

# Faculty Council

## School of Public Health

### Terms of Reference

**Approved by SPH Faculty Council:** November 10, 2023

#### 1. Introduction and Purpose:

The Faculty Council of the School of Public Health (SPH) at the University of Alberta is established in accordance with the requirements outlined by the General Faculties Council and Alberta's Post-Secondary Learning Act. The purpose of the Faculty Council is to provide a representative forum for faculty members, students, and staff to engage in discussions, decision-making, and collaborative initiatives related to academic and administrative matters within the School of Public Health.

The composition and role of faculty and school councils in Alberta are set out in Sections 28, 29, and 30 of Alberta Post-Secondary Learning Act (PSLA).

#### 2. Composition:

##### Ex officio

- Dean
- President
- All full-time members of the academic staff of the School in [Category A](#).

##### Additional members

- Academic staff with appointments of 0.2 or greater FTE.
- All excluded Management and Professional Staff (Category D1.2)
- Four (4) graduate student representatives, one (1) of whom is the School of Public Health Student Association (SPHSA) President, the remainder to be selected by the SPHSA using whatever method the Association deems suitable.
- One (1) Postdoctoral Fellow, to be decided by the collection of the PDF.

- Two (2) alumni representatives, appointed by the Dean, in consultation with the Senior Leadership Team.
- University of Alberta Registrar, or delegate.
- Educational Programs Lead

On occasion, guests may be invited by the Dean to participate in Faculty Council meetings as observers.

### **3. Roles and Functions:**

The role of faculty and school councils in Alberta are set out in Sections 29 and 30 of Alberta PSLA.

Subject to any conditions or restrictions that are imposed by the General Faculties Council, a faculty council may [S.29(1)]:

- a) determine programs of study for which the faculty is established,
- b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,
- c) provide for the admission of students to the faculty,
- d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and
- e) authorize the granting of degrees.

A faculty council may delegate any of its powers, duties and functions [S 29(3)].

Functions of the SPH Faculty Council:

- i) The Faculty Council shall approve academic policy (within the authority set out in PSLA S29(1)) for the School, except in areas specifically entrusted to the Dean through the Faculty Agreement or by administrative mandate.
- ii) To provide for the admission of students to the School, subject to the admission standards and policies determined by the General Faculties Council.
  - Approve admissions to degree programs (sub-delegated to Committee on Educational Policy & Programs [CEPP]).
  - Approve minor editorial changes to existing School policies & procedures (sub-delegated to CEPP).
- iii) To appoint the examiners for examinations in the faculty, conduct the examinations and determine the results thereof.

- Approval of graduate examining committee composition, sub-delegated to the Dean or delegate.
- iv) To authorize the granting of degrees to persons in any branch of learning for instruction in which the faculty is established.
  - Approval sub-delegated to Dean or delegate. Reported annually to the Faculty Council.
- v) To approve standards according to which the performance of academic staff members will be evaluated (i.e., Faculty Evaluation Committee Guidelines).
  - NOTE: Voting on standards is limited to those academic staff members of the Faculty Council employed under [Category A](#) (Schedule A, B or D).
- vi) To approve strategic plans for the School of Public Health, including educational and research priorities and faculty renewal planning.

#### **4. Meetings and Decision-Making:**

The PSLA indicates a meeting of a faculty council must be held at any time on the summons of the Dean of the faculty [S.29(2)].

The SPH Faculty Council shall convene typically 4 to 5 times throughout the academic year. Additional special meetings may be held at the call of the Dean.

A call for agenda items will go out at least 1 week prior to scheduled meetings. The School's Senior Leadership Team will determine which items are placed on the agenda and the order of items. Agendas and minutes will be shared with the Faculty Council via links in a calendar invite.

Meetings shall be conducted according to established procedural rules, as used by the [GFC](#), applied in the context of SPH. The Dean's office executive assistant will take minutes for the Faculty Council.

Decisions by Faculty Council shall be made by a majority vote of eligible members. Votes will be conducted electronically, to be completed within 3 days of the actual meeting.

#### **5. Quorum:**

Quorum is 40% of voting membership.

#### **6. Reporting and Accountability:**

The Faculty Council shall report through the Dean of the School of Public Health to the General Faculties Council. Minutes of the SPH Faculty Council meetings shall be documented and made available to all members.

#### **7. Review and Amendments:**

These Terms of Reference shall be subject to periodic review by the Faculty Council to ensure relevance and effectiveness in fulfilling its purpose.

Any amendments to these Terms of Reference shall be proposed, discussed, and voted upon by the Faculty Council. Proposed amendments must receive a two-thirds majority vote to be adopted.

#### **8. Adoption:**

These Terms of Reference for the Faculty Council of the School of Public Health at the University of Alberta were adopted on September 15, 2023.

Updated and approved by Faculty Council November 10, 2023.