

**KWANTLEN POLYTECHNIC UNIVERSITY**

**SCHOOL OF BUSINESS**

**FACULTY CHARTER**

**Approved 2016**

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## PART I. INTERPRETATION

### Acronyms

In this Charter:

"KPU" is Kwantlen Polytechnic University

"SBFC" is the School of Business Faculty Council

### Definitions

In this Charter:

"Alumni" means graduates of the University

"Board" means the Board of Governors of the University

"Faculty members" - consistent with the University Act of British Columbia, R.S.B.C. 1996, c. 468, Part 1 Section 1, means persons employed by the University as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.

"Members of the Faculty" means those referred to in Part III, B.3 of this Charter

"Operations manager" means a representative of the Dean's Office acting under the authority of the SBFC

"Present at a meeting" means those present in person at a meeting, or, when possible and when approved by the Chair at least one week in advance of the meeting, those present by technology [e.g. conference call]

"Student" - consistent with the University Act of British Columbia, R.S.B.C. 1996, c. 468, Part 1 Section 1, means a person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student

## PART II. PREAMBLE

Under the University Act of British Columbia, R.S.B.C. 1996, c. 468 (hereafter, "the University Act"), Kwantlen Polytechnic University [hereafter "KPU"] operates under a bi-cameral structure, with the Board and Senate responsible for University governance. Subject to Board and Senate approval, the KPU School of Business Faculty Council [hereafter "the SBFC"] directs academic decisions relevant to the Faculty. The Charter prescribes the bounds of the SBFC's activities, including its powers and duties, membership, and rules for conducting business.

Positions on the Board, Senate, and the SBFC require participation from many University constituencies. Governance responsibility at KPU is therefore shared, requiring commitment from Board members, administrators, faculty, staff, students, and others such as alumni. Members of the School of Business recognize the importance of this commitment to the success of the University, and aspire to fulfill appropriate governance roles.

## PART III. SCHOOL OF BUSINESS

### A. Powers and Duties of the Faculty

1. The powers and duties of the School of Business (hereinafter “ the Faculty”) are established in part by Section 40 of the University Act, which currently describes the Faculty as having the power and duty:

- a) to make rules governing its proceedings, including the determining of the quorum necessary for the transaction of business;
- b) to provide for student representation in the meetings and proceedings of the Faculty;
- c) subject to this Act and to the approval of the Senate, to make rules for the government, direction and management of the Faculty and its affairs and business;
- d) to determine, subject to the approval of the Senate, the courses of instruction in the Faculty;
- e) subject to an order of the president to the contrary, to prohibit lecturing and teaching in the Faculty by persons other than appointed members of the teaching staff of the Faculty and persons authorized by the Faculty, and to prevent lecturing or teaching so prohibited;
- f) subject to the approval of the Senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the Senate, must conduct examinations and determine the results;
- g) to deal with and, subject to an appeal to the Senate, to decide on all applications and memorials by students and others in connection with their respective faculties;
- h) generally, to deal with all matters assigned to it by the Board or the Senate.

2. General Rule: As provided by Section 41 of the University Act, a general rule made by the Faculty is not effective or enforceable until a copy has been sent to the Senate and the Senate has given its approval.

### B. Faculty Membership

3. Membership: Membership of the Faculty consists of:

- All those employed within the Faculty as an instructor, lecturer, assistant professor, associate professor, professor, or an equivalent position designated by the Senate,
- The Dean of the Faculty,
- Associate Dean(s) of the Faculty,
- The President of the University,

- The Registrar, who is non-voting,
- One member from and appointed by each other Faculty.

4. Student Participation: The Faculty endorses the principle of student participation in the Faculty Council as reflected in this Charter.

5. Chair: The Dean is the Chair of the Faculty.

6. Vice-Chair: An Associate Dean of the Faculty is the Vice-Chair of the Faculty. The Vice-Chair shall exercise the duties and responsibilities of the Chair in the absence of the Chair.

### C. Conduct of Business

7. Regular Meetings: The Faculty shall have at least one regular meeting per academic year.

8. Special Meetings: In cases of urgency, special meetings of the Faculty may be called by the Chair or, in the absence of the Chair, the Vice-Chair of the Faculty.

9. Notice of Meeting: Notice of a meeting of the Faculty shall be sent to the members of the Faculty by the Chair at least seven days prior to the meeting.

10. Agenda: The agenda and business to be conducted at meetings of the Faculty shall be set by the Chair.

11. Quorum: The quorum for meetings of the Faculty shall be twenty-five voting members.

12. Robert's Rules of Order: To the extent applicable, and subject to these bylaws, Robert's Rules of Order shall govern the conduct of all Faculty meetings. The Chair will determine the applicability of any particular item in Roberts Rules of Order in dispute.

13. Resolutions: A resolution of the Faculty shall be passed by a majority of the votes cast.

14. Observers: Except in special circumstances, meetings of the Faculty shall be open to observers.

15. Non-Members: The Chair may recognize non-members on any matter of business before the meeting.

16. In Camera Meetings: The Faculty may decide at any time, by a majority vote of those present, that a meeting or part of a meeting be held in camera.

17. Minutes: Except for meetings, or part of a meeting, held in camera, minutes of meetings of the Faculty shall be taken and made available to the University.

18. Documents: Except for documents presented during or relating to a meeting or part of a meeting held in camera, all documents presented to the Faculty shall be made available to the University. Notwithstanding this bylaw, the Chair may declare a document confidential, in which case the document shall only be presented and made available to members of the Faculty and, if appropriate, the senate.



## PART IV, THE SCHOOL OF BUSINESS FACULTY COUNCIL

### A. Powers and Duties of the SBFC

1. Purpose: The SBFC is created to perform the tasks set out in the British Columbia University Act, and in particular sections 39 to 42, as amended from time to time. The SBFC will consider academic matters brought before it which are relevant to the Faculty and take the necessary steps to address concerns, make decisions, advise the Dean of the Faculty (hereafter “the Dean”), implement policy and notify the affected parties.

### B. SBFC Membership

2. Membership: The SBFC is comprised of:

- the Dean,
- the elected members of the Departments of the Faculty
- the elected members of the Faculty elected at large, as determined by the election procedure in Section E of this Part,
- the elected Senators of the Faculty,
- one student member from the Faculty,
- one alumni member of the Faculty,
- the Associate Deans of the Faculty,
- and such other members who may be appointed as non-voting members under Section D of this Part.

3. Conflict of Interest: Senate bylaw No.3, Conflict of Interest, applies.

## C. Chair and Vice-Chair of the SBFC

4. Election of Chair: Voting Members of the SBFC will elect one (1) Chair from among SBFC's continuing and incoming voting members who are members of the Faculty as defined above in Part III, Section B.3. The election will normally occur at the first meeting of the SBFC after September 1, and the normal term will be two (2) years, or a shorter term corresponding to the Chair's SBFC term.

5. The Chair: The Chair is a voting member of the SBFC. In the event of a tie, the Chair casts the deciding vote.

6. Election of Vice Chair: Voting members of the SBFC will elect one (1) Vice-Chair from among the SBFC's continuing and incoming voting members who are members of the Faculty as defined above in Part II, Section B.3 (Page 3). The election will normally occur at the first meeting of the SBFC after September 1, and the normal term will be two (2) years, or a shorter term corresponding to the Vice-Chair's SBFC term.

7. The Vice Chair: The Vice-Chair will fulfill the duties of the Chair in the Chair's vacancy or absence and will assist in the performance of the Chair's duties.

8. Removal of Chair or Vice Chair: The Chair and/or Vice-Chair may be removed by two-thirds of votes cast at any duly called meeting of the SBFC, provided that notice of such motion was given at the previous duly called meeting.

9. Absence of Chair and Vice Chair: When necessary due to vacancy or absence of the Chair and Vice-Chair, voting members of the SBFC will elect a Chair pro-tem from existing voting SBFC members.

## D. Conduct of Faculty Council Business

10. Meetings: Meetings of the SBFC will occur at least monthly, except for July and August. Special meetings may be called by the Chair. Meetings of the SBFC will not occur at the same time as meetings of the University Senate. When appropriate, and subject to Bylaw 11 of this Part below, the SBFC may hold a meeting or part of a meeting in camera. If a meeting is called and an elected member is scheduled to teach, the Dean and the Faculty will provide adequate release or substitution. The Dean, or in the Dean's absence an Associate Dean, will attend all meetings of the SBFC.

11. In Camera Meetings: The SBFC may at any time, by a majority vote, hold a meeting or part of a meeting in camera.

12. Minutes: The Chair shall cause minutes of all meetings of the SBFC to be taken and arrange for distribution of the minutes in a timely manner to members of the SBFC and other interested parties as determined by the Chair. The Chair will make the minutes available to the members of the Faculty and the University.

13. Notice of Meetings: The Chair, with the cooperation of the Operations Manager, will provide to each member of the SBFC notice of the next meeting of the SBFC at least seven days prior to the meeting. Notice of the meeting will include the Agenda and minutes of the prior meeting. Available supporting reports will also be included with the notice of meeting. Reports which are not available in time or are lengthy may be distributed at the meeting. Notice of the meeting may be given by e-mail.

14. Agenda: The Agenda for each meeting of the SBFC will be set by the Chair, and may include Agenda items requested by members of the SBFC. The Agenda will always include approval of the Agenda, approval of the minutes of the prior meeting, and reports of the Standing Committees, if any.

15. Voting: Each elected member of the SBFC and the Dean, or in the Dean's absence an Associate Dean, shall have one vote at meetings of the SBFC.

16. Non-Voting Members: The non-voting members of the SBFC are the senators elected by the Faculty, the Associate Deans of the Faculty, the student representative, the alumni representative, and such other additional members as the SBFC may by majority vote appoint to the SBFC, subject to the approval of senate. The president of the University is a non-voting member of the SBFC.

17. Delegations: The SBFC may receive delegations at a meeting, either in person or in writing. Delegations appearing in person must request attendance at least ten days prior to the meeting, which time may be shortened in appropriate cases by the Chair. All requests to appear as a delegation, allowed or refused, will be reported to the SBFC by the Chair. The presentation of a delegation appearing in person will be subject to the time limit approved by a majority vote of the SBFC.

18. Observers: Observers, upon a minimum 24 hour prior notice to the Chair, may attend a meeting of the SBFC which is not in camera. The SBFC, through the Chair, the Dean or the Department representatives, shall, upon request from any member of the Faculty, inform the member of the time and place of a meeting and of the agenda, and invite them to attend the meeting as an observer. The Chair may recognize non-members on any matter of business which is before the meeting. Observers may not attend a meeting, or part of a meeting, of the SBFC which is held in camera.

19. Rules of Procedure: Meetings of the SBFC will, to the extent applicable, generally follow Roberts Rules of Order. The Chair will determine the applicability of any particular item in Roberts Rules of Order in dispute. The SBFC may by two-thirds of the votes cast, approve Rules of Procedure which add to or replace Roberts Rules of Order.

20. Quorum: At least 50% of the elected members of the SBFC plus one must be present for quorum for a meeting of the SBFC. If quorum is not present, any business conducted at the meeting is unofficial and subject to ratification at the next meeting of the SBFC where quorum is present.

21. Location: Meetings of the SBFC will normally be located on the Surrey campus of the University but may take place at another campus of the University in special circumstances.

22. First Meeting: The first meeting of the SBFC will be the first September meeting following the election of the Faculty members to the SBFC.

## E. Election of Members of the SBFC

23. Elected Members: The elected members of Council are:

One representative from each department as elected by that department.  
A department eligible to elect a member shall be designated as such by the Faculty Council.

Three members elected at large by all members of the Faculty as a whole.

24. Alternates: A representative may not designate an alternate or proxy to attend on their behalf. Nor may votes on any matter be submitted as absentee votes.

25. Notice of Election by Departments: Each department shall be notified by the Standing Governance Opportunity Committee to conduct its election at least 30 days prior to the First Meeting of the Council.

26. Nominations: Each nomination for an elected position on the SBFC must be supported by a signature of endorsement from another member of the Faculty. A nominee cannot stand for election to more than one elected position on the SBFC. Nominations are to be forwarded to the Governance Opportunity Committee.

27. Election: The election will be directed by the Governance Opportunity Committee and conducted by the Operations Manager. If the Operations Manager is unable to conduct the election, then the election will be conducted by the person in the Faculty performing the role of the Operations Manager.

28. Term: The term of each elected member shall be two years. The term for each non-voting member, except the President, Senators, and Associate Deans, shall be one year.

29. Absences: If an elected member of the SBFC misses three consecutive meetings of the SBFC, or four meetings of the SBFC in one year, the SBFC may by majority vote declare the position vacant.

30. Resignation: An elected member may resign from the SBFC in writing with at least 30 days' notice to the Chair, in which case the Chair will declare the position vacant.

31. Vacancies: If the SBFC or the Chair declares a position of an elected member vacant, the Governance Opportunity Committee will request the affected department to elect a new member for the balance of the term. If the position of a member of the SBFC elected-at-large is declared vacant an election will be held to fill the position for the balance of the term. If the position of a non-voting member of the SBFC, other than a senator, the president, or the Associate Dean, is declared vacant, the SBFC may appoint another person to the position for the balance of the term.

## F. Committees of Faculty Council

32. Standing Committees: The Professional Development Committee and the Curriculum Committee, as they are structured prior to the implementation of this Charter, are continued under this Charter as standing committees, with the necessary changes to structure and procedure contained in this part. A Governance Opportunity Committee is also recognized in this Charter as a standing committee. The SBFC may, by a majority of votes cast, establish other standing committees as required to conduct the operations of the SBFC. The membership of standing committees will be as determined by the majority vote of SBFC.

33. Special Purpose Committees: The SBFC may, by a majority of the votes cast, appoint other Special Purpose Committees to investigate or consider matters as determined by the SBFC.

34. Term of Membership: The term for members of Standing Committees shall be two years commensurate with the term of the members on the SBFC.

35. Quorum: Quorum for a meeting of a Committee shall be 50% of the members of the Committee.

36. Alternates: Alternates are permitted for members of committees.

37. Agenda and Notice of Meeting: The Chair of each committee shall set the Agenda for meetings of the committee and provide the members of the committee with at least three days' notice of the meeting.

38. Minutes: The Chair of the Committee shall cause Minutes of the meeting to be kept and made available to the members of the SBFC.

39. Reports of Committees: Each Standing Committee will report at each SBFC meeting of the activities of the Committee. A Special Purpose Committee will report to the SBFC when requested by the SBFC or the Chair. A Standing Committee will have such authority of the SBFC as may be delegated to the Committee by the SBFC by a majority of the votes cast.

40. Mandate of Standing Committees: The mandate of the standing committees of the SBFC is as follows:

- Professional Development:** The standing committee on professional development shall:
- a. Exercise the delegated authority of the Faculty to review, approve or disapprove requests from faculty for funding for professional development activities;
  - b. Periodically review and recommend changes for approval by SBFC to the criteria for approval of funding;
  - c. Apply the approved funding for each department to the requests received from faculty from that department;
  - d. Ensure that all approved funding for professional development activities comply with all University policies and procedures;
  - e. Provide minutes of all meetings to SBFC;
  - f. Provide an annual report to SBFC summarizing the authorized and actual expenditures for each department;
  - g. such other duties as the SBFC may from time to time require.

**Curriculum:** The standing committee on Curriculum shall:

- a. Exercise the delegated authority of the Faculty to review, approve or disapprove of all curriculum, or changes to curriculum, offered for credit by each department;
- b. Recommend curriculum, or changes to curriculum, to SBFC for recommendation to the Senate;
- c. Periodically review curriculum and programs of each department, including prerequisites, co-requisites, learning outcomes, assessment models, and make appropriate recommendations to Faculty Council;
- d. Ensure that all curriculum of each department conforms to University policies and procedures;
- e. Review all new program and new degree proposals and provide recommendations to SBFC;
- f. Ensure that all new program and new degree proposals comply with University policies and procedures;
- g. Review the implementation of new degree and non-degree programs and provide recommendations to SBFC;
- h. Periodically review the Curriculum Committee's structure and mandate and make recommendations to SBFC;
- i. Provide minutes of all meetings to SBFC;
- j. Provide an annual report to SBFC summarizing the activities of the committee;
- k. such other duties as the SBFC may from time to time require.

**Governance Opportunity:** The standing committee on Governance Opportunity shall:

- a. Communicate opportunities for Faculty member involvement in Faculty and University governance roles;
- b. Ensure that nominations are sought for all elections for the SBFC, including student representatives;
- c. Where requested by the SBFC, oversee elections for designated positions on the SBFC and committees of the SBFC;
- d. Advise the SBFC on procedures for solicitation of Faculty representatives for University Committees, and facilitate associated processes as requested by the SBFC.

## G. Miscellaneous

41. Annual Report: The Chair of the SBFC will provide a report of the activities of the SBFC to the annual meeting of the Faculty.

42. Amendment: This Charter may be adopted and amended by a two-thirds majority of votes cast at any meeting of the Faculty, upon one month's prior written or e-mail notice to all members of the Faculty.

42. Time Limits: An inadvertent or necessary failure to comply with a time limit or procedural requirement in this Charter does not invalidate any meeting or decision of the SBFC or any election of a member.