



Department of Politics and Public Administration  
Faculty of Arts

# BYLAW

## Approvals

v1	Department Council Composition and Bylaws Committee of Senate Senate	13 May 2008 24 September 2008 07 October 2008
v2	Department Council Academic Governance and Policy Committee of Senate Senate	21 May 2009 17 November 2009 01 December 2009
v3	Department Council Dean of Arts Academic Governance and Policy Committee of Senate Senate	08 May 2014 15 June 2014 14 October 2014 04 November 2014
v4	Department Council Academic Governance and Policy Committee of Senate Senate	05 May 2016 11 October 2016 01 November 2016

## **1. Definitions**

- 1.1. "Chair" means the Chair of the Department Council (DC), unless otherwise stated.
- 1.2. "CLAC" means Contract Lecturer Appointments Committee as defined by the collective agreement between the Board of Governors and CUPE Local 3904
- 1.3. "Council" or "DC" means Department Council, unless otherwise stated.
- 1.4. "Department" means the Department of Politics and Public Administration at Ryerson University, unless otherwise stated.
- 1.5. "Department Chair" means Chair of the Department of Politics and Public Administration at Ryerson University, unless otherwise stated.
- 1.6. "Dean" is the Dean of the Faculty of Arts, unless otherwise stated.
- 1.7. "DEC" means Departmental Evaluation Committee as defined by the collective agreement between the Board of Governors and the Ryerson Faculty Association
- 1.8. "DHC" means Department Hiring Committee as defined by the collective agreement between the Board of Governors and the Ryerson Faculty Association
- 1.9. "faculty" (lower-case "f") means all faculty (tenured, tenure-track, and limited term) whose primary appointment is to the Department.
- 1.10. "Faculty" (upper case "F") means the Faculty of Arts unless otherwise stated.
- 1.11. "GPD" or "Graduate Program Director" means the Director of the MA Program in Public Policy and Administration unless otherwise stated.
- 1.12. "student" means a student who is enrolled in one of the undergraduate, graduate, or certificate programs offered by the Department.
- 1.13. "UPA" means Undergraduate Program Administrator
- 1.14. "UPD" means Undergraduate Program Director.
- 1.15. "YSGS" means the Yeates School of Graduate Studies.

## **2. Mandate**

- 2.1. Students, faculty and staff are partners in the functioning of the Department of Politics and Public Administration. Department Council is the principal mechanism for bringing together these constituencies to identify, discuss and resolve matters of mutual concern.
- 2.2. The specific mandate of the Departmental Council is:
  - 2.2.1. to develop, recommend, and maintain all policies relevant to the Department – and the operation of the programs for which it is responsible – within the context of general University policies;
  - 2.2.2. to contribute actively to the operation and long-term planning of the Department through the creation of committees, working groups, and other mechanisms as deemed appropriate;
  - 2.2.3. to provide an arena for debate, discussion, and the dissemination of information on matters pertinent to the Department and the programs for which it is responsible;
  - 2.2.4. to ensure the undergraduate and certificate programs remains current and relevant to enable the continued satisfaction of the program's objectives; and
  - 2.2.5. upon recommendation of its Undergraduate Curriculum Committee, to recommend curriculum changes to the Academic Standards Committee of Senate as appropriate.

### **3. Authority of Council**

- 3.1. The Council will operate in the spirit of policy adopted by the Ryerson Senate, in particular, Policy #45: *Constitutional Provisions for Department/School Councils*.
- 3.2. Without prejudice to any policy of the Ryerson Senate, the authority of the Politics and Public Administration Departmental Council embraces two additional principles:
  - 3.2.1. Council will not enter into debate or take action on any matter that would violate the *Ryerson University Act*, any policy of Senate, or any collective agreement negotiated between the Board of Governors of Ryerson University and any of its employee groups; and
  - 3.2.2. Council will not enter into debate or take action on any matter that would violate Ryerson University's and/or statutory confidentiality requirements in respect to students, faculty, or staff, or on matters of a contractual nature.
- 3.3. Council does not have the authority to override decisions made by Departmental committees that do not formally report to it. Council does, however, have the authority to discuss such decisions and to provide advice, save in cases precluded by considerations of confidentiality and/or contractual requirements, as specified above. The determination of such restrictions is the responsibility of the Department Chair. The Council is advisory to the Department Chair on matters that are contractually the responsibility of the Chair.

### **4. Membership of Council**

- 4.1. The Departmental Council shall be comprised of the following:
  - 4.1.1. all tenured, tenure-track, and limited term faculty whose primary appointment is to the Department;
  - 4.1.2. all priority-of-consideration contract lecturers within the Department;
  - 4.1.3. one (1) member chosen by and from the other sessional and part-time contract lecturers of the Department;
  - 4.1.4. all administrative staff of the Department (non-voting);
  - 4.1.5. one (1) student from each of the first three years and two (2) students from the fourth year of the Politics and Governance (BA) program, with such students named by the Politics and Governance Student Association (POGSA) by the end of the third week of September in each academic year; and
  - 4.1.6. one (1) student elected from each level of the Public Administration and Governance (BA) program, with such elections to be held during the third week of September in each academic year; and
  - 4.1.7. one (1) student elected from the Public Policy and Administration (MA) program, with such election to be held during the third week of September in each academic year.
- 4.2. Should the number of faculty members of the Department Council exceed thirty two (32), a second student representative shall be elected from the third level of the Public Administration and Governance (BA) program.
- 4.3. Meetings of the Department Council are open to all faculty, contract lecturers, visiting scholars, post-doctoral fellows, staff and students whose primary affiliation is to the Department.

## 5. *Chair of Council*

- 5.1. The Chair of Council will be elected by and from Council members for a one (1) year term, normally at the Fall meeting of Council, and shall serve until a successor is elected.
- 5.2. The Chair of Council is responsible for:
  - 5.2.1. calling and conducting meetings;
  - 5.2.2. setting the agenda of all meetings;
  - 5.2.3. maintaining a written record of Council decisions, actions, and recommendations, and ensuring that a copy of these records is kept on file within the Department; and
  - 5.2.4. ensuring that Council decisions and directions are carried out.
- 5.3. The Chair of Council is a member, *ex officio*, of all Council committees.
- 5.4. The Chair of Council is entitled to vote on all matters under consideration by Council or its committees.
- 5.5. The Chair of Council may designate another member of Council to act in her/his stead on an interim basis.
- 5.6. There is no limit on the number of terms that may be served by a Council Chair, provided that an election is held each year.

## 6. *Meeting Procedures: Council and Committees*

- 6.1. Council shall meet formally at least twice a year as a full Council.
- 6.2. Standing and *ad hoc* committees will meet at the call of the Committee Chair.
- 6.3. Notices of meeting will normally be distributed – in either hard-copy or electronic form – at least three (3) working days in advance of the meeting.
- 6.4. Quorum is fifty per cent (50%) of the full membership of the Council or its Committees provided that:
  - 6.4.1. a majority of the members present are faculty members of the Council;
  - 6.4.2. faculty members on leave are entitled to participate fully, but will not be counted in the membership complement upon which the quorum calculation is based unless that choice is exercised; and
  - 6.4.3. sub-committees advancing recommendations only are not bound by the quorum requirement.
- 6.5. Tied votes will be deemed lost.
- 6.6. Decisions are normally made by a simple majority of voting members present at a meeting, however:
  - 6.6.1. a decision to amend the Bylaw of the Department Council requires a two-thirds (2/3) majority of voting members present at a meeting, and can be taken only after written notice – including the text of the proposed amendment(s) – has been provided to all members of Council at least three (3) working days in advance of the meeting; and
  - 6.6.2. in exceptional circumstances, decisions may be taken outside meetings through ballots distributed electronically or in physical form to all members.
- 6.7. All matters of procedure not specifically addressed in this Bylaw shall be governed by the provisions of *Bourinot's Rules of Order*.

## **7. Standing Committees of Council**

### **7.1. Undergraduate Curriculum Committee**

#### *7.1.1. Mandate:*

The Undergraduate Curriculum Committee is the Council's chief instrument to ensure the integrity, currency, and relevance of the curricula of both of the undergraduate programs administered by the Department (Politics and Governance, Public Administration and Governance). Courses and curricular structure are considered by Department Council based on the recommendation of the Undergraduate Curriculum Committee. The Committee will:

- 7.1.1.1. monitor the curriculum of both undergraduate programs on an ongoing basis to ensure that it continues to satisfy the objectives of the program;
- 7.1.1.2. recommend to Department Council any reviews and/or revisions that it may deem necessary; coordinate such reviews and revisions; and in respect to proposed revisions, ensure compliance with the University's approval process;
- 7.1.1.3. take leadership to coordinate the Department's response to the requirements of the Periodic Program Review of undergraduate programs (see Senate Policy #126: *Periodic Program Review of Graduate and Undergraduate Programs*) and the procedures that flow therefrom;
- 7.1.1.4. respond to queries, requests, or proposals from any constituency within either program or within the University when these bear upon the program curricula;

#### *7.1.2. Composition:*

- 7.1.2.1. The Undergraduate Curriculum Committee is chaired by the Department Chair or her/his designate.
- 7.1.2.2. The Undergraduate Curriculum Committee shall consist of the following members of Department Council:
  - 7.1.2.2.1. the Chair of Department;
  - 7.1.2.2.2. the Undergraduate Program Director(s);
  - 7.1.2.2.3. the Continuing Education Coordinator;
  - 7.1.2.2.4. the Chairs of each sub-committee;
  - 7.1.2.2.5. three (3) students from the Politics and Governance program, who shall vote only on those matters pertaining to Liberal Studies electives and the curriculum of the Politics and Governance program; and
  - 7.1.2.2.6. three (3) students from the Public Administration and Governance program, who shall vote only on those matters pertaining to Liberal Studies electives and the curriculum of the Public Administration and Governance Program.

### 7.1.3. Sub-committees:

- 7.1.3.1. There shall be one curriculum sub-committee (hereinafter "Area Group") for each of the five (5) sub-fields represented in the undergraduate curriculum: Canadian, Comparative, Global, Public Policy and Administration, and Theory and one (1) for the Liberal Studies curriculum.
- 7.1.3.2. In addition to specific tasks assigned to the Area Groups by the Undergraduate Curriculum Committee, each Area Group shall:
  - 7.1.3.2.1. recommend to the Undergraduate Curriculum Committee a course framework for each of the courses for which it is responsible; and
  - 7.1.3.2.2. monitor the syllabi of each of the courses for which it is responsible for:
    - 7.1.3.2.2.1. congruence with approved frameworks;
    - 7.1.3.2.2.2. appropriateness of the objectives, scope, difficulty, and evaluative instruments to the level of the course; and
    - 7.1.3.2.2.3. duplication of concepts and/or readings between courses.
- 7.1.3.3. Without restricting the generality of the foregoing, responsibility for Liberal Studies electives shall be shared between a subfield Area Group, which will take primary responsibility for substantive content; and the Liberal Studies Area Group, which will take primary responsibility for compliance with Liberal Studies policy and for consistency and coherence between and among Liberal Studies offerings.
- 7.1.3.4. Membership in each Area Group shall be open to any faculty and contract lecturer whose primary appointment is to the Department, who chooses to participate in the Area Group. The Department Chair is, *ex officio*, a member of all Area Groups. Faculty and eligible contract lecturers will be asked to declare their interest(s) and the membership of the Area Groups will be distributed within the Department during the Fall term of each academic year.
- 7.1.3.5. Each Area Group shall elect a Chair from among its membership by the end of October in each year, who shall serve until a successor is elected.
  - 7.1.3.5.1. There is no limit on the number of terms that may be served by a Chair, provided that an election is held each year.

## 7.2. Leaves Committee

- 7.2.1. The Leaves Committee shall consider applications for leave as required by the collective agreement between the Ryerson Faculty Association and the Board of Governors.
- 7.2.2. The Leaves Committee consists of all tenured and tenure-track faculty whose primary appointment is to the Department, and is chaired by the Department Chair or her/his designate.

### **7.3. SRC Committee**

- 7.3.1. *Mandate Includes:* The SRC Committee is the Department Council's designated/collegial forum to promote the broad array of research activities in the Department and to play a facilitative and supportive role for all members of the Department. Specifically it will:
- 7.3.1.1. Represent and promote the diversity of research interests in the Department to the Ryerson community, prospective and current students, and the wider community in the following ways:
    - 7.3.1.1.1. Advocate for, and on behalf of, the diverse research interests of the Department, including its social justice mandate, by way of offering a counter perspective to the commodification of knowledge and/or research university-wide;
    - 7.3.1.1.2. Advocate for, and lobby on behalf of, the SRC interests of the Department to the Faculty of Arts and/or Ryerson administration;
    - 7.3.1.1.3. Liaise with the Faculty of Arts SRC Committee and Office of the Vice President Research and Innovation (OVPRI) to report on items (e.g. workshops, grant opportunities, deadlines, etc.) for the purposes of providing SRC information to the department;
    - 7.3.1.1.4. Promote the SRC activities of all faculty within the Department through such means as weekly or monthly updates and the Department website;
    - 7.3.1.1.5. Maintain an SRC web presence for the Department;
    - 7.3.1.1.6. Organize, or cause to be organized, regular Departmental symposia;
    - 7.3.1.1.7. Promote academic conferences, workshops, symposia, speakers, etc. that may be of interest to some or all members of the Department; and
    - 7.3.1.1.8. Provide an annual report to the Departmental Council on the undertakings of the SRC Committee.
  - 7.3.1.2. Play a facilitative and supportive role in assisting individual faculty members only upon the direct request of such faculty members. Such activities might include:
    - 7.3.1.2.1. Acting as a liaison between the Dean of Arts, the Faculty of Arts Research Associate(s), and/or the Office of the Vice President Research and Innovation, and the Department and/or an individual faculty member;
    - 7.3.1.2.2. Responding to direct requests from individual faculty members or groups of faculty members for advice on any activity related to SRC.
- 7.3.2. *Mandate Excludes:* The Mandate of the SRC Committee expressly excludes the following:
- 7.3.2.1. Offering unsolicited direction or advice to individual faculty members on any aspect of their SRC activities;
  - 7.3.2.2. Any role in the employment relationship (i.e., the appointment, tenure, or promotion) of any faculty member in the Department as that relationship is detailed in the Collective Agreement between the Ryerson University Board of Governors and the Ryerson Faculty Association;

- 7.3.2.3. Any infringement upon the contractual role of the DEC with respect to the SRC activity of probationary faculty; and
- 7.3.2.4. Any direct or indirect effort to relegate or privilege one or more types of research / journals / publications/ topics over other types of SRC activities, publications and/or journals.

**7.3.3. *Composition and Term of Office:***

- 7.3.3.1. The SRC Committee shall consist of the following members:
  - 7.3.3.1.1. Four (4) faculty members – at least one of whom must be tenured – with two (2) elected each May by and from the tenured and tenure-track faculty whose primary appointment is to the Department; and,
  - 7.3.3.1.2. The Department representative to the Faculty of Arts SRC Committee.
- 7.3.3.2. In electing committee members, Department members shall give due regard to the diverse research interests of faculty.
- 7.3.3.3. Upon the first meeting of the SRC Committee following the May elections, a chair shall be selected by its members for a one-year term.
- 7.3.3.4. The term of office of members elected to the SRC Committee in May of each year is two years, beginning on 01 August in the year of election and expiring 31 July two years later. There is no limit on the number of terms that may be served by a member of the SRC Committee, provided that the member is re-elected every second year.

**7.4. Other Standing Committees**

- 7.4.1. The Department Council may create such additional standing committee(s) as it may, from time to time, determine. Mandate, Membership, Term of Office, and Chair must be specified in the resolution creating any such committee.

**8. *Ad Hoc Committees***

- 8.1. The Department Council or any of its standing committees may constitute, from time to time, additional committees to address specific topics. Membership, Chair, Terms of Reference, and a reporting relationship of such *ad hoc* committees will be determined at the time the committee is constituted.
- 8.2. Members will hold office until the report of the committee has been received by the body that created it, or until such time as the *ad hoc* committee has been dissolved.

**9. *Other Departmental Committees***

The following committees are not committees of Department Council, but may, at their discretion, report on their activities for information only.



## **9.1. Advisory Council**

- 9.1.1. Pursuant to Senate Policy #158: *Program Advisory Councils*, the Department Council shall establish – and ensure the regular meeting of – a Program Advisory Council consisting of not less than eight (8) nor more than twelve (12) members external to Ryerson, with one representative drawn from each of the following constituencies:
- 9.1.1.1. federal public service;
  - 9.1.1.2. provincial public service;
  - 9.1.1.3. municipal public service;
  - 9.1.1.4. third sector;
  - 9.1.1.5. private sector;
  - 9.1.1.6. union;
  - 9.1.1.7. alumni; and
  - 9.1.1.8. academic.
- 9.1.2. Where the Department Council deems it advisable, representation may be increased to include:
- 9.1.2.1. one elected official; and/or
  - 9.1.2.2. one representative from each program partnership; and/or
  - 9.1.2.3. more than one representative from any group, as long as the total number of external members does not exceed twelve (12) as provided for above.
- 9.1.3. The Department Council shall recommend to the Dean of Arts individuals to be appointed for a three (3) year term in each category. There is no limit on the number of terms that may be served by a member of the Advisory Council, provided that the Department Council recommends, and the Dean of Arts appoints, the member to subsequent term(s).
- 9.1.4. The Department Chair, the Undergraduate Program Director(s), and the Graduate Program Director(s) are, ex officio, members of the Advisory Council.

## **9.2. Alumni**

- 9.2.1. The Graduate Program Director (GPD) shall serve – or shall designate another faculty member to serve – as Advisor to the Ryerson University Public Policy and Administration Alumni Association (RUPPA).
- 9.2.2. If graduates of one or both of the undergraduate programs choose to form alumni association(s), the Undergraduate Program Director (UPD) of the relevant program(s) shall serve – or shall designate other faculty member(s) to serve – as Advisor to such association(s).
- 9.2.3. If graduates of one or more of the certificate programs choose to form alumni association(s), the CE Coordinator(s) for the Certificate(s) shall serve – or shall designate other faculty member(s) to serve – as Advisor to such association(s).
- 9.2.4. Where the graduates of more than one Department-based program (certificate, undergraduate degree, graduate degree) choose to form an alumni association, the Department Chair shall constitute an Alumni Coordinating Committee, which will:
- 9.2.4.1. consist of the Department Chair, each alumni advisor, and such alumni representation as the Chair and Advisors deem prudent; and
  - 9.2.4.2. develop an “umbrella” governance structure that would permit maximum flexibility of individual alumni associations, while ensuring some degree of coordination between and among associations.

- 9.2.5. The Alumni Association(s) may recommend such actions as they deem appropriate – particularly regarding the promotion of their program and the fostering of a sense of community among program graduates.
- 9.2.6. With the agreement of the Department Council, the Alumni Association(s) may play an active and ongoing role in the life of the programs and the Department.
- 9.2.7. Neither the individual Alumni Associations nor the Alumni Coordinating Committee are authorised to make decisions on behalf of the Department or the University.

**9.3. Contract Lecturer Appointments Committee (CLAC)**

This committee is governed by the collective agreement between the Board of Governors and CUPE Local 3904.

**9.4. Departmental Evaluation Committee (DEC)**

This committee is governed by the collective agreement between the Board of Governors and the Ryerson Faculty Association.

**9.5. Department Hiring Committee (DHC)**

This committee is governed by the collective agreement between the Board of Governors and the Ryerson Faculty Association.

**9.6. Graduate Program Council(s)**

Departmentally-based and interdisciplinary graduate programs are governed by their own Program Councils, with bylaws approved pursuant to Senate Policy.