

**TED ROGERS SCHOOL OF MANAGEMENT (TRSM)**  
**FACULTY BYLAW**

**APPROVED BY FACULTY COUNCIL:** MARCH 25, 2014

**APPROVED BY SENATE:** MAY 6, 2014

## ***Ted Rogers School of Management Faculty Council Bylaws***

### **1. Definition of Terms**

- 1.1 **Senate Policy:** Ryerson University Senate Policy.
- 1.2 **Faculty Council:** Formal Faculty Council, as defined by Senate Policy.
- 1.3 **Member:** Voting member of the Faculty Council.
- 1.4 **Faculty/School:** The Ted Rogers School of Management (TRSM).
- 1.5 **Department/School:** an academic unit in TRSM with its own Chair or Director. These include:
  - Department of Accounting (School of Accounting and Finance)
  - Department of Finance (School of Accounting and Finance)
  - Department of Entrepreneurship and Strategy (School of Business Management)
  - Department of Global Management Studies (School of Business Management)
  - Department of Human Resources Management (School of Business Management)
  - Department of Law and Business (School of Business Management)
  - Department of Marketing Management (School of Business Management)
  - Department of Real Estate Management (School of Business Management)
  - School of Health Services Management
  - Ted Rogers School of Hospitality and Tourism Management
  - Ted Rogers School of Information Technology Management
  - Ted Rogers School of Retail Management
- 1.6 **Undergraduate Program Councils (UPCs):** Councils defined by Senate Policy 45. The TRSM UPCs are councils of the:
  - School of Accounting and Finance
  - Ted Rogers School of Business Management
- 1.7 **Secretary:** The elected Chair/Secretary of Faculty Council
- 1.8 **Dean:** Dean of TRSM
- 1.9 **Graduate Program Council (GPC):** the TRSM GPC as defined by Senate Policy 45. (Not formally constituted at this time)
- 1.10 **Faculty Member:** member or associate member of the Ryerson Faculty Association (RFA), appointed or cross-appointed to TRSM.
- 1.11 **Instructor:** Limited Contract (Temporary) Instructors who are members of the CUPE 3904 Unit 1 or Unit 2 bargaining units who teach TRSM courses during the current academic year.
- 1.12 **Undergraduate/Graduate Student:** individual currently registered full-time or part-time in a TRSM undergraduate/graduate program leading to an undergraduate/graduate degree.
- 1.13 **Staff:** current full-time contract or career employees of TRSM who are members of OPSEU or MAC

## 2. Mandate

The role and responsibilities of the Faculty Council shall be as follows:

- 2.1 Make recommendations to the Senate, the Dean and other appropriate bodies on the Academic Plan and academic policies affecting the Faculty.
- 2.2 Review and approve UPC, GPC, and Department/School proposals requiring the Dean's approval.
- 2.3 Review periodic reports submitted by each of the Standing Committees established under these bylaws and make recommendations to the Dean on matters arising from these reports.
- 2.4 Make recommendations on matters identified as significant by the Faculty Council and/or Dean.

## 3. Membership

- 3.1 **Secretary:** A tenured faculty member, excluding the Dean, elected by the membership at the first meeting of an academic year for a two-year term. The Secretary conducts (chairs) meetings, preserves order and decorum, and interprets the Rules of Order. The Secretary is impartial and may not take part in the debate nor vote.
- 3.2 **Dean:** the Dean is a non-voting member of Faculty Council.
- 3.3 **Voting Membership:** The following are voting members of Faculty Council:
  - 3.3.1 **Full time Faculty Membership:** All faculty members are voting members of the Faculty Council.
  - 3.3.2 **Instructor Membership:** 3 members selected annually from CUPE Unit 1 or CUPE Unit 2 instructors.
  - 3.3.3 **Student Membership:**
    - One undergraduate student from each Department/School elected annually by undergraduate students.
    - One undergraduate student from the Economics and Management Science Major (a joint TRSM/Faculty of Arts program).
    - Two graduate students elected annually by graduate students.
  - 3.3.4 **Staff Membership elected annually by the respective groups:**
    - 2 members from MAC
    - 5 members of OPSEU
- 3.4 **Ex Officio Membership:** The following are non-voting members of the Faculty Council:
  - Ryerson University President
  - Provost and Vice-President Academic
  - Vice President Research and Innovation
  - Vice-Provost Faculty Affairs
  - Secretary of Ryerson University Senate
  - Chair of the Department of Economics

- President of the Ryerson Faculty Association
- President of CUPE Local 3904
- TRSM Librarian
- Dean of the Chang School of Continuing Education
- TRSM Alumni Association Representatives

3.5 **Recording Secretary:** Appointed by the Dean.

## 4. Meetings and Procedures

4.1 **Regular Meetings:** Meetings will be held at least four times in an academic year. The Secretary shall announce the dates for the year's meetings no later than August 1<sup>st</sup> taking into consideration applicable academic deadlines.

4.2 **Special Meetings:** A special meeting of the Faculty Council can be called by:

- the Dean; or
- by written request to the Secretary by any voting member supported by at least 20 other voting members of Council. Upon receipt of such a request, a meeting shall be scheduled to be held within 10 days.

4.3 **Meeting Agenda:**

- The agenda for meetings will be circulated to Members by the Secretary at least 5 days prior to the meeting. The Secretary will set the agenda, in consultation with the Dean, TRSM Administration and the Standing Committees.
- A Faculty Council Member may propose an item for inclusion on a meeting agenda. The proposed item must be forwarded to the Secretary at least 14 days before a scheduled meeting if it is to be considered for inclusion on the agenda.
- The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more Members advise the Secretary of a request to debate it.
- The Dean will be given the opportunity to inform/update the Faculty Council of current news, events, and initiatives prior to the consideration of new businesses and motions.

4.4 Meetings will be conducted under the provisions of Bourinot's Rules of Order.

4.5 Faculty Council meetings shall be open unless a motion to conduct part of any meeting in camera is approved by a majority of Members present and voting.

4.6 A quorum of all meetings shall consist of one quarter of voting members, at least one half of which must be Faculty.

4.7 Recommendations approved by the Faculty Council are forwarded to the Dean or other appropriate individuals or bodies.

4.7.1 Recommendations that require Senate approval are forwarded by the Dean to the Senate.

- Department/School Council and UPC recommendations requiring Academic Standards Committee approval are forwarded to the Senate via the Academic Standards Committee.

- GPC Recommendations requiring the approval of the Dean, Yeates School of Graduate Studies (YSGS), are forwarded to the Senate via the Yeates School of Graduate Studies Council.
- 4.7.2 Where the Dean submits a recommendation to Senate upon which the Faculty Council and Dean have disagreed, the Faculty Council motion and vote count will be presented to Senate by the Secretary.
- 4.7.3 In the event of a disagreement, between the Dean and Faculty Council, on a recommendation decision that does not require Senate approval the parties shall:
- Attempt an amicable resolution which may include the withdrawal, postponement, amendment, or further study of the disputed motion through committee.
  - If the parties cannot resolve the matter amicably, the Provost will recommend a dispute resolution mechanism in consultation with the Secretary.

## 5. Committees

Committees shall review, develop and make recommendations to the Faculty Council on matters related to their respective mandates.

### 5.1 Standing Committees

- 5.1.1. Faculty Council shall have five (5) standing committees with composition and terms of reference and by-laws approved by Faculty Council. They are:
- Undergraduate Curriculum Committee;
  - TRSM Research Committee;
  - Continuing Education Committee;
  - Student Success Committee;
  - Faculty Council Governance Committee (FCGC);
- 5.1.2. Faculty Council, through the FCGC, shall establish and periodically review the terms of reference and composition of standing committees. The FCGC may make recommendations to Faculty Council regarding the establishment or dissolution of standing committees.
- 5.1.3 Any standing committee may recommend to Faculty Council –via the FCGC, changes to its terms of reference and composition.
- 5.1.4 The FCGC shall review Faculty Council By-laws annually and report/recommend proposed changes to Council. The FCGC will facilitate alignment of Council, Senate, Department/School, and UPC by-laws.
- 5.1.5 Standing committees must submit a written report to Faculty Council on their activities once every academic year

## **5.2 Ad Hoc Committees**

- 5.2.1. An ad hoc committee may be formed for a limited term by a Faculty Council resolution. Members need not be members of council. Unless reconstituted by council, the committee is dissolved upon presentation of its report. The motion to establish an ad hoc committee must include the terms of reference of the committee, and may include:
- the proposed number of members on the committee;
  - details of proposed distribution of members, if any;
  - names of proposed members of the committee, if any; and
  - the committee report date.
- 5.2.2. Terms of reference not specified by a Faculty Council motion will be established by the Secretary of Faculty Council, in consultation with the FCGC.
- 5.2.3. The Secretary of Council shall have the authority to form an Ad Hoc committee, as needed, between scheduled council meetings.

## **6. Bylaw Changes**

- 6.1 Proposed changes to Faculty Council by-laws shall be submitted in writing to the Secretary and the FCGC at least 14 days before a scheduled Meeting.
- 6.2 Faculty Council bylaw changes require two-thirds of quorum support in a Faculty Council Meeting.