

**THE JOHN H. DANIELS FACULTY OF ARCHITECTURE, LANDSCAPE, AND DESIGN**  
**Academic**  
**BY-LAWS OF COUNCIL**

<b>I.</b>	<b>Rules of Procedure for the Election and Appointment of Members to Council</b>
I-1.	Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.
I-2. <i>Election/Appointment Procedures</i>	<p>Undergraduate student representatives will be nominated and elected by and from among the undergraduate students for a one-year term. [Note: <i>The Faculty's Undergraduate Student Society is often given the responsibility for the selection of undergraduate student members of the Divisional Council.</i>]</p> <p>Graduate student representatives will be nominated and elected by and from among the graduate students for a one-year term. [Note: <i>The Faculty's Graduate Student Union may be given the responsibility for the selection of graduate student members of the Divisional Council.</i>]</p> <p>Administrative staff representatives will be nominated and elected by and from among the administrative staff for a two-year term.</p> <p>Alumni representatives will be appointed by the Faculty Alumni Association for a two-year term.</p> <p>Teaching staff representatives will be nominated and elected by and from among the teaching staff for a three-year term.</p>
<b>II.</b>	<b>Rules of Order</b>
	The Chair shall conduct the proceedings in conformity with Robert's Rules of Order.
<b>III.</b>	<b>Committees of Council</b>
<b>III.1.</b> <i>Standing Committees</i>	<p>The Standing Committees of Council are:</p> <ul style="list-style-type: none"> <li>Committee on Academic Standing</li> <li>Admissions Committee</li> <li>Appeals Committee</li> <li>Awards Committee</li> <li>Curriculum Committee</li> <li>Executive Committee</li> <li>Research Committee</li> </ul>

	Library & Archives
<b>III.2.</b> <i>Special Committees</i>	<p>From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> <li>a) an issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;</li> <li>b) an issue does not fall readily under an existing Standing Committee; or</li> <li>c) there is need for the participation of experts not represented on the relevant committee.</li> </ul> <p>A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.</p>
<b>III.11.2</b>	<b>Function</b>
<b>III.3.</b>	<b>General Procedures</b>
III.3.1.	Rules and regulations that guide Council shall also apply to committees of Council.
III.3.2.	The term of membership of all Standing Committees shall normally be 2 years renewable.
III.3.3.	The Chairs of all Standing Committees who are not otherwise members of Council shall become <i>ex officio</i> , voting members of Council.
III.3.4.	The Dean is, <i>ex officio</i> , a member of all Standing Committees.
III.3.5.	All members of all committees, including <i>ex officio</i> members, have voting privileges.
III.3.6.	All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.
III.3.7.	Records of all Standing Committees shall be maintained by the Faculty Secretary.
III.3.8.	Each Standing Committee shall meet at the call of its Chair.
III.3.9.	Unless otherwise stated, one-third of the members shall constitute a quorum for

	committees.
<b>III.4.</b>	<b>Executive Committee</b>
III.4.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Executive Committee composed of the following:</p> <p>1 Administrative Staff nominated by and from among the Administrative Staff members of Council</p> <p>2 Student members nominated by and from among the Student members of Council</p> <p>2 Teaching Staff members nominated by and from among the Teaching Staff members of Council</p> <p>Ex- officio members:</p> <p>The Chair of Council (Chair)</p> <p>The Vice-Chair of Council (Vice-Chair)</p> <p>The Dean or designate</p> <p>The Chairs of the Standing Committees</p> <p>The Chief Administrative Officer</p> <p>The Faculty Secretary</p>
III.4.2.	<u>Function</u>
	To set the agenda for each Council meeting.
	To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.
	To direct specific issues to Council or committees, or to recommend to Council the creation of special committees.
	To consider notices of motion given to Council.
	During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.
	To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.
	At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.
	To monitor the functioning of Council and its Committees.

	To report to Council on its deliberations, recommendations, and decisions.
	By June 30th of each year, to recommend for approval by Council the Chairs, Vice-Chairs, and members of all Council Committees for the subsequent year beginning July 1st.
III.4.3.	<u>Procedures</u>
	The Committee shall meet in closed session.
<b>III.5.</b>	<b>Admissions Committee</b>
III.5.1.	<u>Membership</u>  Council shall approve the membership of the Admissions Committee composed of the following:  Chair 1 Administrative Staff member 1 Undergraduate Student member 2 Graduate Student members 1 Teaching Staff member from each Program in the Faculty  Ex-officio members:  The Dean or designate The Chief Administrative Officer The Faculty Secretary (non-voting)
III.5.2.	<u>Function</u>
	To make recommendations for the Faculty on admission of applicants.
	To make recommendations to Council on undergraduate and graduate admissions policy.
	To approve, on behalf of Council, changes to admission requirements. All such changes shall be reported for information to Council.
	To receive on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.
	To report to Council its deliberations, recommendations, and decisions.
III.5.3.	<u>Procedures</u>

	The Committee shall meet in open session. Deliberations regarding admission of individual applicants will be conducted <i>in camera</i> .
<b>III.6.</b>	<b>Appeals Committee</b>
III.6.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Appeals Committee composed of the following:</p> <p>Chair</p> <p>1 Administrative Staff member</p> <p>1 Undergraduate Student member</p> <p>1 Graduate Student member</p> <p>1 Teaching Staff member from each Program in the Faculty</p> <p>Ex-officio members:</p> <p>The Dean or designate</p> <p>The Chief Administrative Officer</p> <p>The Faculty Secretary (non-voting)</p>
III.6.2.	<u>Function</u>
	To hear appeals on academic matters of Undergraduate students of the Faculty against decisions of an instructor or officer of the Faculty or a Standing Committee of Council and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council <sup>1</sup> .
	To recommend to Council changes to policies and procedures with respect to petitions and appeals by students.
	To report to the Council at least annually on its decisions.
III.6.3.	<u>Procedures</u>
	The Committee shall meet <i>in camera</i> .
	<p>In hearing appeals the Committee may:</p> <p>Uphold an appeal in whole or in part;</p> <p>Reject an appeal; or</p> <p>Refer the case back to the body concerned.</p>
<b>III.7.</b>	<b>Awards Committee</b>

1 [Note to User: The *Policy on Academic Appeals within Divisions* is available at <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppdec122005.pdf>.]

III.7.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Appeals Committee composed of the following:</p> <p>Chair  1 Administrative Staff member  1 Teaching Staff member from each Program in the Faculty</p> <p>Ex-officio members:</p> <p>The Dean or designate  The Chief Administrative Officer  The Faculty Secretary (non-voting)</p>
III.7.2.	<u>Function</u>
	To receive on behalf of Council annual reports from each program detailing the extent to which the goals and objectives are being met in the implementation of the awards policies.
	To review and recommend to Council the terms and conditions of new awards and award policies recommended by the Dean or his/her designate.
	To approve on behalf of Council minor changes to the terms and conditions of awards and award policies. All such changes shall be reported for information to Council.
	To approve decisions regarding recipients of individual awards. [Note: This may only be applicable for some divisions.]
III.7.3.	<u>Procedures</u>
	The Committee shall meet in open session. Meetings where intimate financial or personal matters of an individual may be disclosed shall be held <i>in camera</i> .
<b>III.8.</b>	<b>Curriculum Committee</b>
III.8.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Curriculum Committee composed of the following:</p> <p>Chair (Selected by the Dean)</p>

	<p>1 Administrative Staff member (Registrar or Designate)  1 Undergraduate Student member  1 Graduate Student member (from each Program)  1 Teaching Staff member (from each Program in the Faculty)  Representative of Professional Bodies (of each Profession)  1 Representative in consultation with the Ontario Association of Landscape Architects*  1 Representative in consultation with the Ontario Association of Architects*  <i>*Note: the representative on this subcommittee does not necessarily have to be the same person who is appointed as the representative of the OALA or OAA who sits on the faculty council.</i></p> <p>Ex- officio members:</p> <p>The Dean and/or designate  The Chief Administrative Officer  The Faculty Secretary (non-voting)</p>
III.8.2.	<u>Function</u>
	<p>(It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are engaged in a review process with external professional accreditation bodies.)</p> <p>To receive on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.</p>
	To make recommendations to Council on all matters of curriculum policy.
	To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs <sup>2</sup> .
	To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.
	To report to Council its deliberations, recommendations, and decisions.

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

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III.8.3.	<u>Procedures</u>
	The Committee shall meet in open session
<b>III.9.</b>	<b>Committee on Academic Standing</b>
III.9.1.	<u>Membership</u>  Council shall approve the membership of the Committee on Academic Standing composed of the following:  Chair 1 Administrative Staff member Awards 1 Teaching Staff member from each Program in the Faculty  Ex- officio members:  The Dean or designate The Chief Administrative Officer The Faculty Secretary (non-voting)
III.9.2.	<u>Function</u>
	To oversee the general consistency of grading procedures.
	To review and approve grades and non-grade course reports.
	To report to Council its deliberations, recommendations, and decisions.
III.9.3.	<u>Procedures</u>
	The Committee shall meet in open session.
<b>III.10.</b>	<b>Research Committee</b>
III.10.1.	<u>Membership</u>  Council shall approve the membership of the Research Committee composed of the following:  Chair 1 Administrative Staff member 1 Undergraduate Student member 1 Graduate Student member



	<p>1 Teaching Staff member from each Program in the Faculty</p> <p>2 research trainees, of whom at least 1 must be registered in the School of Graduate Studies -- may not apply to us</p> <p>1 Associate Dean, Research</p> <p>Ex- officio members:</p> <p>The Dean or designate</p> <p>Vice/Associate Dean, Research</p> <p>The Chief Administrative Officer</p> <p>The Faculty Secretary (non-voting)</p>
III.10.2.	<u>Function</u>
	To identify and recommend to Council general research priorities/initiatives for the Faculty.
	To review and recommend to Council Faculty policies and procedures regulating the conduct of research, including those regarding the conduct of research in compliance with regulatory and statutory authorities.
	To advise Council on any other matters relating to research in the Faculty.
	To report to Council its deliberations, recommendations, and decisions.
<b>III.11</b>	<b>Library and Archives Committee</b>
<b>III.11.1</b>	<u>Membership</u>
	<p>Council shall approve the membership of the Library Committee composed of the following:</p> <p>Chair</p> <p>1 faculty member from each program in the Faculty</p> <p>1 student member from each of the graduate programs</p> <p>1 student member from the undergraduate program</p> <p>Faculty Librarian</p> <p>Ex –officio members:</p> <p>Dean or designate</p>
<b>III.11.2</b>	<u>Function</u>
	<p>To make general recommendations in the development of the library as a resource for the Faculty and the academic community.</p> <p>To report to Council its deliberations, recommendations, and decisions.</p>

<b>IV.</b>	<b>Dates of Amendment</b>
	Amendments approved by Faculty Council on May 24, 2012.