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Preamble

The Faculty of Health Sciences is an academic and administrative unit that oversees the sound management of four schools and one program, namely, the School of Human Kinetics, the School of Nursing, the School of Rehabilitation Sciences, the Interdisciplinary School of Health Sciences and the Honours Bachelor in Nutrition Sciences program. The schools and program may change in time as new programs or schools are added and others deleted, with the approval of the Senate and the Board of Governors.

Updates to the Faculty of Health Sciences bylaws are posted regularly on the Faculty’s website (www.health.uOttawa.ca). Please consult the website for the most recent version.

Denis Prud’homme, MD, MSc
Dean

June 2011

Dave Holmes, RN, PhD
Professor
Vice-Dean (Academic) and Secretary
Definitions

Except where a word is given a different or a special meaning, the words listed below, for the purposes of these bylaws, have the meanings given here.

BOARD OF GOVERNORS, or BOARD: The Board of Governors of the University of Ottawa provided for in the University of Ottawa Act.

FACULTY COUNCIL: The Faculty Council of the Faculty of Health Sciences, as established by Article 157 of University Government, with all the powers ascribed to it by the University of Ottawa Act, 1965.

DIRECTORS: The chairs and directors of the programs.

DEAN: In accordance with Article 169 of University Government, the Dean is the titular head of the Faculty. The Dean’s main functions are determined by his or her dual role as Chair of the Faculty Council and chief executive officer of the Faculty.

ASSOCIATE DEAN: In accordance with Article 177 of University Government, the Associate Dean is junior in precedence to the Vice-Dean. The Associate Dean assists the Dean, fulfills functions assigned by the Dean and normally is the Director of a school within the Faculty. The Associate Dean answers directly to the Dean.

SCHOOL: In accordance with Article 184 of University Government, a school is an academic and administrative unit grouping professors and students who carry out the aims of the University within a program of professional training at the university level. The structure of the program of studies of the particular units emphasizes clinical or workshop teaching, i.e. a pedagogical approach that poses particular problems (such as agreements with organizations outside the University to accept and train students, etc.) or requires latitude in the interpretation of academic regulations.

REGULAR STUDENT: A student registered full time in a program at one of the schools of the Faculty of Health Sciences.

FACULTY: In accordance with Article 153 of University Government, the Faculty is an academic and administrative unit normally grouping departments and schools that correspond to disciplines and fields of study that have natural affinities. With the approval of the Senate and, if necessary, the Board of Governors, faculties may set up academic units other than departments and schools (such as colleges, research groups, program committees).

UNIVERSITY OF OTTAWA ACT: The University of Ottawa Act, being Chapter 137 of the Statutes of Ontario for the year 1965, as amended from time to time.

EX OFFICIO MEMBER: A person given a specific responsibility by virtue or because of an office. This person is necessarily a member of certain committees.
ACADEMIC STAFF: Persons appointed on a half-time or greater basis at the University of Ottawa with the rank of lecturer or assistant, associate or full professor, visiting professors, and professors seconded to the University of Ottawa.

PART-TIME PROFESSOR: Persons appointed on less than half-time basis at the University of Ottawa and who are members of the Association of Part-Time Professors of the University of Ottawa (APTPUO).

REGULAR FACULTY MEMBER: A member of the academic staff holding a regular appointment as defined in Article 17 of the APUO collective agreement and who is a member of the APUO bargaining unit.

FACULTY MEMBER: A member of the academic staff who is in the collective bargaining unit as described in Article 3 of the collective agreement between the University of Ottawa and the Association of Professors of the University of Ottawa (APUO).

PRESIDENT: The President of the University of Ottawa.

SECRETARY OF THE FACULTY: In accordance with Article 181 of University Government, the Secretary of the Faculty, by virtue of the Act, is a member of the Senate. That person is an administrator at the Faculty and Secretary of the Faculty Council, the Faculty Assembly and the Executive Committee, should there be one. The Secretary also fulfills functions assigned by the Dean.

SENATE: The Senate of the University of Ottawa as constituted pursuant to the University of Ottawa Act.

UNIVERSITY OF OTTAWA: The University of Ottawa as constituted pursuant to the University of Ottawa Act.

VICE-DEAN: The Vice-Dean holds the second most important position in the structure of the Faculty. The Vice-Dean assists the Dean, fulfills functions assigned by the Dean, and exercises the powers of the Dean in the event of the latter’s absence or incapacity. Should the office of dean become vacant, the Vice-Dean fills the office until a dean, an acting dean or an administrator is appointed.
At the University of Ottawa, the heads of the faculties and their units are officially appointed by the Board of Governors (*University of Ottawa Act*, 1965: Part I, section 11). This bylaw describes the procedures for making appointment recommendations and, where appropriate, provides key elements of the administrators’ roles as well as selection criteria.

### 1.1 Dean, Faculty of Health Sciences

#### 1.1.1 Functions:

a. The Dean is the titular head of the Faculty. The Dean’s main functions are determined by his or her dual role as Chair of the Faculty Council and chief executive officer of the Faculty;

b. As Chair of the Faculty Council, the Dean carries out his or her duties in accordance with the Senate and Faculty Council regulations. The Dean is also an *ex officio* member of all committees of the Faculty Council;

c. As chief executive officer of the Faculty, the Dean acts in compliance with the *University of Ottawa Act*, the regulations of the Board of Governors and the Faculty’s regulations;

d. More specifically, the Dean’s responsibilities include:

i. preparing the Faculty academic development plan and proposals for the yearly revisions to the plan for submission to the Faculty Council;

ii. preparing budget forecasts for the following year in consultation with the Faculty Council’s Executive Committee and in accordance with the academic development plan approved by the Faculty and Senate. The Dean will recommend priorities between requests for new human and material resources and recommended changes to the academic development plan;

iii. overseeing the daily administration of the Faculty budget as approved by the Board of Governors;

iv. chairing the Faculty Teaching Personnel Committee (FTPC) and submitting the Committee’s recommendations to the Board of Governors regarding appointments, contract renewals, promotions, various leaves and tenure for teaching staff; the Dean is to include his or her personal recommendations;

v. acting as communication information officer between the Faculty and the rest of the University and, more specifically, ensuring that faculty members are kept informed of the work and decisions of the Senate and its committees and of the Faculty Council and its committees;

vi. preparing the annual report on the Faculty’s activities;

vii. carrying out any other duties as needed.
1.1.2 Eligibility requirements:

The candidate:

a. Is a senior regular (associate or full) professor in one of the schools or the program in Nutrition Sciences of the Faculty of Health Sciences. In the case of an external candidate, the appointment is conditional upon his or her appointment as a regular professor within one of schools of the Faculty of Health Sciences;

b. Has an established reputation as a highly regarded academic and university administrator;

c. Has demonstrated leadership, teaching, research, administrative and interpersonal skills;

d. Has an in-depth knowledge and understanding of University policies and regulations;

e. Is fluent in both official languages (written and oral).

1.1.3 Appointment procedures:

The Dean is appointed according to procedures specified in Article 170 of University Government and in the University’s regulations.

1.1.4 Term:

The term of office of the Dean is usually five (5) years, renewable in certain circumstances (see articles 171 to 173 of University Government).
1.2 Vice-Dean of Undergraduate Studies and Secretary

The Vice-Dean of Undergraduate Studies and Secretary assists the Dean by fulfilling the functions assigned to him or her. This person acts as secretary for the Faculty Council, Executive Committee and Faculty Assembly.

1.2.1 Functions:

a. Oversees the creation (content), planning and coordination of undergraduate programs;

b. Supervises the Undergraduate Studies Office of the Faculty of Health Sciences;

c. Coordinates and oversees the implementation of all undergraduate academic policies and reports to the Executive Committee and the Faculty Council on these activities;

d. Oversees such undergraduate academic matters as admissions; calendars; course and examination timetables; requests for deferred examinations, revisions of marks and course withdrawals; procedures for revising marks, and student complaints;

e. Oversees the general timetables for courses and classrooms, subject to the regulations and procedures of the University;

f. Ensures the development of activities of an international nature at the undergraduate level;

g. Ensures information about academic awards and scholarships is communicated to the Faculty’s undergraduate students and coordinates the selection of recipients;

h. Oversees student teaching and course evaluations;

i. Ensures the Faculty Council regulations are reviewed and updated in accordance with the *University of Ottawa Act* and *University Government*;

j. Sits as an *ex officio* member of the Senate and the University Undergraduate Studies Committee (USC);

k. Assists the Dean in preparing Faculty Council and Executive Committee meeting agendas; takes meeting minutes;

l. Coordinates faculty election;

m. Receives nominations for student representatives for the various Faculty committees and follows up with the Faculty Council;

n. Sits as an *ex officio* member of the Faculty Council;
o. Chairs the Academic Standing Committee (ASC), coordinates management of allegations of academic fraud and appeals;

p. Chairs the Undergraduate Studies Committee (USC);

q. Chairs the Clinical Education Committee (CEC);

r. Carries out other functions as assigned by the Dean.

1.2.2 Eligibility requirements:

The candidate:

a. Is a senior regular (associate or full) professor in one of the schools or the program in Nutrition Sciences of the Faculty of Health Sciences

b. Has a demonstrated interest and proven abilities in academic administration and in matters relating to students;

c. Has demonstrated leadership, teaching, research, administrative and interpersonal skills;

d. Has knowledge of university program regulations and procedures;

e. Is able to work efficiently and harmoniously with teaching and support staff, as well as students;

f. Is fluent in both official languages (written and oral).

1.2.3 Appointment procedures:

a. The Dean of the Faculty recommends a candidate to the Faculty Council;

b. If the Faculty Council, by secret ballot, approves the Dean’s recommendation, the recommendation is sent to the Board of Governors with the approval of the Council;

c. If the Council does not approve the Dean’s recommendation, the Dean may submit the recommendation to the Board of Governors and notify the Faculty Council of the submission. The Dean may also make a second recommendation to the Faculty Council.

1.2.4 Term:

The term of office of the Vice-Dean of Undergraduate Studies and Secretary is five (5) years. The term is renewable; the renewal follows the same procedure used for the original appointment.
1.3 Vice-Dean, Research, Graduate and Postdoctoral Studies

The Vice-Dean, Research, Graduate and Postdoctoral Studies, assists the Dean and fulfills functions assigned by the Dean. In general, this person works to promote research activities as well as graduate and postdoctoral studies within the Faculty.

1.3.1 Functions:

a. Oversees the development, planning and coordination of research at the Faculty;

b. Supervises the Faculty of Health Sciences Graduate Studies Office;

c. Ensures the planning and creation of graduate programs and spaces, as approved by the Faculty;

d. Submits proposals to the Faculty Council or the Faculty’s Executive Committee in order to ensure the research policies and policies related to spaces and graduate studies meet the needs of the Faculty;

e. Introduces or proposes initiatives to improve the research environment within the Faculty (spaces, equipment and support services);

f. Supervises graduate studies academic matters, such as admissions, calendars and student complaints;

g. Ensures information about academic awards and scholarships is communicated to the Faculty’s graduate students and, if necessary, coordinates the selection of recipients;

h. Maintains ties between the Faculty of Health Sciences and the Faculty of Graduate and Postdoctoral Studies and the various schools offering graduate studies programs;

i. Oversees research development funds and evaluates the results of research activities carried out by professors, postdoctoral fellows and graduate students for which such funds were granted;

j. Ensures the development of activities of an international nature at the graduate studies and research levels;

k. Sits as an ex officio member on the Faculty of Graduate and Postdoctoral Studies Faculty Council, the Commission on Research, the Commission on Graduate Studies in the Sciences and the Commission on Graduate Studies in the Humanities;

l. Sits as an ex officio member on the Health Sciences Faculty Council;

m. Chairs the Graduate and Postdoctoral Studies Advisory Committee;

n. Chairs the Faculty Research Committee (FRC);
o. Chairs the Space Planning and Management Committee (SPMC);

p. Supervises the Research Facilitator;

q. Fulfills all other functions assigned by the Dean.

1.3.2 Eligibility requirements:

The candidate:

a. Is a senior regular (associate or full) professor in one of the schools or programs of the Faculty of Health Sciences;

b. Has a demonstrated interest and proven abilities in academic administration and matters related to graduate studies;

c. Has demonstrated leadership, teaching, research, administrative and interpersonal skills;

d. Has knowledge of university program regulations and procedures;

e. Has experience in graduate student supervision, and, preferably, has had administrative experience with graduate programs;

f. Has research experience, and, preferably, has been a member of research teams in the past;

g. Is able to work efficiently and harmoniously with teaching and support staff teams, as well as students;

h. Is fluent in both official languages (written and oral).

1.3.3 Appointment procedures:

a. The Dean of the Faculty recommends a candidate to the Faculty Council;

b. If the Faculty Council, by secret ballot, approves the Dean’s recommendation, the recommendation is sent to the Board of Governors with the approval of the Council;

c. If the Council does not approve the Dean’s recommendation, the Dean may submit the recommendation to the Board of Governors and notify the Faculty Council of the submission. The Dean may also make a second recommendation to the Faculty Council.

1.3.4 Term:

The term of office of the Vice-Dean, Research, Graduate and Postdoctoral Studies, is five (5) years. The term is renewable. The renewal follows the same procedure used for the original appointment.
1.4 Vice-Dean, Professorial Affairs

The Vice-Dean, Professorial Affairs, assists the Dean by fulfilling the functions assigned to him or her.

1.4.1 Functions:

a. Oversees the creation and implementation of professional development opportunities for faculty members;

b. Stays up to date on the latest research related to professional development of university teaching and research staff;

c. Proposes initiatives and acts as a resource person on matters such as tenure, promotion and, more generally, career development of faculty members, in keeping with APUO rules;

d. Assists the Dean of the Faculty in developing professor recruitment and retention strategies;

e. Assists the Dean of the Faculty in developing strategies aimed at improving the work environment for faculty members;

f. Together with the other vice-deans and directors of the Faculty’s schools and programs, develops proposals for developing and implementing strategies and services to facilitate collaborations and partnerships with international institutions and organizations in research, teaching and development;

g. Chairs the Nominations Committee;

h. Supervises the marketing and communications teams;

i. Fulfills all other functions assigned by the Dean.

1.4.2 Eligibility requirements:

The candidate:

a. Is a senior regular (associate or full) professor in one of the schools or programs of the Faculty of Health Sciences;

b. Is a senior professor in one of the fields of study at the Faculty of Health Sciences;

c. Possesses expertise in collaborating internationally on academic or research projects;

d. Has an in-depth knowledge of University processes related to promotion and tenure and can act as a mentor to the University’s faculty members;

e. Is fluent in both official languages (written and oral).
1.4.3 Appointment procedures:

a. The Dean of the Faculty recommends a candidate to the Faculty Council;

b. If the Council does not approve the Dean’s recommendation, the Dean may submit the recommendation to the Board of Governors and notify the Faculty Council of the submission. The Dean may also make a second recommendation to the Faculty Council.

1.4.4 Term:

The term of office of the Vice-Dean, Professorial Affairs, is five (5) years. The term is renewable. The renewal follows the same procedure used for the original appointment.

1.5 Chief Administrative Officer

1.5.1 Functions:

Under the authority of the Dean, the Chief Administrative Officer is responsible for the overall administration of the Faculty, ensuring teaching and research activities run smoothly. Oversees the planning, development and implementation of activities related to the Faculty’s financial, human, physical and computer resources. Ensures the sound and efficient management of the essential operations and systems necessary for the administration of the Faculty of Health Sciences in accordance with the University’s policies and relevant legislation (including occupational health and safety laws).

1.5.2 Eligibility requirements:

a. Knowledge of management theory and practices acquired through post-secondary studies;

b. In-depth knowledge of and experience in financial management and preparing fiscal forecasts;

c. Knowledge of and experience in managing human resources;

d. Experience in supervising a team;

e. Theoretical and practical knowledge of computerized management systems;

f. Knowledge of laws and regulations related to occupational health and safety;

g. Knowledge of and experience with decision-making and problem-solving practices and theory;

h. Strong leadership; excellent judgement; ability to work well, make decisions and organize work effectively under pressure;

i. Ability to develop and implement new work processes and computerized management systems;
j. Interpersonal communication and negotiation skills;
k. Ability to read and interpret regulations and collective agreements;
l. Ability to write and present reports;
m. Ability to read and interpret plans for physical spaces;
n. Knowledge and understanding of university culture;
o. Knowledge of the University of Ottawa’s bylaws, regulations, and management systems as well as the University’s structure;
p. Fluent in both official languages (written and oral).

1.6 Faculty Officer with Administrative Exclusion

After consulting the Executive Committee, the Dean appoints one of the vice-deans to become the Faculty’s Officer with Administrative Exclusion.

In keeping with Article 174 of University Government, the Officer with Administrative Exclusion exercises the powers of the Dean in the event of the latter’s absence or incapacity. Should the office of dean become vacant, the Vice-Dean fills the office until a dean, an acting dean or an administrator is appointed.

Once the appointment request has been approved by the Board of Governors, the Dean advises the Faculty personnel. The term of office of the Officer with Administrative Exclusion ends when a new dean takes office.
In keeping with Article 157 of *University Government*, the Faculty Council makes bylaws for the management of the Faculty. No such bylaw is effective before it has been approved by the Senate, for all academic-related issues, or by the appropriate persons or bodies, for all other matters (see Article 182 of the *University of Ottawa Act*).

### 2.1 Functions

#### 2.1.1 Submits recommendations to and requests for approval from the Senate for:

a. The development of, or changes to Faculty undergraduate programs as well as the policy and conditions for admission to the Faculty and the requirements for student promotion;

b. All strategic and other planning of the Faculty, specifically, the yearly revisions to the Faculty Development Plan;

c. All policies affecting the well-being and growth of the Faculty.

#### 2.1.2 Reviews and recommends:

a. Newly created Faculty graduate programs and interdisciplinary programs involving the Faculty or changes to these programs, before submission to the Faculty of Graduate and Postdoctoral Studies;

b. The operating budget, once approved by the Board of Governors, in order to ensure it meets the requirements of the development plan prepared by the Faculty Council and the Senate, and to determine if any changes to the plan are required for subsequent years;

c. Any directives to the Senate or Board of Governors deemed appropriate for the development of the Faculty.

#### 2.1.3 Develops and defines, unless otherwise indicated, the powers, functions and membership of the Faculty Executive Committee, the Executive Committee of the Dean’s Office, the Undergraduate Studies Committee, the Academic Standing Committee, the Clinical Education Committee, the Graduate Studies Committee, the Research Committee, the Space Planning and Management Committee, the Nominations Committee, the Faculty Teaching Personnel Committee and any other permanent or ad hoc committees required.

#### 2.1.4 Establishes and updates annually the Faculty’s five-year development plan.

#### 2.1.5 Approves the annual reports of the Faculty, schools and programs as well as all other reports from the Faculty as required before they are submitted to the President.

#### 2.1.6 Approves the bylaws of the Faculty’s schools and programs before submitting them to the Senate or the Board of Governors.
2.1.7 Takes such steps as may be necessary for ensuring compliance with the *University of Ottawa Act*, the regulations of the Board of Governors and the Senate and the bylaws of the Faculty of Health Sciences.

2.1.8 Establishes its own bylaws and general regulations, subject to approval by the Senate or the Board of Governors.

### 2.2 Membership

In keeping with Article 158 of *University Government*, the Faculty Council is composed of:

#### 2.2.1 Ex officio members:

a. Dean, as Chair of the Council. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. Vice-Dean of Undergraduate Studies and Secretary, Faculty of Health Sciences;

c. Vice-Dean, Research, Graduate and Postdoctoral Studies;

d. Vice-Dean, Professorial Affairs;

e. Associate deans and Director of the Honours Bachelor of Nutrition Sciences program.

#### 2.2.2 Tenured faculty members:

a. Three (3) faculty members elected from the School of Human Kinetics;

b. Three (3) faculty members elected from the School of Nursing;

c. Three (3) faculty members elected from the School of Rehabilitation Sciences;

d. Three (3) faculty members elected from the Interdisciplinary School of Health Sciences;

e. One (1) faculty member elected from the Honours Bachelor of Nutrition Sciences program;

f. Five (5) faculty members elected from the Faculty of Health Sciences.

#### 2.2.3 Students:

a. One (1) undergraduate student elected from the School of Human Kinetics;

b. One (1) undergraduate student elected from the School of Nursing;

c. Two (2) students elected from the Interdisciplinary School of Health Sciences;

d. One (1) undergraduate student elected from the Honours Bachelor in Nutrition program;
e. Two (2) graduate students elected from the School of Rehabilitation Sciences;
f. One (1) graduate student elected from the School of Human Kinetics;
g. One (1) graduate student elected from the School of Nursing;
h. The Faculty’s student Senate representative is an *ex officio* member.

### 2.2.4 Support staff:

a. The Chief Administrative Officer sits as an *ex officio* member;
b. One (1) regular full-time support staff member;
c. Administrator of Undergraduate Programs (non-voting member);
d. Administrator of Graduate Studies (non-voting member);
e. Manager, Communications (non-voting member).

### 2.2.5 Part-time teaching staff:

Two (2) part-time professors elected from the Faculty of Health Sciences.

### 2.3 Procedure for electing members

#### 2.3.1 Tenured faculty members:

a. Schools and programs hold elections in September of each year (term runs from October 1 of the current year to September 30 of the following year). If a vacancy occurs between elections, the school and/or program must appoint a replacement in keeping with its own internal procedures;

b. Members are elected from among regular tenured faculty members of the Faculty’s schools and programs. All regular tenured faculty members from the Faculty’s schools and programs are eligible for election except those members whose term has not ended by September 1 of the election year;

c. Associate deans and directors concerned convey the election results to the Vice-Dean of Undergraduate Studies and Secretary. The term of office is two (2) years, renewable once.
2.3.2 Students:

a. The Vice-Dean of Undergraduate Studies and Secretary initiates the election process by requesting the Faculty’s graduate and undergraduate student associations to designate a student who will be responsible for and oversee the election according to the associations’ procedures;

b. The elections are held each September;

c. The term of office is one (1) year and runs from October 1 of the current year to September 30 of the following year;

d. All full-time students in the Faculty of Health Sciences not in their final year of study are eligible;

e. The student associations convey the election results to the Vice-Dean of Undergraduate Studies and Secretary.

2.3.3 Support staff:

a. The support staff representative is elected by secret ballot by his or her peers at the time of elections organized by the Chief Administrative Officer of the Faculty, as person responsible for administrative and technical personnel. Nominations must be supported by at least three (3) other regular staff members;

b. The term of office is two (2) years and is renewable once;

c. The term of office runs from October 1 of the current year to September 30 of the following year;

d. The Chief Administrative Officer of the Faculty conveys election results to the Vice-Dean of Undergraduate Studies and Secretary.

2.3.4 Part-time teaching staff:

a. The Vice-Dean of Undergraduate Studies and Secretary initiates the election process by requesting the Association of Part-Time Professors of the University of Ottawa (APTPUO) to assume responsibility for the election and to nominate two (2) members from among the part-time professors of the Faculty of Health Sciences;

b. Elections will be held each year during the month of September;

c. The term of office is one (1) year and is renewable once;
d. The term of office runs from October 1 of the current year to September 30 of the following year;

e. All part-time professors in the Faculty’s schools and programs are eligible;

f. The APTPUO conveys the election results to the Vice-Dean of Undergraduate Studies and Secretary.

2.4 Quorum

2.4.1 Quorum is 50% plus one (1) of the total seats;

2.4.2 From May to September, inclusive, student members are not counted in determining quorum.

2.5 Vacant seats

2.5.1 When a seat becomes vacant following a member’s resignation, or for any other reasons, the Faculty’s Vice-Dean of Undergraduate Studies and Secretary requests the administrative unit concerned to call an election to fill the vacancy according to the approved procedures. No election will be called for vacant seats during the last two months of a term;

2.5.2 Student members do not take part in in-camera deliberations and decisions involving individual cases dealing with professors and students;

2.5.3 No one sits on the Faculty Council in a dual capacity, with the exception of the Vice-Dean of Undergraduate Studies, who is also Faculty Secretary;

2.5.4 If an elected member of the Faculty Council is appointed to one of the offices described in 2.2.1, this member resigns his or her seat, which will then be filled by an election.
2.6 Meeting schedules and procedures

2.6.1 The Faculty Council holds at least four meetings during each academic year;

2.6.2 Meeting dates and times are set by the Dean and announced to the members at the beginning of the academic year;

2.6.3 The Chair may, at his or her discretion, call a special meeting of the Faculty Council;

2.6.4 Upon written request of one third of the members of the Faculty Council, the chairperson will call a special meeting of the Faculty Council;

2.6.5 Requests for items to be added to the agenda of a regular Faculty Council meeting must be submitted in writing to the Chair or the Vice-Dean of Undergraduate Studies and Secretary two (2) weeks before the meeting;

2.6.6 The Chair and the Vice-Dean of Undergraduate Studies and Secretary of the Faculty prepare the agenda in consultation with the vice-deans, associate deans, program directors and the Chief Administrative Officer. A copy of the agenda is sent to each member at least one week before the meeting. The Chair may add items of an urgent nature to the agenda with the consent of the majority of members present. A copy of the agenda is sent to each member at least one week before the meeting. The Chair may add items of an urgent nature to the agenda with the consent of the majority of members present;

2.6.7 The Vice-Dean of Undergraduate Studies and Secretary prepares the minutes. A copy of the minutes is sent to each member, generally, one (1) week before the next meeting. The minutes are posted in each academic unit;

2.6.8 Motions must be presented orally and properly seconded (a member may put forward a motion in writing); recommendations from standing committees of the Faculty must have been presented and approved; voting on motions is by show of hands unless decided otherwise by the Faculty Council; results of the votes are to be recorded;

2.6.9 Reports, excluding recommendations, are received and moved for adoption; a vote is not necessary. Committee recommendations contained in the reports are treated as motions and voted on as in 2.6.8;

2.6.10 Provisions must be made at each regular meeting for presentations of committee reports or reports from Faculty representatives sitting on external committees; each standing committee must submit at least one (1) written report at the last Faculty Council meeting of the academic year;

2.6.11 A summary of the Faculty budget is presented to the Faculty Council at the beginning and the end of each year.
3.1  Executive Committee (EC)

3.1.1  Functions:

In keeping with Article 160 of *University Government*, the functions of the Executive Committee are to:

a. Make recommendations related to budgets, finances and overall administration of the Faculty to the Dean;

b. Work with the Dean to establish priorities and draft annual budget estimates for the following year, in keeping with the terms of the academic development plan of the Faculty;

c. Ensure the implementation of the Faculty’s academic, research and space policies, as approved by the Senate;

d. Provide a forum for discussion on academic and administrative policies as well as on orientations of the Faculty;

e. Exercise such powers as delegated by the Faculty Council and carry out other functions as assigned by the Faculty Council;

f. Exercise the powers of the Faculty Council to deal with urgent matters that may arise between Council meetings; the EC does not have the authority to change existing bylaws or to introduce new ones;

g. Carry out all other functions as assigned by the Dean or the Faculty Council;

h. Ensure the implementation of academic and administrative policies approved by the Faculty Council.

3.1.2  Membership

In keeping with Article 161 of *University Government*, the Executive Committee is composed of:

a. The Dean, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. The Vice-Dean of Undergraduate Studies and Secretary of the Faculty. This person acts as secretary for the Committee;

c. The Vice-Dean, Research, Graduate and Postdoctoral Studies;
d. The Vice-Dean, Professorial Affairs;

e. The associate deans and the Director of the Honours Bachelor of Nutrition Sciences program.

As well as:

f. The Chief Administrative Officer of the Faculty;

g. Administrator of Undergraduate Programs;

h. Administrator of Graduate Programs.

3.1.3 Quorum

Quorum is 50% plus one (1) of the total seats.

3.1.4 Frequency of meetings:

The Executive Committee meets once a month.

3.2 Executive Committee of the Dean’s Office (ECDO)

3.2.1 Functions:

a. Ensures the sound management of the Faculty;

b. Presents recommendations on administrative matters to the Dean;

c. Makes recommendations related to the budget, space planning, communications and marketing and Faculty policies to the Dean;

d. Advises the Dean of the progress of the various Faculty projects.

3.2.2 Membership

The Executive Committee is composed of:

a. Dean, as Chair of the Committee;

b. Vice-Dean of Undergraduate Studies and Secretary;

c. Vice-Dean, Research, Graduate and Postdoctoral Studies;

d. Vice-Dean, Professorial Affairs;
e. Chief Administrative Officer;
f. Administrator of Undergraduate Programs;
g. Administrator of Graduate Programs;
h. Manager, Communications and Marketing;
i. Manager, Computing and Technical Support.

3.3 Undergraduate Studies Committee (USC)

3.3.1 Functions:

In keeping with Article 162 of University Government, the Committee considers and makes recommendations to the Faculty Council on:

a. The conditions of admission to bachelor and first professional degree programs offered by the Faculty;
b. The structure of the programs of study, with particular regard to the role and content of general education in comparison to specialized education;
c. The creation of new programs;
d. Changes to or cancellation of courses or programs;
e. Courses proposed by the Faculty’s schools or programs;
f. Implementation of policies to ensure academic success and a high quality student experience, including international mobility agreements;
g. Recruitment and liaison strategies and activities;
h. The Committee also submits written reports to the Faculty Council as often as necessary, but not less than once per year;
i. The Committee fulfills all other tasks as assigned by the Faculty Council.
3.3.2 Membership

In keeping with Article 163 of University Government, the Committee is composed of:

a. Vice-Dean of Undergraduate Studies and Secretary, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. Assistant Director of or professors responsible for undergraduate programs (SHK, SN, ISHS, NUT);

c. One (1) undergraduate student nominated by the schools and programs and appointed by the Faculty Council;

d. Administrator of Undergraduate Programs.

3.3.3 Frequency of meetings:

The Undergraduate Studies Committee meets as often as necessary, but not less than twice per year.

3.3.4 Term:

The term of office of student members is one (1) year and is non-renewable.

3.3.5 Quorum:

Quorum is 50% plus one (1) of the total seats.
3.4 Academic Standing Committee (ASC)

The Committee makes recommendations to the Dean and Executive Committee of the Faculty on all matters for which it is responsible and dealing with a student’s academic progress. It can create such sub-committees as it deems necessary to look at specific issues.

3.4.1 Functions:

a. Acts, in consultation with the academic units, as a committee to deal with student progress;

b. Makes decisions on the academic standing of individual students (including issues related to academic standing, academic fraud and appeals);

c. Periodically reviews test security practices used when administering exams;

d. Increases professors’ awareness of rules and procedures related to academic fraud and appeals;

e. Submits a written report to the Faculty Council as often as necessary, but not less than once per year;

f. Makes recommendations to the Dean (e.g., when sanctions are imposed);

g. Fulfills all other tasks as assigned by the Faculty Council.

3.4.2 Membership:

The Academic Standing Committee is composed of:

a. Vice-Dean of Undergraduate Studies and Secretary of the Faculty, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. One (1) unionized faculty member from each of the schools and the Honours Bachelor of Nutrition Sciences program.

As well as the following non-voting members:

c. The assistant to the Vice-Dean of Undergraduate Studies and Secretary, who acts as secretary for the Committee.

3.4.3 Frequency of meetings:

The committee meets as often as necessary, but not less than twice per year.
3.4.4 **Term:**

The professors’ terms of office are two (2) years and are renewable once.

3.4.5 **Quorum:**

Quorum is three (3) members.

3.5 **Clinical Education Committee (CEC)**

This committee promotes quality and results-oriented clinical education in the Faculty, as well as collaboration and effective teamwork between the groups responsible for clinical education at the Faculty of Health Sciences.

3.5.1 **Functions:**

a. Ensures consistency among the Faculty’s programs in planning and developing practicum policies, procedures and activities;

b. Ensures information is exchanged between clinical placement teams;

c. Discusses any changes at clinical placement sites and integrates them, if necessary, into the policies, procedures and clinical education experiences;

d. Shares strategies for acquiring additional placement opportunities, for retaining current placement spaces and for supporting students, supervisors and clinicians;

e. Shares resources and teaching activities related to developing and providing clinical education experiences;

f. Discusses practicum standards (e.g. methods for evaluating the quality of clinical placements, supervisor-student ratio);

g. Establishes and updates policies and procedures related to practicum requirements (e.g. immunization agreements);

h. Discusses challenges faced during clinical placements;

i. Coordinates training and public relations activities geared towards supervisors in the placement and clinical settings;

j. Ensures clinical education interests are represented and have a high profile on the appropriate committees at the Faculty and school levels;
k. Develops and maintains leadership in coordinating clinical training at the regional, provincial, national and international levels;

l. Participates in the development and coordination of placements;

m. Makes recommendations to the Executive Committee of the Faculty of Health Sciences on issues related to practicums.

3.5.2 Membership:

The Clinical Education Committee is composed of:

a. Vice-Dean of Undergraduate Studies and Secretary of the Faculty, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. Clinical training coordinator of each school (SHK, SN, SRS, NUT);

c. One (1) professor appointed by the Vice-Dean of Undergraduate Studies and Secretary of the Faculty;

d. One (1) representative of the Consortium national de formation en santé (CNFS).

3.5.3 Frequency of meetings:

a. The Committee meets at least once per session (3 times per year). Members can agree to hold additional meetings if deemed necessary;

b. Agendas are prepared for each meeting and minutes are recorded;

c. Members of the committee are responsible for meeting minutes on a rotating basis, with the exception of the Vice-Dean of Undergraduate Studies, who chairs the committee;

d. Each member prepares a summary of the meetings and presents the committee’s recommendations to his or her school or program.

3.5.4 Quorum:

Quorum is three (3) members.
3.6 Graduate Studies Committee (GSC)

3.6.1 Functions:

In keeping with Article 157 of University Government, the functions of the Graduate Studies Committee are to:

a. Make recommendations to Faculty Council, the Research Committee and the Faculty of Graduate and Postdoctoral Studies on:
   i. admission requirements for the Faculty’s graduate programs;
   ii. the structure of the programs of study, with particular regard to the role and content of general education in comparison to specialized education;
   iii. the creation of new programs;
   iv. changes to or cancellation of courses or programs;
   v. implementation of policies to ensure academic success and a high quality student experience, including international mobility agreements;

b. The Committee also submits written reports to the Faculty Council as often as necessary, but not less than once per year;

c. The Committee fulfills all other tasks as assigned by the Faculty Council.

3.6.2 Membership:

In keeping with Article 158 of University Government, the Committee is composed of:

a. The Vice-Dean, Research, Graduate and Postdoctoral Studies, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. Administrator of Graduate Programs;

c. Assistant Director of Graduate Studies from each of the Faculty’s schools and programs;

d. One (1) student registered in a graduate-level professional program. Students will be nominated by each of the schools on a rotating basis and belong to an academic unit other than unit of the student member in 3.6.2 (e);

e. One (1) student registered in a graduate program (with thesis). Students will be nominated, on a rotating basis, by each of the schools offering these program and belong to an academic unit other than the unit of the student member in 3.6.2 (d).
3.6.3 **Frequency of meetings:**

The Graduate Studies Committee meets as often as necessary, but not less than twice per year.

3.6.4 **Term:**

a. The length of the terms of office is the same as the length of the Assistant Director’s term;

b. The term of office of student members is one (1) year.

3.6.5 **Quorum:**

Quorum is 50% plus one (1) of the total seats.

3.7 **Research Committee (RC)**

In keeping with Article 164 of *University Government*, the Research Committee promotes and coordinates Faculty research, including interdisciplinary research.

3.7.1 **Functions:**

a. To make recommendations to the Faculty Council on:
   
   i. the establishment and updating of the Faculty’s research policy and a Faculty research development plan;
   
   ii. the priorities to be established in the allocation of funds for research out of the Faculty’s operating budget;
   
   iii. the criteria and procedures for evaluating publications financed by allocations from the operating budget of the Faculty;
   
   iv. CFI, CRC or large projects;

b. To make recommendations to the Faculty’s Executive Committee on:
   
   i. budget estimates for research and planning;
   
   ii. the administration of the research and publication budget;
   
   iii. allocation of the budget for the various projects, in line with the bylaws enacted by Faculty Council;

c. Submits written reports to the Faculty Council as often as necessary, but not less than once per year;

d. Fulfills all other tasks as assigned by the Faculty Council.
3.7.2 Membership:

In keeping with Article 165 of *University Government*, the Research Committee is composed of:

a. Vice-Dean, Research, Graduate and Postdoctoral Studies as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. One (1) faculty member elected from each of the Faculty’s schools and program (SHK, SN, SRS, ISHS and NUT);

c. One (1) student registered in a graduate program (with thesis);

d. The Faculty of Health Sciences research facilitator.

3.7.3 Term:

The term of office for regular faculty members is two (2) years and one (1) year for student members.

3.7.4 Quorum:

Quorum is 50% plus one (1) of the total seats.
3.8 Space Planning and Management Committee (SPMC)

3.8.1 Functions:

   a. Makes recommendations to the Dean and the Faculty Council on all matters or policies related to space;
   
   b. Oversees and assesses, annually, space utilization and planning and reports to the Faculty Council;
   
   c. Makes recommendations on space planning to meet future space requirements;
   
   d. Fulfills all other tasks as assigned by the Faculty Council.

3.8.2 Membership:

   The Space Planning and Management Committee is composed of:

   a. Vice-Dean, Research, Graduate and Postdoctoral Studies, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;
   
   b. Chief Administrative Officer of the Faculty;
   
   c. Associate deans of each of the Faculty’s schools and the Director of the Honours Bachelor of Nutrition Sciences program, or delegates;
   
   d. One (1) member of the University of Ottawa’s Space Planning and Management Committee;
   
   e. Administrative Officer, Faculty physical and material resources.

3.8.3 Frequency of meetings:

   The Space Planning and Management Committee meets as often as necessary, but not less than twice per year.

3.8.4 Quorum:

   Quorum is 50% plus one (1) of the total seats.
3.9 Nominations Committee

3.9.1 Functions:

a. Proposes candidates for vacant positions on the various Faculty committees to the Faculty Council and Secretary;

b. Ensures prior consultation with professors or groups of professors affected by the nominations;

c. Submits written reports to the Faculty Council as often as necessary, but not less than once per year.

3.9.2 Membership:

The Nomination Committee is composed of:

a. Vice-Dean, Professorial Affairs, as Chair of the Committee. The Chair does not vote except to break a tie vote; the Chair has the deciding vote;

b. One (1) professor from each of the Faculty’s schools and one (1) professor from the Honours Bachelor of Nutrition Sciences program appointed by the Dean after consulting with the Faculty’s Executive Committee.

3.9.3 Frequency of meetings:

The Nomination Committee meets as often as necessary, but not less than three times per year.

3.9.4 Term:

The term of office is one (1) year and is renewable once.

3.9.5 Quorum:

Quorum is 50% plus one (1) of the total seats.
3.10 Faculty Teaching Personnel Committee (FTPC)

In keeping with Article 166 of *University Government*, the functions of the Faculty Teaching Personnel Committee and Committee membership are governed by Article 14 of the collective agreement between the University of Ottawa and the APUO. Sections of Article 14 are presented below.

3.10.1 Membership:

In every faculty, there is a Faculty Teaching Personnel Committee made up of five (5) tenured faculty members.

a. The Dean is the Chair of the FTPC. The Dean does not vote, even in the case of a tie;
b. At its first meeting of the academic year, the committee elects from among its elected members a secretary who is responsible for recording the minutes;
c. Quorum for FTPC meetings is three (3) elected members and the Dean;
d. Whenever a member of the FTPC so requests, the vote will be by secret ballot;
e. The Officer with Administrative Exclusion may attend meetings as an observer.

3.10.2 Election of FTPC members:

FTPC members are elected by secret mailed preferential ballot by all tenured members of the bargaining unit in the Faculty. A nominating committee elected by the Faculty Council proposes candidates for all vacant positions. After circulation of these names, sufficient time is allowed for other nominations to be made. Additional procedures may be followed if they have been agreed to by the Faculty Council and approved by the Senate, it being understood that:

a. Three (3) regular tenured members from a faculty may propose a candidate;
b. The Faculty Council may impose special rules, approved by the Senate, to ensure that certain groups within the faculty have equitable representation;
c. All tenured staff members of a faculty who are members of the bargaining unit may be members of the FTPC, it being understood that:
   i. the Chair of a department, the Secretary of a faculty or section, the Associate Dean, the Assistant Dean and the Vice-Dean may not be committee members;
   ii. a professor may not be a committee member for more than two (2) consecutive full terms;
   iii. members of a School Teaching Personnel Committee (STPC) may not concurrently be members of the FTPC.
3.10.3 Term:

a. The term of office of elected FTPC members is two (2) years, starting on July 1 following the election. To ensure continuity, the terms will be staggered;

b. Members of the FTPC who anticipate being absent more than one (1) month during the Fall or Winter session, or who are absent from three (3) consecutive FTPC meetings, must resign from the committee. Any vacancy thus created will be filled by means of an election as described above;

c. Persons who are, at the time of ratification of this agreement and pursuant to the previous collective agreement between the parties, members of an FTPC, will be deemed to be members of the FTPC for the purposes of the collective agreement.

3.10.4 Functions:

a. Makes recommendations on matters concerning members that are entrusted to it by the collective agreement, in particular tenure, promotion, academic leave, basic progress and certain disciplinary measures, or other matters, when these matters are referred to it by the Dean;

b. Gives advice on any other matter, whether provided for or not in this agreement, regarding which the Dean requests the committee’s opinion;

c. Makes recommendations and gives advice in accordance with the collective agreement, with the aim of maintaining, within the Faculty, appropriate standards for teaching and research, literary or artistic creation or professional activities.
3.11 Faculty Assembly

The Faculty Assembly is an advisory board of the Faculty of Health Sciences.

3.11.1 Functions:

a. Receives the annual report of the Faculty;
b. Makes recommendations to the Faculty Council.

3.11.2 Membership:

The Assembly is composed of:

a. The Dean, as Chair;
b. All members of the Faculty Council;
c. All full-time Faculty of Health Sciences faculty members;
d. Any other person designated by the Council.

3.11.3 Frequency of meetings:

The Faculty Assembly meets once (1) in each academic year, at a time convenient for the members.
Faculty of Health Sciences

Bylaw 4
Amendments to bylaws
4.1 Jurisdiction

Only the Faculty Council has the authority to recommend amendments to the current Faculty bylaws.

4.2 Procedure for amending bylaws

a. Any amendments to these bylaws must be sent to all Faculty Council members at least thirty (30) working days before the meeting at which the proposed amendments are to be discussed;

b. To be adopted, any amendment or modification to the current bylaws must be approved by two thirds (2/3) of the Council members.

4.3 Authority

Any amendment or modification to the current Faculty bylaws must be approved by the Senate of the University of Ottawa.