

THE CONSTITUTION AND BY-LAWS FOR THE ACADEMIC GOVERNANCE OF THE NOVA  
SCOTIA COLLEGE OF ART AND DESIGN

Adopted by the Faculty Forum of the Nova Scotia College of Art and Design on March 21, 2005  
Pursuant to the By-Laws of the Board of Governors of the Nova Scotia College of Art and Design,  
which are pursuant to the Nova Scotia College of Art and Design Act  
(Statutes of Nova Scotia 1969, Chapter 138, Section 9)

Article 1: Interpretation

In this Constitution, unless otherwise clearly indicated by reference or context, the following terms shall be interpreted as indicated below:

- 1.1 "Academic Council" or "Council" refers to the Nova Scotia College of Art and Design's Academic Council, whose terms of reference are described in Article 3;
- 1.2 "Act" refers to the Nova Scotia College of Art and Design Act (S.N.S. 1969, c. 138);
- 1.3 "The Administration" or "Administrators" refers to persons holding the offices of President, Vice-President(s), Dean(s);
- 1.4 "Board" refers to the Board of Governors of the College, as defined in the Act;
- 1.5 "College" or "NSCAD" refers to the Nova Scotia College of Art and Design;
- 1.6 "Day" shall mean a calendar day;
- 1.7 "Faculty" or "Faculty Members" refers to persons who are not Administrators, but are faculty, or professional librarians who have Regular Full-Time, Regular Pro-Rated, or Regular Reduced-Workload contracts at the College;
- 1.8 "Faculty Forum" or "Forum" refers to the Nova Scotia College of Art and Design's Faculty Forum, whose terms of reference are described in Article 2;
- 1.9 "Officers" refers to the executive of the NSCAD Academic Council, specifically its Chair, Vice-Chair, Secretary and Chair-Elect; and
- 1.10 "SUNSCAD" refers to the Student Union of the Nova Scotia College of Art and Design.

Article 2: The NSCAD Faculty Forum

2.1 Membership

The voting members of Faculty Forum are: all members of Academic Council; all other members of faculty on Regular Full-Time, Regular Pro-Rated and Regular Reduced-Workload appointments; and Professional Librarians. For the purposes of Article 2.2.2, Administrators, the Registrar, the Director of the School of Extended Studies, and representatives of SUNSCAD and the Board shall not vote.

2.2 Duties and Responsibilities of the NSCAD Faculty Forum shall be:

- 2.2.1 Amending the Constitution and By-Laws for Academic Governance of the Nova Scotia College of Art and Design;
- 2.2.2 Electing Faculty Members to the following: the Board of Governors (election to take place in the Winter Semester), the Honourary Degree Committee (election to take place in the Winter Semester), Selection Advisory Committees (election to take place in the Fall Semester), Appointment Review Committees (election to take place in the Fall Semester), and Academic Council Members-at-Large (see Clause 3.3.1).
- 2.2.3 Electing the Chair of Academic Council.
- 2.2.4 Consulting with the Board of Governors on Program and/or Division establishment or discontinuation, and on significant Program modifications; and

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2.2.5 Meeting when called by Council to discuss matters of importance to the College Community.

2.3 Meetings of Faculty Forum shall be chaired by the Chair of Academic Council.

2.4 Twenty-two (22) voting members shall constitute a quorum of Faculty Forum.

2.5 In addition to meetings which are held for the purposes listed above in Clause 2.2, the Faculty Forum shall convene at the start of each of the Fall and Winter semesters for the purposes of introducing new members and new graduate students; receiving reports from the Administration on the state of the University; and providing a forum for the discussion of other matters of routine importance to the University Community.

2.6 Proxy votes are not permitted.

### Article 3: The Academic Council

3.1 Voting Members of the Council shall be:

3.1.1 The Chair of the Council (only in the case of a tie);

3.1.2 Nine (9) Faculty Members: the Chair of each Division (currently Historical and Critical Studies, Craft, Design, Fine Art, Foundation, and Media Arts); and three (3) Members-at-Large, from different Divisions, elected by Faculty Forum (see Clause 3.3);

3.1.3 The Provost & Vice-President, Academic Affairs & Research;

3.1.4 The Dean;

3.1.5 A member appointed by the Board of Governors for a one year term;

3.1.6 Two students appointed by SUNSCAD for a one year term;

3.1.7 One Graduate Director, elected by the Graduate Program Directors for a one year term;

3.1.8 The University Librarian; and

3.1.9 One Regular Part-Time Faculty Member, elected by Regular Part-Time Faculty Members for a one year term (election to take place in the Winter Semester).

3.2 Non-voting Members of the Council shall be:

3.2.1 The President of the College;

3.2.2 The Vice-President, Finance and Administration;

3.2.3 The Registrar and Director of Student Services;

3.2.4 The Director of the School of Extended Studies; and

3.2.5 The Chair-Elect as per Article 4.3.

3.3 Election of Members-at-Large

3.3.1 Elections shall take place in the Winter Semester.

3.3.2 Elections are conducted by the Secretary of Governance by secret ballot.

3.3.3 The term of office shall be two (2) years, beginning July 1.

3.3.4 If a member cannot fulfill his/her term of office, a by-election will be held within thirty (30) days.

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3.4 General Rights and Responsibilities shall be:

- 3.4.1 To meet regularly, conduct business and maintain records;
- 3.4.2 To act on any issue related to academic programs or policies; and
- 3.4.3 To oversee the development, delivery and performance of academic programs, standards, policies and regulations.

3.5 Specific Rights and Responsibilities shall be:

- 3.5.1 Setting the academic calendar and related policies;
- 3.5.2 Setting basic units of measure of study (e.g. credits, semester hours); course classifications; and grading and evaluation systems;
- 3.5.3 Setting requirements for degrees, majors and minors;
- 3.5.4 Receiving and acting on proposals for new or revised credit courses;
- 3.5.5 Setting standards and requirements for admission;
- 3.5.6 Setting policies and procedures for admission to degree, major or minor programs;
- 3.5.7 Setting academic standards required of all students 'in good standing' and the consequences of failing to meet these standards (see Article 6.4.3 on Academic Status Review Committee);
- 3.5.8 Setting policies and procedures for individual student appeal of the application of policies, requirements, or procedures (see Article 6.4.4 on Academic Policy Appeals Committee);
- 3.5.9 Setting standards and policies for academic ethics for students;
- 3.5.10 Forming committees to study and make proposals on issues related to academic matters;
- 3.5.11 Initiating internal and external academic program reviews and determining protocols and processes for these reviews;
- 3.5.12 Requesting and receiving information relevant to carrying out the rights and responsibilities described in Article 3.4;
- 3.5.13 Making recommendations to the Board of Governors on the introduction or termination of degrees and major or minor programs of study;
- 3.5.14 Making recommendations to the Administration and/or the Board of Governors on the allocation of resources (fiscal, space and staffing) to support academic programs; and
- 3.5.15 Considering any other issues that may fall within the mandate of the Academic Council.

Article 4: Officers of the Academic Council

4.1 The Officers of the Council shall be the Chair, the Vice-Chair, the Chair-Elect and the Secretary.

4.2 The Chair

- 4.2.1 The Chair shall be a Faculty member elected by the Faculty Forum through a secret ballot for a two (2) year term. The Chair shall be eligible for re-election.
- 4.2.2 The election of the Chair shall take place in the fall semester of the second year of the term of the sitting Chair. The successful candidate shall be the "Chair-elect" until June 30.

#### 4.2.3 The responsibilities of the Chair shall include:

- 4.2.3.1 The general administration of the Council and Forum;
- 4.2.3.2 Presiding over all meetings of the Council and Forum;
- 4.2.3.3 Setting dates and preparing agendas for meetings;
- 4.2.3.4 Overseeing the timely preparation and circulation of announcements and minutes of meetings;
- 4.2.3.5 Directing the Council business to and from committees, Forum, the Administration, the Board, or any other relevant body; and
- 4.2.3.6 Making or authorizing statements that represent the position of the Council or Forum, after appropriate consultation with other bodies or individuals, including the President.

#### 4.3 The Chair-Elect

- 4.3.1 If the Chair-Elect is already a member of the Council, he or she shall continue in this position until June 30, but shall also immediately become an Officer of the Council. If the Chair-Elect is a Division Chair or a Member-at-Large, his or her constituency shall elect a replacement to begin July 1.
- 4.3.2 If, at the time of taking office, the Chair-elect is not a member of the Council, he or she shall immediately become a non-voting member and an Officer of the Council.

#### 4.4 The Vice-Chair

- 4.4.1 The Vice-Chair of the Council shall be a Faculty Member of the Council elected by the Council for a two (2) year term.
- 4.4.2 The Vice-Chair of the Council shall be responsible for advising and assisting the Chair in the administration of Council business. Specific responsibilities shall include, but are not limited to, assuming the duties and responsibilities of Chair during meetings of the Council and Forum at the request of the Chair or during the absence of the Chair. The election of the Vice-Chair of the Council shall take place in the Fall semester of the second year of the term of the sitting Vice-Chair and in the first year of the term of the Chair.

#### 4.5 The Secretary

- 4.5.1 The Secretary of the Council shall be the Provost & Vice-President, Academic Affairs & Research.
- 4.5.2 The Secretary, in consultation with the Chair of Council, shall be responsible for recording and maintaining the working and permanent records of Council.
- 4.5.3 Specific responsibilities of the Secretary shall include:
  - 4.5.3.1 Circulating notices of meetings and agendas of the Council and Forum;
  - 4.5.3.2 Recording and maintaining minutes of meetings and other records of the Council and Forum; and
  - 4.5.3.3 Maintaining a list of current voting members of the Forum.

### Article 5: Meetings of the Academic Council

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## 5.1 Calendar

5.1.1 Regular monthly meetings of the Council shall be scheduled by the Officers. The schedule shall be distributed one month before the beginning of each semester.

5.1.2 Special meetings may be called by the Chair at the request of Faculty Members or the Administration.

5.1.3 Meetings may be cancelled or rescheduled by the Chair, in consultation with the Officers of the Council.

## 5.2 Notices of Meetings of the Council

5.2.1 Agendas and minutes shall be circulated to the membership no fewer than seven (7) days before any meeting.

5.2.2 Motions regarding significant modifications to a program or to discontinue or establish a program require thirty (30) days' Notice of Motion.

5.2.3 Motions regarding major changes in the allocation of resources to academic programs require thirty (30) days' Notice of Motion.

5.2.4 Special meetings require seven (7) days notice and shall only consider business announced in the meeting notice. Refer to article 5.1.2.

## 5.3 Order and Disposition of Business

5.3.1 Meetings shall be conducted in accordance with accepted parliamentary procedure, according to *Robert's Rules of Order*, or as set aside by a two-thirds (2/3) vote.

5.3.2 Meetings shall be chaired by the Chair of the Council or, in the absence of the Chair, by the Vice-Chair.

5.3.3 Meetings of the Council shall be open to the College community with the exception of meetings which the Council unanimously agrees to hold in private. Visitors may be invited to speak at the discretion of the Chair.

5.3.4 The Council may elect a Parliamentarian from its members to advise on procedural matters at meetings of both Council and Forum.

## 5.4 Voting

5.4.1 Ten (10) voting members shall constitute a quorum.

5.4.2 Motions of Council will normally require a simple majority, with the exception of those matters where *Robert's Rules of Order* requires otherwise, or as specifically referred to in this document.

5.4.3 Proxy votes are not permitted.

## Article 6: Standing Committees of the Academic Council

### 6.1 Standing Committees of the Council shall be:

6.1.1 Chaired by a member of Council but may include members from the College community;

6.1.2 Maintained by the Council according to procedures determined by the Council; and

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6.1.3 Established or changed by amendments to this Constitution and By-Laws.

## 6.2 Principles of Membership

6.2.1 Standing Committees of the Council shall have a simple majority of Faculty Members.

6.2.2 Standing Committees shall normally include three or more Faculty members, one or more SUNSCAD representatives, and one administrator or staff person.

6.2.3 At the start of each academic year, the membership of all Standing Committees shall be ratified by the Academic Council. Membership recommendations shall be brought to Academic Council by the Provost & Vice-President, Academic Affairs & Research, after consultation with the Division Chairs.

## 6.3 General Rights and Responsibilities

6.3.1 The Standing Committees shall exercise the responsibilities assigned to them by the Council.

6.3.2 Standing Committees may form sub-committees of their members to address specific matters.

6.3.3 Standing Committees shall submit the results of their work to Council in an annual report or as scheduled by Council.

## 6.4 The Standing Committees of the Council include the following:

### 6.4.1 Admissions Committee

The Admissions Committee includes the Chair of Foundation, and the Director of Admissions and Enrolment Services. The Committee is responsible for overseeing, evaluating and implementing regulations and policies with regard to the admission of undergraduate students to the College; making proposals regarding these regulations and policies to Council; and evaluating applications for admission to the College according to College policy.

### 6.4.2 Scholarship and Awards Committee

The Scholarship and Awards Committee includes the Registrar or his/her designate, and the Director of Financial Aid and Student Counseling. The Committee is responsible for evaluating and recommending students for all scholarships and awards according to the criteria for individual scholarships and awards.

### 6.4.3 Academic Status Review Committee

The Academic Status Review Committee is chaired by the Dean, and includes the Registrar or his/her designate. The Committee is responsible for reviewing information regarding any student failing to meet the minimum academic standards, and determines appropriate action within approved policy.

### 6.4.4 Academic Policy Appeals Committee

The Academic Policy Appeals Committee is chaired by the Dean, and includes the Registrar or his/her designate. The Committee is responsible for reviewing all student appeals of the application of academic policies, standards and procedures, and acts to resolve them within approved policy.

### 6.4.5 The Exhibitions Committee

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The Exhibitions Committee includes the Director of the Anna Leonowens Gallery. The Committee is responsible for organizing the installation of exhibitions consistent with the Gallery mandate.

#### 6.4.6 Library Committee

The Library Committee is chaired by the University Librarian, and includes the Visual Resources Librarian. The Committee oversees, evaluates and recommends library services and practices in support of academic programs.

#### 6.4.7 Digital Technology Committee

The Digital Technology Committee may include a faculty member from each Division, at the option of the Division. The Committee oversees, evaluates and recommends services and practices relating to electronic technology in support of academic programs.

#### 6.4.8 Graduate Studies Committee

The Graduate Studies Committee includes the Graduate Program Directors; the Provost & Vice-President, Academic Affairs & Research; one faculty member appointed by and from each of the following Divisions: Craft, Design, Historical and Critical Studies, Foundation, Fine Arts, and Media Arts; and one graduate student from each of the Graduate Programs, elected by the graduate students in each program. The Committee oversees and recommends policies relating to all University Graduate Programs, and receives and ratifies recommendations on graduate admissions and entrance scholarships.

#### 6.4.9 Academic Resource Committee

The Academic Resource Committee includes the Vice-President, Finance & Administration. The Committee evaluates and makes recommendations on the allocation of resources (fiscal, space and staffing) in support of academic programs.

#### 6.4.10 Research Committee

The Committee includes one Administrator and may include one faculty member from each Division, at the option of the Division. The Research Committee oversees and recommends policies relating to research and grant activities.

### Article 7: Other Committees of the Academic Council

7.1 The Council may establish *ad hoc* committees to perform specific tasks not assigned to Standing Committees.

7.2 *Ad hoc* committees of Council shall be chaired by a member of Council and may include other members of the College community, but may also include a majority of members who are not Faculty Members.

7.3 *Ad hoc* committees of Council, at the time they are established, shall be given a clear and specific mandate and proposed membership.

7.4 *Ad hoc* committees shall dissolve when they have completed their assigned business and reported to Council, or at the end of the academic year, whichever comes first.

### Article 8: Amendments

8.1 The Faculty Forum has the power to amend this Constitution and By-Laws.

8.2 The Constitution and By-Laws may be amended by a resolution passed by a two-thirds (2/3) majority of Faculty Forum.

8.3 A motion to amend requires thirty (30) days' Notice of Motion.

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#### 8.4 Amendments receiving Forum approval will be forwarded to the Board of Governors for consideration.

Faculty Constitution Approved March 21, 2005 by Faculty Forum  
Approved May 26, 2005 by Board of Governors  
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Approved November 1, 2007 by Board of Governors  
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