

Faculty of Kinesiology and Physical Education

FACULTY COUNCIL

BY-LAWS

Article I Rules of Procedure for the election and appointment for members to the Council

Section 1.01 Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the last Council meeting of the academic year, and no later than May 31.

Section 1.02 Undergraduate student representatives will be nominated and elected by and from the undergraduate students for a one-year term.

One graduate student representative will be nominated and elected by and from the graduate students for a one-year term.

Administrative staff representatives will be nominated and elected by and from the administrative staff for a two-year term.

An Alumni representative will be appointed by the Faculty Alumni Association for a two-year term.

A physical activity instructor will be nominated and elected by and from the activity instructors for a one-year term.

Article II The Chair shall conduct the proceedings in conformity with Bourinot's Rules of Order.

Article III Voting

Section 3.01 Unless otherwise provided for, all questions that come before Council or a committee shall be decided by a majority of members present, either in person or via telephone or other electronic means, and voting. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.

Section 3.02 Members may, at the discretion of the Chair, participate in meetings by synchronous electronic means such as teleconference or videoconference.

Section 3.03 When dealing with a matter that is time sensitive, a Committee of Council may conduct its meetings by electronic means using technology that allows all persons participating to hear each other at the same time, e.g., teleconference or videoconference. Each member who wishes to speak shall orally seek recognition from the Chair. Motions will be voted upon by voice vote. Roll call voting may be required.

Use of asynchronous electronic technology such as email to conduct Committee business shall be limited to single items of a time sensitive

nature that normally would require little, if any, discussion prior to voting (e.g., approval of final grades or awards or an item of business that had been thoroughly discussed at a previous meeting but was missing an additional piece of vital information), providing that all members have access to the information and/or any debate that occurs.

A 2-step procedure consisting of a notice of motion followed by an electronic ballot shall be followed. The notice of motion shall contain the motion, the name of the mover, notification of the opportunity to request more information and the deadline for doing so. The ballot shall contain the motion, names of mover and seconder, the voting options, and the deadline for voting. The motion and its resolution shall be reported in the minutes of the next meeting of the Committee.

In the case of e-technology-enabled meetings, whether synchronous or asynchronous, the business conducted must not require that identifiable information about individual students or other sensitive information be transmitted over the internet to Committee members.

Article IV Committees of Council

Section 4.1 The Standing Committees of Council are:

- Executive Committee
- Admissions Committee (Undergraduate)
- Appeals Committee (Undergraduate)
- Awards Committee (Joint with Council of Athletics and Recreation)
- Curriculum Committee (Undergraduate)
- Equity Committee (Joint with Council of Athletics and Recreation)
- Examinations Committee (Undergraduate)
- Graduate Committee
- Restricted Funds Committee (Joint with Council of Athletics and Recreation)
- Research Committee
- Sponsorship Committee (Joint with Council of Athletics and Recreation)
- Striking Committee

Section 4.2 From time to time, Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:

- a) An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) An issue does not fall readily under an existing Standing Committee; or
- c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

Section 4.3.1 Rules and regulations that guide Council shall also apply to committees of Council.

Section 4.3.2 The term of membership of all Standing Committees shall normally be one year renewable. The membership of all committees will be announced at the May meeting of the Faculty Council for the coming academic year.

Section 4.3.3 The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.

Section 4.3.4. The Dean is, *ex officio*, a member of all Standing Committees, with the exception of the Appeals Committee

Section 4.3.5. All members of all committees, including *ex officio* members, have voting privileges.

Section 4.3.6. All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.

Section 4.3.7. Records of all Standing Committees shall be maintained by the Faculty Secretary.

Section 4.3.8. Each Standing Committee shall meet at the call of its Chair.

Section 4.3.9. Unless otherwise stated, one-third of the members shall constitute a quorum for committees.

Article V Executive Committee

Section 5.1 Membership

The Council shall approve the membership of the Executive Committee composed of the following:

- Dean of the Faculty
- Vice Dean(s) of the Faculty
- Associate Dean(s) of the Faculty
- Assistant Dean(s) of the Faculty
- Chief Administrative Officer of the Faculty
- Registrar of the Faculty
- Chair of Faculty Council
- President of the Kinesiology and Physical Education Undergraduate Association
- President of the Kinesiology and Physical Education Graduate Society

Section 5.2 Functions

To serve as the Striking Committee (see Article XVI below).

To direct specific issues to Council or committees, or to recommend to Council the creation of special committees.

To set the agenda for each Council meeting.

To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.

To consider notices of motion given to Council.

To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.

At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

To monitor the functioning of Council and its Committees.

Section 5.3 Procedures

The Committee shall meet in closed session.

Article VI Admissions Committee (Undergraduate)

Section 6.1 Membership

The Council shall approve the membership of the Admissions Committee (Undergraduate) composed of the following:

- Dean of the Faculty or designate (ex-officio)
- Vice Dean of the Faculty or designate
- Director Undergraduate Studies
- two members of the teaching staff appointed by the Dean
- one administrative staff member appointed by the Dean
- Registrar of the Faculty or designate (ex-officio)
- two undergraduate student representatives appointed by the President of the Kinesiology and Physical Education Undergraduate Association (KPEUA)
- one alumna/us of the Faculty of Kinesiology and Physical Education or the School of Physical and Health Education appointed by the President of the Physical and Health Education Alumni Association

The Vice Dean, or designate shall be the chair.

Section 6.2 Functions

To make recommendations for the Faculty on admission of applicants.

To make recommendations to Council on undergraduate admissions policy.

To approve, on behalf of Council, changes to admission requirements. All such changes shall be reported for information to Council.

To receive on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.

To report to Council its deliberations, recommendations, and decisions.

Section 6.3 Procedures

The Committee shall meet in closed session.

Article VII Appeals Committee (Undergraduate)

Section 7.1 Membership

Council shall approve the membership of Appeals Committee (Undergraduate), composed of:

- three members of the teaching staff encompassing the range of disciplines covered by the Faculty's undergraduate programs, appointed by the Dean
- one Kinesiology and Physical Education Undergraduate Association (KPEUA) representative or designate, appointed by the KPEUA President.

The Dean shall appoint two of the three teaching staff representatives for each case, and one of the two will serve as Chair for the committee.

None of the members shall have any prior involvement with the case(s) to be heard.

If the KPEUA President is a party to the case(s), selection of the student representative shall be made by the KPEUA Executive, without the participation of the President.

Section 7.2 Functions

The Appeals Committee (Undergraduate) is the final level of appeal within the Faculty against decisions of Council and its standing committees. Its rulings on such appeals that are binding and final, subject to the right of appeal to the Governing Council.

The Appeals Committee (Undergraduate) shall act in an expeditious manner. The Committee Chair shall inform the appellant(s) of the decision within five business days.

The Appeals Committee shall recommend to Council changes to policies and procedures with respect to petitions and appeals by students.

The Committee Chair should report to Council at least annually on its decisions.

Section 7.3 Procedures
The Committee shall meet in camera.

In hearing appeals the Committee may:
Uphold an appeal in whole or in part;
Reject an appeal; or
Refer the case back to the body concerned.

Article VIII Awards Committee (Joint with Council of Athletics & Recreation)

Section 8.1 Membership

Council shall approve the membership of the Awards Committee composed of the following:

- Dean of the Faculty or designate (ex-officio)
- Chair of Faculty Council or designate
- one member of the teaching staff, appointed by the Dean
- one member of the co-curricular instructors or staff, appointed by the Dean
- one undergraduate student member, appointed by the President of the Kinesiology and Physical Education Undergraduate Association (KPEUA)
- one student member, appointed by the Council of Athletics and Recreation (CAR)
- one Alumna/us representing donors to the awards, appointed by the Dean
- one representative of Admissions and Awards
- one member of the Advancement and Alumni Affairs staff as secretary (non-voting).

The Chair of Faculty Council, or designate, shall be the chair.
The Faculty Registrar, the Vice Dean, the Associate Dean Research, the Director, Intercollegiate and High Performance Sport, and the Assistant Dean, Co-Curricular Physical Activity and Sport, shall be non-voting assessors.

Appointments shall be made annually, effective July 1 of each year.

Section 8.2 Functions

To review and recommend to Council the terms and conditions of new awards and award policies recommended by the Dean or his/her designate.

To approve on behalf of Council minor changes to the terms and conditions of awards and award policies. All such changes shall be reported for information to Council.

To approve decisions regarding recipients of individual awards.

Section 8.3 Procedures

The Committee shall meet in closed session at least once per year.

Article IX Curriculum Committee (Undergraduate)

Section 9.1 Membership

Council shall approve the membership of the Curriculum Committee (Undergraduate) composed of the following:

- Chair (Vice Dean, or designate)
- Dean of the Faculty or designate
- Director, Undergraduate Studies
- three members of the teaching staff encompassing the range of disciplines covered by the Faculty's undergraduate programs appointed by the Dean
- one representative of the Faculty's athletic instructors, appointed by the Dean
- Practica Co-ordinator or designate
- Registrar of the Faculty or designate
- one undergraduate student representative, appointed by the President of the Kinesiology and Physical Education Undergraduate Association (KPEUA)
- one alumna/us of the School of Physical and Health Education or the Faculty of Kinesiology and Physical Education, appointed by the President of the Physical and Health Education Alumni Association

Section 9.2 Functions

To recommend to the Council the addition, revision and deletion of courses, approve detailed course outlines and calendar materials, administer and review course evaluations, and make recommendations to the Dean regarding complement planning.

To make recommendations to Council on all matters of curriculum policy.

To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs. Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.

To report to Council its deliberations, recommendations, and decisions.

(It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.)

Section 9.3 Procedures

The Committee shall meet in closed session at least five times during the academic year.

Article X Equity Committee (Joint with Council of Athletics & Recreation)

Section 10.1 Membership

Council shall approve membership of the Equity Committee, composed of the following:

- Dean of the Faculty or designate
- one student representative from the Council of Athletics and Recreation Co-chair
- Faculty Council Chair or designate
- one undergraduate student representative appointed by the President of the Kinesiology and Physical Education Undergraduate Association (KPEUA)
- one non-student representative from the Council of Athletics and Recreation
- one member of the teaching staff
- one University of Toronto Equity Officer
- four University of Toronto students

There are to be eleven voting members with at least 6 members being students and at least 6 members being female, thereby addressing student parity, and gender equity.

Membership also includes the following non-voting members and assessors:

- Faculty's Director of Communications (ex-officio)
- two managers from the Faculty of Kinesiology and Physical Education (ex-officio)
- a University of Toronto Equity Officer (ex-officio)
- a student representative from the Association of Part Time Undergraduate Students (APUS)
- a student representative from the Graduate Students Union (GSU)
- a student representative from the University of Toronto Student's Union (UTSU)

Section 10.2 Functions

To review equity issues in the Faculty's current and proposed curricular and co-curricular programs and services, and make recommendations to both Faculty Council and Council of Athletics and recreation as appropriate.

To review and make recommendations on equity issues, as directed by the Faculty Council or Council of Athletics and Recreation.

To provide consultation and recommendations through representation on the Council of Athletics and Recreation Budget Committee.

Section 10.3 Procedures

The committee meets in open session, at least three times per year.

Article XI Examinations Committee (Undergraduate)

Section 11.1 Membership

Council shall approve the membership of the Examinations Committee (Undergraduate), composed of the following:

- Dean of the Faculty or designate
- Vice Dean of the Faculty or designate
- one activity instructor, appointed by the Dean
- Registrar of the Faculty or designate
- President of the Kinesiology and Physical Education Undergraduate Association (KPEUA) or designate
- one member appointed by the President of the Physical and Health Education Alumni Association

The Vice Dean or designate shall be the chair.

Section 11.2 Functions

To implement the University's Grading Practices Policy for the Undergraduate program and oversee the general consistency of grading procedures.

To review policies for the conduct of examinations and consider examination results.

To make recommendations to Faculty Council on student academic status, graduation and the award of all academic based scholarships and bursaries

To review and to recommend to the Dean for approval grades and non-grade course reports. No final mark has official status until approved and released by this committee. Instructors whose marks are under review are invited to attend the meetings at which the marks submitted are being discussed.

To consider and decide upon petitions regarding the undergraduate program, subject to appeal to the Appeals Committee.

To report to Council its deliberations, recommendations, and decisions.

Section 11.3 Procedures

The Committee shall meet in closed session.

Article XII Graduate Committee

Section 12.1 Membership

Council shall approve the membership of the Graduate Committee composed of the following:

- Dean of the Faculty or designate
- Vice Dean of the Faculty or designate
- Director, Graduate Studies

- three members of the teaching staff encompassing the range of disciplines covered by the Graduate Department of Exercise Sciences, appointed by the Dean
- one adjunct faculty member, appointed by the Dean
- Registrar of the Faculty or designate
- one member elected from and by the graduate students in Exercise Sciences
- Dean of the School of Graduate Studies or designate (non-voting)

The Director, Graduate Studies shall be the chair.

Section 12.2 Functions

To make recommendations to Council on all matters of curriculum policy, within the appropriate policies and guidelines of the School of Graduate Studies and the University.

To review and determine the selection of students from among applicants to the Graduate Department of Exercise Sciences;

To recommend faculty appointments to the Dean.

To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs . Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.

To review and approve detailed course outlines and calendar materials.

To implement and administer the Graduate Grading and Evaluation Practices Policy for the Graduate Department of Exercise Sciences. The Graduate Committee may make recommendations to the Dean regarding complement planning.

To report to Council its deliberations, recommendations, and decisions.

Section 12.3 Procedures

The Graduate Committee shall meet at least five times during the academic year in closed session.

Article XIII Restricted Funds Committee (Joint with Council of Athletics & Recreation)

Section 13.1 Membership

Council shall approve the membership of the Restricted Funds Committee composed of the following:

- Dean of the Faculty or designate
- four Alumni/ae preferably with business experience:
 - two representing co-curricular interests
 - two representing curricular interests
- Chair of Faculty Council or designate
- one Co-Chair of Council of Athletics and Recreation or designate
- two students, one representing the Varsity Board and one representing the Faculty's academic program
- a senior member of the Alumni Affairs and Development staff as secretary (non-voting).

The chair shall be appointed by the Dean.

The Executive Director, Advancement; the Director of Financial Services; the Associate Deans and the Assistant Dean, Co-Curricular Physical Activity and Sport, shall be non-voting assessors.

Appointments shall be for two years, beginning July 1.

Section 13.2 Functions

To provide an impartial review of and ongoing advice on the management of the Faculty's restricted fund accounts with a view to ensuring appropriate expenditure of funds and reports on activity for the benefit of all stakeholders including donors, coaches/faculty, students and governors.

To review the terms of reference for all non-award restricted fund accounts.

To review Fund expenditures at year-end and advise on any suggested adjustments in spending plan strategies. Review endowment performance and income. [Note: The actual investment strategy of the endowed accounts is the sole purview of the greater University financial management function. Faculty level adjustments are only possible through strategies of investment in the Expendable Endowment Pool and timing of expenditures to maximize such additional return.]

To review the Fund Expenditure Plans submitted by the Fund Advisory groups in the late summer or early fall to ensure that they meet the respective terms of reference. The Plans are to be approved or sent back with recommendations.

To ensure that reports are made available to the major Fund stakeholders including donors, coaches/faculty, students and governors.

To assist in the recruitment of a new member(s) when the current member's term expires.

Section 13.3 Procedures

The committee shall meet in closed session at least once per year.

Article XIV Research Committee

Section 14.1 Membership

Council shall approve the membership of the Research Committee composed of the following:

- Dean of the Faculty or designate
- Associate Dean, Research
- Director, Graduate Studies
- three members of the teaching staff encompassing the range of disciplines covered by the Faculty, appointed by the Dean and serving no more than three consecutive years
- one member elected from and by the graduate students in Exercise Sciences
- one member elected from and by the undergraduate students in the Faculty of Kinesiology and Physical Education
- representatives from Faculty research groups (including visiting scholars or post-doctoral fellows, technicians, research assistants and stakeholders (coaches, program managers) by invitation
- Directors of each of the Faculty's Research Centres (ex-officio)
- Research Services Officer

The Associate Dean, Research, or designate, shall be the chair.

Section 14.2 Functions

To be responsible for the development and overseeing of the Faculty's research strategy

To advise the Associate Dean, Research on the allocation of research space and financial resources for faculty and student research.

To advise the Associate Dean, Research on the operation of, and financial resources made available to, the research Centres of the Faculty, support their activities and receive their annual reports.

To work with the Associate Dean, Research to ensure that the needs of post-doctoral fellows, visiting professors and research staff are met, and comply with related University guidelines.

To review and recommend to Council Faculty policies and procedures regulating the conduct of research, including those regarding the conduct of research in compliance with regulatory and statutory authorities.

To act as a liaison with Advancement and Alumni Affairs, Communications and Marketing to promote the research of the Faculty and advise on matters related to research sponsorship and distribution of funding opportunities and all other potential resources for research funding.

To monitor and report on faculty and graduate student research activity (presentations; research funding; publications) and the integration of research and teaching within the Faculty.

To ensure that all curricular and co-curricular research projects receive appropriate Research Committee ethical approval.

To facilitate the training and mentoring of undergraduate and graduate students and faculty with respect to research

To report to Council its deliberations, recommendations, and decisions.

Section 14.3 Procedures:

The Committee shall meet in open session.

Article XV Sponsorship Committee (Joint with Council of Athletics & Recreation)

Section 15.1 Membership

Council shall approve the membership of a Sponsorship Committee composed of:

- Dean of the Faculty or designate
- Director of Advancement
- one undergraduate representative appointed by the President of the Kinesiology and Physical Education Undergraduate Association (KPEUA)
- one graduate representative from the Kinesiology and Physical Education Graduate Society (KPEGS)
- two Council of Athletics and Recreation Student members
- one Council of Athletics and Recreation non student member
- one Faculty Council member
- one University of Toronto alumni member.

Section 15.2 Functions

To provide advice and oversight on all sponsorship matters.

To ensure that Faculty of Kinesiology & Physical Education sponsorship policies are followed and that revenues generated are appropriately used.

Section 15.3 Procedures

The committee shall meet in closed session at least twice per year.

Article XVI Striking Committee

Section 16.1 Membership

Council shall approve the membership of the Striking Committee composed of the members of the Executive Committee.

Section 16.2 Functions

By May 31 of each year, to recommend for approval by Council the Chairs and members of all Council Committees for the subsequent year beginning July 1st.

Section 16.3 Procedures

The Striking Committee shall be convened annually, or from time to time as may be deemed necessary.

The Committee shall meet in camera.

When a vacancy occurs during the session among the members of a Standing Committee, the Executive Committee shall appoint, on behalf of Council on the recommendation of the Striking Committee, a replacement for the remainder of the session.

The Faculty Council Secretary, on behalf of the Committee, will seek nominations to fill anticipated vacancies in the roles of Chair and Vice-Chair and in the membership of the Standing Committees.

The Striking Committee will meet to prepare a slate of recommended candidates following receipt of nominations from members of the Division. The Committee may also nominate members for anticipated vacancies.

The slate of recommended candidates prepared by the Striking Committee will be presented to a meeting of Council for approval. The slate will be considered during an in camera session of the meeting of Council.

Article XVII AMENDMENTS

The By-Laws may be amended by the affirmative vote of two-thirds of Faculty Council members present at a regular meeting, subject to three week's written notice of the proposed amendment.

Amended and approved by Faculty Council on May 26, 2006.

Amended and approved by Faculty Council on February 27, 2012.

Amended and approved by Faculty Council on May 22, 2013.

Amended and approved by Faculty Council on November 3, 2014.