

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 assigned to a program under the School
- 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 1st

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
- Associate Dean, Undergraduate Studies
- Associate Dean, Research, Internationalization and Graduate Studies
- 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
October 19, 2022