

## **School Council: Terms of Reference**

### **1) Mandate and Role of the Committee**

School Councils are standing committees of General Faculties Council (GFC). Each academic School has its own School Council. School Councils provide a faculty-driven forum for development and review of curriculum and the discussion of other academic matters relevant to the School.

### **2) Areas of Responsibility**

- a) Meet regularly for the purposes of consultation, discussion, and information sharing.
- b) Develop and recommend new curriculum for review by GFC Curriculum Advisory Committee.
- c) Develop and recommend amendments to existing curriculum for review by GFC Curriculum Committee.
- d) Discuss and develop ideas around course delivery and pedagogy.
- e) Facilitate, advise on, and participate in the completion of cyclical program reviews.
- f) Review and confirm graduands from its program areas as recommended by the Registrar to GFC.
- g) Create sub-committees as needed in order to accomplish its work.

### **3) Composition**

#### **Voting Members**

- Chair: Dean, Academic Programs or designate
- School Director
- All full-time academic staff members assigned to a program under the School
- All Limited Term Appointments
- All sessional faculty members who have taught for at least two academic years and are teaching four classes in the current academic year as of September 1<sup>st</sup>

#### **Non-Voting Members**

- All sessional faculty members assigned to a program under the School
- Studio Manager
- Technicians who support a program under the School
- The President
- Secretary, General Faculties Council

#### **Other Members**

- School Councils shall call upon other faculty and external advisors as appropriate for consultation.

### **4) Quorum**

the Chair and at least 50% of the voting members of the School Council

**5) Delegated Authority from General Faculties Council**

- a) Minor changes to existing curriculum (not more than 10%) including changes to:
  - i) Course title
  - ii) Course description
  - iii) Copy-edits and/or typographic errors

**6) Limitations to Authority**

- a) Any curricular motions not identified under 5 (Delegated Authority) generated in School Council to be submitted to the GFC Curriculum Committee as appropriate for review and recommendation to GFC for approval.

**7) Reporting to GFC**

- a) Each School Council reports monthly to GFC

Approved by General Faculties Council:  
March 25, 2020  
September 15, 2021  
May 18, 2022

