

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.
- c) Develop and recommend amendments to existing curriculum for review by GFC.
- 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.
- g) Create working groups 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 in the two academic years immediately preceding the current academic year and are teaching four classes in the current academic year as of September 1st

Non-Voting Members

- Sessional faculty members assigned to a program under the School, who do not meet the eligibility requirements to be a voting member
- Studio Manager
- Secretary, General Faculties Council

4) Absence of the Chair

In the event that the Chair is unable to attend a specific meeting, then the Chair may either designate a voting member to chair the meeting or cancel the meeting.

5) Quorum

At least 50% of the voting members of the committee, plus one.

6) Limitations to Authority

- a) Any curricular motions in School Council to be submitted as appropriate for review and recommendation to GFC or its delegate 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
May 1, 2024
November 24, 2025