the School. In addition, this committee serves as an advisory committee to the Director of the School.

4.2 Membership

The Executive Committee is chaired by the Director of the School and includes the Associate Director of Academic Administration, the Associate Director of Research and Industry Relations, the Director of Graduate Programs, the Director of Undergraduate Programs, the Director of Software Systems Program, the Director of Master of Science in Professional Computer Science Program, the Senior Manager, Strategic and Program Planning, and the Manager of Research and Instructional Computing.

4.3 Director

The Director (also called School Director) is the senior administrator of the School appointed under the terms and conditions of the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement.*

The search process for a School Director is initiated by the current Director who notifies the School and the Dean of Applied Sciences at least thirteen months before the end date of the term of the current Director. If the current Director also indicates interest in being considered for renewal and no other internal candidates indicate interest in being considered for School Director, then the current School Director shall present a vision statement at a meeting of School Council followed by a ratification vote as described below. Otherwise, the School should choose between a Full Search and an Internal Search and initiate the search process at least one year before the end date of the term of the current Director.

A Full Search that includes internal and external candidates requires approval of the Vice-President, Academic and is conducted by a Search Committee under the terms and conditions of the Collective Agreement. For an Internal Search, a Search Committee that includes at least three continuing faculty members of School Council shall be formed in consultation with the current Director and the Dean of Applied Sciences. For both Full and Internal Searches, the Dean is the chair of the Search Committee and the majority of Search Committee members must be continuing faculty members of School Council.

The Search Committee shall solicit nominations for School Director after consultation with the School regarding the qualities and attributes needed for leadership of the School. The Search Committee shall identify one or more candidates and each candidate shall present a vision statement at a meeting of School Council. The Search Committee shall then solicit feedback from the School. If there is more than one candidate, then the Search Committee shall conduct a poll of the continuing faculty members of School Council by ranked ballot. Based on the feedback and the poll, if any, the Search Committee shall identify a candidate for ratification.

The appointment of a new School Director or renewal of the term of the current School Director must be ratified by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

Responsibilities

- **Administration.** The Director is responsible for overall administration and implementation of School, Faculty, and University policies and decisions insofar as they affect the School.

- **Leadership.** The Director is responsible for ensuring that the School is aware of the opportunities and challenges that face it and for leading democratic decision-making processes to address these concerns.

- **Representation.** The Director represents the School in all matters except those specifically delegated to another member of the School in this Constitution. The Director may delegate the responsibility to represent the School in some matter to any member of School Council.

- **Management.** The Director is responsible for the overall management of the School's human and capital resources and their effective deployment to meet the teaching, research, and administrative needs of the School.

- **Planning.** The Director is responsible for the overall coordination of planning activities of the School with respect to major teaching, research, and facility initiatives.

Delegation of Responsibilities

- Certain specific responsibilities assigned to the Director are delegated to other members of the Executive Committee as described in the sections of this constitution for those administrators. Subject to the approval of School Council, the Director may delegate other specific responsibilities to any member of School Council.

- During a period of absence of the Director of more than two days, the Director shall delegate responsibilities to an Acting Director.

Power to Act

- The Director has discretionary power to make policy and other major decisions without recourse to School Council when time is of the essence. However, all such actions should be reported immediately to School Council and must be reviewed and ratified by a meeting of School Council within one month.

- If the Director refuses to implement a decision of School Council, the Dean of the Faculty may, upon request and specific instruction by resolution of School Council, assume the Director's responsibility with respect to this decision or delegate that responsibility to another faculty member of the School.

4.4   Associate Director of Research and Industry Relations

The Associate Director of Research and Industry Relations is appointed by nomination of the School Director in consultation with the School, followed by ratification by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

Responsibilities

- **Research Resources.** The Associate Director supports research initiatives and funding applications including peer review and collaboration with Faculty and University research officers.

- **Research Activities.** The Associate Director organizes research activities such as colloquia, distinguished lecturer series, and research days.

- **Industry Relations.** The Associate Director supports industry engagement, entrepreneurship opportunities, and research partnerships with external entities.

- **Publicity and Promotion.** The Associate Director oversees publicity and promotion of research including award nominations, news stories, social media, webpages, research events, and industry events.

- **Liaison.** The Associate Director is the principal contact and liaison concerning the above responsibilities.

- **Capital Resources.** The Associate Director manages and allocates laboratory and faculty office space and oversees research infrastructure including technical support.

Delegation of Responsibilities The Associate Director may delegate specific responsibilities to subcommittees, or to other members of School Council in consultation with the School Director.

4.5 Associate Director of Academic Administration

The Associate Director of Academic Administration is appointed by nomination of the School Director in consultation with the School, followed by ratification by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

Responsibilities

- **Teaching Resources.** The Associate Director is responsible for long term planning of course offerings, course schedules, teaching assignments, and enrolment management for the undergraduate and graduate programs of the School. The Associate Director is responsible for hiring temporary instructional staff.

- **Instructional Support.** The Associate Director provides instructional support including support for specific courses, lecture observations, academic integrity, teaching awards, and quality of teaching assistant support.

Delegation of Responsibilities. The Associate Director may delegate specific responsibilities to subcommittees, or to other members of School Council in consultation with the School Director.

4.6 Director of Graduate Programs

The Director of Graduate Programs (also called Graduate Director) is appointed by nomination of the School Director in consultation with the School, followed by ratification by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

The Director of Graduate Programs oversees the operations of the graduate programs within the School, develops and implements policies and measures to achieve strategic goals and initiatives of the School for graduate programs, and chairs the School of Computing Science Graduate Programs Committee. Many of the following responsibilities may be delegated to subcommittees and members

of the Graduate Programs Committee, or to other members of School Council in consultation with the School Director, but the responsibility remains with the Director of Graduate Programs.

Responsibilities

- **Admissions.** The Graduate Director is responsible for graduate recruiting and admissions.

- **Graduate Student Progress.** The Graduate Director monitors all aspects of graduate student progress including academic milestones, progress reports, satisfaction of calendar requirements, and grade approval. The Graduate Director is also responsible for graduate student orientation and support, and handles complaints involving graduate students.

- **Curriculum.** The Graduate Director is responsible for graduate course offerings including new course proposals, calendar entries, course and program modifications, selection of graduate course offerings, and infrastructure for graduate courses.

- **Financial Support.** The Graduate Director is responsible for ranking and recommending graduate students for scholarships, fellowships, and awards.

- **Committees.** The Graduate Director, or faculty members designated by the Graduate Director, chair thesis defences and academic milestone examinations such as Ph.D. depth examinations, and represent the School at meetings of the Faculty of Applied Sciences Graduate Studies Committee.

- **Publicity and Promotion.** The Graduate Director oversees publicity and promotion of the graduate programs including news stories, social media, and webpages.

- **Liaison.** The Graduate Director is responsible for maintaining communication with the Computing Science Graduate Students Association (CSGSA) and other graduate student groups.

4.7 Director of Undergraduate Programs

The Director of Undergraduate Programs (also called Undergraduate Director) is appointed by nomination of the School Director in consultation with the School, followed by ratification by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

The Director of Undergraduate Programs oversees the operations of the undergraduate programs within the School, develops and implements policies and measures to achieve strategic goals and initiatives of the School for undergraduate programs, and chairs the School of Computing Science Undergraduate Programs Committee. Many of the following responsibilities may be delegated to subcommittees and members of the Undergraduate Programs Committee, or to other members of School Council in consultation with the School Director, but the responsibility remains with the Director of Undergraduate Programs.

Responsibilities

- **Admissions.** The Undergraduate Director is responsible for standards of admission and appeals concerning admission to undergraduate programs and courses.

- **Undergraduate Student Progress.** The Undergraduate Director is responsible for grade approvals, transfer credits, appeals, and complaints involving undergraduate students.

- **Curriculum.** The Undergraduate Director is responsible for undergraduate course offerings including new course proposals, calendar entries, course and program modifications, and distance education courses. The Undergraduate Director is also responsible for undergraduate programs such as specialist programs and joint programs.

- **Financial Support.** The Undergraduate Director is responsible for ranking and recommending undergraduate students for scholarships, fellowships, and awards.

- **Committees.** The Undergraduate Director, or a faculty member designated by the Undergraduate Director, represents the School at meetings of the Faculty of Applied Sciences Undergraduate Curriculum Committee.

- **External Relations.** The Undergraduate Director, or a faculty member designated by the Undergraduate Director, is the School liaison with high schools and colleges and is responsible for exchange programs.

- **Liaison.** The Undergraduate Director is responsible for liaison concerning joint programs and for maintaining communication with the Computing Science Student Society (CSSS) and other undergraduate student groups.

4.8 Director of Software Systems Program

The Director of Software Systems Program is appointed by nomination of the School Director in consultation with the School, followed by ratification by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

The Director of Software Systems Program oversees the operations of the Software Systems Program and develops and implements policies and measures to achieve strategic goals and initiatives of the School at the Surrey campus.

Responsibilities

- **Administration.** The Director of Software Systems Program, in collaboration with the Associate Director of Academic Administration, is responsible for the effective deployment of teaching resources for the academic programs of the School at the Surrey campus including course offerings, enrolment management, and course scheduling.

- **Curriculum.** The Director of Software Systems Program, in collaboration with the Undergraduate Director, is responsible for the Software Systems curriculum including new course proposals, course and program modifications, and capstone projects.

- **Representation.** The Director of Software Systems Program is responsible for ensuring that the School is aware of the opportunities and challenges that face it at the Surrey campus and for representing the School in matters specific to the Surrey campus.

- **Publicity and Promotion.** The Director of Software Systems Program oversees publicity and promotion of the Software Systems Program including scholarship and award nominations, news stories, social media, webpages, and attendance at coop and industry events.

- **Liaison.** The Director of Software Systems Program is the principal contact and liaison concerning the above responsibilities and is responsible for maintaining communication with the Software Systems Student Society (SSSS).

Delegation of Responsibilities. The Director of Software Systems Program may delegate specific responsibilities to other members of School Council in consultation with the School Director.

4.9 Director of Master of Science in Professional Computer Science Program

The Director of Master of Science in Professional Computer Science Program (also called MPCS Director) is appointed by nomination of the School Director in consultation with the School, followed by ratification by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting.

The MPCS Director oversees the operations of the MPCS Program and develops and implements policies and measures to achieve strategic goals and initiatives of the School for the MPCS Program.

Responsibilities

- **Admissions.** The MPCS Director is responsible for recruiting and admissions to the MPCS Program.

- **Management.** The MPCS Director oversees the allocation of teaching resources, manages the co-op program, and handles appeals and complaints for the MPCS Program.

- **Curriculum.** The MPCS Director is responsible for MPCS course offerings including new course proposals, calendar entries, and course and program modifications.

- **Financial Support.** The MPCS Director is responsible for ranking and recommending MPCS students for scholarships, fellowships, and awards.

- **Publicity and Promotion.** The MPCS Director oversees publicity and promotion of the MPCS Program including news stories, social media, events, and webpages.

- **External Relations.** The MPCS Director is responsible for liaison with advisory boards and industry partners.

Delegation of Responsibilities. The MPCS Director may delegate specific responsibilities to other members of School Council in consultation with the School Director.

4.10 Senior Manager, Strategic and Program Planning

The Senior Manager, Strategic and Program Planning supports the development and implementation of short and long-term teaching, research, development, administrative, financial, recruitment, and public relations strategies, planning activities, and projects for the School. The Senior Manager prepares the School's budget in collaboration with the School Director. The Senior Manager provides logistical and research support to the School. The Senior Manager supervises the School's Administrative staff.

4.11 Manager, Research and Instructional Computing

The Manager, Research and Instructional Computing is responsible for the School's information technology and communication infrastructure and for technical, administrative, and financial planning related to the technologies used by the School. The Manager is responsible for all aspects of systems analysis and provides technical support, leadership, and direction to technical support and administrative staff and faculty. The Manager provides logistical and research support to the School. The Manager supervises the School's Technical Support staff.

5 Standing Committees

5.1 General Principles

- All meetings of standing committees are open to all members of School Council except the Tenure and Promotion Committee and the Faculty Search Committee which are restricted to members of those committees. All members in attendance at a meeting may participate fully in discussion and debate. Voting is restricted to committee members.

- The schedules of open meetings of standing committees shall be available to all members of School Council.

- The chair of a standing committee may restrict attendance at a meeting or during part of a meeting when sensitive material or matters of personal privacy are involved.

- The quorum for standing committee meetings is two-thirds of the voting members of the committee.

- All standing committees shall keep minutes. The minutes of meetings of the Tenure and Promotion Committee and the Faculty Search Committee are not made public. The chairs of all other standing committees shall ensure that the minutes of previous meetings are available in a timely manner.

- All other rules in the sections for School Council meetings entitled **Preparation for Meetings** and **Conduct of Meetings** apply to standing committee meetings except when explicitly stated otherwise in this constitution or in SFU Policies and Procedures. A standing committee can adopt informal rules and procedures for its meetings at the discretion of the chair of the committee as long as these rules and procedures agree in spirit with the rules and procedures for School Council meetings.

- The memberships of Standing Committees are normally decided annually by the Director in consultation with the Executive Committee, except the Tenure and Promotion Committee which is elected. Graduate and undergraduate student representatives to Standing Committees are selected by the Computing Science Graduate Students Association and the Computing Science Student Society, respectively.

5.2 Tenure and Promotion Committee

Terms of Reference

The Tenure and Promotion Committee deals with tenure, promotion, and renewal cases and advises the Director on biennial salary reviews. In exceptional circumstances, the Director may refer other matters concerning instructional personnel to this committee.

Membership

The Tenure and Promotion Committee consists of the Director who is chair of the committee and six faculty members elected by ballot by the continuing faculty members of School Council who are entitled to vote according to the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement*. The composition of the committee must be consistent with the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement*.

Procedures

The University procedures for the Tenure and Promotion Committee, requirements for renewal, tenure, and promotion, and criteria for evaluating performance are contained in the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement*. Additional procedures and criteria for evaluating performance that are specific to the School are contained in the document *Criteria for Tenure, Promotion, and Salary Review* which is provided to all faculty members of School Council.

5.3   Faculty Search Committee

Terms of Reference

The Faculty Search Committee is responsible for the recruiting and hiring of tenure-track Research Faculty (instructors, assistant professors, associate professors, professors), and Teaching Faculty (lecturers, senior lecturers, university lecturers, laboratory instructors). The procedures of the committee must be consistent with the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement.*

Membership

The Faculty Search Committee is chaired by the Director of the School and includes at least five additional faculty members of School Council chosen by the Director in consultation with the Executive Committee. The composition of the committee must be consistent with the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement.* The membership of the committee must be ratified by ballot by the continuing faculty members of School Council. Ratification requires approval by more than 50% of those voting. All members of the committee are voting members.

Parameters of Search

The Faculty Search Committee is responsible for advertising new faculty positions. The qualifications required of the applicants, including areas of research, should be decided by the committee after consultation with the School.

Recommendations and Voting

The search process must be open and transparent, the Search Committee must keep the School informed of the progress of the search, and the Search Committee must solicit input from the School on all shortlisted candidates.

The committee should endeavour to recommend a single candidate for each position by consensus after broad consultation with the School. If the committee cannot make a recommendation that is supported by at least 60% of all committee members or if it recommends that no offer be made, then the Director must refer the matter to School Council.

Demonstrated support for candidates recommended for appointment by the Faculty Search Committee is required before a formal offer can be made. Demonstrated support by ballot by the continuing faculty members of School Council requires approval by more than 50% of those voting.

5.4   Graduate Programs Committee

Terms of Reference

The Graduate Programs Committee formulates policies for the graduate programs in the School and is responsible for the graduate curriculum. The committee reviews applications for admission to the graduate programs, advises the Director of Graduate Programs on the awarding of scholarships, fellowships, and awards, and is responsible for ensuring that all students meet degree requirements.

Membership

The Graduate Programs Committee includes the Director of Graduate Programs who is chair of the committee, and at least five additional tenure-track faculty members. The Computing Science Graduate Students Association may also contribute one representative and one alternate representative to this committee.

5.5   Undergraduate Programs Committee

Terms of Reference

The Undergraduate Programs Committee formulates policies for the undergraduate programs in the School, develops new programs, and is responsible for the undergraduate curriculum including joint programs, specialist programs, and exchange programs. The committee advises the Director of Undergraduate Programs on the awarding of scholarships, fellowships, and awards.

Membership

The Undergraduate Programs Committee includes the Director of Undergraduate Programs who is chair of the committee, and at least five additional faculty members of School Council. The Computing Science Student Society may also contribute one representative and one alternate Representative to this committee in consultation with the Software Systems Student Society.

6 Other Committees and Liaisons

6.1 Special Committees

- Special committees can be formed by the Director or by resolution of School Council by specifying the terms of reference and membership. Additional rules governing the committee and a fixed time period may also be specified. A special committee may be dissolved by the Director or by School Council, whichever formed the committee. If a fixed time period is specified, then the committee is dissolved at the end of the time period unless its mandate is renewed by the Director or by School Council, whichever formed the committee.

- If a special committee is formed without specifying a chair, then the first order of business of the committee is to elect a chair.

- All other rules governing standing committees also apply to special committees unless explicitly stated otherwise when the committee is formed.

6.2 School Representatives and Liaisons

- The Graduate Director or faculty members designated by the Graduate Director represent the School on the Faculty of Applied Sciences Graduate Studies Committee.

- The Undergraduate Director or faculty members designated by the Undergraduate Director represent the School on the Faculty of Applied Sciences Undergraduate Curriculum Committee and on committees for joint programs.

- The Undergraduate Director or faculty members designated by the Undergraduate Director serve as liaisons with high schools and colleges.

- The Director, Dual Degree Programs represents the School on all matters related to the undergraduate and graduate Dual Degree Programs.

- The Library Liaison represents the School on all matters related to the SFU Library.

- Faculty members are called upon from time to time to represent the School or the Faculty of Applied Sciences on faculty-level and university-level committees including Senate, Senate committees, and the Faculty College.

7 Constitutional Amendments

- Amendments to this constitution may be proposed upon petition of five faculty members of School Council to the Director of the School.

- Upon receipt of an amendment petition, the Director must make the proposed amendment publicly available and must call a meeting of School Council to discuss the amendment. At least two weeks notice of the meeting must be given.

- After the School Council meeting, the Director shall meet with the faculty members who proposed the amendment to determine the final form of the proposed amendment to be put forward for ratification, if any.

- Constitutional amendments require the approval of at least 60% of the continuing faculty members of School Council by ballot.

- The constitution shall be reviewed, amended and approved, within five years of the previous review.

8 Notes

These notes are not part of the Constitution. Some of the interpretive notes emphasize new policies and changes from past practice. Others provide additional explanations of points in the Constitution that may be subtle, implicit, or complex. In some cases, interpretive notes summarize the discussions or debates that preceded the adoption of certain items in the Constitution or the rationale for certain items or choices or wordings. The intent is to provide some of the context in which choices were made. Interpretive notes for constitutional amendments are also included.

The date (1999) at the beginning of a paragraph identifies notes from the original February 1999 constitution. A more recent date at the beginning of a paragraph indicates the date of a constitutional amendment. Minor changes of wording that do not alter meaning and corrections of typographical errors are not noted here.

References to SFU Policies, such as A 13.04 or GP 1, are to the policies that were current in 1999 or at the time of an amendment. Since 2014, some of these policies have been superseded by the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement*. References, such as CA 1, CA 1.2, and CA 1.2.1, are to articles and sub-articles of the Collective Agreement that was current at the time of an amendment.

All references to SFU Policies in the 1999 Constitution were removed in 2022 and are only referenced explicitly in these notes. All subsequent references to SFU Policies and to the Collective Agreement only appear in these notes. The intent is to avoid the need for constitutional amendments resulting from changes to SFU Policies and the Collective Agreement that do not change the Constitution.

The interpretive notes are followed by the original Faculty Search Committee legislation that was passed by the School in February 1998, and the interpretive notes that accompanied that legislation.

8.1 Interpretive Notes

Section 1

1. (1999) This is a slightly modified version of the mission statement that was drafted during the 1990 School retreat.

Section 2.1

1. (1999) The University defines "faculty" to be "tenured and tenure-track faculty, and laboratory instructors and lecturers with appointments of longer than one year". This is the definition of faculty that has been used in this constitution. Note, particularly, that the descriptions of committee memberships, and voting privileges on School Council, committees, and ballots, use this definition of "faculty."

2. (2022) Section 2.1 has been re-organized and expanded to identify the four categories of members of the School and to clarify the distinction between "Member of the School" and "Member of School Council". The first paragraph of Section 2.2 and Section 3.2 have been modified to reflect these changes. Also see the notes for Sections 3.1 and 3.2.

3. (2022) The definition of "faculty" has been updated based on the definition of "bargaining unit" (CA 1.2, 1.3, 1.4) and other articles in the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement*. Note that term faculty with appointments longer than one year are included. The voting and participation rights of some categories of faculty are restricted. There are no restrictions for research and teaching faculty (CA 35.66)

with continuing appointments who may participate fully in all school, faculty, and university activities including Senate, Board of Governors, TPC elections and membership, and votes of demonstrated support, with the exception that laboratory instructors may not serve on TPCs (CA 35.65). Continuing practitioner faculty may participate fully in all school, faculty, and university activities including TPC elections and votes of demonstrated support (CA 37.30), but membership on a TPC is an augmentation of the TPC membership (CA 37.26, also see notes for Section 5.2). Term faculty with appointments longer than one year may participate fully in all school, faculty, and university activities, but may not serve on TPCs or participate in TPC elections and votes of demonstrated support. This applies to term lecture (CA 35.67), term practitioner (CA 37.31), and term research (CA 38.10) faculty. The participation of term faculty with appointments of one year or less (CA 35.68, CA 38.11) and University Research Associates (R 50.01) in school, faculty, and university activities requires approval of the supervisor.

Section 2.3

1. (1999) The second paragraph of the Guiding Principals is from the *Principles and Structure of Faculty Search Committees* legislation which was passed by the School by ballot in February 1998. The paragraph has been moved from Section 5.3 on Faculty Search Committees to this section and now applies to all committees including Faculty Search Committees. The first paragraph of Section 2.3 is from the notes which accompanied the *Principles and Structure of Faculty Search Committees* legislation. It has been included as an expression of philosophy about the way that the School conducts its business.

Sections 3.1, 3.2

1. (2022) The meaning of the second paragraph of Section 3.1 is that School Council meetings are open meetings. Section 3.2 states that staff are represented on School Council by their managers. Staff may be invited by their managers to attend School Council meetings as resource people. Also see the notes for Section 5.1.

Sections 3.2, 3.3, 3.4

1. (2022) The term "voting member" has been replaced by "member of School Council" to clarify that "Voting is restricted to members of School Council" as stated in Section 3.1.

Section 3.2

1. (1999) Staff have two representatives on School Council. The idea of elected staff representatives was considered, but the Structure Committee decided instead to name the representatives for several reasons. The committee felt that all members of the Executive Committee should be voting members of School Council. Since our two senior staff members are on the Executive Committee and have responsibility for much of the day-to-day operation of the School, it seems natural that they should represent the staff on School Council. The Structure Committee recognized the possibility of a conflict of interest between responsibilities to represent staff interests and responsibilities as members of the Executive Committee, but felt that the chance of such a conflict of interest arising in School Council business is too remote to be of concern.

2. (2022) This section has been updated to reflect the changes made in Section 2.1.

3. (2022) The Coordinator of Academic Programs and Services position has been replaced by the Senior Manager, Strategic and Program Planning position. Also see the notes for Section 4.2.

4. (2023) The Computing Science Student Society may now select an alternate undergraduate representative to School Council. Both representatives may attend meetings and participate in discussion and debate but only one vote will be counted. The Software Systems Student Society should be part of the selection process. The purpose of the change is to encourage the representation of all undergraduate student groups. A similar change has been made for graduate students to encourage the representation of all graduate student groups.

Section 3.3

1. (1999) The frequency of School Council meetings has been left unspecified. We could specify the frequency as "monthly except possibly during the summer" or "at least once each semester." However, any reasonable interpretation of "regular" would be at least once per semester.

2. (2022) The term "voting member" has been replaced by "member of School Council" or "committee member" throughout this constitution to clarify the voting privileges of attendees of meetings.

3. (1999) In many cases, notices of meetings will be sent by e-mail to the members of the School who are entitled to attend the meetings. Notice by e-mail is considered to be an acceptable method of notice. Similar comments apply to the distribution and availability of minutes of meetings; minutes will normally be available by e-mail or in a file, directory, or web page.

4. (2023) A mechanism to include items on School Council meeting agendas has been added. This mechanism is intended for items, such as discussion topics, that are not motions. If there is not time on the agenda for the item, then it must be included on the agenda of the following meeting.

5. (2023) The agenda of a meeting of School Council must now be available one week before the meeting.

6. (2022) The minutes of meetings of School Council must now be available before the beginning of the next meeting.

7. (2022) The point about the format in which notices of meetings and motions and minutes are distributed was deemed to be overly prescriptive and has been deleted.

8. (1999) Exceptional meetings are intended to be "emergency" meetings, so a short time limit for notice of meeting has been specified. Note that the normal rules for quorum and passing motions still apply.

Section 3.4

1. (1999) The design goal for these rules of order was to streamline the conduct of meetings by removing unnecessary parts of Robert's Rules while retaining the overall structure and deadlock prevention mechanisms.

2. (1999) The 50% quorum for a meeting includes all voting members, including members who are absent or on study leave.

3. (1999) Approval of the agenda is not required. There is explicit provision of a mechanism to amend the agenda if necessary.

4. (1999) Approval of the minutes of the previous meeting is not required. Minutes will normally be available electronically so corrections can be made without wasting meeting time.

5. (1999) The intent of the items concerning motions (in the section **Moving and Seconding** and also several points of Section 3.3) is that 'major' legislation requires proper notice to appear on the agenda of a meeting (and to be put to a vote) but motions which are not major and not controversial (e.g., a motion to send thanks) can still be moved at a meeting without notice.

6. (1999) Seconders are not required for any motion, but can be requested. The purpose of seconders is to ensure that there is support for a motion from someone other than the mover of the motion. This is usually obvious and calling for a seconder for every motion is a waste of time. However, if it is suspected that there is no support for a motion, anyone can demand a seconder. If there is no seconder, then the motion dies, so the intended purpose of seconders is retained.

7. (1999) Approval of the original seconder of a motion, if any, is not required for an amendment. The requirement of this approval serves no useful purpose that we could determine. Presumably, the amender would be willing to second the (amended) motion if the original seconder refused.

8. (1999) The second point under **Amendment** refers to the "spirit" of the original motion. An amendment to a motion may be made by substitution of a new wording for the original motion if the new wording preserves the spirit of the original motion. Thus, the requirement of notice of motion with exact wording (in Section 3.3) does not limit the ability of a meeting to pass an amended version of a motion with different wording.

9. (1999) The rules have been designed to discourage the use of adjournment, deferral, amendment, and other procedural mechanisms and tricks to delay or defeat motions. (See the last points under **Adjournment, Moving and Seconding,** and **Deferral.**)

10. (2022) A motion that is on the agenda of a meeting with proper notice should be debated at the meeting and either a vote should be conducted at the meeting or the motion should be deferred. In most cases, a deferral will result in debate and a vote at a later meeting. In exceptional circumstances, it may be necessary to defer the vote to a vote by ballot. This is now permitted under **Deferral**.

11. (2022) A point of order is a question or statement about a violation of the rules of order for the conduct of meetings. A question of privilege concerns a matter that requires immediate attention such as difficulty hearing a speaker, problems with a screen image, a negative personal remark, or a safety issue.

12. (1999) The last point under **Voting** prohibits proxy votes. The intent is that anyone who votes on a motion should be present during the discussion and debate of a motion. This does not prevent the Computing Science Graduate Students Association or the Computing Science Student Society from selecting different voting representatives for different meetings since there is no restriction in Section 3.2 on the frequency with which representatives of student groups are chosen. However, a student representative who is attending a meeting in place of another student representative should be a full participant in the meeting and not just a proxy for the other representative. Similar comments apply to student representatives to standing committees and special committees.

Section 3.5

1. (2022) All votes by ballot are now conducted electronically.

2. (2022) The list of situations that require a vote by ballot has been expanded for consistency with revisions to the policies concerning Tenure and Promotion Committees and Faculty Search Committees in Sections 5.2 and 5.3.

3. (2022) Ballots on other matters must now specify who is entitled to vote. This clarification is needed because some ballots can include all members of School Council while other ballots are restricted to faculty or to certain categories of faculty by the *Simon Fraser University and Simon Fraser University Faculty Association Collective Agreement*.

4. (2023) The minimum deadline for the receipt of ballots for votes of demonstrated support has been reduced for time-sensitive matters.

5. (2022) Accommodations for members who cannot mark a ballot in person have been removed because all ballots are now conducted electronically.

6. (2023) The results of all ballots, including details, must now be announced.

Sections 3.5, 5.1, 5.2

1. (2022) The Departmental Tenure Committee is now called the Tenure and Promotion Committee as a result of changes in SFU Policies and Procedures.

Section 4

1. (2022) The creation of new Associate Director positions, new academic program Director positions, and reorganization of senior staff positions necessitates a renumbering of the subsections in this section. The subsection numbers in these notes reflect the new numbering. The descriptions of all executive positions have been updated to reflect their current responsibilities. Also see the notes for Section 4.2.

Section 4.2

1. (2022) Since the 1999 constitution, the Associate Director position has been split into two Associate Director positions (Associate Director of Research and Industry Relations, and Associate Director of Academic Administration), two new Director positions have been created (Director of Software Systems Program, and Director of Master of Science in Professional Computer Science Program), and the Coordinator of Academic Programs and Services position has been replaced by the Senior Manager, Strategic and Program Planning position. The memberships of School Council and the Executive Committee have been updated to include these new positions.

Section 4.3

1. (1999) This section defining the powers and responsibilities of the Director is an augmentation of SFU Policy A 13.02. All members of the School are strongly encouraged to read items 1 and 15 through 18 of SFU Policy A 13.02.

2. (1999) The first point in the **Power to Act** section gives the Director discretionary powers to make new policy and also discretionary powers to suspend existing policy without guidance from School Council. If the Director fails to obtain the support (and ratification) of School Council for such a decision within one month, then the decision would be repealed and the Director would not be permitted to reintroduce the decision by the Power to Act mechanism.

3. (2023) A 13.01 and A 13.02 have been superseded by CA 51. The procedures for appointment of the Director, including ratification are described in CA 51.14 through CA 51.21 and A 13.04. The detailed description of the search process for School Director is based on CA 51 and has been augmented with School-specific details about the process and timelines.

4. (2022) The description of **Responsibilities** of the Director is based on CA 51.5 through CA 51.13. **Delegation of responsibilities** is described in CA 51.9 and GP 8. Delegation to an Acting Director is described in CA 51.22 and GP 1. The **Power to Act** section is based on CA 51.8. Also, management of human and capital resources includes faculty workload (CA 27.17).

5. (2022) The wording of the first point of the **Power to Act** section has been clarified by the addition of the words "must be" before "reviewed and ratified." There is no change of meaning (see previous note).

Sections 4.4, 4.5

1. (1999) The Associate Director position is a new position patterned loosely on similar positions in other departments.

2. (2022) The original Associate Director position has been split into two positions - Associate Director of Research and and Industry Relations, and Associate Director of Academic Administration. The responsibilities of these two positions are described in these two sections.

Sections 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9

1. (1999) SFU Policy A 13.02 dictates that the ratification vote for Director is restricted to faculty which is defined to be "tenured and tenure-track faculty, and laboratory instructors and lecturers with appointments of longer than one year." SFU Policy A 13.03 states the same conditions for ratification of associate directors and directors of programs. Since the University does not yet recognize Computing Science as a Level A department (see Policy A 13.04) our Associate Director, Director of Graduate Programs, and Director of Undergraduate Programs positions are not officially covered by Policy A 13.03, but we have adopted the nomination and ratification procedures anyway.

2. (1999) Note that ratification requires approval by more than 50% of faculty, including faculty who are absent or on leave.

3. (2022) The University now (since approximately 2001) recognizes Computing Science as a Level A department (see A 13.04). Our Associate Director positions are now officially covered by CA 51.35 through CA 51.41 (which supersedes A 13.03). The positions of Director of Graduate Programs, Director of Undergraduate Programs, Director of Software Systems Program, and Director of Master of Science in Professional Computer Science Program are not officially covered by CA 51 and A 13.03., but we have adopted the same nomination and ratification procedures for these positions as for the two Associate Director positions. Note that ratification requires the support of more than *50% of those voting* and that voting is restricted to continuing faculty members of School Council. This is a change from *50% of the faculty* specified in the 1999 Constitution for the Director of Graduate Programs and the Director of Undergraduate Programs.

Sections 4.10, 4.11, 5.4, 5.5

1. (1999) The names of some committees and positions have been changed to more accurately reflect their current terms of reference and responsibilities. The Undergraduate Curriculum

Committee and Graduate Studies Committee have been renamed the Undergraduate Programs Committee and Graduate Programs Committee to reflect their current scopes. The Hardware/Software/Space Committee has been renamed the Capital Resources Committee. Since April 1996, the official title of the Departmental Assistant has been Coordinator of Academic Programs and Services. The title of the Manager of Research and Education Systems was changed to Manager, Research and Instructional Computing in April 1995.

Section 5

1. (2022) The Capital Resources Committee has not been formed since 2009, so it has been removed from the list of standing committees.

Section 5.1

1. (2022) The first paragraph has been modified in a similar way and for the same reasons as the second paragraph of Section 3.1. Standing Committee meetings are open and staff may be invited by their managers to attend meetings as resource people. Note however, that Standing Committee meetings are open to members of School Council, not to all members of the School.

2. (2023) It is now required that open meetings of standing committees be announced.

3. (2022) It is now required that minutes of previous meetings are available in a timely manner.

Section 5.2

1. (2022) This section has been updated for consistency with CA 29 (which supersedes A 11.01). The **Terms of Reference** are described in CA 29.1. The **Membership** is described in CA 29.3 and CA 29.5 through CA 29.11. The **Procedures** are described in CA 29.17 through CA 29.23. The University criteria for evaluation of performance are contained in CA 28. CA 28.24 requires the School to develop criteria for evaluation of performance. These criteria are contained in the document *Criteria for Tenure, Promotion, and Salary Review* which is provided to all faculty members of School Council. All details about the TPC are contained in CA 29 through CA 35.

2. (2022) An error in the original wording has been corrected (change "biannual" to "biennial").

3. (2022) The membership of the committee may be augmented by the addition of a practitioner faculty member as appropriate (CA 37.26).

Section 5.3

1. (1999) Most of the Guiding Principals section of the "Principles and Structure of Faculty Search Committees" legislation passed by the School in February 1998 has been placed in Section 2 and now applies to all committees including the Faculty Search Committee.

2. (1999) The "Principles and Structure of Faculty Search Committees" legislation did not specify a chair for the committee. The Membership section has been amended to specify that the Director chairs the Faculty Search Committee. This is dictated by university policies and procedures and has been our practice for many years.

3. (2023) This section has been updated for consistency with CA 23 (which supersedes A 10.01). The major changes are in the subsection **Recommendations and Voting** which has been completely replaced. The first paragraph of the subsection is based on CA 23. The second paragraph describes a School-specific procedure for selecting and recommending candidates for

faculty positions. Both paragraphs emphasize consensus and consultation with the School. It is recognized that it may not always be feasible or practical to recommend a single candidate for a position, especially in a highly competitive, time-sensitive environment with more than one position. Note that CA 23.13.5 requires "demonstrated support" for recommendations which the University defines as more than 50% of the School. For consistency with other sections of this constitution, voting is restricted to continuing faculty members of School Council. See the notes for Section 2.1.

Sections 5.4, 5.5

1. (2023) The Graduate Programs Committee and Undergraduate Programs Committee now include alternate student representatives. Also see the notes for Section 3.2.

Section 6.1

1. (1999) The term "Special Committee" was chosen instead of "Ad Hoc Committee" because many committees continue for several years but are not permanent. The term Ad Hoc Committee usually refers to a committee that is formed with a specific mandate and is dissolved after it has fulfilled its mandate. Some of our committees are, or have been, continuing committees like standing committees (such as the Exchange Programs and Seminar committees). However, designating such committees as standing committees in the Constitution could oblige the School to form these committees every year.

2. (2023) The rules for special committees have been generalized to allow for the formation of committees without a fixed time period.

Section 6.2

1. (2022) This section has been updated to include current liaison responsibilities.

2. (2022) The last paragraph of has been changed to apply to all faculty, not just tenure-track faculty.

Section 7

1. (1999) Note that ratification of constitutional amendments requires approval by 60% of faculty, including faculty who are absent or on leave.

2. (2023) The third paragraph has been clarified to specify that the Director meets with the faculty members who proposed the constitutional amendment. This clarification does not change the original meaning of the constitution.

3. (2023) A requirement to review and amend the constitution at least once every five years has been added.

8.2 Original Faculty Search Committee Legislation

This section contains the legislation entitled "Principles and Structure of Faculty Search Committees" passed by the School in February 1998, and the notes that accompanied the legislation.

From Notes Accompanying the Ballot

During the school assembly on January 27, a preliminary proposal for the principles and structure of Faculty Search Committees was discussed extensively. Several amendments were proposed and approved by majority vote. These amendments are included in the enclosed revised proposal.

Subsequent to the January 27 meeting, we learned that our proposed faculty search committee membership violates Policy A 10.01. In particular, we can not have a committee with only faculty and student representatives. We must either add a non-teaching staff member to the committee or remove the student representative. The Associate V.P. Academic has confirmed that this interpretation of Policy A 10.01 is correct and has pointed out that the School is not permitted to adopt policies that contravene university regulations. The Membership section of the proposed policy has been revised to be consistent with Policy A 10.01. Following are the three versions.

1. Original version from the preliminary proposal:
   "The Faculty Search Committee consists of the Director of the School, at least four members of the faculty chosen by the Director, and one graduate student chosen by the CSGSA. All members of the committee are voting members. The membership of the committee must be ratified by the School."

2. The Membership section as amended at the January 27 meeting:
   "The Faculty Search Committee consists of the Director of the School, at least four members of the faculty chosen by the Director, and one senior graduate student ratified by the CSGSA and the Director. All members of the committee are voting members. The membership of the committee must be ratified by the School."

3. The Membership section in the attached final proposal:
   "The Faculty Search Committee consists of the Director of the School and at least five members of the faculty chosen by the Director. All members of the committee are voting members. The membership of the committee must be ratified by the School."

If university policies and procedures are modified to permit version 2, then the School should consider its adoption at that time. This would require an amendment to our constitution.

Notes Accompanying Preliminary Proposal

1. The inclusion of guiding principles is intended to convey that normal decision-making should strive for consensus and a spirit of cooperation and respect for all opinions. It should not be necessary to have school-wide votes on everything if the school has confidence in its committees. Some safeguards are included to handle anomalous situations which, hopefully, will be rare.

2. We discussed the idea of an elected Faculty Search Committee and concluded that it is probably unworkable. The committee needs to represent the school as a whole and should also include representation and expertise in the (expected) research areas. This type of balance is difficult to guarantee with an elected committee. Other disadvantages include the possibility that an elected member does not want to serve on the committee (and might not do a very good job if forced) and unbalanced workloads that might result from having two elected committees (DTC and Faculty Search). Instead, the Director should form a committee that is properly balanced and that has the broad support and confidence of the School. The ratification vote provides a safeguard.

3. The number of voting members - 6, and the requirement that all members vote, ensures that committee recommendations have $\frac{2}{3}$ majority support. It gives full voting privileges to all members, but it prevents anyone from casting the "deciding" vote. Hopefully, this will push the committee towards decisions based on consensus.

4. The Structure Committee did not agree unanimously on all points concerning the membership of the Faculty Search committee. The two most important points are the inclusion of a voting graduate student representation and the inclusion of a ratification vote for the composition of the committee. The proposal described above is a compromise that the Structure Committee felt it could take to the School for discussion.

5. The Dean now requires us to include a member of the FAS Employment Equity Committee on the Faculty Search Committee. We feel that the person should be an observer from outside the School. An external observer should be sufficient to guarantee that the committee operates properly and will avoid potential conflicts of interest that an internal member might have.

6. In normal circumstances, the Director will forward the recommendation of the committee to the Dean. We felt that the Director should be allowed to disagree with the committee but should not be allowed to overrule the committee without the support of the School.

PRINCIPLES AND STRUCTURE OF FACULTY SEARCH COMMITTEES

Guiding Principles

The Faculty Search Committee is responsible for the recruiting and hiring of new tenure-track faculty and long-term teaching staff. The committee represents the school as a whole. The committee must consult widely in the School and make recommendations that have broad support in the School. The committee should strive to make decisions and recommendations that are based on consensus, both within the committee and in the School.

Membership

The Faculty Search Committee consists of the Director of the School and at least five members of the faculty chosen by the Director. All members of the committee are voting members. The membership of the committee must be ratified by the School.

Parameters of Search

The Faculty Search Committee is responsible for advertising new faculty positions. The qualifications required of the applicants, including areas of research, should be decided by the committee after consultation with the School.

Recommendations and Voting

The committee should endeavour to recommend a single candidate for each position by $\frac{2}{3}$ majority vote of the committee. All voting members of the committee must vote; abstentions are not allowed.

If a recommendation is supported by a $\frac{2}{3}$ majority of the committee, the director may forward that recommendation to the Dean in accordance with university regulations. The director may refer any recommendation to the School. If the committee cannot make a recommendation by $\frac{2}{3}$ majority or if it recommends that no offer be made, then it must be referred to the School. When a recommendation of appointment is decided by the School, a 60% majority vote by the School is necessary and binding.